



*Serving the communities of Adelanto, Apple Valley, Barstow, Hesperia, Victorville,
and areas of San Bernardino County*

REQUEST FOR PROPOSAL
RFP 2024-04
OPERATIONS AND MAINTENANCE SERVICES

January 18, 2024

NOTICE INVITING PROPOSALS – RFP 2024-04 OPERATIONS AND MAINTENANCE

1. Purpose of the Procurement and Period of Performance

The Victor Valley Transit Authority (VVTA) is seeking sealed proposals from interested firms to operate and maintain transit services in the Victor Valley operating out of its Hesperia and Barstow Facilities. The successful Proposer must be capable of providing “turnkey” service to include daily administration, management, service planning, operations, and vehicle maintenance to support VVTA’s Fixed Route and Complementary Paratransit services.

2. Obtaining Proposal Documents

Proposal documents may be obtained from Victor Valley Transit Authority, in person at 17150 Smoke Tree Street, Hesperia, CA 92345-8305, electronically at vvta.org/procurement or at www.publicpurchase.com. Documents are also available via email request to cplasting@vvta.org. Proposals requested by courier or via USPS mail shall be packaged and sent only at the Proposers’ expense.

3. Proposal Due Date and Submittal Requirements

Proposals must be received by **3:00 PM Pacific Time on Thursday, March 7, 2024.**

3.1 Sealed Proposals shall be delivered to the following address:

Victor Valley Transit Authority
Attn: Christine Plasting/Procurement Manager
17150 Smoke Tree Street
Hesperia, CA 92345

3.2 Envelopes or boxes containing proposals shall be sealed and clearly labeled with VVTA’s RFP number and the solicitation title: “VVTA RFP 2024-04: OPERATIONS AND MAINTENANCE SERVICES.” **The Pricing Forms shall be in a separate sealed envelope clearly marked “Pricing Forms”**

3.3 Proposers shall submit to VVTA one (1) hard copy of the proposals marked “Original,” and one (1) electronic copy via DVD/CD or thumb/flash drive **OR** via www.publicpurchase.com. A Proposal is deemed to be late if it is received by VVTA after the deadline stated above. Proposals received after the submission deadline shall be returned, unopened to the Proposer. It is the Proposer’s sole responsibility to ensure that the Proposals are received by the Procurement Manager by the date and time stated above.

4. Validity of Proposals

Proposals and subsequent offers shall be valid for a period of one hundred and twenty (120) days. An award may be made without further discussion. VVTA reserves the right to withdraw or cancel this RFP at any time without prior notice and VVTA makes no representation that any contract will be awarded to a proposer responding to this RFP.

5. Pre-proposal Meeting and Questions

There will be a non-mandatory Pre-Proposal meeting on TBD at 17150 Smoke Tree Street, Hesperia, CA 92345, in the Board Room A104. The deadline for questions is at 5:00 PM (PDT), Friday, TBD. Prospective bidders must submit written questions to the Procurement Manager at cplasting@vvta.org. Responses shall be shared with all known prospective proposers by written addenda only. All addenda including all sign-in sheets, questions, and answers posed during the Pre-Proposal meeting, will also be posted to the VVTA website at www.vvta.org/procurement.

The successful Proposer will be required to comply with all applicable Equal Opportunity Laws and Regulations.

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| EXHIBIT A-1 | System and Route Maps (Available for download at www.vvta.org/procurement) |
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| EXHIBIT D-1 | Uniform Policy |
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| EXHIBIT P-2 | VVTA Fixed Asset Disposal Procedure |
| EXHIBIT Q-1 | Current Paddles (Available for download at www.vvta.org/procurement .) |
| EXHIBIT Q-7 | Paratransit On-time Performance |
| EXHIBIT Q-37 | Bus Replacements |
| EXHIBIT Q-64 | GFTS Export (Available for download at www.vvta.org/procurement) |
| EXHIBIT Q-92 | Current Operator List |
| EXHIBIT Q-125 | Current Contractor Contract (Available by request to cplasting@vvta.org .) |
| EXHIBIT Q-126 | Miles by Block |
| EXHIBIT R-1 | Current CBA – signed 10/1/23 – 9/30/26 (Available by request to cplasting@vvta.org) |
| EXHIBIT S-1 | Sustainable Operations (Available for download at www.vvta.org/procurement) |

The Excel version of the pricing forms is available upon request to cplasting@vvta.org.

1. INSTRUCTIONS TO PROPOSERS

A. PROPOSAL TIMELINE

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|--|---|
| Date of RFP: | January 18, 2024 |
| Agency: | VICTOR VALLEY TRANSIT AUTHORITY |
| Address of Agency: | 17150 SMOKE TREE ST., HESPERIA, CA 92345-8305 |
| Contracting Officer: | Christine Plasting, Procurement Manager |
| Telephone No: | (760)995-3583 |
| FAX No: | (760) 948-1380 |
| Email Address: | cplasting@vvta.org |
| Pre-proposal Conference (Non –Mandatory) | Monday, February 12, 2024, at 9:30 AM PST |
| Last Day for Questions | Friday, February 23, 2024, at 5:00 PM PST |
| Addenda and Answers to questions | Friday, March 1, 2024, at 2:00 PM PST |
| Proposals Due Date | Thursday, March 7, 2024 at 3:00 PM PST |
| Anticipated Award Date | May 20, 2024 |
| Anticipated Contract Start Date | TBD |

B. DEFINITIONS

BAFO: means Best and Final Offer.

Commencement Date: means the date the Contractor begins the operation of fixed route, commuter, intercity, and ADA services under the Contract entered into pursuant to this RFP. The anticipated start date for the contract is TBD.

Contracting Officer: means the individual identified in “A. Proposal Timeline” as the VVTA officer or employee with responsibility for implementing and overseeing the procurement process under this RFP. Whenever the term “Contracting Officer” is used in this RFP, it also includes the designated representative thereof.

Contract Term: means five-year base term and five one-year option periods (if exercised by VVTA).

Contractor: means the firm, company, corporation, partnership, or association that enters into the Contract with VVTA to provide the Scope of Work specified in this RFP.

Days: means business days recognized by VVTA, except as otherwise specifically indicated herein.

Deadhead: The term “Deadhead” means Pull-In and Pull-Out movements and movement of a Revenue Vehicle without fare-paying passengers between the ending point of a scheduled Trip to a layover location, bus movements between interlined trips, and movement from a layover location to the start of a scheduled Trip.

CEO: means the VVTA Chief Executive Officer or her designee.

Facilities: means the Hesperia facility located at 17150 Smoke Tree Street, Hesperia, CA 92345, the Barstow Facility located at 2641 W. Main St., Barstow, CA, the Barstow LCNG fueling station located at 100 N Sandstone Ct. Barstow, CA, and the leased Victor Valley Transportation Center located at 16858 D Street, Victorville, CA, and the planned Hesperia and Barstow Transfer Hubs. The Barstow and Hesperia Facilities are owned by VVTA and a portion of both facilities will be used by the Contractor for maintenance of Revenue Vehicles and as a base for Operations under the Contract.

Federal Transit Administration (FTA): means the Federal Transit Administration of the United States Department of Transportation or its successor entity.

VVTA: means Victor Valley Transit Authority, the public agency issuing this RFP, a local public transportation provider created under a joint powers' agreement pursuant to California State law with its principal place of business in Hesperia, California.

Key Personnel: means the Proposer's General Manager, Operations Manager Hesperia, Operations Manager Barstow, Maintenance Manager, Maintenance Training Manager, Parts Manager, Safety Manager, Training Manager, Data Manager and any other senior/staff/significant personnel.

Interested Party: means any person (1) who is an actual or prospective proposer in the procurement involved; and/or (2) whose direct economic interest would be affected by the award of the Contract or by a failure to award the Contract.

Non-Revenue Vehicle: means a vehicle that is used to support transit services (such as a supervisory or relief vehicle) but is not used in Revenue Service. The term includes both the Non-Revenue Vehicles provided by VVTA and the Non-Revenue Vehicles provided by the Contractor. The term does not include shop trucks or tow trucks.

Prospective Proposer: means any person who takes one or more of the following actions: (1) receives the RFP by direct mail, email or by download from the vvta.org/procurement page; (2) attends the pre-proposal meeting and registers as an attendee; and/or (3) registers with VVTA as a prospective proposer.

Pull-In: refers to movement of a revenue vehicle from the terminus of a Trip and arriving at the designated Bus Yard.

Morning Pull-Out: refers to movement of a revenue vehicle from the Bus Yard to the origin location of a Trip.

RFP. The term “RFP” means this Request for Proposal.

Recovery Time: means the time between the end of one Trip and the scheduled start time of the next Trip intended to mitigate schedule adherence issues that could result in service delays. Total Recovery time may not be more than 15 percent of the total published In-Service Time.

Revenue Hour: means the time a Revenue Vehicle is in Revenue Service, including Recovery Time but excluding Deadhead Time.

Revenue Service: means the operation of a Revenue Vehicle in transit services available to carry fare paying passengers. The term includes Recovery Time but does not include Deadhead Time.

Revenue Vehicle: means any vehicle owned or leased by VVTA and used by the Contractor to provide fixed route and complementary paratransit (ADA) services under the Contract.

Intelligent Transportation System (ITS): means the communications, reservation, and dispatch system supplied by VVTA for use in tracking schedule adherence, improving dispatching, and providing more accurate and timely data and information on systems performance for both Fixed Route and Complementary Paratransit.

Special Services: means services provided by the Contractor that are in addition to regular services on the routes, such as services for marketing and other events or activities.

Solicitation: means an Invitation to Bid, Requests for Proposal, or other form of document used to procure equipment, materials, or services.

MB CB and DR: MB stands for Motor Bus and refers to all fixed route, deviated/flex services including Regional Fixed Routes, County Routes, and Intercity Routes. CB stands for Commuter Bus which are VVTA commuter routes. DR stands for Demand Response which is Direct Access Complementary Paratransit and Subscription Service as required by the Americans with Disabilities Act of 1990.

Pre-Proposal Meeting: The meeting during a solicitation to give proposers an opportunity to visit the location(s) where service will be conducted. VVTA would like to use the meeting scheduled for Thursday, May 14, 2020 at 11:00 AM. (PDT), to answer questions that may be asked by attendees. The Questions and answers posed during this meeting will be included in the addendum scheduled to post after the Deadline for Questions.

C. PURPOSE

The purpose of this Request for Proposal (RFP) by the Victor Valley Transit Authority (VVTA), Hesperia, CA is to solicit sealed proposals from interested Proposers to establish a contract to operate and maintain transit services in the Victor Valley, of Southern California, operating out of its Hesperia and Barstow Facilities. The successful Proposer must be capable of providing a “turnkey” service to include daily administration, management, service planning, operations, and vehicle maintenance to support VVTA’s Fixed Route, commuter, intercity, and Complementary Paratransit services.

D. BACKGROUND

The Victor Valley Transit Authority is a Joint Powers Authority located in the high desert region of San Bernardino County located in Southern California and encompasses over 1,000 square miles, serving a population of approximately 400,000. Hesperia is located right along Interstate 15 and is approximately 90 miles from downtown Los Angeles, CA. Barstow is located approximately 50 miles north of Hesperia. The Victor Valley Transit Authority (VVTA) serves the cities of Victorville, Hesperia, Adelanto, Phelan, Wrightwood, Barstow, the Town of Apple Valley and several unincorporated areas of San Bernardino County.

VVTA provides public fixed route transit service, complementary paratransit, intercity service, and commuter service. VVTA’s revenue fleet consists of thirty-three (56) thirty-two, thirty-five & forty-foot transit buses, two (2) class E cutaway transit buses, thirteen (13) commuter and intercity buses which are forty & forty-five feet, and forty-seven (47) demand response cutaway vehicles and 2 Braun caravan ADA vehicles VVTA transports 2.7 million passengers per year operating on 41 routes. Approximately thirty-four (34) paratransit vehicles operate daily depending upon demand.

VVTA’s technological infrastructure is supported by in-house staff and a local IT Support Vendor. VVTA is responsible for all grants, and reporting. VVTA is also responsible for reporting to its Board of Directors, state and federal agencies, and NTD.

E. PERIOD OF PERFORMANCE

VVTA intends to award a Fixed Price contract for a period of five (5) years, with the option of five (5) one-year extensions. VVTA may award the contract at a time other than stated in the proposed schedule.

F. EXAMINATION OF DOCUMENTS

By submitting a proposal, the Proposer represents that it has thoroughly examined and become familiar with the work required and documents included under the RFP.

G. REQUEST FOR CLARIFICATION / APPROVED EQUALS

1. Whenever any material, product or service is specified or indicated in the RFP

and/or contract documents by brand name, trade, patent, or proprietary name or by the name of the manufacturer, the item so specified or indicated shall be deemed to be followed by the words, "Or Equal."

2. At any time during this procurement up to the time specified in the "Proposal Schedule" (Section A), proposers may request, in writing, a clarification or interpretation of any aspect, or a change to any requirement of the RFP or any addendum to the RFP. Requests may include suggested substitutes for specified items and for any brand names. Whenever a brand name is used in this solicitation it shall mean the brand name or "approved equal." Such written requests shall be made to the Contracting Officer and may be transmitted by facsimile or via email. The Proposer making the request shall be responsible for its proper delivery to VVTA per "Contracting Officer" (Section A) on the form provided in "Request for Pre-Offer Change or Approved Equal (Attachment E)." VVTA will not respond to oral requests. Any request for a change to any requirement of the Contract Documents must be fully supported with technical data, test results, or other pertinent information evidencing that the exception will result in a condition equal to or better than that required by the RFP, without substantial increase in cost or time requirements. Any responses to such written request shall be provided by VVTA in the form of addendum only. Only written responses provided as addendum shall be official and all other forms of communication with any officer, employee or agent of VVTA shall not be binding on VVTA.
3. VVTA, at its sole discretion, shall determine whether the substantiating data demonstrates that an "approved equal" item(s) is equivalent in all respects to the item specified in the RFP and/or contract documents.

H. VENDOR CONTACT

1. ***All correspondence, communication and/or contact with regard to any aspect of this solicitation is authorized only with the designated Contracting Officer identified in "A. Proposal Schedule" above, or their designated representative. Proposers and their representatives shall not make any contact with or communicate with any employees of VVTA, or its directors and consultants, other than the Contracting Officer with regard to any aspect of this solicitation or offers. Ex parte' communications with members of VVTA's Board of Directors or any person responsible for awarding a contract, including the Contracting Officer is prohibited under California Public Contract Code Section 20216. All communications shall be in writing and will be made public.***
2. If it should appear to a prospective Proposer that the performance of the Work under the contract, or any of the matters relating thereto, is not sufficiently described or explained in the **RFP** or Contract Documents, or that any conflict or discrepancy exists between different parts thereof or with any federal, state, local or Agency law, ordinance, rule, regulation, or other standard or requirement, then the Proposer shall submit a written request for clarification to VVTA within the

time period specified above.

I. ADDENDA TO RFP

VVTA reserves the right to amend the RFP at any time. Any amendments to or interpretations of the RFP shall be described in written addendum. VVTA shall provide copies of Addendum to all prospective Proposers officially known to have received the RFP, as well as post to the VVTA website: vvta.org/procurement. Prospective Proposers, or their agents, shall be responsible to collect the addendum. Failure of any prospective Proposer to receive the notification or addendum shall not relieve the Proposer from any obligation under its proposal as submitted or under the RFP, as clarified, interpreted or modified. All addendum issued shall become part of the RFP. Prospective Proposers shall acknowledge the receipt of each individual addendum and all prior addenda in their proposals. Failure to acknowledge in their proposals receipt of addendum may, at VVTA's sole option, disqualify the proposal.

If VVTA determines that the addendum may require significant changes in the preparation of proposals, the deadline for submitting the proposals may be postponed by the number of days that VVTA determines will allow Proposer sufficient time to revise their proposals. Any new Due Date shall be included in the addendum.

J. EXCEPTIONS / DEVIATIONS

Using the Form for Proposal Deviation – Attachment E – State any exceptions to or deviations from the requirements of this RFP, segregating “technical” exceptions from “contractual” exceptions. Where proposer wishes to propose alternative approaches to meet VVTA's technical or contractual requirements, these should be thoroughly explained. If no contractual exceptions are noted, proposer will be deemed to have accepted the contract requirements as set form in the Scope of Work.

K. FORMAT OF PROPOSALS

1. Proposals must be submitted and organized in the order listed below. Please use Ariel 11 as the font and limit the proposal to 100 pages. Limit duplicated responses but ensure every element of the RFP is addressed in the proposal. The proposal shall include, at a minimum, the following:
 - a. **Cover letter:** Proposer must include a letter of introduction, no more than three pages long, including the name of the organization submitting the proposal; its address; a statement of whether the organization is an individual, partnership, or joint venture; and the name, address, email address, and telephone number of the contact person who will be authorized to make representations and commitments for the proposer.
 - b. **Title Page**
 - c. **Table of Contents**

- d. **Profile of Firm (History, Experience, Changes):** This section should include details regarding the Proposer's ability and experience to operate the project as specified in the RFP. The following information must be included:
- I. Corporate hierarchy: i.e. President, Vice President, Corporate Officers, etc.
 - II. Corporate overview of services or activities performed.
 - History of firm – Include a brief history of the firm.
 - Founding Date (month and year).
 - Firm size – staff and client base.
 - Firm's vision and mission statement
 - III. Experience: Attachment E includes a Reference Form for proposer to list all entities, public and private, for which the proposer has operated fixed route transit services during the past 5 years, including an identification of the work performed and its current status, and a specific identification of experience in performing services similar to the Scope of Work in this RFP. This list shall include the current addresses of such entities, email addresses and telephone numbers of appropriate contact persons. VVTA may contact any person listed for use as a reference and may consider the results of such contacts in the evaluation process.

The proposer shall also identify in this Section any instance, during the past 5 years, in which the proposer submitted a bid or proposal on a transit services operating contract and was found to be a non-responsible bidder, or any instance in which the proposer defaulted on a transit services operating contract.
 - IV. Employment practices – policies and procedures, training, including safety training, affiliation/accreditation, and all other legally required training and testing required by Federal, State and local regulations.
 - V. Location of the office from which the work will be provided and the staff allocation at that office.
- e. **Identify Project team** including, but not limited to:
- I. Size of Project Team
 - II. Education, qualifications, and specific experiences in performing the work that is being solicited in this RFP.
 - III. Project Organization Chart.
- f. **Management Structure and Key Personnel:** This section shall include an explanation of the proposed management structure, including an organizational chart and an identification of the Key Personnel as may be proposed such as General Manager, Operations Manager for Hesperia,

Operations Manager for Barstow, Maintenance Manager, , Facility Manager, Safety Manager, Training Manager, Data Manager, and other senior staff/significant personnel, with resumes for each of the proposed Key Personnel, setting forth their qualifications for their position. This description should include any and all instances of the project team members working together on similar assignments. Proposers shall provide confirmation that each person identified in its proposal as filling a Key Personnel position is in fact committed to the VVTA project.

- g. Commitment that key personnel will be available throughout contract and will not be removed without prior approval of VVTA
- h. Proposer's approach to accomplish the Scope of Work Requirements.
 - I. Description of proposer's approach to performing services. Proposals must include a description of the services to be rendered per the scope of work including a detailed proposal. This statement should include any innovative or trusted strategies/concepts the proposer may have for enhancing service quality, reducing costs, or otherwise improving the productivity and performance of the services provided.
 - II. Provide a work plan or description of how the work will be performed by the contractor. (e.g. – outline a proposed work plan and methodologies that will be employed to accomplish the work.)
 - III. The name of the Project Manager / Liaison and a list of personnel to be assigned to the project and the roles and qualifications.
 - IV. Indicate whether or not your firm will be subcontracting portion(s) of the work. If so, indicate the name of the subcontractor, the portion of the work to be subcontracted, and their State of CA Contractor's License Number (if applicable).
 - V. Describe your firm's approach to resolving problems that may be encountered in the field.
- i. **Staffing Plan:** This section shall include the proposer's plan for staffing the services to be provided under this RFP, including the number and identification (by title, position, rate of pay) of personnel the proposer intends to utilize in providing such services. The successful proposer will be required at a minimum to adhere to its Staffing Plan throughout the term of the Contract. The Staffing Plan should demonstrate that the proposer will be able to provide and retain a sufficient number of qualified personnel to operate and maintain the services required:
 - 1. Employee Turnover and Competitive Wages: VVTA acknowledges that employee retention is often tied to competitive wages.

2. Pay Rates: Please see Exhibit R-1 for current CBA.
 3. Employee Retention Program: A description of the proposer's plans and programs to promote employee retention, including its plan for adequate compensation and benefits, opportunities for advancement, and other means for promoting the retention of employees and the preservation of a stable work force.
 4. Employee Incentive Program: A description of the proposer's program for rewarding outstanding employee performance and for enhancing the overall quality and performance of the workforce.
 5. Maintenance and Operations Staffing Plans: See scope of work.
- j. **Vehicle Maintenance Program**: This section shall include a detailed description of the proposer's method of meeting the requirements of VVTA's maintenance plan.

The plan must include, at a minimum:

1. An identification of inventory levels and controls, scheduled and unscheduled repair items, air conditioning and wheelchair lift parts and materials, method of control, and whether the parts will be supplied by original equipment manufacturers (OEM) or after-market suppliers. VVTA reserves the right to reject the use of any after-market product that VVTA believes is not equal to or better in quality or service to the OEM product.
2. A description of the proposed pre-inspection and post-trip inspection process and how operator-reported defects will be handled prior to revenue vehicles being returned to service.
3. A description of road call procedures and other unscheduled maintenance repairs and/or services. This should include the investigative procedures used to reduce road calls and repeat repairs.
4. A description of the process of repairing/rebuilding major components (i.e., engines and transmissions). The description must include whether the repairs will be performed "in house" or by an outside contractor or vendor. Describe your major component overhaul/rebuild policy; are rebuilds scheduled preventatively and at what intervals or are they scheduled as they fail? (The use of OEM parts and manufacturer certified vendors is recommended.)
5. A description of the method of accident repairs and painting and graffiti removal, including an assurance that the VVTA graphic standards will be strictly adhered.
6. A description of the proposed fueling and cleaning process, including daily fueling procedures, daily, weekly, monthly, quarterly, and semi-annual

interior and exterior cleaning, stocking schedules, farebox probing, fare removal process, and fare counting and reconciliation process.

- k. **Facility Maintenance Plan:** This section shall include a description of the proposer's plan; meeting the requirements of the VVTA facility maintenance plan. (A) Monitoring and enforcing all warranties relating to the Facility and the equipment; (B) conducting regular inspections of the Facility and equipment; and keeping the facility electronic maintenance plan current, up to date, and in real time.
- l. **Facility Maintenance Staffing Plan :** This section shall include a description of the proposer's staffing plan which must include a Facilities Manager to organize and oversee all facility maintenance and repair operations, maintaining of permits and regulatory reporting, and providing direction to facility maintenance and janitorial staff. The Facilities Manager should be knowledgeable of all the varied systems in the construction of the facilities such as HVAC, plumbing, hydraulics, electricity and electrical components, structure, security, alarm systems, solar, L/CNG stations, hydrogen stations, vehicle charging infrastructure, etc. Minimum maintenance staff should consist of at least 3 qualified facility maintenance technicians.
- m. **Janitorial Plan:** This section shall include a description of the proposer's staffing plan which should include cleaning of the Facilities and equipment and assuring that the properties present a professional and orderly appearance. At a minimum 5 janitorial staff between the Hesperia, Victorville, and Barstow Facilities. This plan must include adherence to the VVTA sustainable operations and maintenance environmental policies; See Exhibit S-1.
- n. **Training Program:** This section shall include a description of the proposer's program for training operators, mechanics, dispatchers, supervisors, and other personnel, including the specific training the proposer will provide regarding the operation, maintenance, and fueling of the CNG, BEB, and Hydrogen vehicles; use and maintenance of the CNG, BEB, and Hydrogen fueling infrastructure (to include specific training from the CNG, BEB/Charging, and hydrogen manufacture(s) for the preventive maintenance and repair); operation and maintenance of all equipment and systems used in providing service under the Contract (specifically detailing training for ITS to include drivers, dispatchers, field supervisors, and systems management personnel); and safety and security of operations, vehicles, and the Facility. The Proposer must include a training plan for use of the Maintenance Management System (Currently RTA) as this training is a must for the proper generation of real time work orders, repair and parts entries, vehicle status, warranty repairs, facility maintenance, etc.

The number of hours and types of training to be provided should be specified along with names and qualifications of in house trainers and the names of outside training vendors. This section must address both initial and in-service training and should include the steps the proposer intends to take to improve

employee skills, enhance service quality, and promote safety in the performance of work.

- o. **CNG Experience and Management Plan:** This section shall include an explanation of the Proposer's experience in the operation and maintenance of CNG & LCNG fueling stations (compressors, components, and dispensers) similar to VVTA's stations. This section will include certificates, experience, and specific training from ANGI Energy Systems Inc, and Aerial Compressors, and/or other certified CNG & LCNG training vendors. This section will also address the proposers experience with operation and maintenance of CNG vehicles, and a description of the proposer's CNG Management Plan for assuring the safe, efficient, and effective operation, maintenance, and fueling of the VVTA CNG vehicles and the VVTA CNG & LCNG fueling stations.
- p. **ZEB Technology Experience and Management Plan:** This section shall include an explanation of the Proposer's experience in the operation and maintenance of BEB charging infrastructure and Hydrogen fueling stations. This section shall include certificates, experience, and specific training from original equipment manufacturer (OEM) or other accredited training vendors. This section will also address the proposers experience with operation and maintenance of BEB and FCEB vehicles, and a description of the Proposer's ZEB Management Plan for assuring the safe, efficient, and effective operation, maintenance, and fueling of VVTA ZEBs and ZEB Fueling Infrastructure.
- q. **Safety Program:** This section shall include a description of the proposer's program for assuring safe transit operations and compliance with Federal and State safety laws and regulations. This section shall include a description of the proposer's safety record over the past five years, including an identification of any citations during that period for violations of the California Occupational Safety and Health Act, the Federal Occupational Safety and Health Act of 1970, or other applicable safety laws and regulations.
- r. **Start-Up Plan:** This section shall include a description of the proposer's plan for assuming responsibility for the services specified in this RFP, identifying the issues that will need to be addressed in the start-up and the proposer's plan for addressing these matters. Note that the proposer's start-up costs should be identified in its price proposal.
- s. **EEO/Affirmative Action Plan:** This section shall include an Equal Employment Opportunity/Affirmative Action program or plan (in compliance with Federal law) that includes persons with disabilities and disabled veterans.
- t. **Disadvantage Business Enterprise (DBE) Information:** This section should include a statement of the proposer's plan for utilizing and reporting DBE firms that perform services under the Contract. VVTA encourages proposers to utilize DBE firms. There is no DBE goal for this project, however, VVTA requests that all Proposers make every effort to include DBE's in their proposals.

u. **Drug and Alcohol Policy:** This section should include the proposer's drug and alcohol policy, which must be in compliance with FTA/DOT regulations and the VVTA policy set for in Exhibit E.

v. Summary of Contracted Services

I. Proposer must identify all areas that will be subcontracted and name of the firms performing such work. List their key personnel and their qualifications.

II. Proposer must list all services, equipment and facilities that the proposer has provided and/or operated under contract during the past five (5) years. Include company name, address, phone number, and contact.

III. VVTA reserves the right to interview any organization and visit any of the facilities as listed as subcontractors.

w. Summary of Financial Stability.

Three (3) Years Audited Financial Statements, or tax returns (Including Schedules submitted with tax returns) prepared by a licensed Certified Public Accountant. This information is to be included in hard copy original, only. Please submit this information in a separate, sealed envelope marked, "Financial Statements."

x. Required Forms (See Attachment E)

y. Any other information required by this RFP or its addenda which may not be listed above.

z. (See Exhibits G-1-3 and K-1-2) Cost/Price Proposal – Proposers shall submit proposed pricing to provide the products/services for the work described in Attachment A – Scope of Work.

I. **Specific Contents:** The price proposal shall set forth the proposed price for providing the services in this RFP, including each of the following:

(a) The total price and cost component information for each year of the Contract Term, including the option years, using the form in Exhibit G-1.

(b) The proposed variable rate per Revenue Hour in accordance with Exhibit G-2.

(c) The proposed startup costs, in accordance with Exhibit G-3. If the proposer is an incumbent contractor, it shall provide those costs as if it were commencing service as a new operator.

(d) The Proposed Staffing & Wages in accordance with Exhibit K-1.

(e) Proposed Technicians by Tech Hours Per 1000 Miles in accordance with Exhibit K-2.

II. **Elements of Cost:** In developing price proposals VVTA expects proposers to take these matters into account in preparing their price proposals:

VVTA will pay for CNG, Electricity, Hydrogen, and unleaded fuel costs for the Revenue and Non-Revenue Vehicles used to provide services pursuant to this RFP, and that VVTA will also be supplying approximately twenty-six (26) Non-Revenue Vehicles for supervisors and relief. By assuming responsibility for fuel costs, VVTA will be relieving the successful proposer of a significant cost risk during the term of the Contract. By providing approximately twenty-six (26) Non-Revenue Vehicles, VVTA will be relieving the successful proposer of the capital costs of those vehicles, and of the need to amortize those costs over the Contract Term.

III. **Price Stability:** In submitting price proposals, proposers agree that all prices proposed shall be good for 120 calendar days from the proposal due date.

2. Firms may include additional information, however, do NOT attach terms and conditions that conflict with the RFP, as your firms' proposal may be deemed non-responsive.

L. PROPOSAL PACKAGING REQUIREMENTS

1. Please note that **all addenda** must be acknowledged. Proposer is instructed to use Attachment E – Acknowledgement of Addenda – to acknowledge all addenda released during this solicitation.
2. **Sealed original proposal plus one (1) electronic copy, OR via www.publicpurchase.com**, must be received at the address shown in "Proposal Schedule" (Section A) not later than **3:00 PM (PDT) on Thursday, March 7, 2024**. All labor, equipment, materials, and training shall be furnished in strict accordance with the delivery schedule and the Contract terms and conditions. All Proposals shall be valid for a period of one-hundred twenty (120) calendar days.
3. Proposals received after the time and date due will be rejected without consideration or evaluation and returned, unopened, to the return address on the package received. Under no circumstances will any proposal be accepted after the due date and time in accordance with PCC 10168.
4. Proposer shall submit the Cost/Price Proposal (Exhibits G-1,2,3 and K-1-2) in a separate sealed envelope marked "Pricing Proposal". Prices are to be quoted excluding California State and Local Sales Tax. Proposer shall pay all taxes which are legally enacted at the time bid is submitted and shall secure and pay for all permits and government fees, licenses and inspections necessary for the

proper execution and completion of the Contract. All invoices submitted by awarded contractor, shall itemize applicable California State and Local Sales tax, or state "sales tax included".

5. Proposals including all submittal documents and including price elements shall be submitted by the due date specified, in three sealed packages identified as **"VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES," "2024-04 FINANCIAL STATEMENTS" and "VVTA RFP 2024-04 – COST/PRICE PROPOSAL."** If using www.publicpurchase.com, please upload the technical proposal and the Cost/Price proposal as two SEPARATE documents in the portal.
6. **NO COST, PRICE OR FINANCIAL INFORMATION OF ANY KIND SHALL BE INCLUDED IN PACKAGE NO. 1, NOR IN ANY OF THE PROPOSAL DOCUMENTS THAT WILL BE INCLUDED IN THIS PACKAGE.**
7. If a Proposer is submitting their proposal electronically through publicpurchase.com, a copy of any required originals (notarized document, bonds, etc.) must be included with their proposal. The original documents must be received by VVTA not later than 5 business days after the Proposal Due Date.

M. PRE-CONTRACTUAL EXPENSES

1. VVTA will not be liable for any pre-contractual expenses incurred by any Proposer in preparation of its proposal. Proposer shall not include any such expenses as part of their proposal.
2. Pre-contractual expenses are defined as expenses incurred by the proposer in:
 - a. Preparing a proposal in response to this RFP;
 - b. Submitting that proposal to VVTA.
 - c. Negotiating with VVTA any matter related to this proposal; and
 - d. Any other expenses incurred by proposer prior to date of award, if any, of the Contract.

N. JOINT PROPOSALS

Where two or more firms desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture.

O. TAXES

Proposals are subject to State and Local sales taxes. However, VVTA is exempt from the payment of Federal Excise and Transportation Taxes. Firm is responsible for payment of all taxes for any goods, services, processes, and operations incidental to or involved in the contract.

P. MODIFICATION OR WITHDRAWAL OR PROPOSALS

1. A modification of a proposal already received will be accepted by VVTA only if the modification is received prior to the Proposal Due Date or is specifically requested by VVTA. All modifications shall be made in writing and executed and submitted in the same form and manner as the original proposal.
2. A Proposer may withdraw a proposal already received prior to the Proposal Due Date by submitting, in the same manner as the original proposal, to VVTA a written request for withdrawal executed by the Proposer's authorized representative, in accordance with PCC 10169. After the proposal Due Date, a proposal may be withdrawn only if VVTA fails to award the contract within the proposal validity period prescribed in "Due Date" or any agreed upon extension thereof. The withdrawal of a proposal does not prejudice the right of a Proposer to submit another proposal within the time set for receipt of proposals. Section 10169 of the California Public Contract Code does not authorize the withdrawal of any bid after the time fixed in the Public Notice for the opening of bids.
3. This provision for modification and withdrawal of proposals may not be used by a Proposer as a means to submit a late proposal and, as such, will not alter VVTA's right to reject a proposal.

Q. SUBCONTRACTORS AND ASSIGNMENTS

1. Pursuant to the provisions of the California Public Contract Code Section 4104 every proposer shall in the proposal set forth:
 - a. The name and location of the place of business (address) of each subcontractor who will perform work or labor or render service to the proposer in or about the work in an amount in excess of one-half of one percent of the proposer's total proposal; and
 - b. The portion of the work that will be done by each subcontractor. The proposer shall list only one subcontractor for each portion of work as defined by the proposer in its proposal.
 - c. The dollar amount of the work which will be done by each such subcontractor.
2. Proposer shall complete form entitled "List of Subcontractors (Attachment E)" with the above requested information.
3. The successful proposer shall not, without the express written consent of VVTA, either:
 - a. Substitute any person, firm, or corporation as subcontractor in place of the subcontractor designated in the original Proposal; or
 - b. Permit any subcontract to be assigned or transferred; or

- c. Allow it to be performed by anyone other than the original subcontractor listed in the Proposal.
4. Each proposer shall set forth in its proposal the name and location of the place of business (address) of each subcontractor certified as a disadvantaged business enterprise who will perform work or labor or render service to the prime contractor in connection with the performance of the contract.
5. Proposer shall not assign any interest it may have in any Contract with VVTA, nor shall proposer assign any portion of the work under any such Contract with a value in excess of one-half of one percent of Contract price to be sub- contracted to anyone other than these subcontractors listed in the "List of Subcontracts," except by prior written consent of VVTA. VVTA's consent to any assignment shall not be deemed to relieve proposer of its obligations to fully comply with its obligations under its Contract with VVTA. Proposer with its own forces shall perform a minimum of ten percent (10%) (Calculated as a percentage of the total cost of the project) of the work under this Contract. Proposer shall also include in its subcontract contracts the provisions of its Contract with VVTA including the stipulation that each subcontractor shall maintain adequate insurance coverage compatible to the insurance coverage required of the proposer.

R. DISADVANTAGED BUSINESS ENTERPRISE

This project is subject to Title 49, Code of Federal Regulations (CFR), Part 26, entitled "Participation by Disadvantaged Business Enterprises (DBE) in Department of Transportation Financial Assistance Programs ("Regulations")." The Regulations in their entirety are incorporated herein by this reference. Because VVTA's DBE Goal is a Race Neutral Goal, there is **no DBE goal** on this project. However, DBE participation by Proposers is encouraged. It is the policy of VVTA to ensure non-discrimination in the award and administration of all contracts and to create a level playing field on which DBEs can compete fairly for contracts and subcontracts.

The CONTRACTOR or SUBCONTRACTOR shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The CONTRACTOR or SUBCONTRACTOR shall carry out applicable requirement of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the CONTRACTOR or SUBCONTRACTOR to carry out these requirements is a material breach of this contract, which may result in the termination of the Standard Agreement between the STATE and the Awarding Agency, the termination of this contract by the Awarding Agency, or such other remedy the Awarding Agency deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions;
- (3) Liquidated damages; and/or
- (4) Disqualifying the CONTRACTOR from future bidding as nonresponsive.

S. CONFIDENTIALITY AND PUBLIC RECORDS ACT

Access to government records is governed by the State of California Public Records Act. (Government Code Section 6250 et. seq.) Except as otherwise required by state law, VVTA will notify Proposer of any request for disclosure of proprietary information, trade secrets and confidential commercial and financial information submitted in the proposal. Any such proprietary information, trade secrets or confidential commercial and financial information, which a Proposer believes should be exempted from disclosure, shall be specifically identified and marked as such. Blanket-type identification by designating whole pages or sections as containing proprietary information, trade secrets or confidential commercial and financial information will not assure confidentiality. The specific proprietary information, trade secrets or confidential commercial and financial information must be clearly identified as such.

Proposer fully understands the scope of work/specifications and has checked carefully all words and figures inserted in said RFP and further understands that VVTA will no way be responsible for any errors or submissions in the preparation of this proposal.

1. Exclusive Property

- a. Responses to this Proposal become the exclusive property of VVTA and are subject to the California Public Records Act.
- b. Those elements of each Proposal that are *trade secrets*, as the term is defined in California Civil Code section 3426.1 (d) or otherwise exempt by law from disclosure and which are not prominently marked as TRADE SECRET, CONFIDENTIAL or PROPRIETARY may be subject to disclosure.

2. Disclosure of Records

- a. Upon a request for records from a third party regarding this proposal VVTA will notify in writing the party involved. The party involved must respond within ten (10) calendar days with the identification of any and all "proprietary, trade secret, or confidential commercial or financial" information and the party involved shall agree to indemnify VVTA for its defense costs, (Including reasonable attorney fees) associated with its refusal to produce such identified information; otherwise, the requested information may be released and VVTA shall not be held liable for complying with the records request.
- b. If disclosure is deemed to be required by law or by an order of the court, VVTA shall not, in any way, be liable or responsible for the disclosure of any such records including without limitation those so marked.
- c. Any documents that are not marked "TRADE SECRET" or "CONFIDENTIAL" or "PROPRIETARY," will be made available.

3. Exemption from Disclosure May Be Deemed Unresponsive

- a. VVTA will take into consideration documents that the Proposer deems exempt from disclosure which must be marked "TRADE SECRET" or "CONFIDENTIAL" or "PROPRIETARY."
- b. Proposers who indiscriminately identify all or most of their proposals as exempt from disclosure without justification may be deemed non-responsive.

4. Indemnification of VVTA by Proposer

- a. The Proposer agrees to indemnify, hold harmless and defend VVTA and each of its board members, officers, officials, employees and agents from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of a Public Records Act request for any of the contents of a Proposal labeled as protected information and identified as, among other things, "TRADE SECRET" or "CONFIDENTIAL" or "PROPRIETARY." This obligation shall survive the RFP process, including the awarding of the Contract
- b. Proposer agrees to absorb all costs and expenses, including attorneys' fees, in any action or liability arising under the California Public Records Act pertaining to protected information contained and labeled as such in the proposer's proposal.

5. Public Interest

- a. The public interest exemption of the California Public Records Act provides that an agency may withhold the disclosure of a record by showing that the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record.
- b. To protect the integrity of the proposal process, in most instances, price proposals and information regarding the contents of a Proposal, will not be released or made available to other Proposers or the public until contract award is made by VVTA's Board of Directors and after the conclusion of any protest.
- c. VVTA shall employ sound business practices no less diligent than those used for VVTA's own confidential information to protect the confidence of all licensed technology, software, documentation, drawings, schematics, manuals, data and other information and material provided by Proposers and the Contractor pursuant to the Contract which contain confidential commercial or financial information, trade secrets or proprietary information as defined in or pursuant to the state law against disclosure of such information and material to third parties except as permitted by the Contract. The Contractor shall be responsible for ensuring that confidential commercial or financial information, trade secrets or proprietary information, with such determinations to be made by VVTA in its sole discretion, bears appropriate notices relating to its confidential character.

T. ACCEPTANCE / REJECTION OF PROPOSALS

1. VVTA reserves the right to reject any or all proposals for sound business reasons, to undertake contract negotiations with one or more Proposers, and to accept that proposal, which in its judgment, will be most advantageous to VVTA, price and other evaluation criteria considered. VVTA reserves the right to consider any specific proposal, which is conditional or not prepared in accordance with the instructions and requirements of this RFP to be non-responsive. VVTA reserves the right to waive any defects, or minor informalities or irregularities in any proposal which do not materially affect the proposal or prejudice other Proposers.
2. If there is any evidence indicating that two or more Proposers are in collusion to restrict competition or otherwise engaged in anti-competitive practices, the proposals of all such Proposers shall be rejected and such evidence may be a cause for disqualification of the participants in any future solicitations undertaken by VVTA.
3. VVTA reserves the right to reject a proposal that includes unacceptable conditions, exceptions and deviations.
4. Reasons for rejection include, but are not limited to:
 - I. Failure to use the Price Proposal form provided by VVTA included in Exhibits G-1, G-2, G-3, K-1, and K-2.
 - II. Proposal is not signed by an officer who is duly assigned as authority to bind the Proposing Agency in a subsequent contract, or (where required) notarized.
 - III. Failure to include the required information as listed under Section K.
 - IV. Unauthorized alteration of proposal forms.

U. SINGLE PROPOSAL RESPONSE

If only one proposal is received in response to this RFP and it is found by VVTA to be acceptable, a detailed price/cost proposal may be requested of the single Proposer. A price or cost analysis, or both, possibly including an audit, may be performed by or for VVTA of the detailed price/cost proposal in order to determine if the price is fair and reasonable. The Proposer has agreed to such analysis by submitting a proposal in response to this RFP. A price analysis is an evaluation of a proposed price that does not involve an in-depth evaluation of all the separate cost elements and the profit factors that comprise a Proposer's price proposal. It should be recognized that a price analysis through comparison to other similar procurements must be based on an established or competitive price of the elements used in the comparison. The comparison must be made to a purchase of similar quantity, involving similar specifications and in a similar time frame. Where a difference exists, a detailed analysis must be made of this difference and costs attached thereto. Where it is impossible to obtain a valid price analysis, it may be necessary to conduct a cost analysis of the proposed price. A cost analysis is a more detailed evaluation of the cost elements in the Proposer's Offer to perform. It is conducted to form an opinion as to the degree to which the proposed costs represent what the Proposer's performance should cost. A cost analysis is generally conducted to determine whether the Proposer is applying sound management in proposing the application of resources to the contracted effort and whether costs are allowable, allocable

and reasonable. Any such analyses and the results therefrom shall not obligate VVTA to accept such a single proposal; and VVTA may reject such proposal at its sole discretion.

V. CANCELLATION OF PROCUREMENT

VVTA reserves the right to cancel the procurement, for any reason, at any time before the Contract is fully executed and approved on behalf of VVTA.

W. AVAILABILITY OF FUNDS

This procurement is subject to the availability of funding. VVTA's obligation hereunder is contingent upon the availability of appropriated funds from which payment for the contract purposes can be made. No legal liability on the part of VVTA for any payment shall arise until funds are made available to the Contracting Officer for this contract and until the Contracting Officer receives notice of such availability, by issuance of a written Notice to Proceed by the Contracting Officer. Any award of Contract hereunder is conditioned upon said availability of funds for the Contract.

X. VVTA'S RIGHTS

1. Each Proposal will be received with the understand that acceptance by VVTA of the Proposal to provide services described herein shall constitute a contract between the proposer and VVTA which shall bind the Proposer on its part to furnish and deliver at the prices given and in accordance with conditions of said accepted Proposal and specifications.
2. VVTA reserves the right, in its sole discretion to:
 - a. Accept or reject any and all Proposals, or any item or part thereof, or to waive any informalities or irregularities in Proposals.
 - b. Withdraw or cancel this RFP at any time without prior notice. VVTA makes no representations that any contract will be awarded to any Proposer responding to this RFP.
 - c. Issue a new RFP for the project.
 - d. To postpone the Proposal opening for its own convenience.
 - e. Investigate the qualifications of any Proposer, and/or require additional evidence or qualifications to perform the work.

Y. CONFLICT OF INTEREST AND CODE OF CONDUCT

1. POLICY OVERVIEW

Federal regulations require VVTA to prevent conflicts of interest in contract awards. VVTA also seeks to avoid any appearance of conflicts of interest. VVTA personnel and

Contractors are expected to avoid conflicts of interest or appearances thereof and actions which could result in favoritism or appearances thereof.

2. GUIDELINES FOR CONTRACTOR RELATIONSHIPS

To avoid conflict whether real or apparent, the following shall apply to employees of any Contractor providing services to VVTA.

No Contract Management personnel or support staff shall:

- (a) Make recommendations or be involved in preparation of specifications for any contracts for which that Contract personnel may bid or propose.
- (b) Be involved in any aspect of evaluation, selection, or award of a contract for which that-Contract personnel may bid.
- (c) Be involved in any aspect of contract administration of a contract or subcontract which has been awarded to Contract personnel.

Z. EVALUATION, NEGOTIATION AND SELECTION

It is VVTA's intention to award the resulting contract to the Responsible and Responsive Proposer whose overall evaluation score is the highest.

1. OPENING OF PROPOSALS

Proposal will be reviewed and evaluated in accordance with the criteria and procedures described in this document. Proposers determined to be within a competitive range and that have a reasonable chance of receiving a contract may be contacted to schedule a meeting with VVTA to carry out further negotiations and discussions. VVTA reserves the right to award to a proposer without further discussions, negotiations, or it may determine that no proposer meets the needs of VVTA.

2. EVALUATION TEAM

An evaluation team will be assembled by VVTA's CEO or designee. The team may be made up of staff of VVTA and may include representatives of other nearby government agencies affected by or have specific knowledge of this type of procurement.

3. PROPOSAL SELECTION PROCESS

- a. The following describes the process by which proposals will be evaluated and a selection made for a potential award. Upon receipt of the proposals, copies will be distributed to the evaluation team members, together with scoring sheets, which include the evaluation criteria, and the points assigned to each category.
- b. Each team member will review the Proposers' submittals and in conjunction with the criteria contained in Section Z.5., below. All Proposals shall be evaluated and ranked for the purpose of determining the competitive range and to select a

proposal determined to be the most advantageous to VVTA.

- c. Proposals that do not comply with the instructions contained in these RFP documents and do not include the required information shall be rejected as non-responsive and shall not be considered for the competitive range. VVTA reserves the right to waive technical defects, discrepancies and minor irregularities in an RFP and/or submitted proposal(s). VVTA reserves the right to award any alternatives set forth in the solicitation documents in its sole discretion. Submitted proposals may be rejected if there is any alteration of the RFP forms, additions not called for, conditional proposals, incomplete proposals, or irregularities of any kind. VVTA reserves the right to reject any proposal not in compliance with the solicitation documents or prescribed public contracting procedures and requirements. Written notice of rejection of all submitted proposals shall be sent to all Proposers. **ALL UNSIGNED PROPOSALS SHALL BE REJECTED.**
- d. Submittal of a proposal shall mean that the Proposer has accepted the VVTA Contract Documents in their entirety without exception.
- e. When the individual members of the evaluation teams have completed their evaluations, the entire team will meet to discuss and review the proposals. Once the discussions have been completed, members will have an opportunity to revise their scores independently. A final consensus meeting shall be held to confirm the most technically qualified and best value proposal submitted for award. The VVTA Contracting Officer, or designee, shall serve as Facilitator of the Evaluation Committee.
- f. Proposals that have been determined not to be in the competitive range and cannot be reasonably made to be within the competitive range, will be notified in writing, that they are no longer under consideration.

4. QUALIFICATION REQUIREMENTS

- a. The Proposers, whose proposals have been determined by the evaluation process to be in the competitive range, will be notified and scheduled to meet with VVTA for further discussions, clarifications and negotiations. Any Proposal deviations submitted by the Proposer will be discussed as part of the negotiations process. However, VVTA at its discretion may in its best interest, reject any and all such conditions, exceptions and deviations. Any listed in the solicitation documents shall be deemed non-responsive and their proposal shall be rejected.
- b. As part of the negotiation process, VVTA reserves the right to conduct factory visits to inspect the Proposer's facilities. VVTA shall also have the right to contact other party with whom the Proposer has experience with this type of request, and other relevant references which the Proposer has listed.
- c. At the conclusion of the discussion and negotiation processes, each of the Proposers still determined by VVTA to be within the competitive range will be

afforded the opportunity to submit a revised proposal with a clear understanding that VVTA will then choose that proposal, which it finds to be most advantageous based upon the evaluation criteria and final scoring. The results of the evaluations and the selection of a proposal for any award will be documented in a report to the final approval authority within VVTA.

5. PROPOSAL EVALUATION CRITERIA AND SCORING

- a. Listed below is the point scale system by which proposals from responsible Proposers will be evaluated and ranked for the purpose of determining any competitive range and to make any selection of a proposal for a potential award:

| <u>EVALUATION CRITERIA</u> | <u>MAXIMUM POINTS</u> |
|--|--|
| <u>1. PROFILE OF FIRM:</u> History, Experience, Changes and Project Team | 10 pts |
| <u>2. MANAGEMENT STRUCTURE AND KEY PERSONNEL:</u> Key Personnel proposed, with resumes. This description should only include VVTA identified key positions of the on-site project team members working together on similar assignments. Confirmation each person identified is in fact committed to the VVTA Project; commitment key personnel will be available throughout contract and will not be removed without prior approval by VVTA. | 10 pts |
| <u>3. PROPOSER'S APPROACH, WORK PLAN, SUBCONTRACTORS.</u> Description of proposer's approach to Scope, performing services, description of services rendered; work plan; Project Manager/Liaison and list of personnel assigned; subcontractors proposed; and firms approach to resolving problems. | 15 pts |
| <u>4. STAFFING PLAN – OPERATIONS</u> a. Competitive Wage rates b. Employee Retention Program c. Employee Incentive Program | 5 pts 5 pts 5 pts Total: 15 pts |
| <u>5. STAFFING PLAN – MAINTENANCE</u> a. Maintenance Certifications b. Staffing plan including number of specified positions c. Competitive Wage rates | 5 pts 5 pts 5 pts Total: 15 pts |
| <u>7. FACILITY MAINTENANCE</u> a. Proposer's plan for facility maintenance b. Facility Maintenance Staffing Plan c. Janitorial Plan | 5 pts 5 pts 5 pts Total: 15 pts |
| <u>8. OPERATIONS TRAINING PROGRAM:</u> Description of the proposer's program for training operators, dispatchers, supervisors, and other personnel, including the fueling of the CNG, electric, and hydrogen vehicles. | 10 pts |
| <u>9. MAINTENANCE TRAINING PROGRAM:</u> Description of the proposer's program for training mechanics, supervisors, and other maintenance personnel, including the fueling and maintenance of the CNG, electric, and hydrogen vehicles and facilities. | 10 pts |

| | |
|--|---------|
| 10. CNG, BEB, and FCEB EXPERIENCE AND MAINTENANCE PLAN: Explanation of Proposer's experience in the operations and maintenance of BEB charging stations, CNG/LCNG, hydrogen fueling stations and specific training, and certifications. | 10 pts |
| 11. SAFETY PROGRAM: Description of Proposer's program for assuring safety and security. | 10 pts |
| 12. START UP PLAN: Description of the Proposer's plan for assuming responsibility for the services specified in this RFP. | 10 pts |
| 13. CIVIL RIGHTS: EEO/Affirmative Action Plan and DBE Information. (5 additional points if Proposer includes certified DBE in its proposal.) | 10 pts |
| 14. DRUG AND ALCOHOL POLICY: Proposer's drug and alcohol policy. | 10 pts |
| 15. REFERENCES: References will be coordinated by the Evaluation Committee Facilitator. Scores will be determined based on responses from References and site visits | 20 pts |
| 16. LABOR CODE 1772 10% PREFERENCE: An awarding authority letting a service contract out to bid shall give a 10% preference to any bidder who agrees to retain the employees of the prior contractor or subcontractor. (see details below) | 25 pts |
| 16. PRICE PROPOSAL | 50 pts |
| <u>TOTAL POSSIBLE POINTS</u> | 245 pts |

- b. The factor will be made up of two components, Technical scores up to One Hundred and Ninety-Five (195) base Technical points; and Price fifty (50) Base Price points. The maximum 245 base points available will be awarded to the Proposer with the highest Technical score and the lowest Price. Price points will be calculated by dividing the lowest price offered by the proposal price being scored and multiplying the quotient of the calculation by (50); (Low offer divided by next highest offer) times 50 points. The References and Price Proposals will be evaluated by the RFP Facilitator.
- c. The balance of the evaluation criteria will be scored on the evaluator's assessment in the areas described in the Table above, based on the following system:

Exceptional: Fully compliant with the solicitation requirements and with desirable strengths or betterments; no errors, omissions, discrepancies, weakness or potential risks. Proposals judged to fall within these parameters will receive 90 to 100% of the points available for the category.

Good to Superior: Compliant with requirements of the solicitation; some minor errors, omissions, discrepancies, weakness or risks. Proposals in this range will receive 80 to 89% of the points available for the category.

Adequate: Minimally compliant with solicitation requirement; with errors, omissions, discrepancies, weakness or risks; which may be possible to correct and make acceptable. Proposals in this range will receive 70 to 79% of the points available for the category.

Poor to Deficient: Non-compliant with solicitation requirements; contains errors, omissions, discrepancies, weaknesses or risks which would be difficult to correct or make acceptable. Proposals in this range will receive 60 to 69% of the points available for the category.

Unacceptable: Totally deficient and non-compliant with requirements; contains major non-correctable errors, omissions, discrepancies, weaknesses or risks. Proposals in this range will receive 0 to 59% of the points available for the category.

Additional Points:

CALTRANS has required per Labor Code 1072 (Exhibit F-5 Labor Code 1070-1074):

- (a) A bidder shall declare as part of the bid for a service contract whether or not the bidder will retain the employees of the prior contractor or subcontractor; and
- (b) An awarding authority letting a service contract out to bid shall give a 10% preference to any bidder who agrees to retain the employees of the prior contractor or subcontractor pursuant to subdivision (a).

The additional points for the 10% preference is 25 points.

There is the possibility of an extra 20 points for those proposers whose scores are within the competitive range and are asked to present an oral presentation. Each proposer's final score will be an average score based on the scores given by the evaluation committee. These points will be added to the total evaluation score.

6. EVALUATION PROCEDURES

- a. All aspects of the evaluations of the proposals and any discussions and/or negotiations, including documentation, correspondence and meetings, will be kept confidential during the evaluation and negotiation process.
- b. Proposals will be analyzed for conformance with the instructions and requirements of the RFP and Contract documents. Any proposal which fails to comply with the VVTA instructions and requirements listed in the solicitation documents shall be deemed non-responsive and their proposal shall be rejected. Proposers are advised that the detailed evaluation forms and procedures will follow the same proposal

format and organization specified in Section L. Therefore, Proposer shall pay close attention to and strictly follow all instructions and requirements. Submittal of a proposal means that the Proposer has accepted all of the Contract documents, except such conditions, exceptions, reservations or understandings explicitly, fully and separately stated on the forms and according to the instructions of "Form for Proposal Deviation" (Attachment E). Any such conditions, exceptions, reservations or understanding which do not result in the rejection of the proposal are subject to evaluation under the criteria of "Proposal Evaluation Criteria" (Section Z.5.)

- c. Evaluations will be made in strict accordance with all of the evaluation criteria and procedures specified in "Proposal Selection Process" (Section Z .3.) above. VVTA shall select for any award the highest ranked proposal from a responsible Proposer, qualified under "Qualification Requirements" (Section Z.4.), which does not render this procurement financially infeasible and is judged to be most advantageous to VVTA based on consideration of the evaluation "Proposal Evaluation Criteria" (Z.5.).

7. QUALIFICATION OF RESPONSIBLE PROPOSERS

Proposals will be evaluated in accordance with requirements of "Qualification Requirements" (Section Z.4.) to determine the responsibility of Proposers. Any proposals from Proposers whom VVTA finds not to be responsible and finds cannot be made to be responsible may receive a reduced score with the possibility of **not** being considered for the competitive range. Final determination of a Proposer's responsibility will be made upon the basis of initial information submitted in the proposal, any information submitted upon request by VVTA, and information resulting from Agency inquiry of Proposer's references, and its own knowledge of the Proposer.

8. DETAILED EVALUATION OF PROPOSALS AND DETERMINATION OF COMPETITIVE RANGE

- a. Each proposal will be evaluated in accordance with the requirements and criteria specified in "Proposal Selection Process" (Section Z.3.)
- b. The following are the minimum requirements that must be met for a proposal to be considered responsive for inclusion in the competitive range. All of these requirements must be met; therefore, they are not listed in any particular order of importance. Any proposal that VVTA finds not to meet these requirements and that cannot be remedied as part of the negotiation process will be determined to be non-responsive and will not be included in the competitive range. The minimum requirements are as follows:
 - i. Proposer is initially evaluated as responsible in accordance with the requirements of "Qualification Requirements" (Section Z.4.) Final determination of responsibility will be made through the evaluation process.

- ii. Proposer has demonstrated its responsiveness by following the instructions of the RFP and included sufficient detail information, such that the proposal can be evaluated. Any informalities in regard shall be determined by VVTA to be either a defect and non-responsive or an informality that VVTA will waive in accordance with "Acceptance/Rejection of Proposals" (Section U.)
 - iii. Proposal price would not render this procurement financially infeasible, or it is reasonable that such proposal price might be reduced to render the procurement financially feasible.
- c. VVTA will document its evaluations in accordance with the criteria and procedures of "Proposal Selection Process" (Z.3.). Any proposal deficiencies which may render a proposal non-responsive and non-responsive will be documented. VVTA will make specific note of questions, issues, concerns and areas requiring clarification by Proposers and to be discussed through any contact with Proposers, which VVTA finds to be within the competitive range. Rankings and spreads of the proposals against the evaluation criteria will then be made by VVTA as a means of judging the overall spread between proposals and of determining which proposals are within the competitive range or may be reasonably made to be within the competitive range.

9. PROPOSALS NOT WITHIN THE COMPETITIVE RANGE

Proposers of any proposals that have been determined by VVTA as not in the competitive range will be notified in writing, including the shortcomings of their proposals.

10. DISCUSSIONS WITH PROPOSERS IN THE COMPETITIVE RANGE

- a. The Proposers, whose proposals are found by VVTA to be within the competitive range, will be notified and any questions and/or requests for clarifications provided to them in writing. Each such Proposer may be contacted with VVTA to discuss answers to written or oral questions, clarifications, and any facet of its proposal.
- b. In the event that a proposal, which has been included in the competitive range, contains conditions, exceptions, reservations or understandings to any Contract requirements as provided in "Form for Proposal Deviation" (Attachment E), said conditions, exceptions, reservations or understandings may be negotiated during contract negotiations. However, VVTA shall have the right to reject any and all such conditions and/or exceptions, which fail to comply with the VVTA instructions and requirements listed in the solicitation documents may be deemed non-responsive and their proposal to be outside the competitive range and rejected.
- c. No information, financial or otherwise, will be provided to any Proposer about any of the proposals from other Proposers until after a Contract Award has been made. Proposers will not be given a specific price or specific financial requirements they must meet to gain further consideration, except that proposed

prices may be considered to be too high with respect to the marketplace or unacceptable. Proposers will not be told of their rankings among the other Proposers.

- d. **Best Offers:** VVTA expects that all responsible and responsive Proposers shall submit their Best Offer upon initial submission in response to this solicitation.
- e. **VVTA reserves the right to make an award to a Proposer whose proposal it judges to be most advantageous to VVTA based upon the evaluation criteria, without conducting any written or oral discussions with any Proposers or solicitation of any BAFO.**

RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES

ATTACHMENT A – SCOPE OF WORK

SCOPE OF WORK

A. General: The Proposer shall operate public transportation services including but not limited to ADA Complementary Paratransit services, ADA Subscription services; Regional Fixed Route, Deviated-fixed route, County, Commuter (Ft Irwin), Micro Transit, and Intercity routes for VVTA as set forth in Exhibit A-1, and for the Revenue Hours (DR, CB and MB) and Vehicle Miles (MB only) as included in Exhibit A-1. The system map, which includes the MB, CB routes to be operated, is set forth in Exhibit A-2. The Proposer will be responsible for the maintenance and repair of vehicles and facilities: The Revenue Vehicles allocated to these services are listed in Exhibit B-1. The Proposer shall also be responsible for the maintenance and repair of all VVTA owned non-revenue vehicles (also in Exhibit B-1), the agency's CNG fueling stations, Battery Electric Charging Infrastructure, Battery Energy Storage system, Solar Arrays, the VVTA facilities, the leased Victorville Transportation Center, and the planned Hydrogen Fueling stations and Transfer Hubs.

B. Service Information

1. The system map is set forth in Exhibit A-1.
2. The current Routes and Revenue Hours and Vehicle Miles by Route to be operated are set forth in Exhibit A-2.
3. The Vehicle Inventory is set forth in Exhibit B-1.
4. The Equipment Inventory is set forth in Exhibit I-1
5. Staffing:

For Operations the Staffing Plan at a minimum shall include:

- Data Manager – 1
- Data Clerks – 3
- Training Manager – 1
- Safety Manager – 1
- Trainers (Non-Drivers) – 3
- VVTA and the Current Contractor have determined a current need for 207 operators systemwide to meet run cut requirements.

Road Supervisors:

- Hesperia – 11, 1 of 11 will be assigned to complaints/video review (approved by VVTA).
- Barstow – 4.
- All Road Supervisors must have a valid CDL and have at least six months of operating experience.
- If the Proposer requires any road supervisors to drive on routes, prior approval from VVTA is required.

Fixed Route:

- Dispatchers
 - Hesperia – 6
 - Barstow – 4

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ATTACHMENT A – SCOPE OF WORK

- All dispatchers must be licensed and have at least six months of VVTA operator service.
- Routing and Scheduling
 - Hesperia – 4
 - If Proposer requires any dispatchers to drive on routes, prior approval from VVTA is required.

Direct Access:

- Dispatchers
 - Hesperia – 6
 - All dispatchers must be licensed and have at least six months of VVTA operator service.
- Reservationists
 - Hesperia – 7 (1 will be assigned to VVTA to assist with Transportation Brokerage duties)

I. FIXED-ROUTE OPERATIONS

- A. Using Revenue Vehicles provided by VVTA, the Proposer will operate Fixed-Route Bus service, Commuter Bus service, and Intercity bus service on fixed schedules as specified by VVTA. Route maps and schedules can be viewed at the following website (www.vvta.org) Operating statistics for recent service operating levels are included in Exhibit A-2.
- B. The Proposer shall be responsible for developing, and providing to VVTA for approval, all schedule run cuts. The Proposer shall be responsible for developing and distributing all schedule Operator shift run cuts in conformity with VVTA's prior approval and specifications. For any subsequent route and schedule changes during the performance of this Contract, VVTA will provide route, span of service, headway, service frequency changes, and vehicle blocking to the Proposer for developing subsequent Operator shift run cuts. The Proposer shall provide Operator shift run cuts in a format compatible with the affected services CAD/AVL system. VVTA requires that the run cut be performed at VVTA's Hesperia facility using VVTA's software, currently Optibus, or equivalent upon VVTA approval.
- C. Fixed-Route Bus service, Commuter Bus service, and Intercity bus service shall be operated in strict accordance with the operating days and hours, routes and schedules set forth by VVTA, and the Proposer shall provide such service in a safe, professional, and courteous manner. Peak period vehicle requirements may vary over the term of the Contract depending upon funding, other considerations, and/or direction from VVTA.
- D. Fixed-Route Bus service, Commuter Bus service, and Intercity bus service shall not be operated on the major holidays designated by VVTA, which currently are: New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

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ATTACHMENT A – SCOPE OF WORK

- E. VVTA reserves the right to unilaterally amend the holiday schedule during the Contract term, should it become necessary. VVTA reserves the right to not operate any service or operate limited schedules on days surrounding designated holidays such as Friday after Thanksgiving, Christmas Eve, New Year's Eve and on other holidays not listed, during the course of the Contract. VVTA shall designate holiday schedules for each respective service the upcoming year in the December prior to the approaching calendar year.
- F. The Proposer shall be authorized to deviate from established routes when necessary to avoid construction work, disabled vehicles or other obstructions within the public right-of-way. The Proposer shall be required to provide immediate notification to VVTA.
- G. A strong Supervision component is required that provides adequate street supervision at all times Revenue Vehicles are operating. The Proposer must implement a program that provides adequate geographic coverage throughout the transit system's service area with assurances that there will be a prompt response to accident investigation or service incidents. Because of the geographic size of the service area, street supervision staffing must be evaluated carefully. When developing street supervisory staff levels and assigned staging location, the Proposer must account for traffic density, potential incident deployments to the extreme boundaries (and potential response times), and amount of equipment in service. VVTA requires an immediate response time to service incidents across the service area. Special emphasis must be given to supervisory presence at key transfer locations including, but not limited to, the Victor Valley Transit Center (VVTC), Barstow City Hall, Apple Valley Post Office, and future Transfer Hubs.
- H. The Proposer shall perform all scheduled services subject to VVTA's operating standards for service performance. Service shall be provided as requested or according to any adjusted schedule established by VVTA, including route modifications as outlined in Section XVII (Service Changes).
- I. The Proposer shall empty fareboxes/fare collections daily per VVTA written procedures, deposit cash in the bank account designated by VVTA using armed vehicle service from third party contracted with VVTA. The deposit process should be performed at least twice a week.

II. PARATRANSIT OPERATIONS

- A. The Proposer shall provide complementary paratransit service in accordance with the Americans with Disabilities Act of 1990, and any subsequent updates. Such service is "complementary" to fixed route services emanating from the Hesperia and Barstow Yards.
- B. Service Window is the time a patron is scheduled for pick-up. Direct Access schedules rides so that the Proposer is required to pick up the passenger up to 10 minutes before or 30 minutes after the scheduled pick-up time as to be considered "on time".
- C. Direct Access operates complementary with the Fixed Route hours generally between 6:00am - 9:00pm weekdays, 7:00am - 8:00pm Saturdays, and 8:00am - 6:00pm Sundays.

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ATTACHMENT A – SCOPE OF WORK

- D. Reservations shall be accepted 8:00am - 5:00pm Monday through Sunday. On holidays a phone answering machine may be used but all reservations for the following day must be addressed prior to the start of operations on that following day. Certified riders may reserve rides from the day before up to 14 days in advance. *Negotiated Pick-up Time* - Under the provisions of the ADA, the Proposer may negotiate an arrival time of up to one hour from a customer's request for service and be considered to have met the customer's request. All reservations are taken in Hesperia.
- E. Subscription Trips are generally provided for developmentally disabled riders going to workshops. VVTA handles coordination with the Inland Regional Center (IRC), for placement with the Proposer and any special pass sales. The Proposer shall be responsible for reviewing subscription service monthly and shall provide VVTA with a revised listing of subscription service pick-ups and drop-offs, their schedule and productivity.
- F. Not less than quarterly all subscription routes shall be reviewed and revised by the Proposer to improve performance.
- J. The Proposer shall empty fareboxes/fare collections daily per VVTA written procedures, deposit cash in the bank account designated by VVTA using armed vehicle service from third party contracted with VVTA. The deposit process should be performed at least twice a week. The Proposer shall ensure that the total fares correspond to the reported number of passengers carried by zone.
- G. The Proposer's drivers shall honor all VVTA fare media; and ensure that each patron is eligible for service and collects the appropriate Rider Fare before service is provided.
- H. The Proposer shall provide for six reservation stations. PROPOSER shall provide adequate staff so that time on hold for customers is kept to a minimum. Maximum hold times may be established. The Proposer's staffing for reservationists is to be filled out in Exhibit K-2 Proposed Staffing and By Shift.
- I. **No Shows:** The Proposer's operator must leave a door tag at the 'No Show' address.
- J. **No Shows:** The Proposer must document and track all 'No Show's' on a daily basis. Proposer must provide the completed 'No Show' tags to VVTA on a weekly basis.

III. Microtransit Service

- A. VVTA currently operates Microtransit service designated as "Microlink" with one service zone operating in Hesperia and one service zone operating in Victorville. During the term of the Contract VVTA plans to implement Microlink service in Apple Valley. This service may also be expanded to additional locations in the service area.
- B. Microlink currently operates on-demand transportation services Monday – Friday from 6:00 am – 8:00 pm.

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- C. The Proposer shall empty fareboxes/fare collections daily per VVTA written procedures, deposit cash in the bank account designated by VVTA using armed vehicle service from third party contracted with VVTA. The deposit process should be performed at least twice a week. The Proposer shall ensure that the total fares correspond to the reported number of passengers carried by zone.
- D. The Proposer shall track individually the number of all Microlink passengers in each zone and report them monthly by utilizing VVTA's Software, currently Ecolane.
- E. Maps and operating statistics for Microlink service are provided in Exhibits A-1 and A-2

IV. DUTIES OF THE PARTIES

- A. **Performance Requirements:** The Proposer shall be required to perform all services diligently, carefully, and in a professional manner; to have and maintain all required authority, licenses, professional ability, skills, personnel, and capacity to perform the Proposer's obligations under the subsequent contract; to furnish all and sufficient labor, supervision, machinery, equipment, material, and supplies necessary (other than equipment supplied by VVTA.) The Proposer shall be responsible for the operation and maintenance of all Revenue and Non-Revenue Vehicles, plus spares, and for all other labor, equipment, insurance, supplies, storage, and facilities, other than marketing, schedules and fare media.
 - 1. The Proposer staff shall maintain a professional, courteous attitude at all times. To the best of their abilities, all personnel assigned to this project shall answer any passenger questions regarding the provision of service. The Proposer staff shall refrain from any discourteous or rude conduct, or profane language. VVTA has zero tolerance for such behavior and any such behavior shall be grounds for immediate removal from all customer facing duties. Under these conditions, any final decisions for dismal will lie with the Proposer. For Quality Assurance purposes VVTA reserves the right to record video and/or audio conversations by reservationists, customer service, route and schedule information, staff, bus operators, etc.
 - 2. The Proposer shall maintain the cleanliness and appearance of all VVTA owned and Proposer assigned vehicles according to (at a minimum) the requirements of Exhibit L-1 Bus Cleaning and Vehicle Appearance Program.
 - 3. Proposer shall be responsible for providing additional Non-Revenue vehicles if the number of VVTA supplied vehicles is not enough to support the Proposer's Run Cut. Proposer shall be responsible to provide non-revenue vehicles for the General Manager, Operations Managers, Maintenance Manager, and Facilities Manager positions as well as the Safety Department and maintenance and facilities shop/service vehicles.

B. Proposer Duties

- 1. The Proposer shall coordinate, manage, and control all activities necessary to perform the Work and carry out its responsibilities under the subsequent contract, which include, but are not limited to, the following: maintaining all Revenue Vehicles and other vehicles; providing any support vehicles needed in addition to the Non-Revenue Vehicles provided by VVTA; providing operators, mechanics, and all other project

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personnel; training personnel; developing administrative procedures and financial records; and suggest methods to improve effectiveness and maximize service efficiency.

- a. VVTA Hesperia facility is equipped with security cameras and automatic gates and entrance doors which are on timers.
 2. The Proposer shall be responsible for the costs of all equipment and supplies necessary for performance of services (other than equipment specifically identified as provided by VVTA), as well as for the cost of maintaining, repairing, and replacing as needed (to be determined by VVTA). Additionally, the Proposer is responsible to repair and provide for all equipment/supplies needed for repairing the CNG /Battery Electric/ Hydrogen Stations; the Facilities in general; ITS components (including hardware); Revenue, Non-Revenue Vehicles; and replacing vehicle components (including major components such as engines and transmissions) and parts as necessary.
 3. In operating services, emphasis will be placed on maintaining courtesy to passengers, adequate training, policies designed to minimize employee turnover and maximize on-time performance, providing well-maintained and mechanically safe vehicles, and providing back-up vehicles in an expeditious manner in the event of breakdowns and other service-related items that affect the reliability of service and otherwise the carrying out of all contractual obligations in a safe and reliable manner.
 4. All required reports and invoices shall be submitted by the tenth (10th) day of the following month.
- C. **VVTA Duties:** VVTA shall be responsible for carrying out its obligations, which include: providing Revenue Vehicles and Non-Revenue Vehicles; providing equipment and inventory; providing the ITS system and components; posting and maintaining bus stop signs; providing fare media including, but not limited to, blank and preprinted fare media; providing planning and marketing services; and paying delivered Hydrogen and LNG, CNG, Electricity, and unleaded fuel costs for Revenue and Non-Revenue Vehicles supplied by VVTA.

V. SPECIAL SERVICE HOURS

General: VVTA may, in its discretion, request the Proposer to operate Special Service Hours that are in addition to the routes set forth in Exhibit A-1. Any such request shall be made in writing and shall be made not less than (5) five days in advance of the date the Special Services will be needed. Under its contract VVTA may request Special Services upon shorter notice or request period, the Proposer agrees it will make a good faith effort to provide such services within the timeframe requested, but not to the detriment of VVTA Revenue Service under the Contract. The Proposer shall provide, if requested, up to twenty (20) hours monthly (cumulative by fiscal year) of Special Service hours for Marketing, to provide special service to government officials for official government business, and other services and activities at no additional cost to VVTA.

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VI. STAFFING AND PERSONNEL REQUIREMENTS

A. General

1. The Proposer shall be solely responsible for the satisfactory work performance of all its employees as described in the contract or in any reasonable performance standard established by VVTA. The Proposer shall be solely responsible for payment of all its employees' and/or subcontractors' wages and benefits.
2. Without any additional expense to VVTA, the Proposer shall comply with the requirements of employee liability, worker's compensation, unemployment insurance, social security, and the Americans with Disabilities Act. The Proposer shall hold VVTA harmless from any liability, damages, claims, costs, and expenses of any nature arising from alleged violations of personnel practices or of statutory, regulatory, or contractual obligations to employees.

B. General Manager: The Proposer shall designate a General Manager who shall oversee the proper operation of services and overall performance of the Work. The General Manager shall be 100 percent dedicated to providing services for VVTA, unless otherwise approved in writing by VVTA. If VVTA approves a variance to the time dedication level of the General Manager, this variance is subject to immediate reversal at the discretion of VVTA.

C. Key Personnel

1. The Proposer shall maintain the Key Personnel identified in its Proposal and/or BAFO throughout the Contract Term. The Key Personnel shall include the General Manager for VVTA, the, Operations Manager for Hesperia, Operations Manager for Barstow, Data Manager, Maintenance Manager, Facilities Manager, Parts Manager, Maintenance Training Manager, Operations Training Manager, Human Resources Manager (placed at VVTA's Hesperia Location), and Safety Manager. All of the Proposer's Key Personnel shall be 100 percent dedicated to providing services for VVTA, unless otherwise approved in writing by VVTA. If VVTA approves a variance to the time dedication level of any supervisory staff, this variance is subject to immediate reversal at the discretion of VVTA.
2. The Proposer shall provide all Key Personnel and other senior staff with a copy of the subsequent contract and shall require all such individuals to read, review, and become familiar with the contract. The Proposer shall submit a certification to VVTA signed by all Key Personnel and senior staff indicating they have read and understand the contract.

D. Changes in Key Personnel

The Proposer shall not, without prior written notice to and written consent from VVTA, remove or reassign any Key Personnel identified in its proposal, or appoint any new individual to any Key Personnel position (whether in an acting or permanent capacity), at any time during the Contract Term. However, the Proposer may, following written notice and satisfactory justification to VVTA, remove any such individual for misconduct or cause pursuant to the Proposer's established personnel policies.

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ATTACHMENT A – SCOPE OF WORK

E. Requirement for a Qualified Workforce; Compliance with Staffing Plan.

1. The Proposer shall provide and maintain throughout the Contract Term a sufficient number of properly qualified personnel to provide all services and tasks required. The personnel must have the necessary skills, training, and experience to operate and maintain the Revenue and Non-Revenue Vehicles, the Hesperia and Barstow Facilities (including the future Hesperia Transfer Hub and Barstow Transfer Hub), the Victor Valley Transportation Center, and the Hesperia and Barstow CNG/Electric/Hydrogen stations. The personnel must have the necessary skills, training, and experience to operate all equipment and systems used to perform the Work and to provide all other services and tasks required in the performance of the Work. The number, qualifications, experience, and class, craft, or position of the personnel provided shall be in accordance with the Staffing Plan submitted by the Proposer in its proposal and/or BAFO. The Proposer shall comply with its Staffing Plan throughout the Contract Term, and no change may be made in the Staffing Plan during the Contract Term without the prior written approval of VVTA. All of the Proposer's employees will be assigned to the VVTA contract and sharing staff with other projects is not permitted without VVTA's written approval.
2. The Staffing Plan shall include Operations and Maintenance Trainers, individuals qualified to operate and maintain vehicles and equipment such as CNG compressors and all other CNG components, battery electric charging stations, and Hydrogen fueling stations (once online), as well as technical experts qualified, knowledgeable and experienced in ITS components; GFI Odyssey and Fastfare fareboxes and other fare equipment; destinations signs; electronic repair of MDTs, GPS, APCs, voice annunciators, security cameras, customer facing on board video and related systems, radios etc.
3. The Maintenance Staffing Plan shall include, at minimum, a Maintenance Manager, Maintenance Training Manager, Parts Manager, Facility Manager, technicians, mechanics, parts clerks, administrative positions, custodial, and individuals qualified to operate and maintain all vehicles, equipment and systems (including but not limited to fareboxes, destination signs, and ITS equipment and systems), and all facilities, property, equipment, and stations. The Staffing Plan must identify the person or position responsible for managing and overseeing the successful utilization of all electronics and associated systems.
4. All of the Proposer's employees, at all times while on duty in the performance of service required under the contract, shall be neatly and cleanly dressed and shall at all times maintain a courteous and cooperative attitude in their contact with the public. All such personnel who are likely to be in contact with the public shall be trained by Proposer to give accurate information concerning policies, routes and schedules of services as approved by VVTA.
5. The VVTA CEO shall have the right to demand the removal from customer facing services under the Contract, for reasonable cause (as decided by VVTA), any personnel (including key personnel and supervisory staff) furnished by the Proposer. VVTA in no way has the right to have a Proposer employee terminated. VVTA may require that an employee no longer operate any VVTA rolling stock or other VVTA owned equipment. VVTA may require that an employee is not allowed on VVTA property and/or use any

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VVTA provided software, program, or application. Any such demand shall be made in writing and shall be promptly complied with by the Proposer.

F. Uniforms and Appearance: The Proposer shall assure that its employees comply with the VVTA Uniform Policy set forth in Exhibit D-1. Vehicle operators shall be in uniform acceptable to VVTA and shall wear badges clearly displaying their first name and employee ID number while performing their duties and shall display nameplates in their Revenue Vehicles also displaying their first name and employee ID number. Upon notice from VVTA concerning any conduct, demeanor, or appearance of any employee not conforming to these requirements, the Proposer shall take all steps necessary to remove or remediate the cause of the objection.

G. Specific Qualifications for Operators, Mechanics, and Supervisors

1. **Operators:** The Proposer shall require each vehicle operator to have and maintain all required California drivers' licenses, medical certificates, and other California Department of Motor Vehicles (DMV) required driver qualifications. The Proposer shall conduct pre-employment DMV checks of all prospective employees, including all independent Proposer or subcontractor employees hired for the services, and shall check DMV records at least once per month for accidents, vehicle code violations, and valid driver's licenses of all employees whose jobs require them to operate VVTA vehicles. The Proposer shall notify VVTA of the results of such checks and the corrective actions taken, if any. The Proposer shall also conduct pre-employment criminal background checks on all prospective employees and shall not without VVTA written consent hire any individual with a felony conviction to work on services under the subsequent Contract. VVTA shall not summarily reject such employees.
2. **Maintenance:** Maintenance personnel shall have certifications where available or previous experience (if certificate is not available). These include but are not limited to ASE Automotive, Transit Bus, and/or Heavy-Duty Truck; Alternative fuels such as CNG, Hydrogen, and Battery Electric; GFI Odyssey, Fastfare, or any new model of contactless fareboxes; electronic fare media equipment; destinations signs; electronics diagnosis, replacement, and/or repair of MDTs, GPS, APCs, voice annunciators, security cameras and systems, radios, customer facing entertainment video etc.
 - a. The Proposer maintenance staffing plan must include a VVTA approved ratio of each type of technician (Mechanics A, B, C, leads/foremen, service advisor/administrators, parts clerks, etc.) See exhibit M-1 for mechanics qualifications required and other maintenance positions.
 - b. The Proposer must submit the technician staffing level in terms of the number of technician hours available per 1,000 miles driven. Hours available per technician must take into account holidays, sick days, vacations, and paid breaks and must be included in the staffing plan. This method of calculating the number of technicians needed for maintaining a fleet is the preferred method for most modern transit agencies. VVTA has determined through experience and is in contract with TCRP report 184 that if all service work and mechanical repairs are performed in house it would require the following hands-on minimums to properly maintain the fleet:

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- i. 10 hours per 1,000 miles for transit, intercity and commuter buses.
 - ii. 5.5 hours per 1,000 miles for cutaway buses.
 - iii. 1 hour per 1,000 miles for support vehicles.
 - iv. With the mixed fleet of commuter, transit, cutaway, and van revenue vehicles along with a large fleet of support vehicles the minimum technician available hours per 1,000 miles of total mileage should be 7 hours.
 - v. Adjustments for outside contracted repairs such as major component overhauls, etc. should be considered and documented in any proposal.
 - c. The Proposer's maintenance staffing plan should include a lead/foreman/supervisor for every shift; a service advisor for every shift; administrators; parts manager; parts clerks; servicers; fuelers, and washers; furthermore, the staffing plan should identify how many of each staffing positions will be "on duty" for each shift (Exhibit K-2). A description of maintenance positions and qualifications is included in Exhibit M-1. Innovative ideas and methodologies for improved efficiencies should be included for consideration. All maintenance personnel that are required to operate vehicles outside the Facilities shall be required to adhere to the same training and licensing as the Proposer's vehicle operators.
 - d. If provided, state your bonus plan for ASE certifications to encourage mechanics to improve their skill levels toward advancement objectives for B and C technicians to move up to an A (journeyman) technician.
3. The Proposer shall assure and document in writing that all operators, maintenance, and other personnel are fully and adequately trained and have all required licenses and certifications necessary to carry out their respective responsibilities regarding the operation, maintenance, and fueling of the CNG, ZEB (Hydrogen and Battery Electric), and unleaded vehicles and the operation and maintenance of all equipment and systems used in the performance of the Work. The Proposer shall also assure and document in writing that all operations and maintenance trainers are fully and adequately trained on the (Ron Turley Associates) RTA MMS (maintenance management system), fareboxes, destination signs, and ITS.

H. Compliance with Proposer Programs: The Proposer shall fully implement all aspects of its Training Program, its Safety Program, and the employee incentive and employee retention programs in its Staffing Plan, as described in the Proposer's proposal. Training shall be a minimum of 180 hours per operator (40 hours classroom, 60 hours behind the wheel, and 80 hours of revenue service training) and this is to be documented with monthly reports to VVTA. With the industry movement towards zero emission technology, Proposer shall provide a plan and training schedule to meet these highly technological demands on operators and technicians.

I. Public Transportation Agency Safety Plan (PTASP) and Emergency Preparedness Plan

1. The Proposer shall incorporate the VVTA Public Transportation Agency Safety Plan (PTASP) to its Safety Plan.

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2. The Proposer shall assure and document in writing that all operators are trained for safety and security under the NTI Safety, Security, and Crises Management Booklet.
3. The Proposer's Plan will be incorporated into the VVTA Emergency Operations Plan, and include the VVTA Emergency Operations Plan, coordinating this effort with the VVTA Operations Department.

J. Compliance with Drug and Alcohol Testing Policy: The Proposer shall comply with its Drug and Alcohol Testing Policy and with VVTA's Drug and Alcohol Policy (established in compliance with 49 C.F.R. Parts 653 and 654, as set forth in Exhibit E-1), and with other drug and alcohol testing rules and regulations as may be required by FTA. The Proposer shall maintain random testing information and make it available for FTA reviews/audits. The Proposer shall schedule and meet quarterly with VVTA's Contract Compliance Manager to review The Proposer's compliance and to visit the Proposers Drug and Alcohol testing site(s) to assure FTA compliance. The Proposer shall make other information regarding its surveillance program available to VVTA upon request in accordance with any VVTA procedures.

K. Worker's Compensation: The Proposer certifies that it is aware of the provisions of Section 3700 et. seq., of the Labor Code which require every employee to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code and agrees that it will comply with such provisions and submit satisfactory evidence to VVTA of such insurance or self-insurance before commencing the performance of Work under the Contract and annually thereafter.

L. Additional Personnel and Services: If service under the Contract is increased, requiring changes in the number of Revenue Vehicles, number of routes, and/or service frequency, the Proposer must have available, or be able to acquire in a timely fashion, any additional personnel required for the provision of such additional service.

M. Employees of Prior Operator

1. The Proposer shall be subject to and comply with the provisions of California Labor Code Sections 1070 – 1074 (See Exhibit F-5) regarding retention of employees of the prior Proposer.
2. Nothing in this Section shall be construed as **(A)** requiring the Proposer to recognize any union which represented the workforce of a prior Proposer (except as may otherwise be required by applicable law); or **(B)** requiring the Proposer to assume or otherwise be bound by the terms and conditions of any collective bargaining contract between that prior service provider and any union.

VII. VEHICLES, MAINTENANCE, AND RELATED REQUIREMENTS

A. Revenue Vehicles: VVTA shall provide sufficient Revenue Vehicles, including spares of at least 20% as prescribed by FTA, for use by the Proposer in providing the services required under the Contract. VVTA-provided Revenue Vehicles shall not be used for any non-revenue purposes except for training and occasional marketing as directed by VVTA. The listing of Revenue Vehicles provided to the Proposer at the commencement of services under the

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contract is set forth in Exhibit B-1.

B. Non-Revenue and Other Vehicles

1. VVTA shall provide approximately twenty-six (26) Non-Revenue Vehicles for supervision and relief. VVTA-provided Non-Revenue Vehicles may be used by the Proposer solely for the performance of services under the contract. The Proposer shall provide shop trucks and tow trucks, or tow services needed to provide services under the contract. The Proposer shall provide non-revenue vehicles for the General Manager, Operations Managers, Maintenance Manager, and Facilities Manager positions as well as the Safety Department and maintenance and facilities shop/service vehicles. The listing of non-revenue vehicles provided to the Proposer at the commencement of services under the contract is set forth in Exhibit B-1.
2. VVTA administrative staff may require the occasional use of Non-Revenue vehicles provided to the Awarded Proposer.

C. Initial Inspection and Condition Upon Return

1. Prior to the Commencement Date, the Proposer shall participate with VVTA in an acceptance inspection of all VVTA provided Revenue and Non-Revenue Vehicles (including farebox and related fare collection equipment) for purposes of establishing the overall condition of the vehicles as of the time the Proposer commences work under the Contract. Following the Commencement Date, the Proposer shall assume responsibility for maintenance and repair of all VVTA provided Revenue and Non-Revenue Vehicles in accordance with the Contract.
2. Upon termination of the Contract, the Proposer shall warrant that the Revenue and Non-Revenue Vehicles have been properly serviced and maintained, and are in good repair, in accordance with the Contract, and shall return such vehicles to VVTA in sound mechanical condition, subject to ordinary wear and tear.

D. Vehicle Turnover Process

1. At least thirty (30) days prior to the termination of the Operations and Maintenance contract, VVTA will contract with a third-party Vehicle Maintenance and Inspection firm to inspect all revenue and non-revenue vehicles to report on existing condition of vehicles. Defects will be listed either as normal wear and tear and an acceptable condition which is available for revenue service, or deficient and not acceptable for revenue service according to VVTA standards and the current Operator will be responsible for repairs. The current Operator, and the Proposer taking over operations and maintenance responsibility, may participate in the vehicle inspection process set forth in this subsection. Any discrepancies noted by the third-party inspection vendor that are subject to dispute will be decided by VVTA's Chief Maintenance Officer or Designee and his or her decision will become final.
2. The turnover inspections will be performed by a third-party vendor with oversight by a VVTA representative, a representative for the New Operator, and a representative from the current Operator. The New Operator's may request a third-party auditor be

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used for the turnover (audit) process. If VVTA agrees, the New Operator will be solely responsible for all expenses related to such an audit.

3. The purpose of the turnover process will be to establish the condition of the Revenue Vehicle fleet, as of the review date, and to determine the specific repairs and maintenance that must be performed, by vehicle, in order to assure that all Revenue Vehicles will meet the vehicle condition requirements specified in subsection (C)(2). The current Operator shall be solely responsible for promptly completing all repairs and/or maintenance identified in the audit as necessary to meet such vehicle condition requirements and shall also be solely responsible for the cost of all such repairs and maintenance.
4. If any dispute arises in the turnover process, VVTA shall first attempt to facilitate the resolution of such dispute through a meeting and/or conference with the current Operator and the New Operator. VVTA's Chief Maintenance Officer will make the final decision. However, either the current Operator or the New Operator may invoke a mandatory arbitration process, using an outside neutral arbitrator selected by VVTA, for a final and binding decision on all matters in dispute and the cost of which will be born equally by both parties. Prior to binding arbitration, VVTA may, in its discretion, require the parties to participate in a mediation process conducted by a neutral third party selected by VVTA and again the cost of which will be divided equally between the 2 Operators.
5. By execution of the Contract, the Proposer hereby consents to the mediation and arbitration process described in paragraph four (4) and further agrees to comply fully with any resulting arbitration decision.
6. The costs of any mediation or arbitration under this subsection shall be borne equally by the Current Operator and the New Operator.

E. Spare Ratio: VVTA will supply the Proposer with a sufficient number of Revenue Vehicles in order to provide at least a twenty percent (20%) spare ratio. If VVTA supplies sufficient vehicles to provide a higher spare ratio, the Proposer shall maintain those additional vehicles throughout the Contract Term.

F. Vehicle Maintenance Standards: The Proposer shall, at all times during the Contract Term, comply with the mechanical, safety, and appearance standards set forth in Exhibit C-1. The Proposer shall, at its sole expense, cause all components of each Revenue Vehicle and Non-Revenue Vehicle, including body, engines, transmissions, tires, frame, furnishings, mechanical, electrical, electronic, pneumatic, hydraulic, or other operating systems, to be maintained in proper working condition and free from damage and malfunction. The Proposer shall, at its sole expense, cause any such vehicle damaged in any accident or otherwise to be repaired or replaced. In the case of damage or mechanical failure impairing the safe mechanical operation or proper appearance of the vehicle, such repair or replacement must be made within thirty (30) days. If this deadline is not met, the Proposer shall at its own cost provide a temporary similar replacement vehicle on the thirty first (31st) day and thereafter until the mechanical problem has been repaired or the damaged vehicle is placed back in revenue service. Any Proposer-supplied vehicles must, at a minimum, be maintained using the same preventive maintenance, logo/graphic, and cleanliness standards as the VVTA-provided

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Revenue and Non-Revenue Vehicles.

G. Vehicle Appearance (see Exhibit L-1)

H. Inspections.

1. Each Revenue Vehicle and Non-Revenue Vehicle must receive a daily pre-trip inspection by the operator. For Revenue Vehicles this inspection shall be performed prior to being placed in service and at each change in operators. Daily pre-trip inspections must be supplemented by regular time and mileage maintenance inspections to ensure safe and proper operating condition of vehicles. VVTA's Transit Check system must be used for DBR's and reviewed for safety defects or possible mechanical defects which could present a potential for a mechanical failure during the workday. Vehicles should not be placed into service if Safety or Mechanical defects which could cause vehicle break downs exist.
2. The Proposer shall maintain a satisfactory California Highway Patrol (CHP) terminal inspection throughout the term of the Contract. If the Proposer receives an unsatisfactory rating from CHP, the Proposer shall notify VVTA immediately by telephone and in writing and shall identify steps which will be taken to correct any deficiencies. If any Revenue Vehicle is shut down by CHP or another cognizant authority, including VVTA, as a result of an unsatisfactory CHP rating, such vehicle shall not be operated, and the Proposer shall be subject to Liquidated Damages, until a satisfactory inspection report is obtained. If the vehicle is pulled from service by CHP due to a defect which VVTA agrees was due to the manufacturer, the Liquidated Damages shall not apply.
3. VVTA reserves the right in its sole discretion to review maintenance records, and to inspect and reject temporarily or permanently, by notice to the Proposer, any vehicle the Proposer utilizes which VVTA deems unacceptable. In the event any vehicle with VVTA markings is rejected temporarily by VVTA as a result of deficient vehicle condition or appearance, the Proposer shall be subject to Liquidated Damages under Section VXIII(F)(2)(E), (G), and(I) until the condition is corrected by the Proposer to the satisfaction of VVTA. In the event any vehicle with VVTA markings is rejected permanently by VVTA as a result of vehicle condition, the Proposer shall replace such vehicle and shall be subject to Liquidated Damages under Section VX(F)(2)(E), until such vehicle is replaced by the Proposer with one that is satisfactory to VVTA.

H. Preventative Maintenance: The Proposer shall perform routine preventive maintenance inspections and servicing on Revenue Vehicles at intervals as outlined in VVTA's maintenance policy or the recommended vehicle manufacturer's specifications, whichever is lower, and on Non-Revenue Vehicles at intervals as outlined in VVTA's maintenance policy or the recommended vehicle manufacturer's specifications, whichever is lower. The Proposer shall also conduct more extensive inspection and servicing as outlined in VVTA's maintenance policy or as specified by the transit vehicle manufacturer, whichever is lower. In no event shall the Proposer be more than 500 miles, or 3 days (if PMI schedule is on a date schedule), early or late in any preventive maintenance inspection.

I. Parts and Supplies: In carrying out all scheduled and unscheduled vehicle maintenance and

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repairs, the Proposer shall use parts and supplies from the original equipment manufacturer (OEM) or parts and supplies that are better or equal in quality and service. VVTA reserves the right to reject the use of any after-market product and supplies that VVTA finds are not equal or better in quality or service to the OEM product.

- J. Fluid Analysis:** As part of its maintenance program, the Proposer shall implement a VVTA approved fluid analysis program. At appropriate intervals, the Proposer shall retrieve samples of the required fluids and have the samples analyzed at either facility approved by VVTA, at the Proposer's sole expense. Results of all fluid analyses shall be transmitted to VVTA upon receipt. The fluids covered by this program and the applicable requirements are as follows:
1. Engine oil shall be analyzed during each preventive maintenance inspection, as directed by VVTA, and each unscheduled oil change.
 2. Transmission fluid shall be analyzed each time it is drained and replaced, in accordance with the applicable schedule, and at a minimum shall be analyzed annually.
 3. Coolant and differential fluid shall be analyzed at least annually.
- K. Synthetic Lubricants:** The Proposer shall use synthetic lubricants in transmission, differential, and hydraulic reservoirs of the Revenue Vehicles except where directed not to by manufacturer. The Proposer shall use synthetic or synthetic blend engine oil unless otherwise recommended by the manufacturer. The Proposer shall obtain VVTA's advance approval of any synthetic lubricants it intends to use in the Revenue and Non-Revenue Vehicles and any changes in the VVTA-approved synthetic lubricants.
- L. Maintenance Management System (MMS) Record Keeping - Vehicles:** VVTA will provide an automated Vehicle Maintenance Management System, currently Ron Turley and Associates (MMS), to be used as a stand-alone system or in addition to the Proposer's standard vehicle record keeping system. The Proposer shall use the MMS to record, monitor, and report on all Revenue and Non-Revenue Vehicle maintenance, inspections, parts utilization, fueling, and repair activities. In addition, the Proposer shall use the MMS to record and report on warranty repair information in accordance with Section 10(b), CNG information in accordance with Section 11(c), and Facility information in accordance with Section 12(d)(5) of the subsequent Contract. The Proposer shall ensure proper use of the MMS system and properly and correctly enter all the required data into the MMS system on a daily basis and in real time. There are 7 tablets provided to Maintenance and 3 provided to Facilities. The system is cloud hosted and uses an RDP to access. It can be accessed by any tablet or mobile android device. RTA must be updated in real time except for fuel and mileage, which must be updated by 8:00 AM (Pacific Time) daily.
- M. Applicable Codes and Regulations:** The Proposer shall be responsible for assuring that all vehicles utilized in service under the Contract are safe for operation on public streets and freeways and meet all requirements of the California Vehicle Code. All parts of vehicles and all equipment mounted on or in the vehicles shall conform to FVMSS and the California Vehicle Safety Standards, California Administrative Code, Title 13, the Americans with Disabilities Act (ADA), and the CHP Motor Carrier Safety Regulations. Each Revenue Vehicle is required to be inspected at least annually by CHP. VVTA shall be notified of inspections

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performed by any other governmental agency, which meets or exceeds the criteria for inspection established by the CHP. Results of such inspections shall be transmitted to VVTA, and any applicable signed certification shall be displayed or carried on the vehicles.

N. Response Times and Actions

1. In the event of a breakdown call, the Proposer shall promptly dispatch a substitute Revenue Vehicle and call a tow truck (if appropriate). The maximum response time (i.e., the time between the receipt of a trouble call until the arrival of a substitute vehicle) shall be no more than thirty (30) minutes. VVTA reserves the right to establish additional criteria regarding the reliability of the Proposer's response in the event of breakdowns.
2. The Proposer shall remove any vehicle disabled by accident, mechanical problems, or any other reason, from the scene within two (2) hours after the first report. If the vehicle has been damaged by collision or fire and must be towed or transported by flatbed truck the Proposer shall comply with all applicable state and local height restrictions in towing or otherwise removing vehicles.

O. Permits and Fees

1. VVTA shall be responsible for licensing and registration fees specifically required by the DMV or other governmental bodies for VVTA provided Revenue and Non-Revenue Vehicles operated under the Contract.
2. The Proposer shall be responsible for assuring that all Revenue and Non-Revenue Vehicles are equipped with a license plate, and that registration and proof of insurance are on board each vehicle at all times. The Proposer shall also be responsible for the cost of replacing license plates on Revenue and Non-Revenue Vehicles when necessary due to damage or wear and tear (i.e., because of chemicals used for cleaning).

VIII. VEHICLE WARRANTY REPAIRS

- A. **Responsibility:** The Proposer shall be responsible for the exercise and enforcement of all warranties relating to the Revenue and Non-Revenue Vehicles and all systems, components, and subcomponents thereof, and shall also be responsible for taking all available actions to assure and document in writing quarterly that all warranty covered repairs are performed in a timely fashion and report to VVTA's Chief Maintenance Officer and/or designee.
- B. **Notice of Defects:** If the Proposer detects a defect or malfunction within the applicable warranty period, the Proposer shall promptly notify VVTA of the actions it is taking to enforce the warranty. Following commencement of the warranty repair process, the Proposer shall promptly notify VVTA of any disagreement or disputes with the equipment manufacturer or supplier regarding warranty coverage. Such notice shall include a description of the disagreement or dispute and a suggested plan for resolution. The Proposer shall also record all warranty repairs in the MMS system.

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- C. **Training**: The Proposer shall assure and document in writing that all appropriate maintenance personnel receive training classes on warranty procedures for the Revenue and Non-Revenue Vehicles and all systems, components, and subcomponents thereof.
- D. **VVTA Role**: VVTA agrees that it will take whatever actions may be appropriate to assist the Proposer in assuring timely warranty repairs and resolving any warranty disputes. Upon request of the Proposer, VVTA will directly contact the equipment manufacturer or supplier to pursue the prompt resolution of warranty issues.

VIX. CNG AND ZEB RESPONSIBILITIES

- A. **Duty to Maintain**: The Proposer shall be responsible for the safe, efficient, and effective operation, maintenance, and repair of the VVTA CNG, LNG, electric charging, and Hydrogen equipment located at the Hesperia location and the Barstow LCNG stations. This includes implementation of daily and weekly inspections, complete preventative maintenance, and repair of all CNG, LCNG, hydrogen, and electric charging station components. The VVTA facility maintenance plan guidelines should be followed for maintaining the CNG, LCNG, hydrogen, and electric charging stations and a complete set of manuals are provided for service and repairs. Regular maintenance and all services and repairs will be logged into the RTA MMS.

The hydrogen station for Hesperia is expected to be built by mid-2025. The Barstow hydrogen station is expected to be built by 2028.

- B. **Experience and Training**: The Proposer must demonstrate knowledge of CNG, LCNG, hydrogen fueling stations, and electric charging stations similar to VVTA's and will present staff who can demonstrate experience and training from ANGI International and/ or Ariel Corporation on Ariel compressors and other components.
- C. **VVTA's Responsibility**: VVTA will provide oversight and will review all reports and issues regarding the CNG station and may hire a consultant to assure the Proposer is fulfilling required responsibilities with regard to optimum reliability, preventive maintenance, and operation of the CNG and LCNG Stations. VVTA will contract the Design Builder to maintain the hydrogen fuel station for 1 year with 1 option year.
- D. **Compliance with Plans**: In providing services under the Contract, the Proposer shall comply with all aspects of the CNG and LCNG Maintenance/management procedures outlined in the Weaver, Inc. and VVTA facilities maintenance manuals. The Proposer shall prepare and submit to VVTA a CNG, LNG, hydrogen, and electric charging infrastructure training and safety plan, CNG, LCNG, hydrogen, and electric charging station safety procedures, and CNG/LNG/Hydrogen fuel tank inspection program. Fuel tank inspection and other required safety and maintenance activities shall be performed by qualified technicians. In addition, VVTA reserves the right to require additional training as may be appropriate, including refresher CNG, LCNG, hydrogen, and electric charging station training.
- E. **Reporting**: The Proposer shall use the RTA MMS program documenting preventive maintenance and all repairs in real time to maintain the CNG, LCNG, hydrogen, and electric charging stations at an optimum service level.

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X. OPERATIONS AND MAINTENANCE FACILITIES

A. Proposer Use

1. The Proposer shall share the Hesperia and Barstow Facilities with VVTA Administration and shall use its portion of the facilities solely for the purposes of operating service and maintaining vehicles and equipment under the Contract. The Proposer's right to use the Hesperia and Barstow Facilities may not be transferred or assigned.
2. The Proposer shall be deemed to have a revocable license to use the Hesperia and Barstow Facilities during the term of the Contract. This right shall not be construed as creating a lease (express or implied) or as giving rise to any of the legal rights or interests associated with a leasehold interest in property.

B. Initial Inspection: Immediately prior to the Commencement Date, the Proposer and VVTA will conduct a joint inspection to establish the overall condition of the Hesperia and Barstow Facilities as of the time the Proposer commences work under the Contract.

C. Facilities Maintenance Manuals: Prior to the Commencement Date, VVTA will provide the Proposer with the Hesperia and Barstow Facilities Maintenance Manuals which describes maintenance requirements relating to the Facilities and equipment therein, sets forth preventative maintenance schedules, and identifies all warranties relating to the Facilities and the equipment therein. The Facilities Maintenance Manuals will be accompanied by a list of the initial inventory of the equipment, tools, and other property to be used to provide services under the Contract.

D. Duty to Maintain

1. The Proposer shall be responsible for all maintenance, cleanliness, and repair of the Hesperia and Barstow operations and maintenance facilities, CNG/Electric/H2 fueling stations, future transfer hub facilities, and the Victor Valley Transit Center, including but not limited to the grounds and landscaping, HVAC, photovoltaic array, cleaning of all interiors and exteriors of buildings, emergency generators, parking areas, bus wash and service islands, and all equipment and materials therein. The Proposer shall maintain the Facilities in a clean and orderly condition at all times during the term of the Contract, and shall conduct all maintenance, repair, and cleaning of all Facilities, in their entirety, at its sole expense and in compliance with the terms of the Facilities Maintenance Manuals and its Facilities Maintenance Plans. The Proposer shall return the Facilities to VVTA upon the expiration date of the Contract, or on an earlier date if applicable, in the same condition in which it was received, normal wear and tear accepted.
2. The Proposer shall not make any structural modifications to the Facilities without VVTA's prior written consent.
3. The Proposer shall, at its sole expense, repair, maintain in good condition, and replace (as necessary or directed by VVTA Management) VVTA owned equipment used in the Facilities. The Proposer shall maintain all equipment in accordance with the manufacturer's preventative maintenance program and record all maintenance

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performed in the RTA MMS system. VVTA shall pay the additional cost for repair of parts that exceeds a dollar amount of \$10,000, provided it/they are needed for a specific repair. This excludes preventative maintenance parts.

4. In the event that it is necessary to replace any equipment, including major capital equipment in Facilities after the warranty coverage of that equipment has been expired, established VVTA disposal procedures shall be followed. The Proposer shall request that VVTA replace said equipment. The Proposer shall submit to VVTA that they complied with and has documentation of following the manufacturer's preventative maintenance schedule and the need for replacement was not due to any act or omission of the Proposer. If it is determined that said equipment was not properly maintained, VVTA shall require the Proposer to pay for the cost of replacement. See Exhibit P-1.
5. The Proposer shall use the RTA MMS system to record, monitor, and report on all maintenance activities regarding the Facilities and the equipment therein.
6. VVTA will provide the Proposer with the phone system, and related hardware and software. The Proposer will be responsible for the "fair share" cost of the current number of 47 phones which includes the Ring Central Software. This amount will be negotiated and, at its discretion, VVTA shall invoice the awarded Proposer or deduct the amount from the awarded Proposer's monthly invoice.
7. VVTA shall provide Multi-Functional Printer (MFP) at the Administration office in Hesperia, as well as at the Barstow facility. VVTA and Proposer staff shall share an MFP in the Maintenance shop. The Proposer shall be responsible for the supplies necessary for the MFP for the Hesperia administration offices, a portion of the Maintenance Shop MFP, and the Barstow MFP.

E. Inspections and Repairs: VVTA may have complete and open access to the Facilities for purposes of inspecting and making repairs, performing maintenance, and replacements. The Proposer shall, upon demand, pay to VVTA the cost and expenses incurred by VVTA's performance on behalf of Proposer.

F. Environmental Requirements

1. During the Contract Term, the Proposer shall be responsible for the proper handling, use, storage, and disposal of all waste oil and hazardous materials produced at the Facilities, and shall comply with all applicable Federal, State, and local laws, regulations, and requirements as well as all the requirements of the VVTA Sustainable Operations and Maintenance Policy.
2. Proposer shall be responsible to provide an Environmental Plan that covers all local, state, and federal regulations and requirements.
3. VVTA shall provide the successful Proposer with an environmental audit of the Facilities as of the date the Proposer commences operations from there.
4. The Proposer shall, at its sole expense, conduct an environmental audit of the Facilities, prepared by an independent certified environmental engineer, immediately prior to the

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end of the Contract Term. VVTA shall have the right to select the person or firm that will perform such audit. The Proposer warrants that it will return the Facilities to VVTA in compliance with all Federal, State, and local environmental laws, regulations, and requirements, and that it will take all remedial actions necessary to remove any hazardous materials from the Facilities.

5. In this Section, the term “hazardous materials” includes all materials, products, waste, substances, chemicals, etc. identified as “hazardous” by federal, state, or local agencies and/or authorities. Proposer shall be responsible to develop and implement environmental management plans required by any and all Federal, State, County and local governments.

G. Warranties

1. The Proposer shall be responsible for the exercise and enforcement of all warranties related to the Facilities and the equipment therein. The Proposer shall exercise due diligence in monitoring all warranties relating to the Facilities and equipment and shall conduct appropriate inspections prior to the end of all warranty periods.
2. The Proposer shall promptly notify VVTA of any actions it takes to enforce such warranties and of any disputes regarding warranty coverage. The Proposer may not waive any such warranties without VVTA’s prior written consent.

H. Liquidated Damages: If the Proposer fails to satisfy its obligations regarding the maintenance of the Facilities, fails to implement and comply with its Facilities Maintenance Plans, fails to comply with the Facilities Maintenance Manuals, or fails to properly exercise and enforce all warranties relating to the facilities and the equipment therein, the Proposer shall be subject to Liquidated Damages.

XI. INTELLIGENT TRANSPORTATION SYSTEM (ITS) REQUIREMENTS

A. General

1. VVTA shall provide the Proposer with the use of ITS products, which are designed to: improve system communications; to computerize ADA reservations, dispatch, and manifests; to promote and enhance overall system quality and efficiency through tracking schedule adherence and route adherence; to provide the technology and means for more accurate and reliable dispatching; to provide bus stop announcements; to provide automatic passenger counting; and to provide more accurate and timely information and data on system and Proposer performance.
2. The Proposer shall fully utilize the ITS system in order to achieve the objectives described in paragraph **(1)** and to maximize the benefits available to the Demand Response/Microtransit (DR), fixed route (MB), intercity (MB), and Commuter Bus (CB) system through the use of ITS.
3. The Proposer shall implement and comply with the ITS Management and Operations procedures submitted and shall update those procedures (with VVTA’s approval) as necessary during the Contract Term.

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4. The Proposer shall utilize the ITS system and the information and data generated in the preparation of its monthly invoices and schedule adherence and all other ITS related reports.

B. Operator Use and Training

1. The Proposer shall be responsible for ITS operator and supervisor training throughout the Contract Term. This includes information on the purpose, objectives, capabilities, and key features of the ITS system; procedures for logging into the system at the start of operations and for logging off at specified times or events; procedures for using mobile computer/display terminals (MCT/MDTs) and the communications system for communication with dispatchers; and actions or steps to be taken in the event of system problems or malfunctions.
2. The Proposer shall assure and document in writing that all operators are fully trained in the use of the onboard ITS equipment and functions.
3. The Proposer shall assure that each vehicle operator logs into the ITS system at the commencement of a trip, route, or operation and uses the ITS system throughout his or her shift during daily operation of a Revenue Vehicle. The Proposer shall consistently monitor these requirements and shall enforce and remedy any failure of an operator to comply up to and including termination.

C. Dispatcher Use and Training

1. The Proposer shall be responsible for utilizing the VVTA ITS and training dispatchers throughout the Contract Term. The training shall include information on the purpose, objectives, capabilities, and critical features of the ITS and communication systems; methods and procedures for monitoring late trips, early departures, time point no-shows, late log-ins and early log-offs, and service accidents and incidents; procedures for logging in by the dispatcher in the event of operator failure; and requirements for maintaining Daily Logs including all occurrences.
2. The Proposer shall assure and document in writing that each individual involved in dispatching is fully trained in the use of the ITS and communication systems, VVTA Watch, and all related equipment, under the appropriate training program or procedures.
3. The Proposer shall require its dispatchers to log in or connect operators to the full capability of the ITS and communication systems, its equipment, materials, and components in the event an operator fails to take that action upon commencement of a trip, route, or operation. Following such steps, the operator shall receive disciplinary action.
4. Each Dispatcher shall be provided log in information for all ITS and pertinent software, currently Syncromatics, Ecolane, and Transtrack. Dispatchers are required to log in with their own account with their own password. Sharing log in information and passwords is strictly prohibited.

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D. Maintenance Use and Training

1. The Proposer shall be responsible for the maintenance, replacement, and repair of the ITS and communication systems. This includes all the equipment, materials, and systems therein, under industry standards and with applicable builders' or manufacturers' manuals, standards, specifications, and instructions for proper maintenance and repair. Portions of the ITS system equipment may be under maintenance warranty with the ITS provider. Service Contracts may be available for the Proposer to purchase from the ITS vendor.
2. The Proposer shall assure and document in writing that each individual involved in the maintenance of the ITS and communication systems have been thoroughly trained and is proficient in the appropriate maintenance procedures and requirements under manufacturers and industry standards.

E. Data Collection: The Proposer will be responsible for accurate and regular collection and review of all transaction logs, pull-out sheets, incident logs, and other information collected or reported on the ITS system, and for making all such information available to VVTA. All transactions and data entered must be entered in real time.

F. Remove and Install ITS Equipment: The Proposer shall be responsible for the removal of ITS and communication equipment from retired Revenue and Non-Revenue Vehicles and the installation of same onto replacement Revenue Vehicles as directed by VVTA. VVTA has new ITS wiring harnesses installed by the bus manufacturer when new buses are ordered so that only existing hardware needs to be removed from existing retired units and only when retiring units have serviceable hardware. VVTA shall be responsible for the cost of acquiring and installing new equipment on a new bus if there is not sufficient or serviceable ITS and communication equipment for transfer from retired to new buses.

XII. MATERIALS AND EQUIPMENT REQUIREMENTS

A. General: The Proposer shall be responsible for the proper maintenance and repair of all materials and equipment used to provide services under the Contract.

B. Communications Equipment

1. VVTA will provide a VoIP mobile communications system in each Revenue Vehicle and will pay the airtime costs of such system. VVTA will also be responsible for providing communication devices to assist in dispatching and other communications between Revenue Non-Revenue Supervisor Vehicles, dispatching facilities, the Facilities, supervisory personnel, and VVTA in a communication network. VVTA shall be responsible for the airtime costs of such portable equipment. The Proposer shall be responsible for maintaining all communications and equipment systems in good operating condition, in accordance with applicable maintenance standards and procedures, and for making any necessary repairs.
2. The communications system shall enable operators to communicate directly with a dispatcher during Revenue Service hours. The Proposer's dispatcher must have direct access to a telephone at all times.

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C. Fare Collection Equipment

1. VVTA will provide a complete electronic farebox and related fare collection equipment (currently a GFI Odyssey farebox and Umo Touchpass Reader) and related fare collection equipment for (MB) and (CB) Revenue Vehicles. VVTA will also provide a vault, probing unit, computer, and other necessary equipment for collecting fare revenues and ridership data from the fareboxes.
2. The Proposer shall repair and maintain the fareboxes and all related fare collection equipment to OEM Standards. Fareboxes shall at all times accept fare media supplied by VVTA. Any failure by the Proposer maintained farebox to accept fully functional media will be considered to be a Proposer farebox malfunction. The Proposer shall also be responsible for **(A)** the proper operation, training, and maintenance of all diagnostic equipment and spare parts; and **(B)** probing (downloading ridership data), collecting fare revenue at the end of daily revenue operation on every (MB) and (CB) Revenue Vehicle used, and ensuring that the data received is accurate and timely.
3. The Proposer shall collect all Direct Access (DR) fares and reconcile fares to ridership daily and enter the collected data into VVTA's TransTrack system. A reconciliation cash fare shortage difference of no more than two percent (2%) is acceptable.
4. VVTA will spot check (i.e., reconcile) individual fareboxes on a random basis. Any discrepancies that show the cash revenue short by more than two percent (2%) will be the responsibility of the Proposer to replace.
5. Any revenue vehicle equipped with a farebox and/or touch pass reader that is placed into (MB) (CB) revenue service without an operable farebox/reader or if a malfunctioning farebox/reader that is not repaired or replaced within sixty (60) minutes of the reported malfunction will be a cause for Liquidated Damages.
6. Provide an auditable process to collect fare until an in-route fare box failure has been repaired or the farebox is replaced.

D. Tires: The Proposer shall be responsible for providing (through purchase or lease) all tires and spares for all Revenue and Non-Revenue Vehicles. The Proposer shall be responsible, at the termination of the Contract, for returning the Revenue Vehicles with tires that meet the following standards:

1. Front axle Transit Bus -- Tires shall have a tread depth of 12/32" minimum. Recapped or regrooved tires are not acceptable. Cutaway Bus – Tires shall have a tread depth of 8/32" and recapped or regrooved tires are not acceptable. Support vehicles – Tires shall have a tread depth of 7/32" minimum and recapped or regrooved tires are not acceptable.
2. Rear axle Transit Bus: Tires should have a tread depth of 8/32" minimum. The tire height between two tires on the same hub should not vary more than 3/32". Cutaway Bus – Tires shall have a tread depth of 6/32" minimum. The tire height between two tires on the same hub should not vary more than 3/32". Support vehicles – Tires shall have a tread depth of 6/32" minimum and recapped or regrooved tires are not acceptable.

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3. Tires with cuts, grooves, or evidence of curb damage (past the manufacturer's rub bars) are not acceptable.

- E. **Destination Signs and Security Cameras/System**: The Proposer shall perform required maintenance to ensure constant display on all vehicle destination signs. The Proposer shall be required from time to time to revise destination sign readings to reflect route changes or other relevant service information, as specified in writing by VVTA. Any vehicle placed into revenue service without an operable electronic Destination Sign (front, side, dash and rear as equipped), or an inoperable Security Camera/System without VVTA written approval for that day will be cause for Liquidated Damages.
- F. **Spare Parts and Supplies**: At its sole expense, the Proposer shall provide, and maintain stores of, spare parts, supplies, and lubricants necessary for the orderly maintenance and operation of Revenue and Non-Revenue Vehicles and for other equipment and systems used to provide the service. The Proposer shall properly store and dispose of all materials, without limitation, required in the operation of the services.
- G. **Replacement Materials and Equipment**: The Proposer shall use replacement materials and equipment from the OEM or materials and equipment that are better or equal in quality and service. VVTA reserves the right to reject the use of any after-market product that VVTA decides is not equal or better in quality or service to the OEM product.

XIII. INVENTORY REQUIREMENTS

- A. **Initial Inventory**: VVTA shall provide the Proposer with an initial inventory of equipment, tools, and other property to be used to provide services under the Contract. A list of this initial equipment inventory is set forth in Exhibits B-1 and I-1. The initial inventory may be added to, and the inventory list updated accordingly, during the Contract Term.
- B. **Obligations of Proposer**: Proposer acknowledges receipt of initial VVTA owned equipment/property inventory. The Proposer shall be responsible for returning to VVTA, at the termination of the Contract (whether for cause or expiration of its term), property and equipment of equivalent type, value (as of the date acquired), and condition as that identified in the updated initial equipment/property inventory list, subject to normal wear and tear.
- B. **Final Inventory**: VVTA shall conduct a final VVTA owned equipment/property inventory during the last month of the Contract Term. If any property or equipment is determined, on the basis of a comparison of the updated initial inventory list to the final inventory list, to be missing, damaged, otherwise unavailable for use, or in a condition that is in excess of ordinary wear and tear, the Proposer shall be responsible for either replacing such property or equipment or compensating VVTA for its replacement value. VVTA may otherwise choose to deduct any amount due for the replacement of property or equipment from the final monthly payment due to the Proposer. If the amount due for replacement exceeds the amount of the final payment, the Proposer shall pay VVTA that excess amount within 30 days after notification from VVTA.

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XIV. COMPUTER AND TECHNOLOGY REQUIREMENTS

- A. **Supplied Computer Equipment:** VVTA will supply computers to operate VVTA mandated software applications in support of services provided under the Contract. The Proposer shall be responsible for the proper care and handling of all designated VVTA provided computers, peripherals and or equipment. The Proposer shall be liable for any VVTA provided equipment that is damaged as a result of the Proposer's mishandling or misuse of said designated equipment. No additional software may be loaded on VVTA-owned computers by the Proposer, nor may the Proposer move or relocate any VVTA-owned computers without the express written prior approval of VVTA's IT Manager.
1. A full list of the VVTA supplied computers will be provided under exhibit IT-1. VVTA will replace any VVTA provided computers, hardware, or peripherals per VVTA's current technology replacement policy. VVTA's current technology replacement policy is set at approximately 5 years.
 2. The Proposer must provide the necessary equipment that will be used to access the Proposer's proprietary software, LAN, or Wi-Fi Network. For any computers or equipment that need to connect to the Proposer's proprietary software, LAN or Wi-Fi Network; those computers will be the sole responsibility of the Proposer to provide and maintain. The Proposer shall be responsible for the payment of any software licenses that VVTA provides to the designated computers in use by the Proposer.
 3. **Telephone System:** VVTA utilizes a VoIP telephone system, currently from Ring Central. All desktop Telephony devices are currently PolyCom model 400. There are currently 85 phones in use. They are completely managed by VVTA's IT department. VVTA currently charges \$25.00 monthly for each extension used by the Proposer, and the amount is subject to be changed based on the monthly bill of the provider. VVTA will inform the Proposer in writing of any changes in the billing amount based on the Proposer's phone usage and/or phone license additions.
- B. **VVTA Network and Proposer Network:** Two separate networks will be maintained at the Facilities, one network to support VVTA-owned computers and equipment and a second network to support Proposer-owned equipment which includes computers, servers, printers, LAN and Wi-Fi access (Including guest Wi-Fi), for the Proposer's employees and guest usage.
1. **VVTA Network:** All VVTA-owned computers and printers provided for use by the Proposer will be on a network separate from the Proposer's network at the Facilities. No Proposer-owned computers or devices may be connected to this network. These VVTA-owned computers and printers will be used by the Proposer to run VVTA-mandated software applications required to support the operations and maintenance contract only. The Proposer shall be responsible for the proper care and handling of all VVTA provided equipment.
 2. **Proposer Network:** VVTA will supply the required network infrastructure for the Proposer to implement a local area network (LAN) and Wi-Fi connectivity, separate from VVTA's on-site network, for the purpose of conducting Proposer-specific business functions. All Proposer-owned computers must be placed on this network. No equipment

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may be added to the VVTA network by the Proposer. The network infrastructure will consist of Category 6 Unshielded Twisted Pair (UTP) cabling, wall jacks, and an Ethernet network switch(es) allowing connections within the facilities.

- i) Proposer shall use a separate internet connection at the Hesperia location(s) of operation. VVTA has rack space available for routers, switches, and servers. The setups at the Hesperia and Barstow facilities are not identical at this time. Barstow has one internet connection. There is a dedicated 75/75 Verizon fiber circuit at Barstow and a coaxial 30/30 Spectrum Internet connection at Hesperia.
- B. Software:** VVTA-owned computers at the Facilities will be equipped with the necessary software applications. The Proposer shall use these applications for the ITS systems, Schedule Adherence Reporting, Customer Comment Reporting, Vehicle and Facilities Maintenance Management (MMS), and any other software deemed necessary by VVTA. No additional software may be loaded by the Proposer onto VVTA-owned computers. The Proposer is responsible at its sole expense for ensuring all vehicle diagnostic software is up to date, complete, and properly licensed. Proposer is financially responsible for software maintenance and update costs.
- C. Contracted IT Service by Proposer:** Proposer shall be required to have IT service available for the maintenance, service and repair of Proposer assigned equipment. Technician must be able to make repairs within three hours from initial call. VVTA staff shall not be available to provide this service. The Proposer's IT personnel must provide quarterly on-site preventive maintenance and services, for both Hesperia and Barstow locations, and shall schedule visits with VVTA's IT Department.

XV. FARE COLLECTIONS AND SALES

- A. General:** The fare structure shall be established by VVTA and may be modified during the Contract Term. Currently accepted fare media is provided by VVTA. VVTA requires exact change for cash fares. Bus operators shall neither make change nor issue stored value cards for change. VVTA does not accept pennies in its fareboxes.
- B. Proposer Responsibility**
 - (1) The Proposer shall conduct training for all drivers/operators, so they are aware of and adhere to the fare structure to ensure the proper collection and recording of fares of accepted fare media.
 - (2) VVTA may offer special fare promotions. The Proposer shall train operators in the processes to ensure that ridership is properly recorded.
 - (3) The Proposer will be responsible for implementing and managing "on board" prepaid pass sales. Proposer shall distribute preprinted fare media to bus operators to sell. The Proposer's "on board" prepaid pass sales plan must include submission to VVTA weekly reconciliation reports on forms approved by VVTA.
 - (1) The Proposer shall maintain sufficient stock of fare media on all Revenue Vehicles (including supervisors) and at all pass sales and customer service locations.

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- C. **Farebox Receipts:** Proposer shall use the VVTA contracted third party cash management service, currently Loomis, to pick up, count, and deposit daily cash receipts. Farebox revenues will be transferred to the secured vault using supplied fare collection equipment eliminating all contact/access to the monies by Proposer personnel. Fare collection training shall be conducted by the Proposer, and proper fare collection shall be enforced by all project personnel. Proposer shall count and reconcile to manifest all collected Direct Access (DR) and Micro Transit cash fares and coupons on a daily basis. Total fare revenues (cash receipts) are to be deposited by the third party into a separate account, for farebox revenues only, maintained by the VVTA. All fares collected shall be correctly attributed to the correct type of service i.e., Fixed Route (MB), County Routes (MB), Commuter Bus (CB), Intercity Bus, Micro Transit, Direct Access (DR), and other programs. VVTA shall randomly reconcile individual MB and CB farebox receipts (cash fares) to the GFI records and Direct Access (DR) receipts to manifests to assure accuracy and quality control. Any discrepancies that show the cash revenue short by more than two percent (2%) may be a cause for Liquidated Damages and/or charged the variance.
- D. **Bank Records and Accounts:** VVTA shall maintain a separate bank account for deposit of VVTA fare revenue (cash receipts). The Proposer shall provide copies of all deposit slips listing all currency and coin by type and denomination and VVTA shall authorize the bank to provide directly to the Proposer a duplicate copy of the monthly bank statement. In each monthly invoice, the Proposer shall provide a reconciliation of the bank deposits with the GFI (or other) farebox reports by type of service provided i.e., by Fixed Route (MB), County Routes (MB), Commuter Bus (CB), Intercity Routes, Micro Transit, and Direct Access (DR) in a format approved by VVTA. The total amount of farebox revenue deposited must equal, at a minimum, the farebox revenues reported by the GFI farebox system (or other). The Proposer shall be held accountable for any variance or discrepancies between the farebox revenues reported by the GFI farebox system, Ecolane, or other, and the bank deposited revenue.
- E. **Security:** VVTA reserves the right, following consultation with the Proposer, to establish security policies and procedures for the handling and counting of farebox receipts. This shall include but not be limited to counting daily farebox receipts prior to delivery of these receipts to the bonded collection/deposit provider for verification against amounts actually deposited.

XVI. MARKETING, ADVERTISING, AND PASSENGER SERVICES

- A. **VVTA Rights and Responsibilities:** VVTA shall provide marketing, public relations, and advertising services. VVTA's decisions on all matters relating to advertising shall be final. Proposers advertising on the exterior of Revenue and Non–Revenue Vehicles is prohibited unless prior written consent is obtained from VVTA, and the terms and conditions of any such advertising shall also be subject to prior written approval by VVTA. Proceeds of any advertisement shall be remitted to VVTA. Currently VVTA does not allow any commercial advertising on its buses.
- B. **Proposer Obligations:** The Proposer shall cooperate in VVTA's marketing and advertising (such as through the installation and removal of all interior and exterior signage and decals, including advertising signs, rider alerts, newsletters, and bus scheduling information) at no additional expense to VVTA. The Proposer may not use the VVTA name or logo without

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VVTA's prior written consent.

- C. Bus Schedules:** The Proposer shall be responsible for ensuring proper care, protection, handling, and maintenance of VVTA Bus Schedules, and for ensuring that there is an adequate supply of Bus Schedules onboard each Revenue Vehicle at all times during Revenue Service. Each bus shall have a supply of the Bus Schedules for the routes performing and at a minimum Bus Schedules for connecting routes. Bus Schedules shall be used solely for the intended purpose of providing information to passengers and shall not be used for other purposes (such as cleaning, etc.).
- D. Bus Stop and Shelter Conditions:** The Proposer shall require bus operators and road/field supervisors to be vigilant in reporting to VVTA (currently busstops@vvta.org) conditions at bus stops, transfer locations, and shelter locations that require remedial attention including but not limited to graffiti, trash, damage, filth, loitering, safety, inoperable/missing lights, inoperable/missing signage, and/or vandalism. These conditions shall be reported to VVTA as they occur.
- The Proposer shall also compile a monthly summary report (or as requested) by jurisdiction and shall be submitted to VVTA by the eighth (8th) day of the following month.
- E. Posting and Replacement of Maps and Rider Info displays:** Upon request by VVTA the Proposer shall post or replace system maps, route maps, and schedule info posters or displays at VVTA bus stops, shelters, and transfer points. This will also include replacing bus stop signs when requested.
- E. Route and Schedule Information:** In order to keep hold time to a minimum, the Proposer shall provide an adequate number of qualified personnel to provide route and schedule information from incoming phone calls for the entire span that buses are in revenue service and for thirty (30) minutes after the last bus goes out of service.
- F. Complaints received by Proposer:** Proposer shall transfer all customer complaints, ADA certification information requests, Title VI, ADA complaints, and other customer service issues to VVTA's Customer Service. The Proposer shall obtain VVTA approval for customer service telephone numbers.
- G. Reception and Pass Sales:** The Proposer shall provide a receptionist in the front lobby, at the Hesperia location, to direct the public accordingly, to manage lost and found, to provide general information and to sell bus passes and other fare media as required by VVTA. Reception (includes lunch and break relief) must be trained and knowledgeable of the VVTA fares, routes, schedules, ADA requirements and specific software provided by VVTA. This position will also check in / out all visitors.

The Barstow location pass sales are currently performed by dispatchers. No receptionist is required at this time.

VVTA wishes for the awarded Proposer to sell fare media and provide passenger information at its future transfer Hub in Hesperia.

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- H. **Passenger Amenities and Bus Stops**: VVTA, through its member jurisdictions, shall be responsible for the installation and maintenance of bus stops, shelters, solar lights, benches, trash cans and all other passenger amenities on routes covered within the Contract.
- I. **Contact with Government Agencies and Media**: Only the VVTA CEO, PIO, or designee, is the authorized spokesperson for the agency. The Proposer shall inform VVTA of any contact with the media, other governmental agencies and authorities regarding situations, occurrences, and conditions that call public attention to VVTA.
- J. **Special Events**: The Proposer is required to coordinate operations adjustments for special VVTA supported and/or sponsored events. The Proposer shall notify VVTA of any detours or unusual circumstances related to special events. The Proposer shall place notices of closed bus stops, establish temporary stops (if necessary), and provide appropriate staffing for special events to monitor and supervise bus operations. Some events may require multiple supervisors to effectively monitor and supervise operations. The Proposer will coordinate with law enforcement as directed by VVTA.
- K. **Temporary Bus Stops**: The Proposer shall be responsible for the planning of posting temporary, discontinued notices, detours, and temporary bus stops when a bus stop is required to be discontinued due to construction, parades, special civic events, service changes, or other circumstances.

XVII. SERVICE CHANGES

- A. **General**: Route and schedule modifications provided under the Contract or the Scope of Work will be made by written change notification from VVTA to the Proposer in accordance with this Section, except in cases of a declared emergency by the CEO.
- B. **Process**
 - 1. Any service change proposed by VVTA shall be transmitted to the Proposer in writing, identifying the change and specifying the effective date. The Proposer shall be given five (5) days after receipt of a written service change notice from VVTA, to provide VVTA a response identifying any impact of such change on operations, and by identifying any feasibility problems the Proposer believes will be created by the proposed change. The proposed change shall thereafter be accepted or modified through discussions between the Proposer and the CEO or designee.
 - 2. Subsequent to any discussions on a service change notice, VVTA will make a final decision and direct the Proposer to implement the service change. VVTA will give at least two (2) weeks' notice prior to any service change unless circumstances do not allow for such a notification timeframe.
- C. **Changes In Revenue Hours**: The Proposer agrees that VVTA may, through the service change process, increase or decrease the number of Revenue Hours by twenty percent (20%) during any contract year (as compared to the prior year's Revenue Hours) without renegotiation of the variable rate per Revenue Hour set forth in Exhibit G- 2. A proposed increase or decrease in Revenue Hours in excess of twenty percent (20%) in any contract year as compared to the prior year's actual revenue hours shall trigger negotiations between

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VVTA and the Proposer, which could result in the revenue hour rate increasing, decreasing, or remaining the same.

- D. **Changes in Schedule:** The Proposer shall be provided schedule changes thirty (30) days in advance of their effective date for service that will change by more than three (3) trips or more than one (1) bus route. A period of shorter notice may be provided under extreme circumstances or in the event of a declared emergency.
- E. **Proposer Suggestions:** The Proposer is encouraged to suggest alternatives to any service changes proposed by VVTA, and at any time may also propose service changes it believes are appropriate for more efficient or improved services.

XVIII. PERFORMANCE MANAGEMENT

- A. **General:** The Proposer shall be responsible for performance management according to the management standards and operating procedures set forth in this Section, the other provisions of the Contract, and the RFP. VVTA may establish additional standards and procedures, appropriate and reasonable for operation of service, after discussion with the Proposer.
- B. **Operating Performance Standards:** The Proposer shall adhere to the following standards:
 - 1. Vehicles shall be operated with due regard for the safety, comfort, and convenience of passengers and the general public.
 - 2. Service shall be provided as scheduled or according to any adjusted schedule established by VVTA, including route modifications required as a result of a declared emergency.
 - 3. The Proposer shall strive to maintain on-time performance in accordance with published schedules at no time is the Proposer allowed to run ahead of schedule, this will be a cause for Liquidated Damages.
 - 4. The operator shall display the proper destination at all times and must use “Not In Service” when not operating in revenue service.
- C. **Personnel Performance Standards:** The Proposer shall adhere to the following standards:
 - 1. The Proposer shall provide sufficient operators for each service day pullout, without requiring the use of supervisors, dispatch staff, or management and administrative staff. This is subject to Liquidated Damages.
 - 2. The Proposer shall train and motivate employees who interface with the public as if they were in the “Hospitality” business. All Proposer personnel are responsible for knowledge of the service. Proposer personnel must maintain a courteous attitude, answering to the best of their ability, any questions from the public regarding the provision of service or VVTA policy. Customer service training must include a focus on passenger relations. Personnel must also report all passenger complaints and/or operation problems to VVTA Contract Compliance. All passenger complaints must be forwarded to VVTA Customer Service.

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3. Operators must accurately and completely submit the required operating reports each day.
4. While in uniform, operators must be in conformance with VVTA uniform regulations, whether on-duty or off-duty.

D. Adherence to Schedule: For the purpose of evaluating schedule adherence, the Proposer shall prepare a monthly report of on-time performance for each route and Demand Response. This shall be accomplished through both (currently) GMV Syncromatics and Ecolane system and shall include all time points not just end points. This report shall be submitted by the eighth (8th) day of the following month.

E. INCENTIVES

1. **Administration:** VVTA intends to determine the Proposer's eligibility for systemwide quarterly incentives under this Section on a monthly basis which shall be based on information obtained through the MMS system, Vehicle and Facilities inspections, ride checks, visual observations, and such other means as VVTA deems appropriate.
2. **Payment and Allocation:** The Proposer shall provide 100% of the quarterly amount of any incentive payments received from VVTA under this Section to the benefit of the employees of the Proposer performing services, VVTA will have final approval on how Proposer will disburse the incentive payments. The Proposer shall provide VVTA with quarterly reports with proof of expenditures. All funds must be spent within a reasonable time for the benefit of employees and should not accumulate excess funds.
3. **Unspent Incentive Funds:** At the end of the resulting contract, the outstanding Incentive Funds will be deducted from the final payment.
4. **Type and Amount.** – VVTA and the Proposer agree to the following monthly incentives:

| Performance Standard | Threshold | Performance/Payment | |
|--------------------------|--|---------------------|---------|
| On-Time Performance | 85% or more of all MB & CB | 85% to 89.9% - | \$2,000 |
| | Timepoint departures on all | 90% to 92.9% - | \$2,500 |
| | departures on all routes are on time. | 93% or above - | \$4,000 |
| | 98% or more of all DR trips are on time. | 98% or above - | \$2,000 |
| Pull out from facilities | 98% on time | | \$2,500 |
| Valid Complaints | >15.0 complaints per 100,000 boardings | 15 to 13 - | \$1,000 |
| | | <13 to 11 - | \$1,500 |
| | | <11 - | \$2,000 |

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| | | |
|---|--|--|
| Preventable Accidents per 100,000 miles | 0.7 Preventable Accidents per 100,000 miles | 0.7 to 0.61 - \$1,000 0.60 to 0.57 - \$1,500 0.56 or below - \$2,000 |
| Miles between Mechanical Road Calls (fleet wide) | Combined MB & CB Road Calls per 100,000 miles | 7 to >6 - \$1,000 6 to >5 - \$1,500 5 or below - \$2,000 |
| | Demand Response Road Calls per 100,000 miles | 4 or below - \$1,000 |
| On-Time Fleet PMIs | 90%-99% On-time 100% On-time | \$500 \$1,500 |
| On-Time Facility PMIs | 90%-99% On-time 100% On-time | \$500 \$1,500 |

- (d) Definitions: As used in this Section, the terms “Preventable Accident” and “Valid Complaint” have the meaning set forth for those terms in Instructions to Proposers.

F. Liquidated Damages:

VVTA does not take assessing Liquidated Damages lightly. Instead, VVTA prefers to work cooperatively with its awarded Proposer to resolve performance issues before they escalate to a penalty stage. When a penalty is finally assessed it is because the awarded Proposer has continuously failed to remediate an identified deficiency. Continued or multiple repeat Liquidated Damages should be a signal to the corporate executives that if immediate remediation does not take place, a Notice to Cure will soon follow.

VVTA’s election not to reduce the amount it owes to the awarded Proposer for the assessments detailed within this section shall not act as a waiver as to VVTA’s right to make such assessments in the future. In addition, the payments detailed in this section shall not relieve the awarded Proposer of its obligations to satisfy each and every requirement in the subsequent contract.

The invalidity or unenforceability of any particular assessment established in this section shall not affect the validity or unenforceability of other assessments established in the subsequent contract.

VVTA’s decision with regard to the assessment of liquidated damages, based on this section is final and may not be appealed. After additional payments are assessed, the rate of consideration shall revert to the rates specified in the Service and Payment schedule until the next assessment is made.

The Performance Standards Program does not lessen VVTA’s right to declare a material breach of contract for non-compliance reasons, nor does it constitute a waiver of any other remedies provided by law. These standards are in addition to, and not in lieu of, all other VVTA remedies for failure to perform the subsequent contract.

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1. **Schedule Related Liquidated Damages:** The following Liquidated Damages may be imposed if, within any monthly billing period, any of the following incidents occur:
 - i. If a trip on a route departs more than 5 minutes, but less than 15 minutes, following the time set forth for departure at any designated time point, the Liquidated Damages shall be \$250 per occurrence.
 - ii. If a trip on a route departs 15 minutes or more following the time set for departure at any designated time point, the Liquidated Damages shall be \$500 per occurrence.
 - iii. If a trip departs in advance of scheduled departure time at a designated time point, the Liquidated Damages shall be \$1,000 per occurrence.
 - iv. If a MB or CB trip pulls out of the yard more than 5 minutes, but less than 15 minutes, late of its scheduled depart time, the Liquidated Damages shall be \$250 per occurrence.
 - v. If a MB or CB trip pulls out of the yard more than 15 minutes late of its scheduled depart time, the Liquidated Damages shall be \$1,000 per occurrence.
 - vi. If a Direct Access (DR) passenger is not picked up on time, which is considered up to 10 minutes before and up to 30 minutes after the scheduled pick-up time, the Liquidated Damages shall be \$500 for each occurrence.
 - vii. If a DR passenger is a no show at the door and the operator fails to document or leave a tag at the door. The Liquidated Damages shall be \$100 for each occurrence.
 - viii. If a DR passenger (other than an IRC passenger) is on a vehicle, and their trip is not completed within 1 hour 30 minutes from their pickup time, the Liquidated Damages shall be \$250 for each occurrence.
 - ix. If the Proposer fails to conduct on-board random trip sampling, necessary for VVTA's NTD reporting, the Liquidated Damages shall be \$350 for each missed trip sample.
2. **Other Liquidated Damages:** The following Liquidated Damages shall be imposed if any of the following incidents occur:
 - i. **Incomplete trip:** If a scheduled trip is not completed by 50% or more, the Liquidated Damages shall be \$1,000 per occurrence.
 - ii. **Incomplete last scheduled trip:** If the last trip of the day on a route is not completed as scheduled, the Liquidated Damages shall be \$2,000 per occurrence.
 - iii. **Shutdown vehicle:** If any revenue or non-revenue vehicle is removed from

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service as a result of an unsatisfactory safety rating by VVTA and/or law enforcement agencies, the Liquidated Damages will be \$500 per day per vehicle.

- iv. **Unavailable vehicle:** If any trip is not made due to the unavailability of a Revenue Vehicle, or if a trip or any portion thereof is made with a Non-Revenue Vehicle or a cutaway not assigned to the supporting mode; the Liquidated Damages shall be \$1,000 per occurrence.
- v. **Preventive Maintenance:** If any preventive maintenance inspection is not completed for any and all revenue vehicle, non-revenue vehicle, facilities, and equipment within 500 miles, before or after its scheduled service, or 3 days (if PMI schedule is on a date schedule), the Liquidated Damages shall be \$400 per occurrence.
- vi. **Fluid Analysis:** If the Proposer fails to comply with the VVTA-approved Fluid Analysis program, the Liquidated Damages shall be \$100 per occurrence.
- vii. **Deficient Vehicle Condition:** In the event any Revenue, or Non-Revenue vehicle is rejected temporarily by VVTA at the gate (i.e. prior to pullout) as a result of deficient vehicle condition or appearance, the Liquidated Damages shall be \$500 per occurrence.
- viii. **Out of Service Vehicle:** In the event of any Revenue or Non-Revenue Vehicle is unavailable for service for any reason, the Proposer shall pay \$500 per vehicle per day, commencing on the 31st consecutive out of service day.
- ix. **Vehicle Appearance:** If any Revenue or Non-Revenue Vehicle fails to comply with VVTA's standards regarding appearance, the Liquidated Damages shall be \$100 per occurrence.
- x. **MMS Input:** If the Proposer fails to enter required accurate real-time data into the MMS system as required under the Contract, the Liquidated Damages shall be \$300 per occurrence.
- xi. **Uniforms/Grooming:** If the Proposer employee fails to comply with VVTA's standards regarding appearance, uniforms or grooming (see Exhibit D-1), the Liquidated Damages shall be \$100 per occurrence.
- xii. **Collecting Correct Fares:** If the Proposer's employee fails to collect the correct fare or does not correctly record the fare collected, the Liquidated Damages shall be \$150 per occurrence. Liquidated Damages for incorrect fare collection may be invoked for each documented occurrence. (VVTA staff and independent Observers hired by VVTA will monitor operators periodically to determine compliance with VVTA fare policies.)
- xiii. **Late or Inaccurate Reports or Data:** If the Proposer fails to comply with VVTA's reporting requirements either by submitting reports or data after the due date and time or by submitting inaccurate reports or data, the Liquidated Damages shall be \$300 for each month in which a failure to comply occurs.

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- xiv. **Performance Management Data Entry:** If the Proposer fails to enter required real-time accurate data into the performance management system, currently TransTrack, on a daily basis, the Liquidated Damages shall be \$100 per occurrence.
- xv. **Intelligent Transportation System Data Entry:** If the Proposer fails to enter required accurate data into the Intelligent Transportation System, currently GMV Syncromatics, Transit Check and Ecolane, the Liquidated Damages shall be \$100 per occurrence.
- xvi. **Complaint Processing:** If the Proposer receives more than 20 charged complaints per 100,000 boardings, in a one-month period, the Liquidated Damages shall be \$250 per occurrence or per chargeable complaint after the 20th per 100,000 boardings in a one-month period.
- xvii. **Incident and Accident Reporting:** If the Proposer fails to report an incident or accident both by phone within 15 minutes and in writing within 24 hours on an approved accident/incident form, the Liquidated Damages shall be \$500 per occurrence.
- xviii. **ADA Requirements:** The Proposer shall comply with all ADA compliance standards including, but not limited to, stop announcements, wheelchair securement, proper ADA equipment operation and availability, boarding assistance, door-to-door services, and reasonable accommodation. If the Proposer fails to comply with ADA compliance standards the Liquidated Damages shall be \$1,000 for any incident of ADA noncompliance.
- xix. **Removal of Disabled Vehicles:** If the Proposer fails to remove a disabled vehicle from the road within 1 hour after the first report, the Liquidated Damages shall be \$200 per occurrence.
- xx. **Improper Facilities Maintenance or Warranty Enforcement:** If the Proposer fails to comply with its obligations under Section XII, regarding the Facilities and the equipment therein, the Liquidated Damages shall be \$200 per occurrence.
- xxi. **Staffing Levels:** Proposer must replace each staff position which is short per the Proposer's staffing plan. For each day after 30 days the Liquidated Damages shall be \$500 per day per position.
- xxii. **Facilities Cleaning:** If the Facilities Cleaning is not satisfactory in accordance with Exhibit L-2, VVTA shall assess Liquidated Damages of Two Hundred Fifty Dollars (\$250.00) per day.

3. **ITS**

If the Proposer staff fails to log a vehicle onto the ITS, currently GMV Syncromatics or Ecolane system, at the commencement of a shift or trip or fails to properly

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maintain or repair the ITS systems, the Liquidated Damages shall be \$250 per occurrence.

- i. If the Proposer fails to provide proper training on the Syncromatics, Transit Check, VVTA Watch or Ecolane systems to operators and/or supervisors, and maintenance staff the Liquidated Damages shall be \$250 per occurrence.
 - ii. If the Proposer staff fails to follow the Syncromatics, Transit Check or Ecolane policies and procedures manual, the Liquidated Damages shall be \$250 per occurrence.
 4. **Non-Operable Fare Payment System:** If a revenue vehicle is placed into revenue service with an in-operable or malfunctioning fare payment system, currently GFI and Umo Touchpass readers, and is not repaired or replaced within sixty (60) minutes of the reported malfunction the Liquidated Damages shall be \$500 per occurrence.
 5. **Improper Vehicle Parking:** If the Proposer parks in a non-layover zone, violates zone time limits, or incorrectly positions the vehicle at a bus stop or terminal or improperly parks a vehicle on a street, artery, or thoroughfare the Liquidated Damages shall be \$250 per occurrence and the Proposer shall be responsible for any resulting fine.
 6. **Key Personnel:** If the Proposer violates the requirements relating to Key Personnel in subsection B, C, or D of Section VI, the Liquidated Damages shall be \$1,000 per day after 30 days.
 7. **Non-Operable Electronic Destination Signs:** If a revenue vehicle is in revenue service without an operable electronic Destination Sign (front, side, rear and dash sign as equipped) the Liquidated Damages shall be \$1,000 per occurrence. If the driver is not properly using this system, there shall be an additional performance penalty of \$250.
 8. **Non-Operable APC:** If a vehicle is placed into revenue service without an operable APC (front and/or rear) or has been operating outside an accuracy level of 95% to 105% the Liquidated Damages shall be \$250.00 per occurrence.
 9. **Surveillance System:** If a revenue vehicle is in revenue service without a 100% fully operable Surveillance System the Liquidated Damages shall be \$250 per occurrence.
 10. **Part Cannibalizing:** If a part is taken from one vehicle and placed on another vehicle and has not been approved in writing by VVTA's Chief Maintenance Officer or designated staff, the Liquidated Damages shall be \$5,000 per occurrence.
- G. Proposer Defenses:** VVTA may, in its discretion, provide the Proposer with relief (in whole or in part) from any Liquidated Damages that could be assessed under this subsection if the Proposer provides sufficient evidence or documentation to VVTA that the events giving rise to the Liquidated Damages in question were beyond the Proposer's control due to adverse and unusual weather or traffic conditions or due to a Force Majeure event.

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XIX. PROJECT OPERATION RECORDS AND REPORTS

A. General

1. In order to document services under the subsequent contract, the Proposer shall maintain all project records as requested by VVTA and as required for good business practices. The project operation records are intended to provide documentation of daily operations and to serve as a database to monitor and evaluate productivity of the services provided and the service requirements and methods.
2. *The Proposer shall accurately enter all required project operation data into TransTrack in real-time, daily. The data shall include, but not be limited to, passengers; fare revenue; complaints; vehicle revenue hours and total vehicle hours; revenue total, and fleet miles; accidents; and road calls. All service records prepared by the Proposer shall be retained and maintained by the Proposer but owned by VVTA.*

B. Specific Reporting Requirements and Records: All reports shall be made in a format approved by VVTA. The Proposer shall prepare, maintain, and retain the following records and documents, and shall submit the following reports to VVTA:

1. **Passenger Reports:** Enter daily into TransTrack for the number of passengers, mobility devices, and bicycles that boarded each Revenue Vehicle during the previous month (itemized in accordance with the form of fare payment). Such information shall be compiled on a trip-by-trip basis for each route, and shall be further compiled by Weekday, Saturday, Sunday, and Holiday Service. Such reports shall be made in a format approved by VVTA.
3. **Service Reports:** Enter into TransTrack daily during the Contract Term, the actual number of, vehicle hours, revenue hours, total miles, revenue miles, and peak buses operated during the previous Monday through Sunday period. The Proposer shall also submit a report which includes any missed miles and hours to be subtracted from the total (to be included with monthly invoice). Such information shall be for each route and shall be made in a format approved by VVTA.
4. **Daily Reports:** The Proposer shall require each operator of each bus to prepare a daily report on a form approved by VVTA indicating the time of departure, time of arrival, and number of passengers, mobility devices, and bicycles carried for each trip made on each route (if any of the data can be entered into the GFI farebox module it will be recorded in that manner). Such a report shall be prepared each day and shall be signed by the operator. Reports shall be available to VVTA at any time per VVTA's request.
5. **Road Call Sheets:** The Proposer shall use the VVTA provided daily road call sheet to track road calls and provide a root cause analysis on each road call that has occurred.
6. **Monthly Summaries:** The Proposer shall validate in TransTrack and prepare monthly summaries of the various required reports in accordance with established reporting schedules. These summaries shall include but are not limited to line-by-line operating data, accident report, road call report, wheelchair use report, bicycle rack use report, and other requested reports. Monthly summary reports shall be submitted to VVTA no later

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than ten (10) days after the end of each month.

7. **Passenger Complaint Response:** The Proposer shall respond to all passenger complaints and describe any action taken regarding these complaints in Transtrack, within three days.
8. **Incident and Accident Reports:** The Proposer shall immediately notify the CEO, Director of Operations, and Contract Compliance or designee in the event of any traffic accident involving personal injury or substantial property damage or any other significant non-routine incident or event occurring in the operation of services.
9. **National Transit Database:** To ensure compliance with National Transit Database (NTD) reporting requirements, the Proposer shall conduct random sampling to accurately compute passenger mile data for all Motorbus (MB), Commuter Bus (CB), and Demand Response (DR) services it operates. This sampling process must adhere to VVTA's established Standard Operating Procedures (SOPs) as outlined in Exhibit N-1. This will ensure precise reporting that consistently aligns with the techniques and methodologies specified in the Federal Transit Administration's (FTA) NTD Sampling Manual and FTA Circular 2710.1E, including subsequent revisions. The Proposer assumes responsibility for the accuracy of all submitted NTD data, ensuring its compliance with FTA requirements and definitions.
10. **Financial Records:** The Proposer shall establish and maintain separate accounts of all project expenditures, receipts and any other relevant financial records or documents. The projected costs will include, but not limited to, the actual costs to maintain Revenue Vehicles. The Proposer's financial records shall be kept on a strict accrual basis according to U.S. Generally Accepted Accounting Principles (GAAP). All source documents shall be maintained and retained for the full period of the contract following final payment and may be audited by VVTA, SBCTA, Caltrans, or FTA at any time upon reasonable notice within this period or anytime during the contract term.
11. **Monitoring and Compliance:** The Proposer Shall provide full access for all operating, maintenance, finance, and staff data and documents upon request from VVTA, or any other 3rd party contracted by VVTA, to do monthly, quarterly, or annual monitoring and complying with all terms and conditions of the operation and maintenance contract.
12. **Disadvantaged Business Enterprise (DBE) Report:** The Proposer shall prepare and provide a monthly report of all payments made by Proposer. The report is to be submitted to VVTA's DBELO no later than the 15th of each month. The report shall include the name of the vendor, the date the invoice was received, the date the invoice was paid, and the amount paid.
13. **Equal Employment Opportunity (EEO) Affirmative Action Report:** The Proposer shall maintain and implement an Equal Employment Opportunity/Affirmative Action Program and policy in accordance with FTA guidelines. The Proposer shall, quarterly, prepare and provide to VVTA an EEO report which consists of the following:
 - (a) Workforce Analysis for each job category.
 - (b) Job Group Analysis for each job category.

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- (c) Hiring Analysis for each job category.
- (d) Promotional Analysis for each job category.
- (e) Termination Analysis for each job category.
- (f) Utilization Analysis that shows the ethnic and gender breakdown for each job category as well as indicates the short term and long-term goals for achieving under-utilized minority groups; and
- (g) Availability Analysis that compares the current workforce against the available workforce.

14. **Schedule Adherence Report:** For the purpose of evaluating schedule adherence, the Proposer shall prepare a monthly report of on-time performance for each route and Direct Access. This shall be accomplished currently through GMV Syncromatics and Ecolane system, and shall include all time points not just end points. This report shall be submitted by the tenth (10th) day of the following month.
15. **ITS Failure Report:** The Proposer shall immediately report any failure of Direct Access/MicroLink equipment, currently Ecolane tablets, to VVTA.
16. **Surveys:** VVTA may, in its discretion, obtain additional documentation of service through the use of passenger surveys. These surveys may be administered by authorized representatives of VVTA or its designee. The Proposer shall ensure the cooperation of all personnel with any operational procedures relating to such surveys, including the distribution of survey questionnaires or other actions necessary to obtain service-related information.

- C. **Meetings:** The CEO, or appropriate VVTA management staff, the Proposer's General Manager, and appropriate Key Personnel shall meet **regularly** to review the overall performance of the Proposer and the administration of the subsequent contract; and at least quarterly to review Americans with Disability Act issues and related matters.

XX. INSPECTION OF WORK

- A. **General:** All Work (a term which includes service performed, material furnished or utilized in the performance of services, and workmanship in the performance of services) shall be subject to inspection and test by VVTA to the extent practicable at all times and places during this Contract Term. All inspections by VVTA shall be made in such manner as to not unduly delay the Work. VVTA shall have the right to inspect and audit all data and records, including Proposer's financials, which pertain to the Proposer's performance under the subsequent Contract.
- B. **Re-performance:** If any Work performed is not in conformity with the requirements of the subsequent Contract, VVTA shall have the right to require the Proposer to perform the Work again in conformity with such requirements at no increase in cost to VVTA. In the event the Proposer fails promptly to perform the Work again, the CEO shall have the right, either by contract or otherwise, to have the Work performed in conformity with such requirements and charge to the Proposer any costs to VVTA that are directly related to the performance of such Work, or to terminate the subsequent contract for default as provided in Contract Section 9. When the Work to be performed is of such a nature that the defect cannot be corrected by re-performing the work, the CEO shall have the right to (1) require the Proposer

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to immediately take all necessary steps to ensure future performance of the Work in conformity with the requirements of the subsequent; and (2) reduce the amount paid to the Proposer under the subsequent contract to reflect the reduced value of the work performed.

XXI. OPERATION DURING A DECLARED EMERGENCY

In the event of a declared emergency, or disaster, by VVTA, the Proposer shall deploy vehicles in a manner described by the CEO or his/her designee. VVTA shall compensate the Proposer, during such period of declared emergency, for services which significantly exceeds the normal expense of operating services during the emergency period by an amount agreed to by both parties. It should be noted that VVTA has a contract with the San Bernardino Sheriff's Department which can assist in such emergencies. As appropriate VVTA may contact the local fire departments, SBCTA and CALTRANS for additional emergency support.

XXII. REPLACEMENT SERVICES

- A. Need for Replacement Services:** In the event that the Proposer is unable, due to a strike, work stoppage, or other event not caused by VVTA and not covered by the force majeure exception in contract Section 33, to provide services in full compliance with the requirements of the subsequent contract, then VVTA may, in lieu of finding the Proposer in default, obtain the services of replacement personnel, or provide the services with its own resources (collectively referred to as "replacement services"). VVTA may utilize such replacement service as a substitute for all or any part of the Proposer's services and may maintain such replacement services in effect until the Proposer is able to resume performance in full compliance with the Contract. Prior to implementing replacement services, VVTA shall notify the Proposer in writing and provide the Proposer with three (3) days to cure its noncompliance.
- B. Utilization of Replacement Services:** If VVTA utilizes replacement services under this Section, the Proposer shall be liable to VVTA for the actual amount by which the cost of such replacement services exceeds the amount that would have been payable under the subsequent contract for comparable services including any expenses (including internal administrative costs) incurred by VVTA in soliciting and obtaining those replacement services. In addition, the only compensation due and payable to the Proposer by VVTA during any period in which replacement services are being provided shall be for any hours of service actually provided by the Proposer. Any actions taken by VVTA pursuant to this Section by reason of the Proposer's failure to perform shall not preclude VVTA from subsequently finding the Proposer in default for the related failure to perform.

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1. Source of Funding:

This contract entered _____ between Victor Valley Transit Authority
on _____
(DATE) (AWARDING AGENCY)

and _____ for
(CONTRACTOR)

2024-04 Operations and Maintenance Services

(PROJECT)

is being funded with the following fund source(s) and amounts:

| FUND SOURCE | AMOUNT |
|-------------|--------|
| | |
| | |
| | |

Parties referenced in the following clauses are defined as:

“AWARDING AGENCY” is the subrecipient of the State of California Department of Transportation.

“PROJECT” is the AWARDING AGENCY’s federally-supported project.

“CONTRACTOR” is the third-party vendor who has entered into this third-party contract with the AWARDING AGENCY to provide goods or services directly to the AWARDING AGENCY for the accomplishment of the PROJECT.

“Subagreements” are agreements made between the CONTRACTOR and any subcontractors to facilitate the accomplishment of this third-party contract.

For All Third-Party Contract Awards Excluding Micro-Purchases, Except Construction Contracts Exceeding \$2,000.00

No Obligation to Third-Parties by use of a Disclaimer

- A. No Federal Government Obligation to Third Parties. The CONTRACTOR agrees that, absent of the Federal Government’s express written consent, the Federal Government shall not be subject to any obligations or liabilities to any contractor, any third-party contractor, or any other person not a party to the Grant Agreement in connection with the performance of the PROJECT. Notwithstanding any concurrence provided by the Federal Government in or approval of any solicitation, or third-party agreement, the Federal Government continues to have no obligation or liabilities to any party, including the CONTRACTOR or third-party contractor.
- B. Third-Party Contracts and Subagreements Affected. To the extent applicable, federal requirements extend to third-party contractors and their contracts at every tier, and to the subagreements of third-party contractors and the subagreements at every tier. Accordingly, the CONTRACTOR agrees to include, and to require its third-party contractors to include appropriate clauses in each third-party contract and each subagreement financed in whole or in part with financial assistance provided by the FTA.
- C. No Relationship between the California Department of Transportation and Third-Party Contractors. Nothing contained in this Contract or otherwise, shall create any contractual

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relationship, obligation or liability between the California Department of Transportation and any third-party contractors, and no third-party contract shall relieve the CONTRACTOR of his responsibilities and obligations hereunder. The CONTRACTOR agrees to be fully responsible to the AWARDING AGENCY for the acts and omissions of its third-party contractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the CONTRACTOR. The CONTRACTOR'S obligation to pay its third-party contractors is an independent obligation from the AWARDING AGENCY's obligation to make payments to the CONTRACTOR. As a result, the California Department of Transportation shall have no obligation to pay or to enforce the payment of any moneys to any third-party contractor.

- D. Obligations on Behalf of the California Department of Transportation. The CONTRACTOR shall have no authority to contract for or on behalf of, or incur obligations on behalf of the California Department of Transportation.
- E. AWARDING AGENCY Approval of Subagreements. The AWARDING AGENCY shall approve in writing all proposed Subagreements, Memorandums of Understanding (MOU), or similar documents relating to the performance of the Contract prior to implementation. The CONTRACTOR agrees that it will not enter into any Subagreements unless the same are approved in writing by the AWARDING AGENCY. Any proposed amendments or modifications to such Subagreements must be approved by the AWARDING AGENCY prior to implementation.

Program Fraud and False or Fraudulent Statements or Related Acts

- A. The CONTRACTOR acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. Section 3801 et seq. and US Department of Transportation regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this PROJECT. Upon execution of an underlying contract, 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, and pertaining to the underlying contract or the federally assisted PROJECT for which this contracted 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 in the CONTRACTOR to the extent the Federal Government deems appropriate.
- B. 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 the FTA under the authority of 49 U.S.C. Section 5307, the Government reserves the right to impose the penalties of 18 U.S.C. Section 1001 and 49 U.S.C. Section 5307(n)(1) on the CONTRACTOR, to the extent the Federal Government deems appropriate.
- C. The CONTRACTOR agrees to include the above two clauses in each subagreement financed in whole or in part with Federal Assistance provided by the California Department of

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Transportation. It is further agreed that these clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

Access to Records

The AWARDING AGENCY, the California Department of Transportation, the State Auditor General, and any duly authorized representative of the Federal government shall have access to any books, records, and documents of the CONTRACTOR and its subcontractors that are pertinent to this Contract of audits, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested. The CONTRACTOR shall include a clause to this effect in every subagreement entered into relative to the PROJECT.

Record Keeping

The CONTRACTOR and all subcontractors shall maintain all books, documents, papers, accounting records, and other evidence pertaining to the performance of this Contract. All parties shall make such materials available at their respective offices at all reasonable times during the performance and for three (3) years from the date of final payment under this Contract and all subagreements.

Accounting Records

The CONTRACTOR shall establish and maintain separate accounting records and reporting procedures specified for the fiscal activities of the PROJECT. The CONTRACTOR'S accounting system shall conform to generally accepted accounting principles (GAAP) and uniform standards that may be established by California Department of Transportation. All records shall provide a breakdown of total costs charged to the PROJECT including properly executed payrolls, time records, invoices, and vouchers.

Federal Changes, Amendments to State, and Local Laws, Regulations, and Directives

The terms of the most recent amendments to any federal, State, or local laws, regulations, FTA directives, and amendments to the grant or cooperative contract that may be subsequently adopted, are applicable to the PROJECT to the maximum extent feasible, unless the California Department of Transportation provides otherwise in writing.

Civil Rights (Title VI, EEO, & ADA)

During the performance of this Contract, the CONTRACTOR its assignees and successors in interest, agree to comply with all federal statutes and regulations applicable to grantee subrecipients under the Federal Transit Act, including, but not limited to the following:

- A. Race, Color, Creed, National Origin, Sex. In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. Section 2000e, and federal transit law at 49 U.S.C. Section 5332, the CONTRACTOR Agrees to comply with all applicable equal employment opportunity (EEO) requirements of the U.S. Department of Labor (U.S. DOL) regulations, "Office of Labor," 41 CFR Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. Section 2000e note), and with any applicable federal statutes, executive orders, regulations, and federal policies that may in the future affect construction activities undertaken in the course of the PROJECT. The CONTRACTOR agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or

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termination, rates of pay or other forms of compensation; and selection from training, including apprenticeship. In addition, the CONTRACTOR agrees to comply with any implementing requirements the California Department of Transportation may issue.

- B. Nondiscrimination. The CONTRACTOR, with regard to the work performed by it during the contract term shall act in accordance with Title VI. Specifically, the CONTRACTOR shall not discriminate on the basis of race, color, national origin, religion, sex, age, or disability 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 Section 21.5 of the U.S. Department of Transportation's Regulations, including employment practices when the Contract covers a program whose goal is employment. Further, in accordance with Section 102 of the Americans with Disabilities Act (ADA), as amended, 42 U.S.C. Section 12112, the CONTRACTOR agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR Part 1630, pertaining to employment of persons with disabilities. In addition, the CONTRACTOR agrees to comply with any implementing requirements the California Department of Transportation may issue.
- C. Solicitations for Subcontractors Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation by the CONTRACTOR for work performed under a subagreement, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the CONTRACTOR of the subcontractor's obligations under this Contract and the Regulations relative to nondiscrimination 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 AWARDING AGENCY or the California Department of Transportation to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a CONTRACTOR is in the exclusive possession of another who fails or refuses to furnish the information, the CONTRACTOR shall certify to the AWARDING AGENCY of the California Department of Transportation 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 the nondiscrimination provisions of the Contract, the AWARDING AGENCY shall:
1. Withholding of payment to the CONTRACTOR under the Contract until the CONTRACTOR complies, and/or
 2. Cancellation, termination, or suspension of the Contract, in whole or in part.
- F. Incorporation of Provisions. The CONTRACTOR shall include the provisions of these paragraphs A through F in every subagreement, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The CONTRACTOR will take such action with respect to any subcontractor or procurement as the AWARDING AGENCY or the California Department of Transportation may direct as a

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means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event a CONTRACTOR becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such directions, the CONTRACTOR may request the AWARDING AGENCY to enter into such litigation to protect the interest of the AWARDING AGENCY, and, in addition, the CONTRACTOR may request the California Department of Transportation to enter into such litigation to protect the interests of the California Department of Transportation.

G. Section 504 and Americans with Disabilities Act Program Requirements

The CONTRACTOR will comply with 49 CFR Parts 27, 37, and 38, implementing and Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794, as amended.

Incorporation of FTA Terms

Incorporation of Federal Transit Administration (FTA) Terms - The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F are hereby incorporated by 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 California Department of Transportation requests which would cause the California Department of Transportation to be in violation of the FTA terms and conditions. The CONTRACTOR shall not perform any act, fail to perform any act, or refuse to comply with any AWARDING AGENCY requests which would cause the AWARDING AGENCY to be in violation of the FTA terms and conditions.

Prohibition on certain telecommunications and video surveillance services or equipment.

AWARDING AGENCY is prohibited from obligating or expending loan or grant funds to:

- A. Procure or obtain;
- B. Extend or renew a contract to procure or obtain; or
- C. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 1. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 2. Telecommunications or video surveillance services provided by such entities or using such equipment.
 3. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

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- D. In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.
- E. CONTRACTOR represents and warrants that it has performed a due diligence review of its supply chain and that no such "covered telecommunications equipment or services" shall be provided to the AWARDING AGENCY that would cause the AWARDING AGENCY to be in violation of the prohibition contained in the Act.

Energy Conservation

The CONTRACTOR agrees to comply with the mandatory energy efficiency standards and policies within the applicable California Department of Transportation energy conservation plans issued in compliance with the Energy Policy and Conservation Act, 42, U.S.C. Section 6321 et seq.

Awards Exceeding \$10,000.00

Additional Termination Provisions

- A. Termination for Convenience (General Provision). When it is in the AWARDING AGENCY's best interest, the AWARDING AGENCY reserves the right to terminate this Contract, in whole or in part, at any time by providing a TEN (10) DAY WRITTEN NOTICE to the CONTRACTOR. The CONTRACTOR shall be paid its costs, including contract closeout costs, and profit on work performed up to the time of termination. The CONTRACTOR shall promptly submit its termination claim to the AWARDING AGENCY. If the CONTRACTOR has any property in its possession belonging to the AWARDING AGENCY, the CONTRACTOR will account for the same, and dispose of it in the manner the AWARDING AGENCY directs.
- B. Termination for Default (General Provision). If the CONTRACTOR does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the CONTRACTOR fails to perform in the manner called for in the contract, or if the CONTRACTOR fails to comply with any other provisions of the contract, the AWARDING AGENCY may terminate this contract for default. Termination shall be effected by serving a notice of termination on the CONTRACTOR setting forth the manner in which the CONTRACTOR is in default. The CONTRACTOR will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

If it is later determined by the AWARDING AGENCY that the CONTRACTOR had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the CONTRACTOR, the AWARDING AGENCY, after setting up a new delivery of performance schedule, may allow the CONTRACTOR to continue work, or treat the termination as a termination for convenience.

- C. Mutual Termination. The PROJECT may also be terminated if the AWARDING AGENCY and the CONTRACTOR agree that its continuation would not produce beneficial results

THIRD PARTY CONTRACT CLAUSES

Federal Transit Administration and California Department of Transportation Required Provisions

commensurate with the further expenditure of funds or if there are inadequate funds to operate the PROJECT equipment or otherwise complete the PROJECT.

Awards Exceeding \$25,000.00

Debarment and Suspension

- A. The CONTRACTOR agrees to comply with the requirements of Executive Order Nos. 12549 and 12689, "Debarment and Suspension," 31 U.S.C. Section 6101 note; and U.S. DEPARTMENT OF TRANSPORTATION regulations on Debarment and Suspension and 49 CFR Part 29.
- B. Unless otherwise permitted by the California Department of Transportation, the CONTRACTOR agrees to refrain from awarding any third-party contract of any amount to or entering into any sub-contract of any amount with a party included in the "U.S. General Services Administration's (U.S. GSA) List of Parties Excluded from Federal procurement and Non-procurement Program," implementing Executive Order Nos. 12549 and 12689, "Debarment and Suspension" and 49 CFR Part 29. The list also include the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible for contract award under statutory or regulatory authority other than Executive Order Nos. 12546 and 12689.
- C. Before entering into any subagreements with any subcontractor, the CONTRACTOR agrees to obtain a debarment and suspension certification from each prospective recipient containing information about the debarment and suspension status and other specific information of that AWARDING AGENCY and its "principals," as defined at 49 CFR Part 29.
- D. Before entering into any third-party contract exceeding \$25,000.00, the CONTRACTOR agrees to obtain a debarment and suspension certification from each third-party contractor containing information about the debarment and suspension status of that third-party contractor and its "principals," as defined at 49 CFR 29.105(p). The CONTRACTOR also agrees to require each third-party contractor to refrain from awarding any subagreements of any amount, at any tier, to a debarred or suspended subcontractor, and to obtain a similar certification for any third-party subcontractor, at any tier, seeking a contract exceeding \$25,000.00.

Legal Matters Concerning a Covered Transaction

- A. If a current or prospective legal matter that may affect the Federal Government or STATE emerges, the AWARDING AGENCY must promptly notify the STATE. The AWARDING AGENCY must include a similar notification requirement in its Third Party Agreements and must require each CONTRACTOR to include an equivalent provision in its subagreements at every tier, for any agreement that is a "covered transaction" according to 2 C.F.R. §§ 180.220 and 1200.220.
 - 1. The types of legal matters that require notification include, but are not limited to, a major dispute, breach, default, litigation, or naming the Federal Government or STATE as a party to litigation or a legal disagreement in any forum for any reason.
 - 2. Matters that may affect the Federal Government or STATE include, but are not limited to, the Federal or STATE Government's interests in the Award, the accompanying Underlying

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Agreement, and any Amendments thereto, or the Federal or STATE Government's administration or enforcement of federal laws, regulations, and requirements.

3. The AWARDING AGENCY must promptly notify the STATE, if the AWARDING AGENCY has knowledge of potential fraud, waste, or abuse occurring on a Project receiving assistance from FTA. The notification provision applies if a person has or may have submitted a false claim under the False Claims Act, 31 U.S.C. § 3729 et seq., or has or may have committed a criminal or civil violation of law pertaining to such matters as fraud, conflict of interest, bribery, gratuity, or similar misconduct involving FY2020 Contractors Manual – Procurement 9-49 federal assistance. This responsibility occurs whether the Project is subject to this Agreement or another agreement between the AWARDING AGENCY and STATE, or an agreement involving a principal, officer, employee, agent, or CONTRACTOR of the AWARDING AGENCY. It also applies to subcontractors at any tier. Knowledge, as used in this paragraph, includes, but is not limited to, knowledge of a criminal or civil investigation by a Federal, state, or local law enforcement or other investigative agency, a criminal indictment or civil complaint, or probable cause that could support a criminal indictment, or any other credible information in the possession of the Recipient. In this paragraph, "promptly" means to refer information without delay and without change. This notification provision applies to all divisions of the AWARDING AGENCY, including divisions tasked with law enforcement or investigatory functions.

Awards Exceeding \$100,000.00

Provisions for Resolution of Disputes, Breaches, or Other Litigation

The AWARDING AGENCY and the CONTRACTOR shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the CONTRACTOR shall submit to the AWARDING AGENCY Representative for this Contract or designee a written demand for a decision regarding the disposition of any dispute arising under this Contract. The AWARDING AGENCY Representative shall make a written decision regarding the dispute and will provide it to the CONTRACTOR. The CONTRACTOR shall have the opportunity to challenge in writing within ten (10) working days to the AWARDING AGENCY's Executive Director or his/her designee. If the CONTRACTOR'S challenge is not made within the ten (10) day period, the AWARDING AGENCY Representative's decision shall become the final decision of the AWARDING AGENCY. The AWARDING AGENCY and the CONTRACTOR shall submit written, factual information and supporting data in support of their respective positions. The decision of the AWARDING AGENCY shall be final, conclusive, and binding regarding the dispute, unless the CONTRACTOR commences an action in court of competent jurisdiction to contest the decision in accordance with Division 3.6 of the California Government Code.

Lobbying

- A. The CONTRACTOR agrees that it will not use federal assistance funds to support lobbying. In accordance with 31 U.S.C. and U.S. Department of Transportation Regulations, "New Restrictions on Lobbying." 49 CFR Part 20, if the bid is for an award for \$100,000.00 or more the AWARDING AGENCY will not make any federal assistance available to the CONTRACTOR until the AWARDING AGENCY has received the CONTRACTOR'S certification that the CONTRACTOR has not and will not use federal appropriated funds to pay any person or organization to influence or attempt to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal grant,

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cooperative agreement, or any other federal award from which funding for the PROJECT is originally derived, consistent with 31 U.S.C. Section 1352, and;

- B. If applicable, if any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an office or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with the form instructions.
- C. The CONTRACTOR shall require that the language of the above two clauses be included in the award documents for all sub-awards at all tiers (including subagreements, sub-grants, and contracts under grants, loans, and cooperative agreements) which exceed \$100,000.00 and that all awarding agencies shall certify and disclose accordingly.

This Contract is a material representation of facts upon which reliance was placed when the Contract was made or entered into. These provisions are a prerequisite for making or entering into a Contract imposed by Section 1352, Title 31, U.S. Code. Any person who fails to comply with these provisions shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each failure.

Clean Water

- A. The CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. The CONTRACTOR agrees to report each violation to the AWARDING AGENCY and understands and agrees that the AWARDING AGENCY will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.
- B. The CONTRACTOR also agrees to include these requirements in each subagreement exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

Awards Exceeding \$150,000.00

Clean Air

- A. The CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. Section 7401 et seq. The CONTRACTOR agrees to report each violation to the AWARDING AGENCY and understands and agrees that the AWARDING AGENCY will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.
- B. The CONTRACTOR also agrees to include these requirements in each subagreement exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

Awards with Transport of Property or Persons

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Federal Transit Administration and California Department of Transportation Required Provisions

Awards with Transit Operations

Transit Employee Protective Arrangements (Transit Operation Only)

The CONTRACTOR agrees to comply with applicable transit employee protective requirements, as follows:

- A. 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 Contract and to meet the employee protective requirements of 49 U.S.C. 5333(b), and U.S.DOL guidelines at 29 CFR Part 215, and any amendments there to.
- B. The CONTRACTOR also agrees to include the applicable requirements in each subagreement involving transit operations financed in whole or in part with federal assistance provided by the FTA.

Vehicle Operator Licensing

The CONTRACTOR is required to comply with all applicable requirements of the Federal Motor Carrier Safety Administration regulations and the California Vehicle Code including, but not limited to, the requirement that all vehicle operators have a valid State of California driver's license, including any special operator license that may be necessary for the type of vehicle operated.

Drug-Free Workplace (FTA Section 5311 Awards)

The CONTRACTOR certifies by signing a Contract with the AWARDING AGENCY that it will provide a drug-free workplace, and shall establish policy prohibiting activities involving controlled substances in compliance with Government Code Section 8355, et seq. The CONTRACTOR is required to include the language of this paragraph in award documents for all sub-awards at all tiers (including subagreements, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all awarding agencies shall disclose accordingly. To the extent the CONTRACTOR, any third-party contractor at any tier, any AWARDING AGENCY at any tier, or their employees, perform a safety sensitive function under the PROJECT, the CONTRACTOR agrees to comply with, and assure the compliance of each affected third-party contractor at any tier, each affected AWARDING AGENCY at any tier, and their employees with 49 U.S.C. Section 5331, and the FTA regulations, "Prevention of Alcohol Misuse and Prohibited Drug use in Transit Operations," 49 CFR Part 655.

Drug and Alcohol Testing

Option 2

The CONTRACTOR agrees to establish and implement a drug and alcohol testing program that complies with 49 CFR Part 655, produce any documentation necessary to establish its compliance with Part 655, and permit any authorized representative of the United States Department of Transportation or its operating administrations, the California Department of Transportation, or the AWARDING AGENCY to inspect the facilities and records associated with the implementation of the drug and alcohol testing program as required under 49 CFR Part 655 and review the testing process. The CONTRACTOR agrees further to certify annually its compliance with Part 655 before (insert date) and to submit the Management Information System (MIS) reports before (insert date) to Director of Operations, 17150 Smoke Tree Street, Hesperia, CA 92345. To certify compliance the CONTRACTOR shall use the "Substance Abuse Certifications" in the "Annual List of Certifications

THIRD PARTY CONTRACT CLAUSES

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and Assurances for Federal Transit Administration Grants and Cooperative Agreements," which is published annually in the Federal Register.

Awards with Rolling Stock

Awards with Planning, Research, Development, and Documentation Projects

Miscellaneous Special Requirements

Intelligent Transportation Systems (ITS) National Architecture

To the extent applicable, the CONTRACTOR agrees to conform to the National Intelligent Transportation System (ITS) Architecture and Standards as required by 23 U.S.C. Section 517(d), 23 U.S.C. Section 512 note, and 23 CFR Part 655 and 940, and follow the provisions of the FTA Notice, "FTA National ITS Architecture Policy on Transit projects," 66 Fed. Reg. 1455 et seq., January 8, 2001, and any other implementing directives the FTA may issue at a later date, except to the extent the FTA determines otherwise in writing.

DBE Contract Assurance

The CONTRACTOR, or SUBCONTRACTOR shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The CONTRACTOR or SUBCONTRACTOR shall carry out applicable requirement of 49 CFR Part 26 in the award and administration of [Federal] DOT-assisted contracts. Failure by the CONTRACTOR or SUBCONTRACTOR to carry out these requirements is a material breach of this contract, which may result in the termination of the Standard Agreement between the STATE and the AWARDING AGENCY, the termination of this contract by the AWARDING AGENCY, or such other remedy the STATE or AWARDING AGENCY deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions;
- (3) Liquidated damages; and/or
- (4) Disqualifying the CONTRACTOR from future bidding as non-responsive.

AWARDING AGENCY shall notify the CALTRANS DBELO in the event the AWARDING AGENCY finds the CONTRACTOR or SUBCONTRACTOR is in violation of 49 CFR Part 26 within five (5) business days the finding is made.

DBE Participation Goal

This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The contract goal for participation of Disadvantaged Business Enterprises (DBE) for this contract is ~~XX%~~. VVTA has a Race Neutral Goal and is not allowed to establish contract DBE Goals.

Offerors are required to document sufficient DBE participation to meet the contract goals or, alternatively, document adequate good faith efforts to do so, as provided for in 49 CFR 26.53

(3)(i)(A). Award of this contract is conditioned on submission of the following:

1. If the offer meets the DBE contract goal the offeror must include with the offer a completed ADM-0227F form.

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2. If the offer cannot meet the DBE contract goal the offeror must include with the offer a completed ADM-0312F form that documents the offeror's good faith efforts (GFE) and ADM-0227F form. The AWARDING AGENCY must document concurrence with the offeror's GFE and provide a copy of the GFE to Caltrans DRMT Compliance Liaison for additional concurrence prior to contract award.

The CONTRACTOR shall not terminate the DBE subcontractors listed on ADM-0227F without the AWARDING AGENCY's prior written consent and concurrence from the CALTRANS DBELO. The AWARDING AGENCY may provide such written consent only if the CONTRACTOR has good cause to terminate the DBE firm. Before transmitting a request to terminate, the CONTRACTOR shall give notice in writing to the DBE SUBCONTRACTOR of its intent to terminate and the reason for the request. The CONTRACTOR shall give the DBE five (5) days to respond to the notice and advise of the reasons why it objects to the proposed termination. When a DBE subcontractor is terminated or fails to complete its work on the contract for any reason, the CONTRACTOR shall make good faith efforts (GFE) to find another DBE subcontractor to substitute for the original DBE and immediately notify the AWARDING AGENCY in writing of its efforts to replace the original DBE. These good faith efforts shall be directed at finding another DBE to perform at least the same amount of work under the Contract as the DBE that was terminated, to the extent needed to meet the Contract goal established for this procurement.

Continued Compliance

The AWARDING AGENCY shall monitor the CONTRACTOR'S DBE compliance during the life of this contract and submit to the STATE a completed ADM-3069 form in each their request for reimbursement (RFR) packet.

Prompt Payment and Return of Retainage

- A. The AWARDING AGENCY shall comply with 49 CFR Part 26.29 and ensure the CONTRACTOR pay its subcontractors performing work satisfactorily completed related to this contract no later than thirty (30) days after the CONTRACTOR's receipt of payment for that work from the AWARDING AGENCY.
- B. Unless the approved project is for Construction, the CONTRACTOR shall not hold retainage (withhold retention) from any subcontractor. The STATE shall not hold retainage (i.e. withhold retention) from any CONTRACTOR.
- C. If a dispute arises regarding Construction projects only, the CONTRACTOR may exercise its rights under California Public Contract Code (PCC) Sections 10262 and 10262.5 or California Business and Professions Code (BPC) Section 7108.5, as applicable.
- D. The CONTRACTOR is required to pay its subcontractors for satisfactory performance of work related to this Agreement no later than 30 days after the CONTRACTOR's receipt of payment for that work from the AWARDING AGENCY. In addition, the CONTRACTOR is required to return any retainage (retention) payment to any subcontractor within 30 days after the subcontractor's work related to this Agreement is satisfactorily completed.

Recycled Products

The CONTRACTOR agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.

THIRD PARTY CONTRACT CLAUSES

Federal Transit Administration and California Department of Transportation Required Provisions

Contract Work Hours and Safety Standards Act (Applicable to: Construction contracts and, in very limited circumstances, non-construction projects that employ laborers or mechanics on a public work.)

- A. The CONTRACTOR agrees to comply with section 107 of the Contract Work Hours and Safety Standards Act, 40 U.S.C. Section 33 and also ensure compliance of its subcontractors; if applicable, CONTRACTOR shall comply with DOL regulations "Safety and Health Regulation for Construction" 29 CFR Part 1926.
- B. No CONTRACTOR or subcontractor contracting for any part of the work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at the rate of not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek

Notice to FTA and US DOT Inspector General of Information Related to Fraud, Waste, Abuse, or other Legal Matters

FTA Master Agreement Section 39(B)

Applicability to Contracts:

Applies to all contracts at all tiers expected to equal or exceed \$25,000.00. The recipient must require a prime contractor to "flow-down" the requirement to Subcontractor.

Flow Down:

These requirements flow down from FTA recipients and subrecipients.

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES

ATTACHMENT C – SAMPLE CONTRACT

THIS AGREEMENT is made and entered into this ____ day of ____, 20__, by and between the **VICTOR VALLEY TRANSIT AUTHORITY**, a Joint Powers authority, created pursuant to the laws of the State of California (“VVTA” OR “Agency”) and

_____ (“CONTRACTOR”).

RECITALS

WHEREAS VVTA circulated and distributed a Request for Proposal (“RFP”) from qualified firms who can provide the products and services needed to provide Operations and Maintenance Services, a copy which is attached herein as Exhibit 1 (RFP); and

WHEREAS, CONTRACTOR submitted a proposal to provide the required services per the Scope of Work described in the RFP, a copy which is attached herein as Exhibit 2: and

WHEREAS, CONTRACTOR has represented and warrants to VVTA that it has the necessary training, experience, expertise, physical manufacturing capacity and staff competency to provide the services, goods and materials that are described in this Agreement, at a cost to VVTA as herein specified and that it will be able to perform the herein described services for VVTA by virtue of its current resources and specialized knowledge of relevant data, issues, and conditions: and

WHEREAS CONTRACTOR represents and warrants that neither CONTRACTOR, nor any of its officers, agents, employees, contractors, subcontractors, volunteers, or five percent owners, is excluded or debarred from participating in or being paid for participation in any Federal or State program; and

WHEREAS CONTRACTOR further represents and warrants that no conditions or events now exist which give rise to CONTRACTOR, or any of its officers, agents, employees, contractors, subcontractors, volunteers, or five percent owners being excluded or debarred from any Federal or State program; and

WHEREAS CONTRACTOR understands that VVTA is relying upon these representations in entering into this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and conditions herein contained, VVTA and CONTRACTOR hereby agree as follows:

1. SCOPE OF WORK

- A. CONTRACTOR will perform the Work and related tasks as described in Attachment A, Scope of Work (Exhibit 2) hereto and is incorporated by reference into and made a part of this Agreement.
- B. This is a non-exclusive Agreement, whereby VVTA may, at its sole discretion, augment or supplant the Work with its own forces or forces of another contractor or entity. CONTRACTOR will cooperate fully with VVTA’s staff or other contractor or entity that may be providing similar or the same Work for VVTA.

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES ATTACHMENT C – SAMPLE CONTRACT

2. CONTRACT DOCUMENTS

The complete Contract between the parties shall consist of the following component parts:

This Agreement;

- A. Exhibit 1 – RFP 2023-01 COMPREHENSIVE OPERATIONS ANALYSIS (COA), including Addenda and all Attachments;
- B. Exhibit 2 – RFP SCOPE OF WORK
- C. Exhibit 3 – CONTRACTOR's PROPOSAL Submission dated _____
- D. Exhibit 4 – CONTRACTOR's Proof of Insurance dated _____
- E. Exhibit 5 – CONTRACTOR's Price Proposal dated _____
- F. Exhibit 6 – Completed, signed, and notarized (if applicable) forms as required by the Solicitation.

All the Exhibits mentioned in this Agreement are attached and are herein incorporated. This Agreement and the other Exhibits mentioned constitute the entire Contractual Agreement between the parties. In the event of any conflict between any of the provisions of this Agreement and Exhibits, the provision that requires the highest level of performance from CONTRACTOR for VVTA's benefit shall prevail. Proposer shall execute and submit Certifications as required in the RFP and shall be submitted separately in each Proposer's Price Bid.

In the event of any conflict between the final contract and the provisions included in the attachments, the negotiated terms of the final contract shall prevail.

3. PERIOD OF PERFORMANCE

This Agreement shall commence on _____ and shall continue in full force and effect through _____, unless earlier terminated or extended as provided in this Agreement.

4. TOTAL CONSIDERATION

- A. In accordance with the terms and conditions of this Contract, VVTA shall pay CONTRACTOR for its obligations under this Agreement. VVTA shall pay CONTRACTOR on a FIXED PRICE basis at the fully burdened fixed rates stated herein in accordance with the provisions, of this Section, and subject to the maximum cumulative payment obligation
RATES
- B. VVTA's maximum cumulative payment obligation under this Agreement shall not exceed _____ (\$ _____), including all amounts payable to

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES

ATTACHMENT C – SAMPLE CONTRACT

CONTRACTOR for all costs, including but not limited to direct labor, other direct costs, subcontracts, indirect costs including, but not limited to, leases, materials, taxes, insurance, and profit.

5. INVOICING AND PAYMENT

- A. CONTRACTOR shall invoice VVTA on a monthly basis, during the course of the contract. CONTRACTOR shall furnish information as may be requested by VVTA to substantiate the validity of an invoice.

CONTRACTOR shall submit invoices to:

VICTOR VALLEY TRANSIT AUTHORITY
ATTN: ACCOUNTS PAYABLE
17150 SMOKE TREE STREET
HESPERIA, CA 92345-8305

Each invoice shall include, at a minimum, the following information:

- Contract number/Purchase Order number
- Invoice number
- Description of service
- Construction Milestones completed
- Unit Price, extended price, and applicable taxes
- Information as requested by VVTA

- B. VVTA shall remit payment within Thirty (30) calendar days of approval of the invoices by VVTA Senior Staff. VVTA does encourage the CONTRACTOR to accept discount terms of 2% 10, net 30, in the event the CONTRACTOR needs expedited terms.

6. AUDIT AND INSPECTION OF RECORDS

In accordance with 49 C.F.R. § 18.36(i), 49 C.F.R. § 19.48(d), and 49 U.S.C. § 5325(a), provided VVTA is the FTA Recipient or a sub-grantee of the FTA Recipient, the Contractor agrees to provide VVTA, FTA, the Comptroller General of the United States, the Secretary of the U.S. Department of Transportation, or any of their duly authorized representatives access to any books documents, papers, and records of the Contractor which are directly pertinent to or relate to this Contract (1) for the purpose of making audits, examinations, excerpts, and transcriptions and (2) when conducting an audit and inspection.

- A. In the event of a **sole source Contract, or single Offer, single responsive Offer, or competitive negotiated procurement**, the Contractor shall maintain and VVTA, the U.S. Department of Transportation (*if applicable*), or the representatives thereof, shall have the right to examine all books, records, documents, and other cost and pricing data related to the Contract price, unless such pricing is based on adequate price competition, established catalog or market prices of commercial items sold in substantial quantities to the public, or prices set by law or regulation, or combinations thereof. Data related to the negotiation or

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ATTACHMENT C – SAMPLE CONTRACT

performance of Contract shall be made available for the purpose of evaluating the accuracy, completeness, and currency of the cost or pricing data. The right of examination shall extend to all documents necessary for adequate evaluation of the cost or pricing data, along with the computations and projections used therein, including review of accounting principles and practices that reflect properly all direct and indirect costs anticipated for the performance of the Contract.

- B. **For Contract Amendments**, the VVTA, the U.S. Department of Transportation (*if applicable*), or their representatives shall have the right to examine all books, records, documents, and other cost and pricing data related to a Contract Amendment, unless such pricing is based on adequate price competition, established catalog or market prices of commercial items sold in substantial quantities to the public, or prices set by law or regulation, or combinations thereof. Data related to the negotiation or performance of the Contract Amendment shall be made available for the purpose of evaluating the accuracy, completeness, and currency of the cost or pricing data. The right of examination shall extend to all documents necessary for adequate evaluation of the cost or pricing data, along with the computations and projections used therein, either before or after execution of the Contract Amendment for the purpose of conducting a cost analysis. If an examination made after execution of the Contract Amendment reveals inaccurate, incomplete, or out-of-date data, the VVTA may renegotiate the Contract Amendment and VVTA shall be entitled to any reductions in the price that would result from the application of accurate, complete, or up-to-date data.

7. NOTIFICATION

All notices hereunder concerning this Agreement and the Work to be performed shall be physically transmitted by courier, overnight, registered, or certified mail, return receipt requested, postage prepaid and addressed as follows:

To VVTA:
Attn: Procurement Manager
Victor Valley Transit Authority
17150 Smoke Tree Street
Hesperia, CA 92345-8305

To CONTRACTOR:

8. VVTA AND CONTRACTOR'S REPRESENTATIVES

A. VVTA

VVTA's Executive Director has been delegated the authority to execute contracts on behalf of VVTA. Except as expressly specified in this Agreement, the Executive Director may exercise any powers, rights and /or privileges that have been lawfully delegated by VVTA. Nothing in this Agreement should be construed to bind VVTA for acts of its officers, employees, and/or agents that exceed the delegation of authority specified herein. The Executive Director or his/her designee is empowered to:

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES

ATTACHMENT C – SAMPLE CONTRACT

1. Have general oversight of the Work and this Agreement, including the power to enforce compliance with this Agreement.
2. Reserve the right to remove any portion of the Work from CONTRACTOR which have not been performed to VVTA's satisfaction.
3. Subject to the review and acceptance by VVTA, negotiate with CONTRACTOR all adjustments pertaining to this Agreement for revision.
4. In addition to the foregoing, the Executive Director shall have those rights and powers expressly set forth in other sections of this Agreement.

B. Contractor's Key Personnel

The following are CONTRACTOR's key personnel and their associated roles in the Work to be provided:

| <u>Name</u> | <u>Role</u> |
|-------------|-------------|
| | |
| | |
| | |
| | |

Any propose/substitution or replacement by Contractor of Contractor's key personnel shall ensure that such person possesses the same or better expertise and experience than the key personnel being substituted or replaced. VVTA reserves the right to interview such person to ascertain and verify if such proposed substitution or replacement does indeed possess such expertise and experience.

VVTA awarded this Agreement to CONTRACTOR based on VVTA's confidence and reliance on the expertise of CONTRACTOR's key personnel described above. CONTRACTOR shall no reassign key personnel or assign other personnel to key personnel roles until CONTRACTOR obtains prior written approval from VVTA.

9. TERMINATION OF CONTRACT

A. TERMINATION FOR CONVENIENCE

1. The performance of Work under this Contract may be terminated for in whole, or from time to time in part, by VVTA for the convenience of VVTA whenever VVTA

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES

ATTACHMENT C – SAMPLE CONTRACT

determines that such termination for convenience is in the best interest of VVTA and the other procuring agencies. Any such termination for convenience shall be executed by delivery to the Contractor of a written Notice of Termination specifying the extent to which performance of Work under the Contract is terminated, and the date upon which such termination becomes effective. After receipt of a Notice of Termination for Convenience, and except as otherwise directed by VVTA, the Contractor must:

- (a) Stop the Work under the Contract on the date and to the extent specified in the Notice of Termination for Convenience.
- (b) Place no further orders or subcontracts for materials, services, or facilities, except as may be necessary for completion of such portion of the Work under the Contract as is not terminated.
- (c) Terminate all orders and subcontracts to the extent that they relate to the performance of Work terminated as set out in the Notice of Termination for convenience.
- (d) Assign to VVTA in the manner, at the times, and to the extent directed by VVTA, all of the right, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case VVTA shall have the right, in its discretion, to settle or pay and or all claims arising out of the termination of such orders and subcontracts.
- (e) Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of VVTA, to the extent he/she may require, which approval or ratification shall be final for all the purposes of this Section.
- (f) Transfer title to VVTA and deliver in the manner, at the times, and to the extent, if any, directed by VVTA the fabricated or un-fabricated parts, work in process, completed work, supplies, and other material produced as part of, or acquired in connection with the performance of, the Work terminated, and the completed or partially completed plans, drawings, information, and other property which, if the Contract had been completed, would have been required to be furnished to VVTA.
- (g) Complete performance of such part of the Work as shall not have been terminated by the Notice of Termination for Convenience; and
- (h) Take such action as may be necessary, or as VVTA may direct, for the protection or preservation of the property related to this Contract which is in the possession of the Contractor and in which VVTA has or may acquire an interest.

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2. After receipt of a Notice of Termination for Convenience, the Contractor shall submit to VVTA its termination claim, in the form and with certification prescribed by VVTA. Such claim shall be submitted promptly but in no event later than six months from the effective date of termination, unless one or more extensions in writing are granted by VVTA, upon request of the Contractor made in writing within such six months period or authorized extension thereof. However, if VVTA determines that the facts justify such action, it may receive and act upon any such termination claim at any time after such six months period or any extension thereof. Upon failure of the Contractor to submit its termination claim within the time allowed, VVTA may determine, on the basis of information available, the amount, if any, due the Contractor by reason of the termination and will thereupon pay the Contractor the amount so determined.
3. Subject to the provisions of subsection 2 above, the Contractor and VVTA may agree upon the whole or any part of the amount or amounts to be paid to the Contractor by reason of the total or partial termination or work pursuant to this Section, which amount or amounts may include an allowance for profit on work done; provided that such agreed amount or amounts exclusive of settlement costs, shall not exceed the total Contract Consideration as reduced by the amount of payments otherwise made and as further reduced by the Contract price of work not terminated. The Contract will be amended accordingly, and the Contractor will be paid the agreed amount.
4. In the event of failure of the Contractor and VVTA to agree, as provided in subsection 3, upon the amount to be paid the Contractor by reason of the termination of Work pursuant to this Section, VVTA will pay the Contractor the amounts determined by VVTA as follows, but without duplication of any amounts agreed in accordance with subsection:

With respect to Contract Work performed prior to the effective date of the Notice Termination, the total (without duplication of any items) of:

- (a) The costs of such Work.
- (b) The cost of settling and paying claims arising out of the termination of Work under subcontracts or orders as provided in subsection 1(e) above, exclusive of the amounts paid or payable on account of supplies or material delivered or services furnished by the subcontractor prior to the effective date of the Notice of Termination of Work under this Contract, which amounts shall be included in the costs on account of which payment is made under 2 above.
- (c) A sum, as profit on 4(a) above, determined by VVTA to be fair and reasonable; provided, however, that if it appears that the Contractor would have sustained a loss on the entire Contract had it been completed, no profit shall be included or allowed under this subsection 4(c) and an appropriate adjustment shall be made by reducing the amount of the settlement to reflect the indicated rate of

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loss; and

- (d) The reasonable cost of preservation and protection of property incurred pursuant to subsection A (9) and any other reasonable cost incidental to termination of work under this Contract, including expense incidental to the determination of the amount due to the Contractor as the result of the termination of Work under this Contract.
5. The total sum to be paid to the Contractor under subsection 4 will not exceed the total Contract Consideration as reduced by the number of payments otherwise made and as further reduced by the Contract price of Work not terminated. Except for normal spoilage, and except to the extent that VVTA will have otherwise expressly assumed the risk of loss, there will be excluded from the amounts payable to the Contractor under subsection 4 the fair value, as determined by the VVTA, of property, which is destroyed, lost, stolen, or damaged so as to become undeliverable to VVTA, or to a purchaser pursuant to subsection 1 (g) of this Section.
6. In arriving at the amount due the Contractor under this Section, there will be deducted:
- (a) The amount of any claim which VVTA has against the Contractor in connection with the Contract; and
- (b) The agreed price for, or the proceeds of sale of materials, supplies, or other items acquired by the Contractor or sold, pursuant to the provision of this Section, and not otherwise recovered by or credited to VVTA.
7. If the termination for convenience hereunder is partial, prior to the settlement of the terminated portion of the Contract, the Contractor may file with VVTA a written request for an adjustment of the price or prices specified in the Contract relating to the continued portion of the Contract (the portion not terminated by the Notice of Termination), and such adjustment as may be agreed will be made in the price or prices.
8. VVTA may from time to time, at its sole discretion and under terms and conditions it may prescribe, make partial payments and payments on account against cost incurred by the Contractor in connection with the terminated portion of the Contract whenever, in the opinion of VVTA, the aggregate of payments does not exceed the amount to which the Contractor will be entitled hereunder. If the total of the payments is in excess of the amount finally agreed or determined to be due under this Section, the excess shall be paid by the Contractor to VVTA upon demand, together with interest at the rate of 10 percent per annum or the maximum rate permitted by applicable law, whichever is less, for the period from the date the excess payment is received by the Contractor to the date on which the excess payment is repaid to VVTA.

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9. Unless otherwise provided for in this Contract, or by applicable statute, the Contractor, from the effective date of termination and for a period of three years after final settlement under this Contract, shall preserve and make available to VVTA at all reasonable times at the office of the Contractor but without direct charge to VVTA, all its books, records, documents, and other evidence bearing on the costs and expenses of the Contractor under this Contract and relating to the Work terminated hereunder, or to the extent approved by VVTA, photographs, microphotographs, or other authentic reproductions thereof.
10. The Contractor shall insert in all subcontracts that the Subcontractor or Supplier shall stop work on the date of and to the extent specified in a Notice of Termination from VVTA and shall require that any tier subcontractor to insert the same provision in any tier subcontract.
11. The Contractor shall communicate immediately upon receipt thereof, any Notice of Termination issued by VVTA to the affected Subcontractors and Suppliers of any tier.
12. Under no circumstances is the Contractor entitled to anticipatory, unearned profits or consequential damages as a result of a termination or partial termination under this Section. The payment to the Contractor determined in accordance with this Section constitutes exclusive remedy for a termination hereunder.
13. Anything contained in the Contract to the contrary notwithstanding, a termination under this Section shall not waive any right or claim to damages which VVTA may have and VVTA may pursue any course of action it may have under the Contract.

B. TERMINATION FOR CAUSE

- (1) By written Notice of Termination for Cause to the Contractor, VVTA and the other procuring agencies may cancel the whole or any part of the Contract in any one of the following circumstances:
 - (a) If the Contractor fails to perform the Work within the time specified or any extension thereof.
 - (b) If the Contractor fails to perform any of the provisions of the Contract, or so fails to make progress so as to endanger performance of the Contract in accordance with its terms, and in either of these two later circumstances, does not cure such failure within a period of the 10) calendar days (or such additional time as may be specified in the notice) after VVTA gives notice to Contractor of the failure.
 - (c) The Contractor or Subcontractor or Supplier has violated an authorized order or requirement of VVTA;

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- (d) Abandonment of the Contract;
- (e) Assignment of subcontracting of the Contract or any Work under the Contract without approval by VVTA;
- (f) Bankruptcy or appointment of a receiver for the Contractor's property;
- (g) Performance by the Contractor in bad faith;
- (h) Contractor allowing any final judgment to stand (unsatisfied) for a period of 48 hours (excluding weekends and legal holiday(s));
- (i) Material failure to comply with the law, ordinance, rule, regulation, or order of a legal authority applicable to the Contract, the Work, the Contractor, or the goods; or
- (j) Failure to indemnify any party which the Contractor is obligated to indemnify under the Section 2.7.5, Indemnification, or elsewhere under the Contract.

(2) The Contractor shall be provided a period of ten (10) days to cure such failure (or such longer period as VVTA may authorize in writing) after receipt of notice from VVTA specifying such failure.

(3) In the event the Contractor does not cure the breach to the satisfaction of VVTA within the time period specified by VVTA, VVTA will send the Contractor a written notice of failure to cure the breach. Upon receipt of such written notice from VVTA, Contractor shall:

- (a) Stop Work on the date of, and to the extent specified in, the Notice of Termination for Cause;
- (b) Place no further orders or subcontracts for materials, equipment, services, or facilities, except that which is necessary to complete the portion of the Work which is expressly not cancelled under the Notice of Termination for Cause;
- (c) Cancel all orders or subcontracts to the extent that they relate to the performance of Work cancelled under the Notice of Termination; and
- (d) Comply with all other requirements of VVTA specified in the Notice of Termination for Cause.

(4) If the Contract is cancelled as provided in this Section, VVTA may require Contractor to transfer title and deliver to VVTA, as directed by VVTA, the following:

- (a) Any completed supplies or equipment furnished by VVTA; and
- (b) Such partially completed supplies and materials, installations, parts, tools,

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dies, jigs, fixtures, plans, drawings, information, and contract rights (hereinafter called “manufacturing materials”) that the Contractor has specifically produced or acquired for the cancelled portion of this Contract. The Contractor shall also protect and preserve property in its possession in which VVTA has an interest at the Contractor’s sole expense.

- (5) Upon VVTA’s Termination of the Contractor’s right to proceed with the Work because of the Contractor’s default under the Contract, VVTA will have the right to complete the Work by whatever means and method it deems advisable. VVTA will not be required to obtain the lowest prices for completing the Work but shall make such expenditures as, in VVTA’s sole judgment, best accomplish such completion.
- (6) The expense of completing the Work, together with a reasonable charge for engineering, managerial and administrative services, as certified by the Lead Procuring Agency, will be charged, and will be deducted by VVTA out of such monies as may be due or may at any time thereafter become due to the Contractor. In case such expense is in excess of the sum which otherwise would have been payable to the Contractor under the Contract, then the Contractor or its surety shall promptly pay the amount of such excess to VVTA upon notice of the excess so due. VVTA may, in its sole discretion, withhold all or any part of any progress payments otherwise due the Contractor until completion and final settlement of the Work covered by the Notice of Termination of Contractor’s right to proceed.
- (7) Contractor shall insert in all subcontracts that the Subcontractor or Supplier will stop work on the date of or to the extent specified in a Notice of Termination for Cause from VVTA and shall require the Subcontractors and Suppliers to insert the same provision in any of their subcontracts.
- (8) The Contractor shall immediately upon receipt communicate any Notice of Termination for Cause issued by VVTA to the affected Subcontractors and Suppliers at any tier.
- (9) The Surety on the Contractor’s Performance Bond provided for in this Contract shall not be entitled to take over the Contractor’s performance of Work in case of termination under this Section, except with the prior written consent of VVTA.
- (10) The Contractor shall not be liable for any costs in excess of the total Contract Consideration if the failure to perform the Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a Subcontractor and/or Supplier and such default arises out of causes beyond the control of and without the fault or negligence of either the Contractor or the Subcontractor and/or Supplier, and if the Supplies or Services to be furnished by the Subcontractor or Supplier were not obtainable from other sources in sufficient time to permit the Contractor to meet the required Delivery Schedule, the

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Contractor shall not be liable for any costs in excess of the total Contract Consideration to complete the Work.

- (11.) If, after issuance of the Notice of Termination of this Contract, it is determined for any reason that the Contractor was not in breach, or that the breach was excusable, the rights and obligations of the parties shall be the same as if the Notice of Termination had been issued pursuant to the Termination for Convenience Section, and the Contractor shall be reimbursed for costs incurred under the terms of that Section.

10. ASSIGNMENT

This Agreement, any interest herein or claim hereunder, may not be assigned by CONTRACTOR either voluntarily or by operation of law, nor may all or any part of this Agreement be subcontracted by CONTRACTOR – without prior written consent of VVTA. Consent by VVTA shall not be deemed to relieve CONTRACTOR of its obligations to comply fully with all terms and conditions of this Agreement.

11. SUBCONTRACTING

VVTA hereby consents to CONTRACTOR's subcontracting of portions of the Work to the parties identified below for the functions described in CONTRACTOR's Bid. CONTRACTOR shall include in each subcontract agreement the stipulation that CONTRACT, not VVTA, is solely responsible for payment to the subcontractor for all amounts owing and that the subcontractor shall have no claim, and shall take no action against VVTA, Member Agencies or officers, directors, employees, or sureties thereof for nonpayment by CONTRACTOR.

Subcontractors' Names and Addresses

Work to be Performed

12. SUCCESSORS AND ASSIGNS

Subject to any provision under this Contract restricting assignment or subcontracting by CONTRACTOR, the provisions of this Contract shall be binding upon and inure to the benefit of the respective successors, assigns, heirs, and personal representatives of the parties to this Contract.

13. STATUS OF CONTRACTOR

- A. It is understood and agreed by all the parties hereto that Contractor is an independent contractor, and that no relationship of employer-employee exists between VVTA and CONTRACTOR. Neither CONTRACTOR nor CONTRACTOR'S assigned personnel shall

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be entitled to any benefits payable to employees of VVTA. CONTRACTOR hereby indemnifies and holds VVTA harmless from any and all claims that may be made against

VVTA, based upon any contention by any third party that an employer-employee relationship exists by reason of this Contract, or any services provided pursuant to this Contract.

- B. It is further understood and agreed by all the parties hereto that neither CONTRACTOR nor CONTRACTOR'S assigned personnel shall have any right to act on behalf of VVTA in any capacity whatsoever as an agent or to bind VVTA to any obligation whatsoever.
- C. It is further understood and agreed by all the parties hereto that CONTRACTOR must issue any and all forms required by Federal and State laws for income and employment tax purposes, including, but not limited to W-2 and 941 forms, for all of CONTRACTOR'S assigned personnel.

14. CONTRACTOR'S RESPONSIBILITY

- A. The CONTRACTOR shall be responsible for the Work performed under the terms of this Contract to the extent provided by law. The CONTRACTOR agrees not to disclose information identified by VVTA as proprietary to third parties, unless approved in advance by VVTA or required by law.
- B. VVTA shall not be held liable or responsible for the maintenance and/or safety of the CONTRACTOR's equipment or supplies placed upon VVTA's property in accordance with this Contract. The CONTRACTOR acknowledges that it assumes full responsibility for any loss or damage to its equipment and supplies.
- C. Any materials, equipment or work found to be damaged or defective during the period CONTRACTOR is performing the maintenance for the facility pursuant to this Agreement shall be repaired, replaced, or corrected by the CONTRACTOR hereunder without additional cost to VVTA, unless such damage is the result of VVTA's gross negligence or willful misconduct.
- D. CONTRACTOR shall pay for all taxes, except for sales, use, transaction, and excise taxes that were legally enacted at the time CONTRACTOR's offer submitted. CONTRACTOR shall secure and pay for all permits and governmental fees, licenses, and inspections necessary for the proper execution and completion of this Contract.

15. GOVERNING LAW

This Contract shall be deemed to be executed within the State of California and construed in accordance with and governed by the laws of the State of California. Any action or proceeding arising out of this Contract shall be filed and resolved in the Superior Court of the County San Bernardino.

16. TIME OF THE ESSENCE

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Time is of the essence in the performance of every term, covenant, condition, and provision of this Contract.

17. PUBLIC RECORDS ACT

Upon its execution, this Contract (including all Exhibits) shall be subject to disclosure pursuant to the California Public Records Act.

18. INDEMNIFICATION

- A. To the furthest extent allowed by law, Contractor shall indemnify, hold harmless and defend VVTA and its members, board members, officers, officials, employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by VVTA, Contractor or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of performance of this Agreement. Contractor's obligations under the preceding sentence shall apply regardless of whether VVTA or any of its members, board members, officers, officials, employees, agents, or volunteers are negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs, or damages caused solely by the gross negligence, or caused by the willful misconduct, of VVTA or any of its members, board members, officers, officials, employees, agents, or volunteers.

If Contractor should subcontract all or any portion of the work to be performed under this Agreement, Contractor shall require each subcontractor to indemnify, hold harmless and defend VVTA and its members, board members, officers, employees, agents, and volunteers in accordance with the terms of the preceding paragraph.

This section shall survive termination or expiration of this Agreement.

- B. If CONTRACTOR has retained legal counsel reasonably acceptable to Agency, CONTRACTOR shall have the sole charge and direction of the defense of the suit, action or proceeding while it is assigned to such counsel. VVTA shall at the request of the CONTRACTOR furnish to the CONTRACTOR all reasonable assistance that may be necessary for the purpose of defending such suit, action or proceeding, and shall be repaid all reasonable costs incurred in doing so. VVTA shall have the right to be represented therein by advisory counsel of its own selection at its own expense.

19. INSURANCE

A. General Requirements for Contractor

- 1) Without limiting or diminishing the Contractor's obligation to indemnify or hold VVTA harmless, Contractor shall procure, prior to commencement of the services required

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under this contract and maintain for the duration of the contract at its own expense, insurance of the kinds and in the amounts as indicated below.

- 2) Provide VVTA with valid original certificates of insurance and (except with regard to Professional Liability and Workers' Compensation) showing VVTA as an additional insured.

B. Deductibles or Self-Insured Retention (SIR)

SIR must be declared to and approved by VVTA. At the option of VVTA, either: the insurer shall reduce or eliminate such deductibles or SIR, or Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. Other Insurance Provisions

1) Commercial General Liability and Automobile Liability

Commercial General Liability insurance coverage, including but not limited to, premises liability, contractual liability, products and completed operations liability, personal and advertising injury covering claims which may arise from or out of Contractor's performance of its obligations hereunder and if Contractor's vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then Contractor shall maintain liability insurance for all owned, non-owned or hired vehicles so used. Policy shall name VVTA, its officers, officials, employees, agents, and volunteers as insureds as respects: liability arising out of activities performed by or on behalf of Contractor; products and completed operations of Contractor; premises owned, occupied, or used by Contractor; or automobiles owned, leased, hired, or borrowed by Contractor. The coverage shall contain no special limitations of the scope of protection afforded VVTA, its officers, officials, employees, agents, and volunteers.

- a) For any claims related to this project, Contractor's insurance coverage shall be primary insurance as respects VVTA, its officers, officials, employees, agents, and volunteers. Any insurance and/or deductibles and/or self-insured retentions or self-insured programs maintained by VVTA, its officers, officials, employees, agents, and volunteers shall be excess of Contractor's insurance and shall not be construed as contributory.
- b) Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- c) Contractor shall notify VVTA of any suspension, void, cancellation, or reduction in coverage or in limits, as required by contract, within (30) days of change.

2) Workers' Compensation

If the Contractor has employees as defined by the State of California, the Contractor shall maintain statutory Workers' compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B)

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including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of VVTA and, if applicable, to provide a Borrowed Servant/Alternate Employer Endorsement.

3) ***Care, Custody, and Control***

Contractor shall insure any VVTA property while under its Care, Custody, and Control according to the requirements listed in the insurance coverage required.

D. Acceptability of Insurers

Insurance companies shall be State of California admitted or approved and have a current **A.M. Best's** rating of no less than **A: VIII**.

E. Verification of Coverage

- 1) Contractor shall furnish VVTA with original endorsements affecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All insurance certificates and endorsements are to be received and approved by VVTA before work commences.
- 2) As an alternative, Contractor's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.
- 3) In lieu of purchasing insurance and providing original endorsements and or certificates of insurance, the Contractor may provide proof of self-insurance; such proof must be to the satisfaction of VVTA.

F. Subcontractors

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

G. Notification of Terminated Insurance

Insurance shall not be terminated or expire without thirty (30) days written notice and are required to be maintained in force until completion of the contract.

H. Endorsements

The following endorsements 1 through 4 are required to be made a part of the Comprehensive General Liability policy, and Endorsement No.4 is required to be made part of the Workers' Compensation and Employers' Liability policy:

1. "Victor Valley Transit Authority (herein referred to as VVTA), its employees, officers, agents and contractors are hereby added as additional insurers."

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2. "This policy shall be considered primary insurance as respects any other valid and collectible insurance VVTA may possess, including any self-insured retention VVTA may have, and any other insurance VVTA does possess shall be considered excess insurance only."
3. "This insurance shall act for each insured and additional insured as though a separate policy had been written for each. This, however, will not act to increase the limit of liability of the insuring company." Coverage specified herein shall apply to acquisition actions of all procuring agencies under this contract.
4. "Thirty (30) days' prior written notice of Termination shall be given to VVTA in the event of Termination."

Such notice shall be sent to:
Victor Valley Transit Authority
ATTN: Procurement Manager
17150 Smoke Tree Street
Hesperia, California 92345

I. Proof of Coverage

Copies of all the required Endorsements shall be attached to the CERTIFICATE OF INSURANCE which shall be provided by the Contractor's insurance company as evidence of the stipulated coverage. This Proof of Insurance shall then be mailed to:

Victor Valley Transit Authority
ATTN: Procurement Manager
17150 Smoke Tree Street
Hesperia, California 92345

J. Special Provisions

1. The foregoing requirements as to the types and limits of insurance coverage to be maintained by Contractor and any approval of said insurance by the VVTA Board, VVTA staff or their insurance consultant(s), are not intended to and shall not in any manner limit or quality the liabilities and obligations otherwise assumed by Contractor pursuant to this Contract, including, but not limited to, the provisions concerning indemnification.
2. VVTA reserves the right to withhold payments to Contractor in the event of material noncompliance with the insurance requirements outlined above.

MINIMUM INSURANCE COVERAGE

- 1) **Commercial General Liability including Products/Completed Operations:**
\$2,000,000; per occurrence for bodily and property damage liability and
\$4,000,000 aggregate; *VVTA named and endorsed as an Additional Insured.*
- 2) **Automobile Liability:** \$2,000,000; per occurrence for bodily and property damage liability

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and aggregate; VVTA named and endorsed as an Additional Insured.

- 3) **Workers' Compensation:** statutory limits
- 4) **Employer's Liability:** \$1,000,000; per occurrence.

20. REVISIONS

By written notice or order, VVTA may, from time to time, order work suspension or make changes to this Agreement. Changes in the Work shall be mutually agreed to and incorporated into an amendment to this Agreement. Upon execution of an amendment, CONTRACTOR shall perform the Work, as amended.

Price Adjustments:

- A. Any change in the contract that causes an increase or decrease in cost to VVTA, or the time required for the performance of the contract, must be approved as prescribed herein. In the event that the change is a request for price escalation by the Contractor, any price escalation or de-escalation must be justified by the contractor using acceptable measures such as the Consumer Price Index (CPI) or other universally accepted measure.
- B. An equitable adjustment in the compensation and schedule will be made upon an approved Change Order.
- C. CONTRACTOR shall be liable for all costs resulting from, or for satisfactorily correcting, any and all unauthorized specification changes not properly ordered by written modification to the contract.
- D. Except as otherwise expressly provided in the Contract, when costs are a factor in any determination of a contract price adjustment, such costs shall be in accordance with the applicable cost principles of Subpart 31.2 of the Federal Acquisition Regulations (FAR) in effect at the onset of the Contract.

Modifications:

Unless specified otherwise in the Agreement, this Agreement may only be modified by written mutual consent evidenced by signature of representative authorized to enter into and modify the Agreement. In order to be effective, amendments may require approval by VVTA's Board of Director, and in all instances require prior signature of an authorized representative of VVTA.

21. RIGHTS IN TECHNICAL DATA

- A. No material or technical data prepared by CONTRACTOR under this Agreement is to be released by CONTRACTOR to any other person or entity except as necessary for the performance of the Work. All press releases or information concerning the Work that might appear in any publication or dissemination, including but not limited to, newspapers,

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magazines, and electronic media, shall first be authorized in writing by VVTA.

- B. The originals of all letters, documents, reports and other products and data produced under this Agreement shall become the property of VVTA without restriction or limitation on their use and shall be made available upon request to VVTA at any time. Original copies of such shall be delivered to VVTA upon completion of the Work or termination of the Work. CONTRACTOR shall be permitted to retain copies of such items for the furtherance of its technical proficiency; however, publication of this material is subject to the prior written approval of VVTA. The provisions of this paragraph shall survive termination or expiration of this Agreement and/or final payment thereunder.

22. OWNERSHIP OF REPORTS AND DOCUMENTS

The originals of all letters, documents, reports and other products and data produced under this Agreement shall be delivered to and become the sole and exclusive property of VVTA. Copies may be made for CONTRACTOR's records but shall not be furnished to others without prior written authorization from VVTA. Such deliverables shall be deemed works made for hire, and all rights in copyright therein shall be retained by VVTA.

23. OWNERSHIP RIGHTS

- A. In the event VVTA rightfully obtains copies of Proprietary Data under the terms of the separate License Agreement and Escrow Agreement that govern rights in Documentation, Software and Intellectual Property created and/or developed by CONTRACTOR, its Third-Party Software Contractors, and its Suppliers as part of the Project, any derivative works and associated documentation created by and on behalf of VVTA by Permitted Programmers (as defined in the License Agreement) shall be the sole and exclusive property of VVTA (collectively "VVTA Intellectual Property"), and VVTA may use, disclose, and exercise dominion and full rights of ownership, in any manner in VVTA Intellectual Property in connection with the use, operation and maintenance of a transportation system administered by VVTA. No use of VVTA Intellectual Property shall be made for any purpose other than in conjunction with a transportation system administered by CONTRACTOR, and VVTA shall not sell, lease, rent, give away or otherwise disclose any VVTA Intellectual property to any outside third party other than Permitted programmers. To the extent there may be any question of rights of ownership or use in any VVTA Intellectual Property, CONTRACTOR shall require all of its subcontractors and suppliers (including without limitation its Third-Party Software Contractors) to assign to VVTA, all worldwide right, title and interest in and to all VVTA Intellectual Property in a manner consistent with the foregoing terms of this paragraph. CONTRACTOR shall execute any documents as VVTA may from time-to-time reasonable request to effectuate the terms of this paragraph.
- B. All documentation and Software which predates this Contract, and which otherwise owned by Contractor or its Third-Party Software Contractors, and all Documentation and Software which is created by CONTRACTOR, or its Third-Party Software Contractors shall be Licensed Software or Licensed Documentation, as appropriate. All Licensed Software and

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Licensed Documentation shall be governed by License Agreement by and between the parties of event date herewith.

24. WORK FOR HIRE

Any Work created or produced as a part of this Agreement that may be defined under Section 101, Title 17, USC will be considered “work for hire” as it pertains to ownership rights. CONTRACTOR, by his/her endorsement heron agrees that all rights to any work(s) created or produced are waived, and that ownership rests with VVTA. CONTRACTOR further agrees to ensure transfer of all rights to such work(s), as defined under federal copyright law that may be created or produced under this Agreement by its suppliers, contractors, or subcontractors.

25. SUBMITTAL OF CLAIMS BY CONTRACTOR

CONTRACTOR shall file any and all claims with VVTA in writing within thirty (30) days of the event or occurrence giving rise to the claim. The claim shall be in sufficient detail to enable VVTA to ascertain the claim’s basis and amount, and shall describe the date, place and other pertinent circumstances of the event or occurrence giving rise to the claim and the indebtedness, obligation, injury, loss, or damages allegedly incurred by CONTRACTOR.

Even though a claim may be filed and/or in review by VVTA, CONTRACTOR shall continue to perform in accordance with this Agreement.

26. EQUAL OPPORTUNITY

CONTRACTOR shall not discriminate against, or grant preferential treatment to, any individual or group, or any employee or applicant for employment because of race, age, religion, color, ethnicity, sex, national origin, ancestry, physical disability, mental disability, political affiliation, sexual orientation, marital status, or other status protected by law. CONTRACTOR shall take action to ensure that applicants and employees are treated without regard to the above.

27. STANDARD OF PERFORMANCE

- A. CONTRACTOR shall perform and exercise and require its subcontractors to perform and exercise due professional care and competence in this performance of the Work in accordance with the requirements of this Agreement. CONTRACTOR shall be responsible for the professional quality, technical accuracy, completeness, and coordination of the Work, it being understood that VVTA will be relying upon such professional quality, accuracy, completeness, and coordination in utilizing the Work. The foregoing obligations and standards shall constitute the “Standard of performance” for purposes of this Agreement. The provisions of this paragraph shall survive termination or expiration of this Agreement and/or final payment thereunder.
- B. All workers shall have sufficient skill and experience to perform the Work assigned to them. VVTA shall have the right, at its sole discretion to require the immediate removal of CONTRACTOR’s personnel at any level assigned to the performance of the Work at no additional fee or cost to VVTA, if VVTA considers such removal in its best interests and requests such removal in writing and such request is not done for illegal reasons. Further,

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES

ATTACHMENT C – SAMPLE CONTRACT

an employee who is removed from performing Work under the Agreement under this Article shall not be reassigned to perform Work in any other capacity under this Agreement without VVTA's prior written approval.

28. NOTIFICATION OF EMPLOYMENT OF VVTA BOARD MEMBERS/ALTERNATES AND EMPLOYEES

To ensure compliance with VVTA's Ethics Policy, CONTRACTOR shall provide written notice to VVTA disclosing the identity of any individual who CONTRACTOR desires to employ or retain under a contract, and who (1) presently serves as a Board Member/Alternate or an employee of VVTA, or (2) SERVED AS A Board Member/Alternate or an employee of VVTA within the previous 12 months of the date of the proposed employment or retention by CONTRACTOR. CONTRACTOR's written notice shall indicate whether the individual will be an officer, principal, or shareholder of the entity and/or will participate in the performance of this Agreement.

29. DISQUALIFYING POLITICAL CONTRIBUTIONS

In the event of a proposed amendment to this Agreement, CONTRACTOR shall provide prior to the execution of such amendment, a written statement disclosing any contribution(s) of \$250 or more made by CONTRACTOR or its subcontractor(s) to VVTA Board Members/Alternates or employees within the preceding twelve (12) months of the date of the proposed amendment. Applicable contributions include those made by any agent/person/entity on behalf of CONTRACTOR or subcontractor(s).

30. COMPLIANCE WITH LAW

CONTRACTOR shall familiarize itself with and perform the Work required under this Agreement in conformity with requirements and standards of VVTA, municipal and public agencies, public and private utilities, special districts, and railroad agencies whose facilities and work may be affected by Work under this Agreement. CONTRACTOR shall also comply with all Federal, State, and local laws and ordinances.

31. COMPLIANCE WITH LOBBYING POLICIES

- A. CONTRACTOR agrees that if it is a Lobbyist Employer or if it has retained a Lobbying Firm or Lobbyist, as such terms are defined by VVTA in its Ethics Policy, it shall comply or ensure that its Lobbying Firm and Lobbyist complies with VVTA's Ethics Policy.
- B. If CONTRACTOR (Lobbyist Employer) or its Lobbying Firm or Lobbyist fails to comply, in whole or in part, with VVTA's Ethics Policy, such failure shall be considered a material breach of this Agreement and VVTA shall have the right to immediately terminate or suspend this Agreement.

32. WAIVER/INVALIDITY

No waiver of a breach of any provision of this Agreement by either party shall constitute a waiver of any other breach of the provision, or of any other breach of the provision of the Agreement. Failure of either party to enforce any provision of this Agreement at any time shall not be construed as a waiver of that

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ATTACHMENT C – SAMPLE CONTRACT

provision

The invalidity in whole or in part of any provision of this Agreement shall no void or affect the validity of any other provision.

33. FORCE MAJEURE

Performance of each and all CONTRACTOR's and VVTA's covenants herein shall be subject to such delays as may occur without CONTRACTOR's or VVTA's fault from acts of God, strikes, riots, or from other similar causes beyond CONTRACTOR's or VVTA's control.

34. CONFIDENTIALITY

CONTRACTOR agrees that for and during the entire term of this Agreement, any information, data, figures, records, findings, and the like received or generated by CONTRACTOR in the performance of this Agreement, shall be considered and kept as the private and privileged records of VVTA and will not be divulged to any person, firm, corporation, or other entity except on the direct prior written authorization of VVTA. Further, upon expiration or termination of this Agreement for any reason, CONTRACTOR agrees that it will continue to treat as private and privileged any information, data, figures, records, findings, and the like, and will not release any such information to any person, firm, corporation, or other entity, either by statement, deposition, or as a witness, except upon direct prior written authority of VVTA.

35. CONTRACTOR'S INTERACTION WITH THE MEDIA AND THE PUBLIC

- A. VVTA shall review and approve in writing all VVTA related copy proposed to be used by CONTRACTOR for advertising or public relations purposes prior to publication.

CONTRACTOR shall not allow VVTA related copy to be published in its advertisements and public relations programs prior to receiving such approval. CONTRACTOR shall ensure that all published information is factual and that it does not in any way imply that VVTA endorses CONTRACTOR's firm, service, and/or product.

- B. CONTRACTOR shall refer all inquiries from the news media to VVTA and shall comply with the procedures VVTA's Public Affairs staff regarding statements to the media relating to this Agreement or the Work.
- C. If CONTRACTOR receives a complaint from a citizen or the community, CONTRACTOR shall inform VVTA as soon as possible and inform VVTA of any action taken to alleviate the situation.

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ATTACHMENT C – SAMPLE CONTRACT

D. The provision of this Article shall survive the termination or expiration of this Agreement.

36. CONFLICT OF INTEREST

A. Prohibited Interests

1. During the term of this Contract, Contractor, its officers, employees, and their immediate families shall not acquire any interest, direct or indirect, that would conflict with the performance of services required to be performed under this Contract.
2. Violation of subparagraph A. (1) is a material breach of this Contract, and Agency shall have the right to debar Contractor from participating at any tier in any Agency contract for a period of up to five (5) years.
3. Contractor shall include a copy of subparagraphs A. (1), and A. (2), of this provision in any agreement it makes with its subcontractors.

B. Covenant

1. Contractor covenants that prior to award of this Contract, Contractor has disclosed any present interest and any interest existing within twelve (12) months prior to award of this Contract including, without limitation, any business or personal relationship that creates an appearance of a conflict of interest. Disclosable interests and relationships are those that may reasonably be viewed as creating a potential or actual conflict of interest. Disclosable interests and relationships are those that may reasonably be viewed as creating a potential or actual conflict of interest. Any existing or prospective interest acquired or occurring after submission of the initial Certification shall be provided in an amended Certification with the executed Contract and shall be incorporated into the Contract by this reference. Violation of this covenant is a material breach of this Contract.
2. In addition, Contractor shall immediately disclose in writing to VVTA and or to the other procuring agencies General Manager and Chief Legal Counsel any interest or relationship described in subparagraph B(1) acquired or occurring during the term of this Contract.
3. Violation of the above disclosure obligations is a material breach of this Contract.

37. COVENANT AGAINST GRATUITIES

A. Prohibited Conduct

1. During the term of this Contract, Contractor, its officers and employees and their immediate families are prohibited from offering or giving a gratuity in any form

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES

ATTACHMENT C – SAMPLE CONTRACT

including, without limitation, entertainment, favors, loans, gifts, or anything of greater than nominal value for any reason including personal, non-business-related reasons to any Lead Procuring Agency officer or employee or their immediate families. For the purpose of this section, nominal value means anything: (1) having an aggregate value of \$35.00 (thirty-five dollars) or less per year; or (2) any perishable item (flowers or food) of any value except that prepared meals are subject to the \$35.00 limit. A campaign contribution is not a gratuity and is not prohibited by this Section.

2. Violation of subparagraph A(1) of this provision is a material breach of this Contract, and Agency shall have the right to debar Contractor from participating at any tier in any Agency contract for a period of up to five (5) years.
3. Contractor shall include a copy of subparagraphs A (1) and A (2) of this provision in any agreement it makes with its subcontractors.

B. Covenant

Contractor covenants that prior to award of this Contract, Contractor has disclosed, any gratuity, as described above, that it, its officers, employees, or their immediate families have offered or given to any Agency officer, employee or their immediate families for any reason including personal non-Business-related reasons within the twelve (12) months prior to award of this Contract. Any gratuity offered or given after submission of the initial Certification shall be provided in an amended Certification with the executed Contract and shall be incorporated into the Contract by this reference. Violation of this covenant is a material breach of this Contract.

38. WARRANTY OF AUTHORITY

The person executing this Contract on behalf of Contractor affirmatively represents that she/he has the requisite legal authority to enter into this Contract on behalf of Contractor and to bind Contractor to the terms, covenants, and conditions of this Contract. Both the person executing this Contract on behalf of Contractor and CONTRACTOR understand that VVTA is relying on this representation in entering into this Contract.

39. ENTIRE AGREEMENT

This Contract, including any and all Exhibits, constitutes the entire agreement between VVTA and CONTRACTOR and supersedes all prior negotiations, representations, or agreements, whether written or oral. In the event of a dispute between the parties as to the language of this Contract or the construction or meaning of any term hereof, this Contract shall be deemed to have been drafted by the parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this Contract.

IN WITNESS WHEREOF, the parties have executed this Contract on the day and year set forth above.

VICTOR VALLEY TRANSIT AUTHORITY

By: _____

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES
ATTACHMENT C – SAMPLE CONTRACT

Kevin Kane, VVTA Executive Director

APPROVED AS TO FORM

By: _____
VVTA Legal Counsel

CONTRACTOR

By: _____

Name: _____ Title: _____

By: _____

Name: _____ Title: _____

SAMPLE

VVTA RFP 2024-04 OPERATIONS AND MAINTENACE SERVICES

ATTACHMENT D – PROTEST PROCEDURES

1. PURPOSE

- A. This policy provides guidelines for the submittal and evaluation of protests relating to all procurements. VVTA shall ensure, to the extent reasonably possible, uniform, timely and equitable consideration of all protests received by VVTA pursuant to this policy.
- B. In order to be considered, a protest must be filed in a timely manner, as described herein, must satisfy all the applicable requirements described in this policy and must be brought by an interested party as defined below.

2. DEFINITIONS

The following definitions apply to this policy.

A. Interested Party – An actual proposer/bidder whose direct economic interest would be affected by the award of a contract or by the failure to award a contract. Interested parties do not include subcontractors or suppliers of an actual or prospective proposer/bidder, or joint venturers acting independently of a joint venture.

B. Procurement Manager - The person designated by VVTA who is responsible for managing the contracting and procurement function.

C. File or Submit – Shall mean the date of receipt of a written protest by VVTA.

D. Receipt of Protest – The date of receipt of the Protest will be the date in which VVTA receives the protest package.

3. REFERENCES

United States Department of Transportation, Federal Transit Administration, FTA Circulars, FTA Circular 4420.1 Third Party Contracting Guidelines. Note: Refer to the revision in effect at the time of protest.

4. BASIS OF PROTEST

A. Requests for Proposal

After the receipt of proposals by VVTA and after an action relating to the selection of a consultant/contractor by the VVTA Evaluation Committee, but prior to the award of a contract by the VVTA Board of Directors, a protest may be submitted on the basis of one or more of the following:

- i. VVTA Failed to adhere to the evaluation process set forth in the solicitation package.
- ii. VVTA failed to follow its own procurement policies and procedures.
- iii. VVTA violated a specific law, rule, or regulation in the procurement process.

VVTA RFP 2024-04 OPERATIONS AND MAINTENACE SERVICES

ATTACHMENT D – PROTEST PROCEDURES

B. Invitations for Bid

After the receipt of bids by VVTA, but prior to award of a contract by the VVTA Board of Directors, a protest may be submitted on the basis of one or more of the following:

- i. VVTA failed to follow its own procurement policies and procedures.
- ii. VVTA violated a specific law, rule or regulation in the procurement process.

5. FILING OF PROTEST

A. Filing Written Protest with the VVTA Procurement Manager

An Interested Party wishing to protest a matter involving a procurement or proposed contract award shall file with the Procurement Manager, a written protest covering, at a minimum, the following:

- i. Name and address of the Interested Party;
- ii. Identification of the proposed procurement or contract;
- iii. Description of the nature of the protest;
- iv. A detailed statement of the legal and/or factual grounds for the issue(s) identified in the protest, including reference to the provision(s) of the solicitation, regulations, and/or laws upon which the protest is based; and any technical data, documentary evidence, names of witnesses or other pertinent information supporting the basis for the protest;
- v. A statement of the desired resolution to the protest by the Interested Party;
- vi. Signature of a properly authorized representative of the Interested Party.

B. Failure to Comply

Failure to comply with any of the requirements of this section may be grounds for dismissal of the protest.

C. Withdrawal of Protest

The Interested Party may withdraw its protest at any time before VVTA renders a decision by submitting a written request to the VVTA Procurement Manager.

6. SUMITTAL OF PROTEST

All protests must be submitted in writing to:

Victor Valley Transit Authority

VVTA RFP 2024-04 OPERATIONS AND MAINTENACE SERVICES

ATTACHMENT D – PROTEST PROCEDURES

Attn: Procurement Manager
17150 Smoke Tree Street
Hesperia, CA 92345
RE: Solicitation Protest – Solicitation/Contract Number

7. PROTEST SUBMITTAL DEADLINE

A. Requests for Proposal

After opening proposals, VVTA will evaluate the proposals and determine which proposer shall be recommended to the VVTA Board of Directors for award of a contract. Once VVTA staff has determined which proposer will be recommended to the Board for award, a Notice of Intent to Award will be sent to all proposers.

- i. Protests must be filed within five (5) business days from the issue date on the Notice of Intent to Award.
- ii. The date of filing shall be the date VVTA receives the protest.

B. Invitations for Bid

- i. Protests must be filed within three (3) business days from bid opening.
- ii. The date of filing shall be the date VVTA receive the protest.

8. PROTEST REVIEW PROCESS

If the protest is determined to be timely and meets the criteria identified in the preceding sections 4, 5, and 7, this process will be followed:

- A. No additional material will be allowed to be submitted unless specifically requested by the Procurement Manager.
- B. The Procurement Manger will review all material submitted and will render a decision within thirty (30) days after the receipt of the protest.
- C. The Procurement Manager will consider only those specific issues addressed in the written protest.
- D. The decision of the Procurement Manager will then be given to the Executive Director, or designee, for approval. The decision of the Executive Director is final.

9. CALTRANS PROTEST PROCEDURES

Pre-Proposal Protests. Direct protests concerning _____ (Subrecipient's) pre-proposal process in writing (via mail only) to _____ (contact person), _____ (address), _____, by X:XX am/pm, _____ (date). _____ (contact person) will respond to these protests by _____ (date), by mail.

VVTA RFP 2024-04 OPERATIONS AND MAINTENACE SERVICES

ATTACHMENT D – PROTEST PROCEDURES

Post-Proposal Protests. Direct protests concerning _____ (Subrecipient's) post-proposal process in writing (via mail only) to _____ (contact person), _____ (address), by X:XX am/pm, _____ (date). _____ (contact person) will respond to these protests by _____ (date), by mail.

Post-Award Protests. Direct protests concerning _____ (Subrecipient's) post-award process in writing (via mail only) to _____ (contact person), _____ (address), by X:XX am/pm, _____ (date). _____ (contact person) will respond to these protests by _____ (date), by mail.

Appeals to Caltrans. Under limited circumstances, after an interested party has exhausted its administrative remedies at _____ (Subrecipient's) level, the interested party may appeal to the California Department of Transportation (Caltrans) in writing (via mail only). The deadline for pre-proposal appeals to Caltrans is X:XX am/pm, _____ (date). The deadline for post-proposal appeals to Caltrans is X:XX am/pm, _____ (date). The deadline for post-award appeals to Caltrans is X:XX am/pm, _____ (date).

Caltrans limits review of appeals to:

- (1) _____ (Subrecipient's) procedural failures (Subrecipient does not have protest procedures, or has not complied with its protest procedures, or has not reviewed the protest when presented an opportunity to do so.)
- (2) Violations of Federal law or regulations
- (3) Violations of State or local law or regulations

Appeals to Caltrans must:

- (1) State the name and address of the interested party.
- (2) Identify _____ (Subrecipient) responsible for the RFP process.
- (3) State the grounds for appeal, with supporting documentation.
- (4) Include a copy of the protest filed with _____ (Subrecipient) and a copy of _____ (Subrecipient's) decision.
- (5) State the relief sought from Caltrans.

Direct appeals (via mail only) to:

California Department of Transportation
Division of Local Assistance, MS 39
FTA Programs Procurement Oversight Branch
Attn: Mr. Frank Nevitt
PO BOX 942874
Sacramento, CA 94274-0001

Send a copy (via mail only) of the appeal to _____ (Subrecipient).

RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES ATTACHMENT E – REQUIRED FORMS

1. If a qualifier, i.e. (Required >\$100,000) follows the title of the form, then submit that form only if the BID meets that requirement.
2. Duplicate forms as necessary.
3. **Submit ONLY those forms that are checked, unless required elsewhere in the IFB/RFP/RFQ.**
4. Submit the following checked items AT THE TIME OF BID SUBMISSION:
 - ☒ Completed Exhibits G-1, G-2, G-3, K-1, and K-2 (Sealed Separate Envelope)
 - ☐ Buy America Certification (Required >\$150,000)
 - ☒ Current Client References
 - ☒ Not on Excluded Parties List System (SAM.com) (Provide page from website)
 - ☒ Affidavit of Non-Collusion
 - ☒ Debarment, Suspension, & Other Responsibility Matters
 - ☒ List of Subcontractors and DBE's
 - ☒ Proposed Disadvantaged Business Enterprise (DBE) Participation; if you or a subcontractor are a DBE, please submit certification with bid.
 - ☒ Restriction on Lobbying
 - ☒ Deviations, Pre-Offer changes or a request for approved equals – submit this form if applicable.
5. Submit the following **Required** forms **at the Time of Contract Award:**
 - a. **Proof of Licenses.** As required by law, in addition to contract requirements. Must be California approved, valid, showing expiration dates and license numbers. These include, but are not limited to (**Only those items checked**):
 - i. ☒ Sales or Services; if applicable
 - ii. ☒ Business: authorized by the city wherein business is to be conducted (if applicable.)
 - iii. ☐ Driver's: within classification, required, valid, etc...
 - iv. ☒ Others: any not mentioned herein, but required by industry standard, required by law, by requirements of Contract.
 - b. ☐ **Proof of Permits:** as required by law, in addition to contract requirements. Must be California approved, valid, showing expiration dates and license numbers.
 - c. ☒ **Insurance Certificate (Proof)** must meet the requirements in the RFP. If the Insurance Certificate with the additional insured endorsement is submitted with the bid, the Notice to Proceed can be issued sooner. Failure to submit the Proof of Insurance as requested may result in contract award annulment.

RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES

ATTACHMENT E – REQUIRED FORMS

VVTA – RFP 2024-04 PRICE PROPOSAL

The Proposer shall complete the following form and include same in the Price Proposal package.

By execution below Proposer hereby agrees to furnish the related equipment, and services as specified in Victor Valley Transit Authority's RFP 2024-05 at the prices submitted in response to this solicitation.

Please use this form as your cover sheet to the Pricing Forms – G-1, G-2, G-3, K-1, and K-2

| |
|--|
| PROPOSER COMPANY NAME: _____ |
| STREET ADDRESS: _____ |
| CITY, STATE, ZIP CODE: _____ |
| AUTHORIZED OFFICER: _____ |
| COMPANY OFFICER TITLE: _____ |
| SIGNATURE OF AUTHORIZED OFFICER: _____ |
| CONTACT INFORMATION: _____ |
| OFFICE PHONE NUMBER: _____ |
| EMAIL ADDRESS: _____ |

**RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES
ATTACHMENT E – REQUIRED FORMS**

CURRENT CLIENT REFERENCES

Proposer by its signature below, certifies that the following references for Operations and Maintenance Services over the last seven (7) years (use additional pages as necessary): (A minimum of 5 are required)

| Agency Name | Contact Name/Phone/Email | Year |
|--------------------|---------------------------------|-------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |

Signature of the Proposer's Authorized Official

Name and Title of the Proposer's Authorized Official

Company Name

Date

**RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES
ATTACHMENT E – REQUIRED FORMS**

**NON-COLLUSION AFFIDAVIT
(Per Public Contract Code Section 7106)**

State of California)
) ss.
County of _____)

_____, being first duly sworn, deposes and says that he or she is _____, of _____ ("Proposer") the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly solicited any other Proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Proposers or anyone else to put in a sham proposal, or that anyone shall refrain from bidding; that the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal fee of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the proposal fee, or of that of any other Proposer, or to secure any advantage against the public body making the award of anyone interested in the proposed award; that all statements contained in the proposal are true; and, further, that the Proposer has not, directly or indirectly, submitted his or her proposal fee or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

| | |
|--------------|--------------|
| Signature | Company Name |
| Printed Name | Title |

SUBSCRIBED AND SWORN TO BEFORE ME

This ____ day of _____, _____.

Notary Public (Seal)

RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES

ATTACHMENT E – REQUIRED FORMS

FTA CERTIFICATION REGARDING DEBARMENT,

DEBARRED PROPOSERS' CERTIFICATION SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

For Contracts and Subcontracts in Excess of \$25,000.00

Instructions for Certification

1. By signing and submitting its bid or proposal, the prospective lower tier participant is providing the signed certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into; If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, VVTA may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to VVTA if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “persons,” “principal,” “proposal,” and “voluntary excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549 [49 C.F.R. Part 29]. You may contact VVTA for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting its bid or proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized in writing by VVTA.
6. The prospective lower tier participant further agrees by submitting its bid or proposal that it will include the clause, set out below, titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List issued by U.S. General Service Administration.

RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES ATTACHMENT E – REQUIRED FORMS

8. Nothing contained in the foregoing shall be construed to require establishment of system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to all remedies available to the Federal Government, RT may pursue available remedies including suspension and/or debarment.

“Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier covered Transaction”

1. The prospective lower tier participant certifies, by submission of its bid or proposal, that neither it nor its “principals” [as defined at 49 C.F.R. §29.105(p)] is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. When the prospective lower tier participant is unable to certify to the statement in this certification, such prospective participant shall attach an explanation to its bid or proposal.

Signature of the Proposer’s Authorized Official

Name and Title of the Proposer’s Authorized Official

Company Name

Date

RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES

ATTACHMENT E – REQUIRED FORMS

FTA CERTIFICATION OF RESTRICTIONS ON LOBBYING (For Proposals Over \$100,000)

I. _____, hereby certify on behalf of _____ (Company Name)
that:

1. No Federal or State appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any State or Federal agency, a Member of the State Legislature or the United States Congress, an officer or employee of the Legislature or Congress, or an employee of a Member of the Legislature or Congress, in connection with the awarding of any State or Federal contract, the making of any State or Federal grant, the making of any State or Federal loan, the entering into of any State or Federal cooperative agreement and the extension, continuation, renewal, amendment or modification of any State or Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, or an officer or employee of Congress, in connection with this contract, grant, loan or cooperative agreement, which is funded in whole or in part by Federal funds, the undersigned shall complete and submit Standard Form–LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for any subcontractor at any tier performing work under this Federal-Aid funded Contract and that all subcontractors of any tier shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by § 13 52, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this _____ day of _____, _____

Signature of the Proposer's Authorized Official

Name and Title of the Proposer's Authorized Official

Company Name

Date

RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES
ATTACHMENT E – REQUIRED FORMS

PROPOSAL DEVIATION, PRE-OFFER CHANGE OR APPROVED EQUAL

This form shall be completed for each condition, exception, reservation or understanding (i.e., deviation) in the proposal according to “Condition, Exceptions Reservations and Understanding.” This form must also be used for requested clarifications, changes, substitutes, or approval of items equal to items specified with a brand name and must be submitted as far in advance of the Due Date as specified in “Proposal Timeline.”

Deviation Number: _____

Proposer: _____

Email Address: _____

Phone Number: _____

Page Number: _____

Section: _____

Detailed

Description of Requested Deviation:

Rationale

(Pros and Cons):

**RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES
ATTACHMENT E – REQUIRED FORMS**

ACKNOWLEDGEMENT OF ADDENDA

The following form shall be completed and included in the proposal package.

Failure to acknowledge receipt of all addenda may cause the proposal to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the Offer.

The undersigned Proposer acknowledges receipt of the following addendum to the documents:

| | |
|--------------|-------|
| Addendum No. | Date: |
| Addendum No. | Date: |
| Addendum No. | Date: |
| Addendum No. | Date: |
| Addendum No. | Date: |
| Addendum No. | Date: |

Signature of the Proposer's Authorized Official

Name and Title of the Proposer's Authorized Official

Company Name

Date

**RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES
ATTACHMENT E – REQUIRED FORMS**

SUBCONTRACTOR'S LIST

(If additional space is needed, supply information on separate form)

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

CONTRACTOR'S LICENSE NUMBER: _____ DIR Registration #: _____

CERTIFIED DBE? _____ CERTIFICATE # _____
YES NO

If yes, please provide certification.

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

CONTRACTOR'S LICENSE NUMBER: _____ DIR Registration #: _____

CERTIFIED DBE? _____ CERTIFICATE # _____
YES NO

If yes, please provide certification.

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

CONTRACTOR'S LICENSE NUMBER: _____ DIR Registration #: _____

CERTIFIED DBE? _____ CERTIFICATE # _____
YES NO

If yes, please provide certification.

As of October 29, 2023

| Day Type | Total Miles | Total Hours | Revenue Miles | Revenue Hours |
|---------------------------|---------------------|-------------------|---------------------|-------------------|
| Weekday | 3,121,413.12 | 192,812.76 | 2,867,087.16 | 155,058.12 |
| Saturday | 455,796.82 | 23,888.16 | 416,761.26 | 22,190.04 |
| Sunday | 337,915.28 | 17,801.64 | 306,918.76 | 16,413.57 |
| Holiday (Saturday) | - | - | - | - |
| Mon - Thur | 25,848.00 | 1,734.00 | 19,692.00 | 1,346.00 |
| Annual | 3,940,973.22 | 236,236.56 | 3,610,459.18 | 195,007.73 |

No service on the following eight (8) Holidays:

New Year's Day
Martin Luther King Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving
Christmas Day

If Christmas Eve and New Year's Eve are a Weekday, a Holiday/Saturday schedule is operated.

If Christmas Eve and New Year's Eve are on a Sunday, a regular Sunday schedule it operated.

| MB | Revenue Miles | Revenue Hours |
|---------------------------|------------------|----------------|
| Weekday | 2,642,870 | 149,272 |
| Saturday | 416,761 | 22,190 |
| Sunday | 306,919 | 16,414 |
| Holiday (Saturday) | - | - |
| Mon - Thur | 19,692 | 1,346 |
| Annual | 3,386,242 | 189,222 |

| CB | Revenue Miles | Revenue Hours |
|---------------------------|----------------|---------------|
| Weekday | 224,217 | 5,786 |
| Saturday | - | - |
| Sunday | - | - |
| Holiday (Saturday) | | |
| Mon - Thur | - | - |
| Annual | 224,217 | 5,786 |

| Exhibit B-1 VICTOR VALLEY TRANSIT AUTHORITY Vehicle Listing | | | | | | | | | |
|--|-----------|-------|------|--------------|--------|----------------|-----|-------|-----------------------------|
| Hesperia | | | | | | | | | |
| Year, Make, Model | Veh # | Count | Fuel | Surveillance | FR ITS | ADA ITS Tablet | FBX | Radio | Life Miles as of 12/26/2023 |
| Direct Access | | | | | | | | | |
| 2011 Eldorado Aerotech, Ford E450 | 155 | 2 | UNL | X | | X | | X | 337,809 |
| | 156 | | UNL | X | | X | | X | 342,378 |
| 2015 Eldorado Aerotech, Ford E450 | 177 | 2 | CNG | X | | X | | X | 239,034 |
| | 178 | | CNG | X | | X | | X | 231,462 |
| 2016 Eldorado Aerotech, Ford E450 | 179 | 4 | CNG | X | | X | | X | 198,782 |
| | 180 | | CNG | X | | X | | X | 182,095 |
| | 181 | | CNG | X | | X | | X | 239,977 |
| | 182 | | CNG | X | | X | | X | 249,917 |
| 2017 Eldorado Aerotech, Ford E450 | 183 | 9 | CNG | X | | X | | X | 151,848 |
| | 184 | | CNG | X | | X | | X | 140,964 |
| | 185 | | CNG | X | | X | | X | 171,259 |
| | 186 | | CNG | X | | X | | X | 192,964 |
| | 187 | | CNG | X | | X | | X | 180,715 |
| | 188 | | CNG | X | | X | | X | 168,326 |
| | 189 | | CNG | X | | X | | X | 128,276 |
| | 190 | | CNG | X | | X | | X | 177,183 |
| | 191 | | CNG | X | | X | | X | 190,196 |
| 2019 Eldorado Aerotech, Ford E450 | 194 | 16 | CNG | X | | X | | X | 85,126 |
| | 195 | | CNG | X | | X | | X | 69,005 |
| | 196 | | CNG | X | | X | | X | 66,822 |
| | 197 | | CNG | X | | X | | X | 71,331 |
| | 198 | | CNG | X | | X | | X | 63,969 |
| | 199 | | CNG | X | | X | | X | 127,759 |
| | 200 | | CNG | X | | X | | X | 85,412 |
| | 201 | | CNG | X | | X | | X | 75,016 |
| | 202 | | CNG | X | | X | | X | 79,046 |
| | 203 | | CNG | X | | X | | X | 67,230 |
| | 204 | | CNG | X | | X | | X | 123,481 |
| | 205 | | CNG | X | | X | | X | 79,404 |
| | 206 | | CNG | X | | X | | X | 83,604 |
| | 207 | | CNG | X | | X | | X | 120,952 |
| | 208 | | CNG | X | | X | | X | 132,080 |
| | 209 | | CNG | X | | X | | X | 76,248 |
| TOTAL | 33 | | | | | | | | |

| Exhibit B-1 VICTOR VALLEY TRANSIT AUTHORITY Vehicle Listing | | | | | | | | | |
|--|-------|-------|------|--------------|--------|----------------|-----|-------|-----------------------------|
| Hesperia | | | | | | | | | |
| Year, Make, Model | Veh # | Count | Fuel | Surveillance | FR ITS | ADA ITS Tablet | FBX | Radio | Life Miles as of 12/26/2023 |
| Motorbus | | | | | | | | | |
| 2010 NABI 40LFW, Cummins | 614 | 1 | CNG | X | X | | X | X | 750,318 |
| 2014 Eldorado Axess, Cummins | 616 | 9 | CNG | X | X | | X | X | 583,252 |
| | 617 | | CNG | X | X | | X | X | 610,717 |
| | 618 | | CNG | X | X | | X | X | 564,142 |
| | 619 | | CNG | X | X | | X | X | 582,215 |
| | 620 | | CNG | X | X | | X | X | 546,200 |
| | 621 | | CNG | X | X | | X | X | 542,776 |
| | 622 | | CNG | X | X | | X | X | 501,688 |
| | 623 | | CNG | X | X | | X | X | 507,333 |
| | 624 | | CNG | X | X | | X | X | 526,063 |
| 2015 Eldorado Axess, Cummins | 625 | 1 | CNG | X | X | | X | X | 439,407 |
| 2016 Eldorado Axess, Cummins | 817 | 3 | CNG | X | X | | X | X | 566,391 |
| | 818 | | CNG | X | X | | X | X | 558,022 |
| | 819 | | CNG | X | X | | X | X | 560,388 |
| 2018 Eldorado Axess 35', Cummins | 628 | 4 | CNG | X | X | | X | X | 527,813 |
| | 629 | | CNG | X | X | | X | X | 453,080 |
| | 637 | | CNG | X | X | | X | X | 432,328 |
| | 638 | | CNG | X | X | | X | X | 403,545 |
| 2018 Eldorado Axess 40', Cummins | 630 | 7 | CNG | X | X | | X | X | 381,107 |
| | 631 | | CNG | X | X | | X | X | 349,763 |
| | 632 | | CNG | X | X | | X | X | 363,388 |
| | 633 | | CNG | X | X | | X | X | 394,100 |
| | 634 | | CNG | X | X | | X | X | 364,163 |
| | 635 | | CNG | X | X | | X | X | 409,384 |
| | 636 | | CNG | X | X | | X | X | 411,481 |
| 2018 Eldorado Axess 40', Cummins | 642 | 1 | CNG | X | X | | X | X | 214,843 |
| 2020 Eldorado Axess 40', Cummins | 644 | 2 | CNG | X | X | | X | X | 176,907 |
| | 645 | | CNG | X | X | | X | X | 167,449 |

| Exhibit B-1 VICTOR VALLEY TRANSIT AUTHORITY Vehicle Listing | | | | | | | | | |
|--|-----------|-------|------|--------------|--------|----------------|-----|-------|-----------------------------|
| Hesperia | | | | | | | | | |
| Year, Make, Model | Veh # | Count | Fuel | Surveillance | FR ITS | ADA ITS Tablet | FBX | Radio | Life Miles as of 12/26/2023 |
| 2022 Eldorado Axess 40', Cummins | 646 | 5 | CNG | X | X | | X | X | 77,792 |
| | 647 | | CNG | X | X | | X | X | 66,127 |
| | 648 | | CNG | X | X | | X | X | 24,086 |
| | 649 | | CNG | X | X | | X | X | 24,073 |
| | 650 | | CNG | X | X | | X | X | 26,462 |
| 2023 Eldorado Axess 40', Cummins | 651 | 5 | CNG | X | X | | X | X | 177 |
| | 652 | | CNG | X | X | | X | X | 205 |
| | 653 | | CNG | X | X | | X | X | 200 |
| | 654 | | CNG | X | X | | X | X | 225 |
| | 655 | | CNG | X | X | | X | X | 186 |
| 2019 New Flyer Xcelsior, Electric | 301 | 5 | ELE | X | X | | X | X | 110,226 |
| | 302 | | ELE | X | X | | X | X | 111,078 |
| | 303 | | ELE | X | X | | X | X | 95,478 |
| | 304 | | ELE | X | X | | X | X | 95,284 |
| | 305 | | ELE | X | X | | X | X | 112,218 |
| 2021 New Flyer Xcelsior, Electric | 311 | 2 | ELE | X | X | | X | X | 49,519 |
| | 312 | | ELE | X | X | | X | X | 59,509 |
| 2022 Eldorado Axess, Cummins | 507 | 1 | CNG | X | X | | X | X | 114,210 |
| 2020 Eldorado EZ Rider II, Cummins | 2022 | 6 | CNG | X | X | | X | X | 163,466 |
| | 2023 | | CNG | X | X | | X | X | 175,169 |
| | 2024 | | CNG | X | X | | X | X | 136,337 |
| | 2025 | | CNG | X | X | | X | X | 167,013 |
| | 2026 | | CNG | X | X | | X | X | 178,133 |
| | 2027 | | CNG | X | X | | X | X | 142,171 |
| 2022 Eldorado EZ Rider II, Cummins | 2028 | 4 | CNG | X | X | | X | X | 69,276 |
| | 2029 | | CNG | X | X | | X | X | 93,440 |
| | 2030 | | CNG | X | X | | X | X | 84,313 |
| | 2031 | | CNG | X | X | | X | X | 88,585 |
| Eldorado Axess 35', Cummins | 510 | 1 | CNG | X | X | | X | X | 367 |
| TOTAL | 57 | | | | | | | | |
| Commuter Bus | | | | | | | | | |
| 2015 MCI D4500, Cummins | 812 | 5 | CNG | X | X | | X | X | 386,893 |
| | 813 | | CNG | X | X | | X | X | 372,468 |
| | 814 | | CNG | X | X | | X | X | 383,209 |
| | 815 | | CNG | X | X | | X | X | 361,051 |
| | 816 | | CNG | X | X | | X | X | 355,429 |
| TOTAL | 5 | | | | | | | | |
| MicroTransit | | | | | | | | | |
| 2021 Dodge Ram Lonestar Promaster 3500 | 1011 | 3 | UNL | X | | X | | | 14,753 |
| | 1012 | | UNL | X | | X | | | 18,556 |
| | 1013 | | UNL | X | | X | | | 14,682 |
| 2019 Eldorado Aerotech, Ford E450 | 192 | 2 | CNG | X | | X | | X | 60,778 |
| | 193 | | CNG | X | | X | | X | 66,671 |
| TOTAL | 5 | | | | | | | | |

| Exhibit B-1 | | | | | | | | | |
|---|-------|-------|------|--------------|--------|----------------|-----|-------|-----------------------------|
| VICTOR VALLEY TRANSIT AUTHORITY | | | | | | | | | |
| Vehicle Listing | | | | | | | | | |
| Hesperia | | | | | | | | | |
| Year, Make, Model | Veh # | Count | Fuel | Surveillance | FR ITS | ADA ITS Tablet | FBX | Radio | Life Miles as of 12/26/2023 |
| Non Revenue Vehicles | | | | | | | | | |
| 2016 Nissan Leaf | 928 | 4 | ELE | | | | | | 96,012 |
| | 929 | | ELE | | | | | | 96,333 |
| | 930 | | ELE | | | | | | 74,413 |
| | 931 | | ELE | | | | | | 79,822 |
| 2021 Ford Transit Connect | 941 | 3 | UNL | x | | | | | 93,957 |
| | 942 | | UNL | x | | | | | 99,582 |
| | 943 | | UNL | x | | | | | 102,662 |
| 2020 Ford Fusion Energi | 936 | 2 | EV | | | | | | 99,655 |
| | 937 | | EV | | | | | | 98,503 |
| 2022 Ford Escape | 947 | 10 | UNL | | | | | | 43,002 |
| | 948 | | UNL | | | | | | 36,891 |
| | 950 | | UNL | | | | | | 29,465 |
| | 951 | | UNL | | | | | | 28,251 |
| | 952 | | UNL | | | | | | 24,606 |
| | 953 | | UNL | | | | | | 28,542 |
| | 954 | | UNL | | | | | | 27,044 |
| | 955 | | UNL | | | | | | 28,019 |
| | 956 | | UNL | | | | | | 28,218 |
| | 957 | | UNL | | | | | | 25,279 |
| 2022 Chrysler Voyager | 1014 | 1 | UNL | x | | | | | 23,143 |
| 2023 Ford Escape | 961 | 1 | UNL | | | | | | 1,074 |
| TOTAL | 21 | | | | | | | | |
| Non Revenue Vehicles Primarily For Administration Use | | | | | | | | | |
| 2007 Ford F150 (VVTA use) | 908 | 1 | UNL | | | | | X | 190,076 |
| 2011 Honda Civic | 918 | 1 | CNG | | | | | | 186,852 |
| 2014 Polaris GEM E4 (low speed vehicle) | 924 | 1 | ELE | | | | | | 2,456 |
| 2016 Ford Flex (VVTA use) | 925 | 1 | UNL | | | | | | 118,573 |
| 2017 Ford Explorer | 933 | 1 | UNL | | | | | | 90,600 |
| 2018 Ford Explorer | 934 | 2 | UNL | | | | | | 74,215 |
| | 935 | | UNL | | | | | | 69,753 |
| 2020 GMC Terrain | 944 | 1 | UNL | | | | | | 60,344 |
| 2021 Ford Explorer | 945 | 1 | UNL | | | | | | 27,957 |
| 2022 Ford Maverick | 946 | 1 | UNL | | | | | | 7,734 |
| 2022 Ford F-150 | 949 | 1 | UNL | | | | | | 10,793 |
| 2023 Ford Escape | 959 | 2 | HYB | | | | | | 4,060 |
| | 960 | | HYB | | | | | | 145 |
| 2022 GMC Terrain | 958 | 1 | UNL | | | | | | 3,937 |
| 2023 Chevrolet Traverse | 963 | 1 | UNL | | | | | | 1,810 |
| TOTAL | 15 | | | | | | | | |

| Exhibit B-1 VICTOR VALLEY TRANSIT AUTHORITY Vehicle Listing | | | | | | | | | |
|---|-----------|-------|------|--------------|--------|----------------|-----|-------|-----------------------------|
| Barstow | | | | | | | | | |
| Year, Make, Model | Veh # | Count | Fuel | Surveillance | FR ITS | ADA ITS Tablet | FBX | Radio | Life Miles as of 12/26/2023 |
| Direct Access | | | | | | | | | |
| 2010 Dodge Caravan | 1008 | 2 | UNL | X | | X | | X | 213,588 |
| | 1009 | | UNL | X | | | | X | 213,396 |
| 2016 Eldorado Aerotech, Ford E450 | 8188 | 5 | UNL | X | | X | | X | 243,986 |
| | 8192 | | UNL | X | | X | X | X | 327,323 |
| | 8193 | | UNL | X | | X | X | X | 341,952 |
| | 8194 | | UNL | X | | X | X | X | 304,320 |
| | 8195 | | UNL | X | | X | | X | 196,070 |
| TOTAL | 7 | | | | | | | | |
| Commuter Bus | | | | | | | | | |
| 2015 Eldorado XHF, Cummins | 626 | 2 | CNG | X | X | | X | X | 358,412 |
| | 627 | | CNG | X | X | | X | X | 427,892 |
| 2018 Eldorado Axxess 40', Cummins | 641 | 1 | CNG | X | X | | X | X | 206,684 |
| TOTAL | 3 | | | | | | | | |
| Motorbus | | | | | | | | | |
| 2017 Eldorado Aerotech, Ford E450 | 8196 | 1 | CNG | X | X | | X | X | 199,588 |
| 2018 Eldorado Axxess 40', Cummins | 639 | 3 | CNG | X | X | | X | X | 246,253 |
| | 640 | | CNG | X | X | | X | X | 254,309 |
| | 643 | | CNG | X | X | | X | X | 248,072 |
| | | | | | | | | | |
| 2019 New Flyer Xcelsior, Electric | 306 | 5 | ELE | X | X | | X | X | 120,847 |
| | 307 | | ELE | X | X | | X | X | 121,404 |
| | 308 | | ELE | X | X | | X | X | 42,338 |
| | 309 | | ELE | X | X | | X | X | 69,566 |
| | 310 | | ELE | X | X | | X | X | 46,456 |
| 2022 Eldorado Axxess 35', Cummins | 508 | 2 | CNG | X | X | | X | X | 120,771 |
| | 509 | | CNG | X | X | | X | X | 107,362 |
| TOTAL | 11 | | | | | | | | |
| Non Revenue Vehicles | | | | | | | | | |
| 2017 Ford Focus | 926 | 2 | ELE | | | | | | 64,662 |
| | 927 | | ELE | | | | | | 83,619 |
| 2020 Ford Fusion Energi | 938 | 1 | EV | | | | | | 34,451 |
| 2023 Ford Escape | 962 | 1 | HYB | | | | | | 2,853 |
| 2022 Chrysler Voyager | 1015 | 1 | UNL | x | | | | | 23,236 |
| TOTAL | 5 | | | | | | | | |
| Non Revenue Vehicles Primarily For Administration Use | | | | | | | | | |
| | | | | | | | | | |

| Vehicles pending delivery, pending order, or not yet in Service | | | | | | | | | |
|---|-------|-------|------|--------------|--------|----------------|-----|-------|------------------------------|
| Year, Make, Model | Veh # | Count | Fuel | Surveillance | FR ITS | ADA ITS Tablet | FBX | Radio | Status |
| starcraft Startrans, Ford E450 | | 21 | | X | | X | | X | delivery expected March 2024 |
| MicroTransit Vans | | 6 | | X | | X | | X | delivery expected Feb 2024 |
| Direct Access Buses | | 3 | | X | | X | | X | pending order |
| Fuel Cell Electric Buses | | 13 | | X | X | | X | X | pending order |

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES

EXHIBIT C-1 VEHICLE CONDITION PLAN

VICTOR VALLEY TRANSIT AUTHORITY VEHICLE CONDITION STANDARDS

All VVTA Revenue and Non-Revenue vehicles, equipment, and property must be kept in a safe and clean condition. VVTA enforces strict standards to ensure that its customers are given the highest quality of safe, reliable, courteous, and dependable transit service.

At no time shall any vehicle be placed into service with a safety related issue and/or any issue that may cause concern with the public perception of VVTA's operations. Any vehicle that is unsafe or is against VVTA standards must be removed from service immediately. VVTA's Contract Compliance or senior administration staff has the authority to pull the vehicle out of service immediately, and to instruct the Contractor to switch out the vehicle immediately, or at the end of its current trip, with a safe vehicle. If there are extenuating circumstances that may delay the Contractor from replacing the vehicle within the time allowed, the Contractor will advise VVTA of the reasons for the delay, request that the vehicle remain in service, and identify the time and location the vehicle will be replaced. VVTA's Contract Compliance or senior administration staff has the option to deny this request and remove the vehicle from service.

The Agency does not tolerate any safety issues, damage, or actions to any vehicle, equipment, or property that may compromise the safety of its passengers, its employees, the Contractor's employees, and/or the general public.

- Braking systems: Any item relating to the brake system that does not meet acceptable standards will place the vehicle out of service.
- Air systems: must be clean, properly maintained, and fully operational.
- Steering and suspension: Any item relating to the steering system, such as steering box, lines, kingpins, tie rods, radius rods, bellows, valves, bushings, shocks, etc., that are worn close to or past the limits dictated by good preventive/predictive maintenance practices and OEM specifications will place the vehicle out of service.
- Engine and Transmission: excessively dirty engine compartments, any fluid leaks, worn hoses lines or belts, exhaust leaks, excessive smoke, etc. will place the vehicle out of service.
- HVAC: must be fully operational and performing to specs.
- Wheelchair lift and/or ramps and ties downs: must be fully operational.
- Destination signs: must be fully operational and readable by the public. No more than 5% of any pixels can be out, provided that the full sign is still readable.
- Fuel: Fuel leaks are unacceptable and will place the vehicle out of service.
- Gas detection/Fire suppression: Must be fully operational.
- Doors: All features that relate to operations or safety must be fully operational.
- Interiors: must be clean and graffiti free. No torn, stained or dirty seats, dirty or damaged rear or side panels, loose handrails, loose screws, etc. Any scratches of 1/4th inch or longer may be considered to be graffiti. Damaged or missing decals are not acceptable. Odors that are the result of exhaust, fuel, or other safety related issue are not acceptable and any significant bad odor that would result in customer or driver complaint are not acceptable and will place the vehicle out of service.
- Windows and window guards (if installed): must be clean, spot and graffiti free. Windows must be fully operational.

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES

EXHIBIT C-1 VEHICLE CONDITION PLAN

- Exteriors: Must be clean and free of all body damage, including tree scratches. Faded or torn bumpers and fender flares, excessive soap buildup, water spots, and damaged, faded, or missing decals are not acceptable.
- Tires and wheels: Tire tread must meet minimum requirements and specified in the Operating Agreement. Tire height between inner and outer tires on the same side must not differ by more than 3/32 inch. Leaking seals, loose or missing studs and lug nuts, and dirty wheels are not acceptable. Tires with cuts, grooves, or evidence of curb damage (past the manufacturer's rub bars) are not acceptable.
- Graffiti: The interior and exterior of the vehicle must be free of marks made by ink or marker, scratches, stains, chips, dents, chipped, missing or bubbling paint, dirt or trash, gum and/or loose, broken or missing pieces. Any scratches of 1/4th inch or longer may be considered to be graffiti. Damaged or missing decals are not acceptable.

It is the obligation of the Contractor to supply a reasonable stock of bus parts. Under no circumstances are parts to be removed from any bus, whether operational, down for repairs, or waiting to be disposed of, and placed onto another bus to be repaired for service, without written permission from VVTA's CMO or designee.

If the Victor Valley Transit Authority Contract Compliance Supervisor or any senior administration staff sees a vehicle with safety defects, the Contractor will be notified immediately of this finding and the vehicle will be placed out of service.

If there are any questions or disagreements on implementation of this policy, the final decision will be made by VVTA.

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES

EXHIBIT D-1 OPERATOR UNIFORM POLICY

Operator Uniform Policy

NOTE: Victor Valley Transit Authority operators are the face and personality of the organization. As such, any time a Victor Valley Transit Authority operator is in uniform he/she is required to comply with this policy. Deviations from this policy must be approved by Victor Valley Transit Authority in writing.

Black Slacks

Pants must be clean, pressed and with no visible wear areas.

Collared Shirt

Shirts must be clean, pressed, and with no visible wear areas. Shirts must be the approved color by VVTA, currently light blue. Shirts must always be tucked in. Rolled up sleeves are not allowed. Pregnant operators may wear their shirts outside their pants as long as their shirts are tailored with a square cut bottom.

Plain Black Tie

Ties are not required. If a tie is worn, it must be a Victor Valley Transit Authority approved tie. Clip-on ties that have been approved by Victor Valley Transit Authority are acceptable.

Polo Shirts

Polo shirts will be provided as an addition to the current standard uniform. Polo shirts may be worn on Friday, Saturday, or Sunday only from September 1st – May 30th of each year. Due to higher temperatures during the summer months, polo shirts may be worn on any day of the week from June 1st – August 31st. Polo shirts must be clean, pressed and with no visible wear areas. Shirts must be tucked in at all times. Pregnant operators may wear their shirts outside their slacks/shorts.

Black Shoes and Black Socks

All footwear must be conservatively styled, hard soled, with closed toe and heel. Heel heights or shoe design must not impact safe operation of the vehicle. When wearing boots, the trouser legs must always remain outside the boot. Shoes must be shined. Athletic and/or tennis shoes are not allowed.

Black Belt

All belts must be conservative in style. Belt buckles must be conservative in both style and size. Suspenders are not allowed.

Name Badge

Name badge should always be displayed and visible at all times on the right side of the outer most garment.

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EXHIBIT D-1 OPERATOR UNIFORM POLICY

Coach Operator ID Placard

The operator is required to display his or her ID placard in the space provided on the destination sign door of the bus any time that bus is in service.

Hair

Operator's hair must be clean and well groomed. For safety reasons, hair must not hang over the eyes or otherwise impair vision. Hair may be placed in a braid, ponytail, or hair clips; however, hair clips must be conservative in size and professional in style. Headbands, ribbons, and scarves are not permitted. Victor Valley Transit Authority and its contractors will follow the guidelines of California law SB188 (The Crown Act) as it relates to prohibition of discrimination based on an individual's hair style.

Mustaches, Beards, and Sideburns

Operators' moustache, beard, and sideburns must always be neatly trimmed and well-groomed.

Fingernails

Fingernails must be neatly trimmed and conservative in style and must not impact the operator's ability to operate the bus safely and perform other tasks as required.

Jewelry

Jewelry must be appropriate for the workplace. Ear "plugs" are not permitted. Facial jewelry is strictly prohibited.

Hats

Hats are optional, and only Victor Valley Transit Authority approved hats and visors are permitted.

Watches

Operators are required to have a reliable and accurate timepiece in their possession while on duty.

Undergarments

Undergarments and undershirts are strongly suggested. When undershirts are worn, they must be solid white. No lettering or graphics visible through the uniform shirt are allowed. Aside from crew-neck undershirts that may be visible when a tie is not worn, no portion of any undergarment should be visible outside of the uniform.

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EXHIBIT D-1 OPERATOR UNIFORM POLICY

Sweaters / Jackets

Operators may wear a unisex pullover sweater vest, zipper vest, zipper sweater, or jacket that must be black in color with a VVTA logo/patch approved by Victor Valley Transit Authority. No hooded sweatshirts or “hoodies” are permitted.

Tattoos

Visible tattoos must not be offensive in nature (i.e.: sexually explicit, violent graphics, etc.).

VICTOR VALLEY TRANSIT AUTHORITY

**ZERO TOLERANCE DRUG AND ALCOHOL POLICY
FOR EMPLOYEES IN SAFETY-SENSITIVE JOB
FUNCTIONS**

Summary: This is a zero tolerance policy covering this transit system and is applicable to all Victor Valley Transit Authority Transportation employees who are incumbents in safety-sensitive positions, to all applicants or employees who may apply for or who may transfer to a safety-sensitive position and to contractors who perform safety-sensitive job functions. This program was initially installed by this corporation January 1, 1995.

The Drug and Alcohol Program Manager/Designated Employer Representative for this location is Susan Crane Safety and Training Manager.

August 30, 2010 this revision of the Victor Valley Transit Authority Transportation Drug and Alcohol Policy was installed at Victor Valley.

Revision # 1: January 2007
Revision # 2: June 2007
Revision # 3: September 2008
Revision # 4: May 2010
Revision #5: August 2010

VVTA RFP 2018-14 OPERATIONS AND MAINTENANCE SVC EXHIBIT E-1 DRUG POLICY

I. INTRODUCTION

VICTOR VALLEY TRANSIT AUTHORITY is dedicated to providing safe, dependable transportation services to our passengers. We are also dedicated to providing a safe, drug and alcohol-free workplace for our employees.

Drug and alcohol testing is mandated by the Federal Transit Administration (FTA) and the U.S. Department of Transportation (DOT) in 49 CFR Part 40, and Part 655, as amended. In addition, drugs are prohibited in the workplace by the "Drug-Free Workplace Act of 1988." The regulations implementing this Act are located in 49 CFR Part 29. VICTOR VALLEY TRANSIT AUTHORITY is required to comply with these regulations. The following policy and procedures will apply to you based upon the job functions you perform for VICTOR VALLEY TRANSIT AUTHORITY.

This program became effective on August 30, 2010.

II. POLICY ADOPTION

The VICTOR VALLEY TRANSIT AUTHORITY Board of Directors has adopted this policy.

Note: Additional requirements and/or disciplinary actions established under Victor Valley Transit Authority's own authority are entered in *ITALICS*.

III. EMPLOYEE CATEGORIES SUBJECT TO TESTING

Employees subject to the provisions of the anti-drug and alcohol misuse prevention program are all safety-sensitive classifications. Safety sensitive function means any of the following duties, when performed by employees of VICTOR VALLEY TRANSIT AUTHORITY or its contractors or sub-contractors:

1. Operating a revenue service vehicle, including when not in service;
2. Operating a non-revenue service vehicle, when required to be operated by a CDL holder;
3. Controlling dispatch or movement of a revenue service vehicle;
4. Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service;
5. Carrying a firearm for security purposes.

A list of the job titles specifically considered to be safety sensitive is contained in Appendix A.

Supervisors are subject to the provisions **only** if they perform, or may be called upon to perform a safety-sensitive function.

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Participation in the drug and alcohol testing program is a requirement of each safety sensitive employee, and therefore, is a condition of employment.

IV. PROHIBITED BEHAVIOR

The DOT prohibited drugs – marijuana, cocaine, opiates, amphetamines / methamphetamines, and PCP – are always illegal and employees are prohibited from consuming any of them at any time. *In addition, under the Drug-Free Workplace Act, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace is prohibited at any time. Use of prescription drugs which may impair job performance or mental or motor function by an employee or any other person to whom this Policy applies while on company premises or in the course of conducting company business, including while subject to being on-call in a paid status, at lunch or on breaks, is strictly prohibited.* Employees covered by this policy can be tested for prohibited drugs anytime while on duty.

Safety sensitive employees may not use alcohol from any source while on duty, within four (4) hours prior to performing safety-sensitive duty, while subject to being on-call in a paid status, or within eight (8) hours following an accident requiring an alcohol test, unless the test was completed within eight hours. The possession or use of alcohol on company premises or while in the course of conducting company business is strictly prohibited. *Victor Valley Transit Authority Transportation strongly encourages employees to abstain from alcohol consumption for at least 8 hours prior to performing safety sensitive duties.*

Alcohol tests are conducted only just before, during, and just after the employee's performance of a safety-sensitive function. Covered employees are prohibited from reporting to or remaining on duty with an alcohol concentration of 0.02 or greater. **All alcohol tests should be conducted BEFORE drug collections are conducted in each instance of combined collections.**

V. NOTICE OF CONVICTIONS

It is the policy of VICTOR VALLEY TRANSIT AUTHORITY that employees notify the company within 5 days of any criminal drug statute conviction for a felony or misdemeanor violation occurring in the workplace. Within 10 days of receiving notice that an employee has been convicted of a criminal drug offense in the workplace, VICTOR VALLEY TRANSIT AUTHORITY will provide written notice of the conviction to the federal government. Within 30 days, VICTOR VALLEY TRANSIT AUTHORITY will make a determination of action based upon the incident. Employees convicted of drug offenses will be subject to discipline up to and including termination.

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VI. EMPLOYEE SELF-REFERRAL INTO A SUBSTANCE ABUSE TREATMENT PROGRAM

It is Victor Valley Transit Authority's policy that a safety sensitive employee may refer himself or herself, prior to being notified of or otherwise subject to an upcoming substance abuse test, into a substance abuse program, by reporting his or her substance abuse problem to the Substance Abuse Program Administrator, their immediate supervisor, or department manager. The Substance Abuse Program Administrator will make a referral to the Substance Abuse Professional (SAP) and place the employee on unpaid Administrative Suspension. Once notice has been received from the SAP that the employee is ready to return to duty and has been compliant with the prescribed treatment plan, the employee will be required to take a Return to Duty Test and be subject to Follow-Up Testing as directed by the SAP. These tests will be administered under Victor Valley Transit Authority's own authority because they are NOT conducted because of positive test results. They will however be conducted as FTA / DOT tests (opinion of FTA concerning this issue, Gerald Powers, FTA Drug and Alcohol Program Manager).

VII. CIRCUMSTANCES FOR TESTING

All circumstances requiring testing under Victor Valley Transit Authority Transportation's own authority (separate from FTA) will be conducted using non-DOT/FTA Drug and/or Alcohol Custody and Control forms (with the exception noted in Section VI). Any such testing, if done in addition to an FTA required test will be secondary and require totally separate void or breath sample from the FTA test. *Policy mandates that employees selected for drug and /or alcohol testing be provided a notification form which documents the referral to testing. The form should specify the type of test required, the date and time the employee was notified, time the employee arrived at the collection site and authority mandating the test. The completed form should be returned to Victor Valley Transit Authority upon completion of the test, and filed for reference. (Formatted notification forms can be found in the Victor Valley Transit Authority Transportation Safety Policies and Procedures Manual.*

A. Pre-Employment

Following a conditional offer of employment, applicants for all safety-sensitive positions will undergo urine drug testing as a condition of employment. Applicants will be notified of the testing requirement during the application process.

A verified negative test result is required prior to performing any safety-sensitive functions and is a condition of employment. If the test is cancelled, the applicant must re-take the test and receive a verified negative test result prior to performing any safety-sensitive function and is a condition of employment. *In the*

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event that a pre-employment test is determined by the MRO to be a verified "negative dilute" result, the applicant is required by Victor Valley Transit Authority to re-test, and receive (the equivalent of) a verified negative test result before performing any safety sensitive function. The results of the second test will be considered the test of record results. Contact your TPA or the corporate Drug and Alcohol Program Manager if there are questions.

Applicants will be asked whether he/she has ever been refused employment because of a positive pre-employment drug test. Applicants will be required to provide the name and complete contact information for all DOT covered employers for the previous two years. Applicants are required to provide a consent statement permitting the previous DOT covered employers to release drug and alcohol test results to VICTOR VALLEY TRANSIT AUTHORITY. Applicants who have previously failed a drug or alcohol test will not be considered for employment until he/she provides proof of having successfully completed a referral, evaluation and treatment plan as described in 49 CFR Part 655.62, subpart G.

Current employees transferring into safety-sensitive positions will not be allowed to perform safety sensitive duties until the employee undergoes a pre-employment drug test with a verified negative result. Additionally, any current employee returning to a safety sensitive position after a period of 90 days or more, and who has been out of the random pool during this time, must undergo a pre-employment drug test with a verified negative result before performing safety sensitive duties.

B. Reasonable Suspicion

A safety-sensitive employee shall be required to submit to a FTA reasonable suspicion drug and/or alcohol test when a supervisor or company official suspects the employee has used a prohibited drug or misused alcohol. The testing referral will be made by a trained supervisor or company official based upon specific, contemporaneous, and articulable observations concerning the appearance, behavior, speech, or body odor of the employee.

It is Victor Valley Transit Authority's policy that in any Reasonable Suspicion circumstance, the supervisor will transport the employee to an appropriate collection site facility and await the completion of the collection procedure. The Supervisor will then transport the employee back to VICTOR VALLEY TRANSIT AUTHORITY premises, where a spouse, family member, or other individual will be contacted to transport the employee to his/her home. In the event no such individual is available, VICTOR VALLEY TRANSIT AUTHORITY will transport the employee to his/her home. If the employee refuses to agree to be transported and attempts to operate his/her own vehicle, VICTOR VALLEY TRANSIT AUTHORITY will make appropriate efforts to discourage the employee from doing so, up to and including contacting local law enforcement officials. Any employee, failing to

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cooperate with the procedures described above, will be subject to disciplinary action up to and including termination of employment.

It is the policy of VICTOR VALLEY TRANSIT AUTHORITY that any employee required to submit to a reasonable suspicion test may not perform safety sensitive duties pending the outcome of the drug and alcohol test. The employee will be placed on an Administrative Suspension pending the results of the drug tests. Employees placed on an Administrative Suspension must be in a position to be easily contacted by VICTOR VALLEY TRANSIT AUTHORITY once the results of the Substance Abuse Test are reported. Employees who cannot be easily contacted within a reasonable time period will be considered to have abandoned their job and are subject to termination.

If the employee tests negative, he or she may return to work in their position and will be reimbursed for any regularly assigned work lost.

C. Post-Accident (FTA)

All safety-sensitive employees will be required to undergo FTA post-accident drug and alcohol tests if they are involved in an accident with a mass transit vehicle (regardless of whether or not the vehicle is in revenue service) that results in a fatality. This includes all surviving safety-sensitive employees that operated the vehicle and any other whose performance could have contributed to the accident.

In addition, all safety-sensitive employees will be required to undergo FTA post-accident drug and alcohol tests if an accident results in injuries requiring immediate transportation to a medical treatment facility, or one or more of the vehicles involved incur disabling damage. In a non-fatality situation, testing may be waived if the operator can be completely discounted as a contributing factor to the accident, based upon the information available at the time of the decision. All other covered employees whose performance could have contributed to the accident will also be required to undergo FTA post-accident drug and alcohol tests.

Post-accident alcohol tests will be conducted as soon as possible following the accident. If the post-accident alcohol test is not completed within two hours of the accident, the company will file a report as to the reason why. If the post-accident alcohol test is not completed within eight hours of the accident, the company will cease attempts to obtain a specimen and update the two-hour report as to why. Post-accident drug tests will be conducted as soon as possible, but no longer than 32 hours following the accident.

If VICTOR VALLEY TRANSIT AUTHORITY is unable to perform post-accident tests within the required period of compliance, VICTOR VALLEY TRANSIT AUTHORITY will use the test results administered by Federal, State or local law

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enforcement personnel under its own authority, provided the results are obtained by VICTOR VALLEY TRANSIT AUTHORITY in conformance with the law.

Any covered employee subject to post-accident testing who fails to remain readily available for such testing, including notifying the company of his or her location if he or she leaves the scene of the accident prior to submission to such test, will be deemed by the company to have refused to submit to the post-accident testing.

Accident testing is stayed while the employee assists in resolution of the accident or receives medical attention following the accident.

Any safety-sensitive employee involved in an accident must refrain from alcohol use for eight hours following the accident or until he/she undergoes a post-accident alcohol test. Any safety sensitive employee who leaves the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will be considered to have refused the test.

It is Victor Valley Transit Authority's policy that an employee may be placed on an Administrative Suspension at the discretion of the Company pending the results of post-accident drug tests. Employees placed on an Administrative Suspension must be in a position to be easily contacted by VICTOR VALLEY TRANSIT AUTHORITY once the results of the Substance Abuse Test are reported. Employees who cannot be easily contacted within a reasonable time period will be considered to have abandoned their job and are subject to termination.

D. Random

Employees in safety sensitive positions will be subjected to random, unannounced testing for drugs and alcohol. VICTOR VALLEY TRANSIT AUTHORITY will select employees for random drug and alcohol tests at the rates required by the FTA (currently 25% for drugs and 10% for alcohol, annually). The selection of safety-sensitive employees for random drug and alcohol testing will be made using a scientifically valid method that ensures each covered employee has an equal chance of selection each time selections are made. Management does not have any discretion as to who will be selected. The random tests will be unannounced and spread throughout the year, the random period, all days of the week, and all hours when safety sensitive functions are performed. Random drug tests may occur at any time the employee is on duty. Random alcohol tests will occur just before, during, or just after the employee performs safety-sensitive work. Employees are required to proceed immediately to the collection site upon notification of their random selection.

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E. Return to Duty and Follow-Up Testing

In general, VICTOR VALLEY TRANSIT AUTHORITY has a “zero tolerance” policy. However, in the event that an employee who has previously violated the policy is allowed to return to work for any reason, he or she will be required to complete the return-to-duty process. This includes evaluation by a SAP, successful completion of the rehabilitation, treatment or education program outlined by the SAP, and obtaining a verified negative return-to-duty drug test and/or alcohol test under 0.02.

In addition, upon return to work, the employee will be subject to follow-up testing for drugs and/or alcohol for a minimum period of 12 months to a maximum of five years. The minimum number of tests during the first 12 months is six. Although they are both unannounced, follow-up testing is apart and separate from random testing. The duration and frequency of testing will be designated by the SAP, but the actual follow-up testing dates will be decided by the employee’s manager or supervisor. Effective August 25, 2008: Follow-up and Return-to-Duty drug tests must be conducted using direct observation procedures. (Authority: Final Ruling United States Court of Appeals) *FOR THE DISTRICT OF COLUMBIA CIRCUIT* Argued March 26, 2009 Decided May 15, 2009, No. 08-1264)

Under VICTOR VALLEY TRANSIT AUTHORITY, the requirements for return-to-duty and follow-up testing will apply to any employee who completes a self-referred substance abuse program. (Return to Duty and Follow Up testing conducted under Victor Valley Transit Authority Transportation authority will be conducted using an FTA chain of custody form Contact your Corporate Drug and Alcohol Program Manager if there are questions.)

F. Post Industrial Accident/Employee Injury (VICTOR VALLEY TRANSIT AUTHORITY Policy)

In addition to the FTA post-accident testing requirements, local operating policy may require post-accident drug and alcohol tests under the following circumstances:

Work-Related Injury/Illness

A post-injury drug and alcohol test is required following any work-related injury requiring medical treatment by a medical provider. In addition, any employee who is responsible for causing (or contributing to the cause of) an occupational accident resulting in a work-related injury/illness to another employee must submit to a drug and alcohol test.

Employees subject to company-required post industrial accident / injury testing must remain readily available for such testing or may be deemed to have refused to undergo testing.

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An employee may be placed on an administrative suspension at the discretion of the Company pending the results of post-accident/injury drug and alcohol tests. Employees placed on an Administrative Suspension must be in a position to be easily contacted by VICTOR VALLEY TRANSIT AUTHORITY once the results of the Substance Abuse Test are reported. Employees, who cannot be easily contacted, within a reasonable time period, will be considered to have abandoned their job and are subject to termination.

Victor Valley Transit Authority conducts post industrial accident / injury testing.

VIII. BEHAVIOR THAT CONSTITUTES A TEST REFUSAL

Behavior that constitutes a test refusal includes the following:

Failure to appear in a timely fashion for a drug or alcohol test (except for pre-employment); failure to remain until the drug or alcohol testing process is complete; failure to provide a breath specimen for an alcohol test; failure to provide a urine specimen for a drug test; failure to provide a sufficient specimen with no medical explanation in a drug or alcohol test; failure to undergo a medical evaluation as required by the Medical Review Officer or supervisor; failure to cooperate with any part of the testing process; failure to permit monitoring or observation in the case of a directly observed or monitored drug test collection; failure to take a second drug test as directed by the collector or supervisor; refusal to sign the certification at Step 2 of the Alcohol Testing Form; or leaving the scene of an accident without a valid reason before a drug and alcohol test has been conducted. In addition, the verification by the Medical Review Officer that an employee's drug test is adulterated or substituted is also considered refusal to test.

Effective August 25, 2008, the following refusals to test are noted in the DOT Urine Specimen Collection Guidelines as additional behavior which constitutes a refusal to test:

An employee admits to the collector that he or she adulterated or substituted their specimen.

The employee behaves in a confrontational way that disrupts the collection process.

The employee fails to follow the observer's instructions to raise and lower their clothing and to turn around to permit the observer to determine if the employee has a prosthetic or other device that could be used to interfere with the collection process.

The employee possesses or wears a prosthetic or other device that could be used to interfere with the collection process.

The employee refuses to wash his or her hands – after being directed to do so.

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A refusal to test constitutes a violation of this policy and will be treated as a positive test result. Any employee who refuses to submit to any drug or alcohol test will be removed from safety sensitive work, provided educational materials, and referred to a substance abuse professional. *It is Victor Valley Transit Authority's policy that refusal to submit to any drug or alcohol test will also result in termination of employment.*

IX. TESTING PROCEDURES

All drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended, which ensures the protection of the employee and the integrity of the testing process. A copy of this document is available for your review from either the corporate or local Drug or Alcohol Program Administrator upon request. Following is a brief description of the drug and alcohol testing methodology.

A. Drug Testing Methodology

Testing for drugs will be conducted by urinalysis.

1. Initial Test: Initial testing will be performed on the primary sample using the EMIT Immunoassay technique. If the results are negative, no further testing will be required and a report will be provided to the Medical Review Officer (MRO). The MRO is responsible for evaluating, interpreting, and verifying laboratory test results and communicating them to VICTOR VALLEY TRANSIT AUTHORITY.
2. Confirmation Test: Whenever a positive result is obtained on the initial test, confirmation testing will be automatically performed using the state-of-the-art Gas Chromatography/Mass Spectrometry (GC/MS). Results of confirmation testing will be sent to the Medical Review Officer (MRO).

Specimen Dilutes: A dilute specimen is a specimen with creatinine and specific gravity values that are lower than expected for human urine. If the test is reported as a **dilute positive**, the test should be treated as a verified positive test result. If the test is reported as a **negative dilute**, Victor Valley Transit Authority Transportation will direct the employee to take another test. The retest must not be conducted under direct observation, unless otherwise instructed by the MRO. *Since federal regulations give discretion in this manner, Victor Valley Transit Authority Transportation has established the policy that retests will be required for negative dilutes. The second test will be considered the test of record. All employees must be treated the same for this purpose and must be informed in advance of the policy. Questions should be directed to the MRO, Drug and Alcohol TPA or the Corporate Drug and Alcohol Program Manager.*

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Validity Testing: The laboratory also may conduct validity testing to determine if the specimen has been adulterated, tampered with, or diluted. If the MRO reports a “negative-dilute” test result with creatinine levels greater than or equal to 2mg/dL but equal to or less than 5 mg/dL, the employee will be required to take a second test immediately under direct observation with no advance notice. If the MRO reports a “negative-dilute” test result with creatinine levels greater than 5 mg/dL, the employee will be required to take a second test immediately (not observed) with no advance notice.

Drug Testing Split Specimen: The urine specimen collected for FTA testing will be split and poured into two specimen bottles. This provides the employee or applicant with the option of having an analysis of the split sample performed at a second laboratory that meets the requirements of 49 CFR Part 40. The employee or applicant has 72 hours after being informed by the MRO of a verified positive, adulterated, or substituted test result to request a test of the split sample. All requests for split specimen analysis will be processed by the MRO.

It is Victor Valley Transit Authority's policy that employees awaiting the result of a split specimen test following a verified positive, adulterated, or substituted test result may not perform safety sensitive duties pending the outcome of the split specimen test. The employee will be placed on an Administrative Suspension pending the result of the split specimen test. Employees placed on an Administrative Suspension must be in a position to be easily contacted by VICTOR VALLEY TRANSIT AUTHORITY once the result of the split specimen test is reported. Employees who cannot be easily contacted within a reasonable time period will be considered to have abandoned their job and are subject to termination. Victor Valley Transit Authority will seek payment or reimbursement for the cost of the split specimen from the employee, should the employee request testing of the split sample.

B. Alcohol Testing Methodology

Testing for alcohol will be conducted by breath analysis. Alcohol tests will be performed by a breath alcohol technician (BAT) who is trained to proficiency in the operation of the Evidential Breath Testing device being used and in the alcohol testing procedures specified in the Federal regulations.

1. Initial Test: If the result of the initial test is an alcohol concentration of less than 0.02, no further testing is required and the test will be reported to VICTOR VALLEY TRANSIT AUTHORITY as a negative test.
2. Confirmation Test: If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed. The confirmation test will be conducted at least 15 minutes, but not more than 30 minutes, after the completion of the initial test. This delay prevents any accumulation of alcohol in the mouth leading to an artificially high reading.

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The employee is strongly advised not to eat, drink, belch, or put any object or substance into his or her mouth while awaiting the confirmation test.

3. If the initial test and the confirmation test results are not identical, the confirmation test is deemed to be the final result.
4. The alcohol breath sample is to be taken BEFORE the drug specimen is selected, in such cases as does warrant a drug collection and a breath alcohol sample.

Note to DER: Please check the chain of custody forms received from the collection. The collector must not ask the employee to initial the labels/seals while they are still attached to the Chain of Custody Form; they must be initialed after they are placed on the bottles. The collector should also inform the employee to use care during the initialing process to avoid damaging the labels/seals.

C. ATTRIBUTING TEST RESULTS TO THE CORRECT COVERED EMPLOYEE (DRUG AND ALCOHOL COLLECTIONS AND TESTING)

Procedures that ensure that the test results are attributed to the correct covered employee include utilizing a chain of custody to ensure that each specimen is monitored throughout the collection process during both drug and alcohol collection and testing procedures.

X. CONSEQUENCES OF DRUG USE AND THE MISUSE OF ALCOHOL

Any covered employee who has a verified positive drug test, an alcohol test result of 0.04 or above, or has refused to submit to a drug or alcohol test (including substitution or adulteration) will be immediately removed from his or her safety sensitive position, provided educational materials, and referred to a substance abuse professional. *It is Victor Valley Transit Authority's policy that positive drug or alcohol tests will also result in termination of employment.*

Any safety sensitive employee found to have an alcohol concentration of 0.02 or greater but less than 0.04 will not perform, nor be permitted to perform, a safety-sensitive function for at least 8 hours following administration of the breath alcohol test, or if the employee was re-tested, the result was less than 0.02. *It is Victor Valley Transit Authority's policy that testing positive for alcohol on a return-to-duty breath alcohol test will result in termination of employment.*

A. LIFE CONSEQUENCES OF ALCOHOL MISUSE

The chronic consumption of alcohol (average of three servings per day of beer, whiskey, or wine) over time may result in the following life consequences:

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Health: *decreased sexual functioning, dependency on alcohol, fatal liver disease, increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma, kidney disease, pancreatic dysfunctions, spontaneous abortion and neonatal mortality, ulcers, and birth defects.*

Work: *the effects of alcohol misuse on an individual's work include impairment in coordination and judgment, and increased likelihood of having an accident than that of a sober person.*

Personal Life: *the effects of alcohol misuse on an individual's personal life include increased exposure to committing homicides, vehicle accidents, family problems including separation and divorce, increased likelihood of committing suicide, and greater exposure to other forms of accidents.*

Signs and Symptoms: *dulled mental processes, lack of coordination, odor of alcohol on breath, possible constricted pupils, sleepy or drowsy condition, slowed reaction rate, and slurred speech.*

When an alcohol problem is suspected, the available methods of intervention include the availability of a crisis response/employee assistance service offered by Substance Abuse Professionals that address family problems as well as substance abuse.

B. EMPLOYEE EDUCATION, TRAINING AND ASSISTANCE PROGRAM SUPERVISOR TRAINING

Any supervisory personnel responsible for determining whether an employee must be tested for substance abuse based on Reasonable Cause/Suspicion will be required to complete at least one (1) session (2 hours) of training on the specific contemporaneous physical, behavioral, and performance indicators of probable drug/alcohol use. One 60-minute session will be devoted to the alcohol program and one 60-minute session will be devoted to the drug program.

Positions to receive training under this plan are: All Managers, Supervisors, First Line Dispatchers and Foremen. Training will be provided by qualified personnel or processes designated by Victor Valley Transit Authority Transportation.

EMPLOYEE EDUCATION

Victor Valley Transit Authority will provide an education program for its employees, which will include the following:

- Display and distribution of informational material on substance abuse;
- Display and distribution of a community service hot-line telephone number for employee assistance; and
- Display and distribution of Victor Valley Transit Authority's Substance Abuse Plan regarding the use of prohibited drugs and/or alcohol.

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One hour of formal, documented training on the company substance abuse policy and life consequences of drug and alcohol misuse for new hire employees

Periodic updates and refresher training concerning substance abuse, life consequences and policy adherence.

XI. PRESCRIPTION AND OVER THE COUNTER MEDICATIONS

It is Victor Valley Transit Authority's policy that all safety sensitive employees must notify the Company when they are taking prescription or non-prescription medication that may interfere with their ability to perform work safely. Failure to do so will result in disciplinary action up to and including termination of employment.

There is only one approved method of notification. Employees must use the Prescription / Non-Prescription notification form to inform the company of all medications used. Falsification of this form in any way is cause for immediate termination.

Prescription / Non-Prescription forms must be completed by a Physician, Physician Assistant, Pharmacist, or Registered Nurse. Completed Prescription / Non-Prescription Notification forms must be turned in to the Substance Abuse Program Administrator prior to the beginning of the shift, if the Substance Abuse Program Administrator is not available, forms must be turned in to the appropriate Department Manager, Senior Supervisor, or Foreman on duty.

During normal business hours a determination can usually be made immediately as to whether an employee will be allowed to work. If an immediate determination cannot be made, a Medical Review Officer (MRO) will be notified and will make a determination as to an employee's ability to safely work.

Employees will not be allowed to clock in until the Substance Abuse Program Administrator or the MRO has made a determination. All normal rules and regulations applying to Miss Outs, No Call No Shows, and Unauthorized Absences shall apply. Employees shall be allowed to use available PTO, EPTO, and vacation until they are cleared to return to work. All normal rules and regulations regarding the scheduling of PTO, EPTO, and vacation may apply.

XII. RECORD KEEPING

DRUGS & ALCOHOL

Records will be maintained as detailed in 49 CFR Part 40, as revised.

A. RECORDS MAINTAINED FOR ONE (1) YEAR:

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1. *Records of Verified Negative Drug Test Results:*
2. *Victor Valley Transit Authority's copy of custody and control form.*

B. RECORDS MAINTAINED FOR TWO (2) YEARS:

1. *Records Related to the Collection Process:*
2. *Education and Training Records:*

C. RECORDS MAINTAINED FOR THREE (3) YEARS

Information from previous employers concerning drug and alcohol test results

D. RECORDS MAINTAINED FOR FIVE (5) YEARS:

1. *Records of Covered Employee Verified Positive Drug Test Results:*
2. *Covered Employee Referrals to Substance Abuse Professional for Return To Duty and Follow Up:*
3. *Annual MIS Reports.*

E. REQUIREMENTS FOR RECORDS AND SPECIMEN STORAGE BY LAB, MRO, AND VICTOR VALLEY TRANSIT AUTHORITY TRANSPORTATION.

Records are maintained for program administration and test results of individuals for whom Victor Valley Transit Authority Transportation has testing responsibility. Upon completion of the collection process, the specimen is to be placed in secure storage until dispatched to the laboratory. The MRO is to maintain all necessary records and send test result reports to Victor Valley Transit Authority Substance Abuse Program Administrator (DER), who maintains records in a secure location with controlled access. All negative test results will be maintained for a period of no less than one year. All positive test results will be maintained for a period of no less than five years.

XII. IDENTITY OF CONTACT PERSONS

A. Corporate Drug and Alcohol Program Manager

B. Primary Drug and Alcohol Program Manager (DER) (Victor Valley)

Name: Susan M. Crane
Title: Safety and Training Manager
Address: 11741 East Santa Fe Ave

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EXHIBIT E-1 DRUG POLICY

Hesperia Ca. 92345
OFFICE: 760-947-5719 ext 227 OFFICE
CELLULAR 760-927-9769 CELLULAR
Email: Susan.Crane@veoliatrtransportation.com

C. Alternate Drug and Alcohol Program Manager (Victor Valley)

Name: Constance Turner Title:
Safety and Training Address:
11741 East Santa Fe Ave
Hesperia Ca. 92345
760- 947-5719 ext 227
Email constance.turner@veoliatrtransportation.com

D. Substance Abuse Program Medical Review Officer

Company Name: Fleetscreen, Ltd.
MRO: Garrett Tucker, MD, MRO
Address: 6000 Western Place #480
Fort Worth, TX 76107
Customer Service: 866-622-0044

E. Corporate Drug and Alcohol Third Party Administrator

Name: Acxiom Drug Screening Services
Address: 6111 Oak Tree Blvd
Independence, OH 44131
Telephone: 216-685-7422 direct | 800-853-3228 toll free | 216-685-7470 fax

Acxiom Customer Service Directory:

Stacy Kail – Customer Service Representative
1-800-853-3228
Option 1 Extension 57412
stkail@acxiom.com

Donna Piros – Random Administrator
1-800-853-3228 Option 1 Extension 57426
DID: 1-216-685-7426
dpiros@acxiom.com

Liz Lastafka – Drug Screening Manager
1-800-853-3228 Option 1 Extension 57422
DID: 1-216-685-7422
llasta@acxiom.com

F. Testing Laboratory

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EXHIBIT E-1 DRUG POLICY

Name: LabCorp
Address: 1904 Alexander Drive
RTP, North Carolina 27709
Telephone: (800) 833-3984

G. Employee Assistance Program

Quantum Employee Assistance Program
14 Park Lake Road, Suite 2
Sparta, New Jersey 07871
Customer Service (Employee Assistance): 1-877-747-1200

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EXHIBIT E-1 DRUG POLICY

Appendix A – Safety Sensitive Employees

The following positions are considered to be safety sensitive:

Vehicle Operators
Armed Security (Victor Valley Transit Authority Employees)
Dispatchers
Mechanics and other Maintenance Personnel

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EXHIBIT E-1 DRUG POLICY

Appendix B - Definitions

Adulterated Specimen – A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

Alcohol Use – The drinking or swallowing of any beverage, liquid mixture or preparation (including any medication) containing alcohol.

Breath Alcohol Technician – A person who instructs and assists employees in the alcohol testing process and operates an evidential breath testing device.

Cancelled Test – A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which 49 CFR Part 40 otherwise requires to be cancelled. A cancelled test is neither a positive nor a negative test.

Collector – A person who instructs and assists employees at a collection site, who receives and makes an initial inspection of the specimen provided by those employees, and who initiates and completes the Custody and Control form.

Dilute Specimen – A specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling Damage – Damage that precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

- 1) Inclusion: Damage to a motor vehicle, where the vehicle could have been driven, but would have been further damaged if so driven.
- 2) Exclusions:
 - a. Damage that can be remedied temporarily at the scene of the accident without special parts or tools.
 - b. Tire disablement without other damage even if no spare tire is available.
 - c. Headlamp or tail light damage.
 - d. Damage to turn signals, horn, or windshield wipers, which makes the vehicle inoperable.

DOT – The U.S. Department of Transportation.

Evidential Breath Testing (EBT) Device – A device approved by NHTSA for the evidential testing of breath at the .02 and .04 alcohol concentrations, placed on NHTSA's Conforming Products List (CPL) for "Evidential Breath Measurement Devices" and identified on the CPL as conforming with the model specifications available from NHTSA's Traffic Safety Program.

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FTA – The Federal Transit Administration, an agency of the U.S. Department of Transportation.

HHS – The Department of Health and Human Services or any designee of the Secretary, Department of Health and Human Services.

Mass Transit Vehicle – A vehicle used for mass transportation or for ancillary services.

Medical Review Officer (MRO) – A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

Split Specimen – In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted specimen.

Substance Abuse Professional – A person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing and aftercare.

Substituted Specimen – A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

Verified Test – A drug test result or validity testing result from an HHS-certified laboratory that has undergone review and final determination by the MRO.

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EXHIBIT E-1 DRUG POLICY

Appendix C

*VICTOR VALLEY TRANSIT AUTHORITY AGREEMENT WITH RESPECT TO
SUBSTANCE ABUSE TESTING*

I, the undersigned employee of VICTOR VALLEY TRANSIT AUTHORITY hereby certify that I have been furnished with a copy of Victor Valley Transit Authority's Substance Abuse Policy for Safety-Sensitive Employees, including its Employee Assistance Program (EAP) and that I have had training on the same. I understand that should I decide to use the services of the Employee Assistance Program (EAP) for a substance abuse problem, that the EAP is required to notify Victor Valley Transit Authority's Substance Abuse Program Administrator in order to protect my employment. I further certify that I have been provided with informational material, education and training on the dangers and problems of drug and/or alcohol use.

Executed this the _____ day of _____, 20____

Employee Signature

Print Name

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EXHIBIT E-1 DRUG POLICY

Appendix D

**RESOLUTION AUTHORIZING THE ADOPTION OF SUBSTANCE ABUSE
POLICY**

WHEREAS, the purpose of Victor Valley Transit Authority's Substance Abuse Policy is to establish guidelines in implementing a drug and alcohol testing program that meets the requirements of the Federal Transit Administration (FTA); and

WHEREAS, the goal of the prohibited substance abuse testing program is to achieve a drug and alcohol-free work force in the interest of the health and safety of employees and the public; and

WHEREAS, participation in the prohibited substance abuse testing program is a requirement of each safety-sensitive employee, and, therefore is a condition of employment.

NOW, THEREFORE BE IT RESOLVED by the Chief Operating Officer of VICTOR VALLEY TRANSIT AUTHORITY, as follows:

Section 1. That all testing under the FTA requirements are conducted in accordance with 49 CFR Part 40, as revised: Procedures for Transportation Workplace Drug and Alcohol Testing Programs and in accordance with 49 CFR Part 655: Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations; and

Section 2. That the amended policy on Substance Abuse becomes effective on January 1, 2007 or the date of adoption.

Adopted:

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EXHIBIT F-5 CA LABOR CODE 1070-1076

LABOR CODE - LAB

DIVISION 2. EMPLOYMENT REGULATION AND SUPERVISION [200 - 2699.8]

(Division 2 enacted by Stats. 1937, Ch. 90.)

PART 3. PRIVILEGES AND IMMUNITIES [920 - 1139]

(Part 3 enacted by Stats. 1937, Ch. 90.)

CHAPTER 4.6. Public Transit Service Contracts and Contracts for the Collection and Transportation of Solid Waste [1070 - 1076]

(Heading of Chapter 4.6 amended by Stats. 2016, Ch. 874, Sec. 1.)

1070.

The Legislature finds and declares all of the following:

(a) That when public agencies with jurisdiction over public transit services or the collection and transportation of solid waste award contracts to operate bus and rail services, or to provide for the collection and transportation of solid waste 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 on public transit service contracts or contracts for the collection and transportation of solid waste to retain qualified employees of the prior contractor to perform the same or similar work.

(Amended by Stats. 2016, Ch. 874, Sec. 2. (AB 1669) Effective January 1, 2017.)

1071.

The following definitions apply to 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 or for the collection and transportation of solid waste performed within the State of California.

(b) "Bidder" means any person who submits a bid to an awarding authority for a public transit service contract, an exclusive contract for the collection and transportation of solid waste, or a subcontract.

(c) "Contractor" means any person who enters into a public transit service contract or an exclusive contract for the collection and transportation of solid waste with an awarding authority.

(d) "Employee" means any individual 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 U.S.C. Sec. 152(3)).

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(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 or the exclusive right to provide collection and transportation of solid waste through the use of employees.

(h) "Solid waste" has the same meaning as defined in Section 40191 of the Public Resources Code.

(i) "Subcontractor" means any person who is not an employee who enters into a contract with a contractor to perform a portion of the contractor's express obligations under a service contract. "Subcontractor" does not include a contractor's vendors, suppliers, insurers, or other service providers.

(Amended by Stats. 2016, Ch. 874, Sec. 3. (AB 1669) Effective January 1, 2017.)

1072.

(a) A bidder shall declare as part of the bid for a service contract whether or not the bidder will retain the employees of the prior contractor or subcontractor for a period of not less than 90 days, as provided in this chapter, if awarded the service contract.

(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. This information shall be made available to each bona fide bidder in writing at least 30 days before bids for the service contract are due, whether by inclusion of the information in the request for bids or otherwise. 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 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.

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(3) The successor contractor or subcontractor shall make a written offer of employment to each employee to be retained pursuant to subdivision (a). That offer shall state the time within which the employee must accept that offer, but in no case less than 10 days. This section does not require 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, the successor contractor or subcontractor 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.

(Amended by Stats. 2017, Ch. 561, Sec. 143. (AB 1516) Effective January 1, 2018.)

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.

(Added by Stats. 2003, Ch. 103, Sec. 1. Effective January 1, 2004.)

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.

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(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.

(Added by Stats. 2003, Ch. 103, Sec. 1. Effective January 1, 2004.)

1075.

Notwithstanding any other provision of this chapter, the following shall apply to service contracts for the collection and transportation of solid waste:

(a) A successor contractor or subcontractor shall be required to retain only employees of a contractor or subcontractor under a prior service contract whose employment would be terminated if the service contract were awarded to another contractor or subcontractor.

(b) A successor contractor or subcontractor shall not be required to retain an employee of a contractor or subcontractor under a prior service contract under any of the following circumstances:

(1) If the employee of the prior contractor or subcontractor does not meet any standard hiring qualification lawfully required by the successor contractor or subcontractor for the position.

(2) If the successor contractor or subcontractor would be required to terminate or reassign an existing employee covered under a collective bargaining agreement with the successor contractor or subcontractor in order to hire the employee of the prior contractor or subcontractor.

(3) If, and to the extent, the actual number of employees meeting the requirements of this chapter exceeds the number of those employees communicated to bona fide bidders in accordance with paragraph (1) of subdivision (c) of Section 1072.

(c) An employee or his or her agent shall not bring an action against a successor contractor or subcontractor under subdivision (a) of Section 1073 without first giving the successor contractor or subcontractor written notice of the violation or breach and 30 days to cure the violation or breach. An awarding authority shall not terminate a service contract under subdivision (a) of Section 1074 without first giving the successor contractor or subcontractor written notice of the violation or breach and 30 days to cure the violation or breach.

(d) This chapter shall only apply to service contracts for the collection and transportation of solid waste when an awarding agency decides to let an exclusive solid waste collection and transportation contract out to bid. It is not intended to determine whether or not a local agency should procure a service contract by inviting bids, extend an existing service contract, renegotiate its service contract with the prior contractor, or exercise any other right it possesses pursuant to Section 40059 of the Public Resources Code to determine aspects of solid waste handling that are of local concern.

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EXHIBIT F-5 CA LABOR CODE 1070-1076

(e) This chapter does not modify, limit, or abrogate in any manner any franchise, contract, license, or permit granted or extended by a city, county, or other local government agency before January 1, 2017.

(Added by Stats. 2016, Ch. 874, Sec. 5. (AB 1669) Effective January 1, 2017.)

1076.

The amendments and additions to this chapter made by the act adding this section shall not apply to contracts awarded before January 1, 2017, or to contracts for which the bid process has been completed before January 1, 2017.

(Added by Stats. 2016, Ch. 874, Sec. 6. (AB 1669) Effective January 1, 2017.)

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES
Exhibit G-1 Total Price and Cost Components

| | Base Year 1 | Base Year 2 | Base Year 3 | Base Year 4 | Base Year 5 | Option Year 1 | Option Year 2 | Option Year 3 | Option Year 4 | Option Year 5 |
|--|-------------|-------------|-------------|-------------|-------------|---------------|---------------|---------------|---------------|---------------|
| Wages and Benefits: | | | | | | | | | | |
| GM Wages | | | | | | | | | | |
| GM Fringes | | | | | | | | | | |
| Operation Manager - Hesperia | | | | | | | | | | |
| O.M. - Hesperia Fringes | | | | | | | | | | |
| Operation Manager - Barstow | | | | | | | | | | |
| O.M. - Barstow Fringes | | | | | | | | | | |
| Senior Supervisor Fix-Route Wages | | | | | | | | | | |
| Senior Supervisor Fix-Route Fringes | | | | | | | | | | |
| Senior Supervisor Para-Transit Wages | | | | | | | | | | |
| Senior Supervisor Para-Transit Fringes | | | | | | | | | | |
| Maint. Manager Wages | | | | | | | | | | |
| Maint. Manager Fringes | | | | | | | | | | |
| Facility Manager Wages | | | | | | | | | | |
| Facility Manager Fringes | | | | | | | | | | |
| Safety Manager Wages | | | | | | | | | | |
| Safety Manager Fringes | | | | | | | | | | |
| Operations Training Manager Wages | | | | | | | | | | |
| Operations Training Manager Fringes | | | | | | | | | | |
| Data Manager Wages | | | | | | | | | | |
| Data Manager Fringes | | | | | | | | | | |
| Maintenance Training Manager Wages | | | | | | | | | | |
| Maintenance Training Manager Fringes | | | | | | | | | | |
| Parts Manager Wages | | | | | | | | | | |
| Parts Manager Fringes | | | | | | | | | | |
| Human Resources Manager Wages | | | | | | | | | | |
| Human Resources Manager Fringes | | | | | | | | | | |
| Road Supervisors Wages | | | | | | | | | | |
| Road Supervisors Fringes | | | | | | | | | | |
| Dispatchers Wages | | | | | | | | | | |
| Dispatchers Fringes | | | | | | | | | | |
| Reservationist Wages | | | | | | | | | | |
| Reservationist Fringes | | | | | | | | | | |
| Route & Schedule Wages | | | | | | | | | | |
| Route & Schedule Fringes | | | | | | | | | | |
| Trainers Wages | | | | | | | | | | |
| Trainers Fringes | | | | | | | | | | |
| Maint. Shift Supervisors Wages | | | | | | | | | | |
| Maint. Shift Supervisors Fringes | | | | | | | | | | |
| Facility Technicians Wages | | | | | | | | | | |
| Facility Technicians Fringes | | | | | | | | | | |
| Maint. Service Advisers Wages | | | | | | | | | | |
| Maint. Service Advisers Fringes | | | | | | | | | | |
| Parts Clerk Wages | | | | | | | | | | |
| Parts Clerk Fringes | | | | | | | | | | |
| Mechanic A-Level Wages | | | | | | | | | | |
| Mechanic A-Level Fringes | | | | | | | | | | |
| Mechanic B-Level Wages | | | | | | | | | | |
| Mechanic B-Level Fringes | | | | | | | | | | |
| Mechanic B-Level (elec. Tech.) Wages | | | | | | | | | | |
| Mechanic B-Level (elec. Tech.) Fringes | | | | | | | | | | |

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES
Exhibit G-1 Total Price and Cost Components

[illegible]

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES
Exhibit G-1 Total Price and Cost Components

| | Base Year 1 | Base Year 2 | Base Year 3 | Base Year 4 | Base Year 5 | Option Year 1 | Option Year 2 | Option Year 3 | Option Year 4 | Option Year 5 |
|---|-------------|-------------|-------------|-------------|-------------|---------------|---------------|---------------|---------------|---------------|
| Services: | | | | | | | | | | |
| Professional | | | | | | | | | | |
| IT Services | | | | | | | | | | |
| Training | | | | | | | | | | |
| Utilities/Telephone | | | | | | | | | | |
| Casualty and Liability Insurance | | | | | | | | | | |
| Bonding | | | | | | | | | | |
| Other (Please specify): | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Total Services: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Associated Expenses: | | | | | | | | | | |
| Corporate Support | | | | | | | | | | |
| Capital Outlay | | | | | | | | | | |
| Start up costs (From Att G-3) | | | | | | | | | | |
| Debt Service | | | | | | | | | | |
| Taxes: | | | | | | | | | | |
| Corporate | | | | | | | | | | |
| Other | | | | | | | | | | |
| | | | | | | | | | | |
| Total Associated Expenses: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | | | | | | | | |
| Profit | | | | | | | | | | |
| Total Price | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Definitions in accordance with practice outlined in Government, Accounting, Auditing and Financial Reporting. National Committee on Governmental Accounting, Government | | | | | | | | | | |

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES
EXHIBIT G-2 FIXED COST AND VARIABLE RATES

| | | Estimated Base Year 1 | Estimated Base Year 2 | Estimated Base Year 3 | Estimated Base Year 4 | Estimated Base Year 5 | Estimated Option Year 1 | Estimated Option Year 2 | Estimated Option Year 3 | Estimated Option Year 4 | Estimated Option Year 5 |
|----------------------------------|--------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Projected Revenue Service Hours* | Estimated for FY24 | Commencement to June 30, 2025 | July 1, 2025 to June 30, 2026 | July 1, 2026 to June 30, 2027 | July 1, 2027 to June 30, 2028 | July 1, 2028 to June 30, 2029 | July 1, 2029 to June 30, 2030 | July 1, 2030 to June 30, 2031 | July 1, 2031 to June 30, 2032 | July 1, 2032 to June 30, 2033 | July 1, 2033 to June 30, 2034 |
| DR | 54,000 | 55,620 | 57,289 | 59,007 | 60,777 | 62,601 | 62,601 | 62,601 | 62,601 | 62,601 | 62,601 |
| MB | 190,000 | 192,850 | 195,743 | 201,615 | 207,663 | 211,817 | 211,817 | 211,817 | 211,817 | 211,817 | 211,817 |
| CB | 5,800 | 5,800 | 5,800 | 5,800 | 5,800 | 5,800 | 5,800 | 5,800 | 5,800 | 5,800 | 5,800 |
| Total | 249,800 | 254,270 | 258,831 | 266,422 | 274,241 | 280,218 | 280,218 | 280,218 | 280,218 | 280,218 | 280,218 |

| | | Base Year 1 | Base Year 2 | Base Year 3 | Base Year 4 | Base Year 5 | Option Year 1 | Option Year 2 | Option Year 3 | Option Year 4 | Option Year 5 |
|---------------------------------------|--|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Rates | | Commencement to June 30, 2025 | July 1, 2025 to June 30, 2026 | July 1, 2026 to June 30, 2027 | July 1, 2027 to June 30, 2028 | July 1, 2028 to June 30, 2029 | July 1, 2029 to June 30, 2030 | July 1, 2030 to June 30, 2031 | July 1, 2031 to June 30, 2032 | July 1, 2032 to June 30, 2033 | July 1, 2033 to June 30, 2034 |
| Revenue Per Hour Rate for DR | | | | | | | | | | | |
| Total DR Projected Yearly Cost | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

| | | | | | | | | | | | |
|---------------------------------------|--|------|------|------|------|------|------|------|------|------|------|
| Revenue Per Hour Rate for MB | | | | | | | | | | | |
| Total MB Projected Yearly Cost | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

| | | | | | | | | | | | |
|---------------------------------------|--|------|------|------|------|------|------|------|------|------|------|
| Revenue Per Hour Rate for CB | | | | | | | | | | | |
| Total CB Projected Yearly Cost | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

| | | | | | | | | | | | |
|---|--|------|------|------|------|------|------|------|------|------|------|
| AVERAGE Hourly Rate, DR, MB, CB | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Yearly Projected Cost DR, MB, CB | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

| | | | | | | | | | | | |
|---------------------------------------|--|------|------|------|------|------|------|------|------|------|------|
| Fixed Costs | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Fixed and Variable Costs | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

*Projected annual hours are based on FY24 year to date estimates and modest growth estimates.

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES
EXHIBIT G-3 START-UP COST COMPONENTS

THIS FORM SHOULD REFLECT ALL START-UP COSTS. IDENTIFY THE COSTS FOR EACH OF THE FOLLOWING COMPONENTS. USE BLANK CELLS AS NEEDED. PLEASE DESCRIBE ALL COSTS INCLUDED IN THE OTHER COSTS (PLEASE SPECIFY) SECTION

[illegible]

NOTE: The Total for start-up costs must be included in Attachment G-1

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES
EXHIBIT I-1 VVTA ASSETS

| Location | Asset ID | Description | Model | Serial |
|---------------------------|----------------|--|----------------|------------------------|
| 101 Lobby | BAR101.1 | 30" Sette Haven Metal 34" | M4940 | |
| 101 Lobby | BAR101.2 | Lobby Guest Chair | M4910 | |
| 101 Lobby | BAR101.3 | Lobby Table | M490-1818-C | |
| 102 Dispatch | BAR102.01 | Workstation | | |
| 102 Dispatch | BAR150.01 | Tolleson SideChair | | |
| 102 Dispatch | C170.12 | C-17 - Scout Upholstered Back Chair | | |
| 102 Dispatch | C170.16 | C-17 - Scout Upholstered Back Chair | | |
| 102 Dispatch | IT0840 | VIEWSONIC name 0166 | VS13694 | TSP134402711 |
| 102 Dispatch | IT0924 | 27" ViewSonic | VA2746MH-LED | |
| 102 Dispatch | IT0932 | 27" ViewSonic | VA2746MH-LED | |
| 102 Dispatch | IT0949 | HP Elitedesk 800 G5 Mini | 9MR54US#ABA | MXL0072Y1B |
| 102 Dispatch | IT1269 | HP ProDesk 400 G5 | 9AG51AV | MXL142365Q |
| 103 Operations Manager | BAR103.1 | Desk Unit | | |
| 103 Operations Manager | BAR103.2 | Shelves | EBC336 | |
| 103 Operations Manager | IT0921 | 27" ViewSonic | VA2746MH-LED | |
| 103 Operations Manager | IT0957 | Brother HL-L5200DW | 84UG0500101 | |
| 104 VVTA Office | BAR104.1 | VVTA Office Desk Unit | | |
| 104 VVTA Office | BAR104.2 | VVTA Book Shelf | | |
| 104 VVTA Office | IT0903 | ViewSonic V3279-2K-MHD 31.5" 16:9 IPS | VS17090 | |
| 104 VVTA Office | IT0970 | HP Prodesk 400 | 4AC52UT#ABA | MXL9252XHC |
| 104 VVTA Office | IT1320 | HP 400 G6 512GB 8GB | 691Z0UT#ABA | MXL2423CDR |
| 106 Safety/Training Room | BAR106.1 | Safety Room Table | AW2TS18N54C | |
| 106 Safety/Training Room | BAR106.2 | Safety Room Table | AW2TS18N54C | |
| 106 Safety/Training Room | BAR106.3 | Safety Room Table | AW2TS18N54C | |
| 106 Safety/Training Room | BAR106.4 | Office Desk Unit | | |
| 106 Safety/Training Room | IT0715 | HP Elite Desktop 800 G4 | 4BV83UT#ABA | MXL84026WF |
| 106 Safety/Training Room | IT0716 | HP P240va | HSTND-9111-Q | |
| 106 Safety/Training Room | IT0942 | HP Elitedesk 800 G5 Mini | 9MR54US#ABA | MXL0072Y28 |
| 106 Safety/Training Room | IT1321 | HP 400 G6 512GB 8GB | 691Z0UT#ABA | MXL2423CDF |
| 107 Quite Rm | BAR107.1 | Quite Room Recliner | | |
| 107 Quite Rm | BAR107.2 | Quite Room Recliner | | |
| 107 Quite Rm | BAR107.3 | Quite Room Table | F5114-CA | |
| 107 Quite Rm | BAR107.4 | Quite Room Table | | |
| 108 Workout Rm | X846 | Galaxy Ellittical | | |
| 108 Workout Rm | X847 | Galaxy Series Recumbent Bike | | |
| 108 Workout Rm | X848 | Galaxy Treadmill | | |
| 108 Workout Rm | X849 | Total Body Gym | | |
| 108 Workout Rm | X850 | Dumbbell, Rack & Work Bench With Wheels | HEX | |
| 111 Server Rm | IT0835 | ShoreTel Shore Gear90 | | |
| 111 Server Rm | IT1005 | UNIFI Switch - Upper | | E063DA82AB8F-7eZXRW |
| 111 Server Rm | IT1006 | UNIFI Switch - Lower | | E063DA82A7C9-KM3NY |
| 111 Server Rm | IT1233 | NVR - Camera System | | |
| 111 Server Rm | IT1238 | Seneca - Badge Server | | |
| 111 Server Rm | IT1239 | KVM Switch | 117-580le | S2016000520101-062G001 |
| 111 Server Rm | IT1240 | Mikro TIK Router Board 1100AHX4 | RB1100x4 | CE9B0CCA18F4 |
| 111 Server Rm | IT1241 | Trendnet Switch - Security Cameras | | |
| 111 Server Rm | IT1242 | Netgear - Camera System | | |
| 111 Server Rm | IT1285 | Mikrotic Cloud Core Router | CCR2116-12G-4S | HC807KPAADT/208 |
| 112 Breakroom/Training Rm | Barstow Chairs | Breakroom Chairs | | |
| 112 Breakroom/Training Rm | Barstow Tables | Breakroom Table | | |
| 112 Breakroom/Training Rm | IT0828 | Intel: The Marlin Company | MAR013-03655-1 | 1947512 |
| 112 Breakroom/Training Rm | IT0829 | INSIGNIA - 55" LED - 1080p HDTV | NS-55D510NA19 | 3108K02440358 |
| 112 Breakroom/Training Rm | X824 | "CRV" GE Profile Energy Star 21.1 Refrigerator | LFXS29626S | 601KRZH0E829 |
| 1st Floor Hallway Admin | A100.05 | Eurostar 30x36 photo | | |
| 1st Floor Hallway Admin | A100.06 | Common Bus 40x54 photo | | |
| 1st Floor Hallway Admin | A200.07 | Old Bus 36x46 photo | | |
| 202 Maintenance Manager | BAR120.1 | Maintenance Office Desk unit | | |
| 202 Maintenance Manager | BAR120.2 | Maintenance Desk Unit | | |
| 202 Maintenance Manager | BAR120.3 | Maintenance Book Shelf | | |
| 202 Maintenance Manager | IT0152 | Viewsonic | VA2226W-11 | QZR0924A0844 |
| 202 Maintenance Manager | IT0956 | Brother HL-L5200DW | 84UG0500101 | |
| 202 Maintenance Manager | IT1257 | HP ProDesk 400 G5 | 9AG51AV | MXL1423663 |
| 202 Maintenance Manager | IT1313 | HP ProDesk 400 G5 | 9AG51AV | MXL14438V5 |
| 202 Maintenance Manager | IT1330 | HP 400 G6 512GB 8GB | 691Z0UT#ABA | MXL2423CDM |
| 205 Parts Storage | IT0797 | Solus Edge Diagnostic Scanner | EESC320 | 368SLG-510706 |
| 205 Parts Storage | M2644 | Recovery Unit, Refrigerant, Rolling | | |
| 205 Parts Storage | M9522 | Rotary 4-Post Above Ground Lift, Rotary Rolling Jack | SML30L | KIV16B0005 |
| 205 Parts Storage | M9599.02 | Robinair Refrigerant Recovery, Recycling & Recharge Machine | 34988NI | 328156432 |
| 205 Parts Storage | M9604 | Cylindrical Scrubber | T600E-700C | |
| 205 Parts Storage | M9606 | MIG Welder | 951603 | |
| 205 Parts Storage | M9607 | Disc Brake Mic | | |
| 205 Parts Storage | M9608 | Flared Puller | | |
| 205 Parts Storage | M9609 | Spark Plug Repair Kit | | |
| 205 Parts Storage | M9610 | A/C Leak Halogen Leak Detector | | |
| 205 Parts Storage | M9611 | Motorad Pressure Tester | | |
| 205 Parts Storage | M9612 | BasicTest Kit - diagnose and repair the fire suppression system on some of the buses | 420871-1 | |
| 205 Parts Storage | M9613 | Combustible Gas Detector | | |
| 205 Parts Storage | M9614 | DLA Wireless Vehicle Interface | | |
| 205 Parts Storage | M9615 | A/C Manual Hose Crimper | 71550 | |
| 205 Parts Storage | M9616 | Viewcom Performance Computer | VC3000 | VC308103176 |
| 205 Parts Storage | M9617 | Ball Joint Installation Kit | OTC-7249 | |
| 205 Parts Storage | M9618 | Autel Maxiding Elite | | |
| 205 Parts Storage | M9619 | NAPA Impact Tool | | |
| 205 Parts Storage | M9622 | Programmer Stemco | | |
| 205 Parts Storage | M9623 | SPX Roninair Refrigerant Detector | 16700 | |
| 205 Parts Storage | M9624 | Welding Gauge & Nozzle | | |
| 205 Parts Storage | M9625 | Booster PAC ES5000 | | |
| 205 Parts Storage | M9627 | Torque Wrench | QD4R600 | |
| 205 Parts Storage | M9628 | Pallet Jack | H1043 | 542745 |
| 205 Parts Storage | M9629 | Multiple Battery Charger | 6082 | |
| 205 Parts Storage | M9630 | Battery Storage Rack | | |
| 205 Parts Storage | M9631 | Shop Vacuum | | |
| 205 Parts Storage | M9632 | Midtronic | | |
| 205 Parts Storage | M9657 | Battery Charger | | |
| 205 Parts Storage | M9661 | Robinair Refrigerant, Recover, Recycle and Recharge Machine | 17800C | 218065032 |
| 205 Parts Storage | M9705 | USB CAN Adpater | 640246 | IPEH002022-293040 |
| 205 Parts Storage | M9710 | Fluke Insulation Multimeter | 1587FC | 56530109 |
| 205 Parts Storage | M9712 | Data Logger - Vector & Disc | GL1000 | |
| 205 Parts Storage | M9717 | Diagnostic Intelligaire III | 6393934 | |
| 205 Parts Storage | M9722 | Sure Grip Master Accessory | TLK-225 | |
| 205 Parts Storage | M9726 | NEXIQ USB Link WIFI Edition | 6465863 | |
| 205 Parts Storage | M9728 | Siemens PScan Interface Cable | 711447 | |

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES
EXHIBIT I-1 VVTA ASSETS

| Location | Asset ID | Description | Model | Serial |
|-----------------------------|----------|--|-------------|--------------------|
| 205 Parts Storage | M9736 | Spheros Thermos Test | | |
| 205 Parts Storage | M9737 | ReedConductivity Meter | | |
| 2nd Floor Hallway Admin | A100.04 | Touring Bus 36x46 photo | | |
| 2nd Floor Hallway Admin | A200.01 | Joshua Tree 30x38 photo | | |
| 2nd Floor Hallway Admin | A200.04 | Sunset Forest #2 40x40 qiclee | | |
| 2nd Floor Hallway Admin | A200.05 | Sunset Forest #3 40x40 qiclee | | |
| 2nd Floor Hallway Admin | A200.06 | Sunset Forest #4 40x40 qiclee | | |
| 2nd Floor Hallway Admin | A200.08 | Trolley 36x46 photo | | |
| 2nd Floor Hallway Admin | A200.09 | Clipper Plane 30x38 poster | | |
| 2nd Floor Hallway Admin | A200.10 | Subway 27x36 photo | | |
| 2nd Floor Hallway Admin | A200.12 | Joshua Trees 33x46 photo | | |
| A101 - A Lobby | A100.01 | Photo Montage 6'x6' qiclee | | |
| A101 - A Lobby | C201 | Reception / Guest Sitting Area | | |
| A101 - A Lobby | IT0232 | 32" Sharp LCD Professional Display | PN-T321 | |
| A101 - A Lobby | IT0823 | TEEM! 2D Bar Code Scanner W/Stand USB Wired Handheld | T22 | |
| A101 - A Lobby | X102.01 | Zivelo LEED Education Kiosk | MSERIES | |
| A102 - B Lobby | A100.09 | Driver's Jacket 34x36x3 shadow box | | |
| A102 - B Lobby | A102.01 | Wood Finish Showcase - Light Cherry/Glass | ESA42729 | |
| A102 - B Lobby | C193.02 | C11A-3-Seat Bench | 7466 | |
| A102 - B Lobby | C300.01 | C-3 - Lounge Chair | 1931 | |
| A102 - B Lobby | C300.02 | C-3 - Lounge Chair | 1931 | |
| A102 - B Lobby | C300.03 | C-3 - Lounge Chair | 1931 | |
| A102 - B Lobby | N240.03 | Radius Trash Recepticle | F2041-2436 | |
| A102 - B Lobby | T300.01 | T-3 - 24" Dia. Cyl. Occasional Table | | |
| A102 - B Lobby | T300.02 | T-3 - 24" Dia. Cyl. Occasional Table | | |
| A102 - B Lobby | T400.02 | T-4: Rectangular Coffee Table 24 x 54 x 14 | | |
| A103 - Private Interview Rm | C100.06 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A103 - Private Interview Rm | C100.07 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A103 - Private Interview Rm | C100.39 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A103 - Private Interview Rm | C100.51 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A103 - Private Interview Rm | C130.11 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| A103 - Private Interview Rm | IT0229 | InnoView | 2165m | INHK22150322001661 |
| A103 - Private Interview Rm | IT0629 | P3500S ID Card Reader | P3500S | Z14011 |
| A103 - Private Interview Rm | IT1298 | Canon Camera | PC2275 | 72063009728 |
| A103 - Private Interview Rm | IT1299 | HP Computer | G6 400 | MXL2093Q9K |
| A103 - Private Interview Rm | T200.01 | T-2 - 36 x 72 Rectangle Top Laminate | | |
| A103 - Private Interview Rm | W480.01 | Whiteboard 48 x 48 in Wood Cabinet | | |
| A104 - Board Rm | C100.05 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C100.09 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C100.13 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C100.14 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C100.15 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C100.16 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C100.18 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C100.20 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C100.21 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C100.22 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C100.23 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C100.24 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C100.25 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C100.26 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C100.27 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C100.28 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C100.29 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C100.32 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C100.33 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C100.47 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C100.49 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C100.55 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A104 - Board Rm | C400.01 | C-4 Heathrow High Back Conference Chair | 8803-376-7A | |
| A104 - Board Rm | C400.02 | C-4 Heathrow High Back Conference Chair | 8803-376-7A | |
| A104 - Board Rm | C400.03 | C-4 Heathrow High Back Conference Chair | 8803-376-7A | |
| A104 - Board Rm | C400.04 | C-4 Heathrow High Back Conference Chair | 8803-376-7A | |
| A104 - Board Rm | C400.05 | C-4 Heathrow High Back Conference Chair | 8803-376-7A | |
| A104 - Board Rm | C400.06 | C-4 Heathrow High Back Conference Chair | 8803-376-7A | |
| A104 - Board Rm | C400.07 | C-4 Heathrow High Back Conference Chair | 8803-376-7A | |
| A104 - Board Rm | C400.08 | C-4 Heathrow High Back Conference Chair | 8803-376-7A | |
| A104 - Board Rm | C400.09 | C-4 Heathrow High Back Conference Chair | 8803-376-7A | |
| A104 - Board Rm | C400.10 | C-4 Heathrow High Back Conference Chair | 8803-376-7A | |
| A104 - Board Rm | C500.01 | C-5 - Porter High Back/Pillow Urethane Arm | | |
| A104 - Board Rm | C840 | Chairs: flip Seat/nesting with black mesh back | AF570N | CAS0050 |
| A104 - Board Rm | FL100 | Flag Set | BDEC01 | |
| A106 - Storage Rm | C100.01 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A106 - Storage Rm | C100.02 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A106 - Storage Rm | C100.03 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A106 - Storage Rm | C100.08 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A106 - Storage Rm | C100.10 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A106 - Storage Rm | C100.11 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A106 - Storage Rm | C100.17 | C-1 - Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A106 - Storage Rm | C100.30 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A106 - Storage Rm | C100.36 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A106 - Storage Rm | C100.37 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A106 - Storage Rm | C100.38 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A106 - Storage Rm | C100.41 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A106 - Storage Rm | C100.42 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A106 - Storage Rm | C100.43 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A106 - Storage Rm | C100.45 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A106 - Storage Rm | C100.48 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A106 - Storage Rm | C100.54 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A106 - Storage Rm | C100.56 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A106 - Storage Rm | C100.57 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A106 - Storage Rm | C100.58 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A106 - Storage Rm | C100.59 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A106 - Storage Rm | C170.03 | C-17 - Scout Upholstered Back Chair | | |
| A106 - Storage Rm | T100.01 | T-1 Nesting (tilt-top) Table 18D x 72W x 29H w/Casters | | |
| A106 - Storage Rm | T100.02 | T-1 Nesting (tilt-top) Table 18D x 72W x 29H w/Casters | | |
| A106 - Storage Rm | T100.03 | T-1 Nesting (tilt-top) Table 18D x 72W x 29H w/Casters | | |
| A106 - Storage Rm | T100.04 | T-1 Nesting (tilt-top) Table 18D x 72W x 29H w/Casters | | |
| A106 - Storage Rm | T100.05 | T-1 Nesting (tilt-top) Table 18D x 72W x 29H w/Casters | | |
| A106 - Storage Rm | T100.07 | T-1 Nesting (tilt-top) Table 18D x 72W x 29H w/Casters | | |
| A106 - Storage Rm | T100.08 | T-1 Nesting (tilt-top) Table 18D x 72W x 29H w/Casters | | |

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES
EXHIBIT I-1 VVTA ASSETS

| Location | Asset ID | Description | Model | Serial |
|----------------------------------|----------|---|---------------------------|-------------------|
| A106 - Storage Rm | T100.09 | T-1 Nesting (tilt-top) Table 18D x 72W x 29H w/Casters | | |
| A106 - Storage Rm | T100.10 | T-1 Nesting (tilt-top) Table 18D x 72W x 29H w/Casters | | |
| A106 - Storage Rm | T100.11 | T-1 Nesting (tilt-top) Table 18D x 72W x 29H w/Casters | | |
| A106 - Storage Rm | T100.12 | T-1 Nesting (tilt-top) Table 18D x 72W x 29H w/Casters | | |
| A108 - Conference Rm | A200.11 | Desert Scene 36x46 photo | | |
| A108 - Conference Rm | C500.02 | C-5 - Porter High Back/Pillow Urethane Arm | | |
| A108 - Conference Rm | C500.03 | C-5 - Porter High Back/Pillow Urethane Arm | | |
| A108 - Conference Rm | C500.04 | C-5 - Porter High Back/Pillow Urethane Arm | | |
| A108 - Conference Rm | C500.05 | C-5 - Porter High Back/Pillow Urethane Arm | | |
| A108 - Conference Rm | C500.06 | C-5 - Porter High Back/Pillow Urethane Arm | | |
| A108 - Conference Rm | C500.07 | C-5 - Porter High Back/Pillow Urethane Arm | | |
| A108 - Conference Rm | C500.08 | C-5 - Porter High Back/Pillow Urethane Arm | | |
| A108 - Conference Rm | C500.09 | C-5 - Porter High Back/Pillow Urethane Arm | | |
| A108 - Conference Rm | C500.10 | C-5 - Porter High Back/Pillow Urethane Arm | | |
| A108 - Conference Rm | C500.11 | C-5 - Porter High Back/Pillow Urethane Arm | | |
| A108 - Conference Rm | IT0399 | SMART BOARD | SB1D870 | NO12DW3701334 |
| A108 - Conference Rm | IT0770 | Atlona AT Kit w/POE | AT-UHD-EX-70-KIT | 70295918110700000 |
| A108 - Conference Rm | IT0802 | HP PRODESK 600 G4 DESKTOP MINI | 4H42UT#ABA | MXL9154J0B |
| A108 - Conference Rm | T500.01 | T-5 - 48" x 144" Boat Shaped Table 2 pc. | | |
| A108 - Conference Rm | T500.02 | T-5 - Credenza Cherry Veneer | | |
| A109 - Serving Area | X109.01 | ADA Dishwasher | GGLDA696PSS | SATV800157C |
| A109 - Serving Area | X109.02 | SS 1.5CF 1000W Microwave/Convection Oven | GPEB1590SMSS | SYFV300051K |
| A109 - Serving Area | X109.03 | GE 20.2CF Bottom Freezer Refrigerator | GGDS0KXCZZ | SSTV301313 |
| A109 - Serving Area | X202.03 | Emerson Microwave | | |
| A114 - Receptionist | A114 | Sentry Safe | | |
| A114 - Receptionist | A114.01 | File Cabinet - LF-4 | | |
| A114 - Receptionist | C170.04 | C-17 - Scout Upholstered Back Chair | | |
| A114 - Receptionist | IT0808 | PRODESK 600 G4 8 GB | 4HJ15UT#ABA | MXL91643QL |
| A116 - Recruiter | A116 | Office Work Station | | |
| A116 - Recruiter | C150.01 | C-15 - Tolleson Side Chair Arc Arms | | |
| A116 - Recruiter | C150.02 | C-15 - Tolleson Side Chair Arc Arms | | |
| A116 - Recruiter | C600.03 | C-6 Scout Mesh -Back Chair - Brisa | | |
| A116 - Recruiter | IT0294 | PLANAR 22" | PL2210W | P2257RBN0031 |
| A116 - Recruiter | IT0513 | VIEWSONIC | VA2231WM-LED | S9U122641318 |
| A116 - Recruiter | IT0862 | LENOVO THINK CENTER M630e TINY - Badges | 0090US | MJ0B60DK |
| A116 - Recruiter | IT0919 | 27" ViewSonic | VA2746MH-LED | |
| A116 - Recruiter | IT0951 | HP Elitedesk 800 G5 Mini | 9MR54US#ABA | MXL0072Y01 |
| A117 - Workroom | IT0965 | BIZHUB C550i | AA7P011 | AA9P011003480 |
| A117 - Workroom | X117.01 | GE Profile Countertop Microwave | | SRRV302202L |
| A118 - General Manager | A118 | Office Work Station | | |
| A118 - General Manager | C160.01 | C-16 - Novara Upholstered Back Guest Chair (Medium Oak) | NV01U | |
| A118 - General Manager | C160.02 | C-16 - Novara Upholstered Back Guest Chair (Medium Oak) | NV01U | |
| A118 - General Manager | IT0411 | SAMSUNG | HL528PQLBC/ZA | Z1Y0HCJB400144P |
| A118 - General Manager | IT0837 | SHARP 60" | LC-60LE640U | 202842703 |
| A118 - General Manager | IT1290 | VIEWSONIC VX3276-MHD | VS17220 | V9X2152C0113 |
| A118 - General Manager | IT1291 | VIEWSONIC VX3276-MHD | VS17220 | V9X2152C0114 |
| A121 - Assistant General Manager | A121 | Office Work Station | | |
| A121 - Assistant General Manager | A121.01 | Ess Lateral 42W x 52.5H 4-12 Drawer File Cabinet | | |
| A121 - Assistant General Manager | A121.02 | Ess Lateral 42W x 52.5H 4-12 Drawer File Cabinet | | |
| A121 - Assistant General Manager | C150.03 | C-15 - Tolleson Side Chair Arc Arms | | |
| A121 - Assistant General Manager | C150.04 | C-15 - Tolleson Side Chair Arc Arms | | |
| A121 - Assistant General Manager | C150.21 | C-15 - Tolleson Side Chair Arc Arms | | |
| A121 - Assistant General Manager | IT1278 | HP ProDesk 400 G5 | 9AG51AV | MXL1423661 |
| A121 - Assistant General Manager | IT1292 | VIEWSONIC VX3211-2K-MHD | VS17000 | V3G214920429 |
| A121 - Assistant General Manager | IT1293 | VIEWSONIC VX3211-2K-MHD | VS17000 | V3G215120219 |
| A123 - Human Resource | A123 | Office Work Station | | |
| A123 - Human Resource | A123.01 | Ess Lateral 42W x 64.25H x 12D - R/O 4-12" Drawers | | |
| A123 - Human Resource | A123.02 | Ess Lateral 42W x 64.25H x 12D - R/O 4-12" Drawers | | |
| A123 - Human Resource | A141.02 | Ess Bookcase 34.5W x 12-5/8D x 59H 4-Shelf | | |
| A123 - Human Resource | C100.12 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A123 - Human Resource | C100.35 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A123 - Human Resource | C600.13 | C-6 Scout Mesh -Back Chair - Brisa | | |
| A123 - Human Resource | IT0985 | VIEWSONIC VA2759-SMH | VS16403 | UL7204000123 |
| A125 - Secure Records Storage | A125.01 | Ess Lateral 42W x 64.25H x 12D - R/O 4-12" Drawers | | |
| A125 - Secure Records Storage | A125.02 | Ess Lateral 42W x 64.25H x 12D - R/O 4-12" Drawers | | |
| A125 - Secure Records Storage | A125.03 | Ess Lateral 42W x 64.25H x 12D - R/O 4-12" Drawers | | |
| A125 - Secure Records Storage | A125.04 | Ess Lateral 42W x 64.25H x 12D - R/O 4-12" Drawers | | |
| A125 - Secure Records Storage | A125.05 | Ess Lateral 42W x 64.25H x 12D - R/O 4-12" Drawers | | |
| A126 - Storage Rm | A126.01 | Ess Lateral 42W x 64.25H x 12D - R/O 4-12" Drawers | | |
| A126 - Storage Rm | A126.02 | Ess Lateral 42W x 64.25H x 12D - R/O 4-12" Drawers | | |
| A126 - Storage Rm | A126.03 | Ess Lateral 42W x 64.25H x 12D - R/O 4-12" Drawers | | |
| A126 - Storage Rm | A126.04 | Ess Lateral 42W x 64.25H x 12D - R/O 4-12" Drawers | | |
| A126 - Storage Rm | A126.05 | Ess Lateral 42W x 64.25H x 12D - R/O 4-12" Drawers | | |
| A127 - Conference Rm | C130.25 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| A127 - Conference Rm | C140.01 | C-14 Upholstered Seat & Back Chairs | | |
| A127 - Conference Rm | C140.02 | C-14 Upholstered Seat & Back Chairs | | |
| A127 - Conference Rm | C140.03 | C-14 Upholstered Seat & Back Chairs | | |
| A127 - Conference Rm | C140.04 | C-14 Upholstered Seat & Back Chairs | | |
| A127 - Conference Rm | C140.05 | C-14 Upholstered Seat & Back Chairs | | |
| A127 - Conference Rm | C140.06 | C-14 Upholstered Seat & Back Chairs | | |
| A127 - Conference Rm | C140.07 | C-14 Upholstered Seat & Back Chairs | | |
| A127 - Conference Rm | C140.08 | C-14 Upholstered Seat & Back Chairs | | |
| A127 - Conference Rm | C140.09 | C-14 Upholstered Seat & Back Chairs | | |
| A127 - Conference Rm | C140.10 | C-14 Upholstered Seat & Back Chairs | | |
| A127 - Conference Rm | C140.11 | C-14 Upholstered Seat & Back Chairs | | |
| A127 - Conference Rm | C140.12 | C-14 Upholstered Seat & Back Chairs | | |
| A127 - Conference Rm | C160.03 | C-16 - Novara Upholstered Back Guest Chair (Medium Oak) | NV01U | |
| A127 - Conference Rm | C160.08 | C-16 - Novara Upholstered Back Guest Chair (Medium Oak) | NV01U | |
| A127 - Conference Rm | C160.10 | C-16 - Novara Upholstered Back Guest Chair (Medium Oak) | NV01U | |
| A127 - Conference Rm | IT0781 | SHARP TV PN-LE801 L-Flat Panel Display | 520DX Code: LH52BPQLBC/ZA | Z1Y0HCBA400144P |
| A127 - Conference Rm | IT0803 | HP Prodesk 600 G4 Desktop Mini | 4H42UT#ABA | MXL9154J15 |
| A127 - Conference Rm | T120.01 | T-12 - Conference Room Table | 50-54168cr-b13 | |
| A128 - Operations Rm | A128 | Primary 30D x 60W Workspace | | |
| A128 - Operations Rm | C600.24 | C-6 Scout Mesh -Back Chair - Brisa | | |
| A128 - Operations Rm | C820.04 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A128 - Operations Rm | T110.01 | T-11 Standard Table 24D x 48W x 29H w/Casters | | |
| A129 - Uniform Storage | A129.01 | Essentials 64.25H x 36W Storage Cabinets | | |
| A129 - Uniform Storage | A129.02 | Essentials 64.25H x 36W Storage Cabinets | | |
| A129 - Uniform Storage | R129.01 | Single Sided Hanging Racks | DSF-5H | |
| A129 - Uniform Storage | R129.03 | Double Sided Hanging Racks w/Casters | DDF-5H-CBA 60 | |
| A130 - Safety Training Manager | A130 | Office Work Station | | |

**VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES
EXHIBIT I-1 VVTA ASSETS**

| Location | Asset ID | Description | Model | Serial |
|--------------------------------|----------|--|----------------|------------------|
| A130 - Safety Training Manager | A130.01 | Ess Lateral 30W x 39-1/8H 3-12" Drawers | | |
| A130 - Safety Training Manager | A130.02 | Ess Lateral 30W x 39-1/8H 3-12" Drawers | | |
| A130 - Safety Training Manager | C130.01 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| A130 - Safety Training Manager | C160.04 | C-16 - Novara Upholstered Back Guest Chair (Medium Oak) | NV01U | |
| A130 - Safety Training Manager | C170.02 | C-17 - Scout Upholstered Back Chair | | |
| A130 - Safety Training Manager | C600.48 | C-6 Scout Mesh -Back Chair - Brisa | | |
| A130 - Safety Training Manager | IT0933 | 27" ViewSonic | VA2746MH-LED | |
| A130 - Safety Training Manager | IT0937 | 27" ViewSonic | VA2746MH-LED | |
| A130 - Safety Training Manager | IT0940 | 27" ViewSonic | VA2746MH-LED | |
| A130 - Safety Training Manager | IT0952 | HP EliteDesk 800 G5 Mini | 9MR54US#ABA | MXL0072Y0X |
| A130 - Safety Training Manager | IT0959 | 27" ViewSonic | VA2746MH-LED | |
| A131 - Safety Training | A131 | Office Work Station | | |
| A131 - Safety Training | C100.44 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A131 - Safety Training | C150.05 | C-15 - Tolleson Side Chair Arc Arms | | |
| A131 - Safety Training | C170.21 | C-17 - Scout Upholstered Back Chair | | |
| A131 - Safety Training | C600.02 | C-6 Scout Mesh -Back Chair - Brisa | | |
| A131 - Safety Training | C600.26 | C-6 Scout Mesh -Back Chair - Brisa | | |
| A131 - Safety Training | IT0914 | 27" ViewSonic | VA2746MH-LED | |
| A131 - Safety Training | IT0920 | 27" ViewSonic | VA2746MH-LED | |
| A131 - Safety Training | IT0922 | 27" ViewSonic | VA2746MH-LED | |
| A131 - Safety Training | IT0923 | 27" ViewSonic | VA2746MH-LED | |
| A131 - Safety Training | IT0938 | 27" ViewSonic | VA2746MH-LED | |
| A135 - Driver Locker Rm | X822 | AED Defibrillator | G3PLUSAUTO | 6017935 |
| A136 - Quite Rm | C120.03 | C-12 - Regal II Wall Recliner Gray - Left Side Facing Handle | RG1304 | |
| A136 - Quite Rm | C120.04 | C-12 - Regal II Wall Recliner Gray - Left Side Facing Handle | RG1304 | |
| A136 - Quite Rm | T130.02 | T-13 - Maxim Table | 206w-1818 | |
| A137 - Quite Rm | C120.01 | C-12 - Regal II Wall Recliner Gray - Left Side Facing Handle | RG1304 | |
| A137 - Quite Rm | C120.02 | C-12 - Regal II Wall Recliner Gray - Left Side Facing Handle | RG1304 | |
| A137 - Quite Rm | T130.01 | T-13 - Maxim Table | 206w-1818 | |
| A138 - Fitness Rm | IT0420 | SHARP | LC-32LB150U | |
| A138 - Fitness Rm | X700.001 | Treadmill | 525T | H0515-525TYX028N |
| A138 - Fitness Rm | X700.002 | Recumbent bike | 525R | H0508-52R016N |
| A138 - Fitness Rm | X700.003 | Total body arc trainer | 525AT | H0518525AT600N |
| A138 - Fitness Rm | X700.004 | Multigym | 8701 | G0821087009009 |
| A138 - Fitness Rm | X820 | CLOVER TANKLESS WATER COOLER | DA7-WHITE | |
| A139 - Driver Training Rm | C100.53 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A139 - Driver Training Rm | C130.03 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| A139 - Driver Training Rm | C130.05 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| A139 - Driver Training Rm | C130.06 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| A139 - Driver Training Rm | C130.10 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| A139 - Driver Training Rm | C130.12 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| A139 - Driver Training Rm | C130.14 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| A139 - Driver Training Rm | C130.16 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| A139 - Driver Training Rm | C130.17 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| A139 - Driver Training Rm | C130.23 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| A139 - Driver Training Rm | C130.24 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| A139 - Driver Training Rm | C130.29 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| A139 - Driver Training Rm | C130.31 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| A139 - Driver Training Rm | C130.32 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| A139 - Driver Training Rm | C130.33 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| A139 - Driver Training Rm | C130.35 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| A139 - Driver Training Rm | C700.02 | C-7 - Inspire 4-Leg Stool-Armless | | |
| A139 - Driver Training Rm | C820.27 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A139 - Driver Training Rm | FL101 | Flag | | |
| A139 - Driver Training Rm | IT0793 | CRESTRON PRESENTATION SYSTEM | DMPS3-4K-100-C | 1849JBH11566 |
| A139 - Driver Training Rm | IT0794 | SHARP 80" DISPLAY | PN-LE801 | 901434507 |
| A139 - Driver Training Rm | IT0795 | ROBOSHOT HDBASE T OUTPUTS | | |
| A139 - Driver Training Rm | IT0796 | MEDIA PROCESSOR RECORDER | SMP 300 SERIES | 1873015207 |
| A139 - Driver Training Rm | IT0825 | LENOVO THINKPAD ES70 15.6" HIGH PERFORMANCE BUSINESS LAPTOP | E570 | PF19K06E |
| A139 - Driver Training Rm | T101.03 | T-10 - Get Set Table on Casters 24 x 84 | | |
| A139 - Driver Training Rm | T101.04 | T-10 - Get Set Table on Casters 24 x 84 | | |
| A139 - Driver Training Rm | T101.05 | T-10 - Get Set Table on Casters 24 x 84 | | |
| A139 - Driver Training Rm | T101.07 | T-10 - Get Set Table on Casters 24 x 84 | | |
| A139 - Driver Training Rm | T101.08 | T-10 - Get Set Table on Casters 24 x 84 | | |
| A139 - Driver Training Rm | T101.11 | T-10 - Get Set Table on Casters 24 x 84 | | |
| A139 - Driver Training Rm | W360 | Whiteboard 72W x 48H | MES7248w-Y | |
| A139 - Driver Training Rm | X844 | Q'STRAIT: TITAN800 TABLE | | |
| A140 - Storage | A141.01 | Ess Bookcase 34.5W x 12-5/8D x 59H 4-Shelf | | |
| A140 - Storage | A141.03 | Ess Bookcase 34.5W x 12-5/8D x 59H 4-Shelf | | |
| A140 - Storage | A141.04 | Ess Bookcase 34.5W x 12-5/8D x 59H 4-Shelf | | |
| A140 - Storage | C100.40 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A140 - Storage | C100.50 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A140 - Storage | C100.52 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A140 - Storage | C810.01 | C-8 - Inspire 4-Leg Stack Armless-No Upholstered | | |
| A140 - Storage | T101.01 | T-10 - Get Set Table on Casters 24 x 84 | | |
| A140 - Storage | T101.02 | T-10 - Get Set Table on Casters 24 x 84 | | |
| A140 - Storage | T101.06 | T-10 - Get Set Table on Casters 24 x 84 | | |
| A140 - Storage | T101.10 | T-10 - Get Set Table on Casters 24 x 84 | | |
| A140 - Storage | T110.02 | T-11 Standard Table 24D x 48W x 29H w/Casters | | |
| A140 - Storage | T110.03 | T-11 Standard Table 24D x 48W x 29H w/Casters | | |
| A141 - Training Material | A141 | Office Work Station | | |
| A141 - Training Material | A141.05 | Ess Bookcase 34.5W x 12-5/8D x 71H 5-Shelf | | |
| A141 - Training Material | A141.06 | Ess Bookcase 34.5W x 12-5/8D x 71H 5-Shelf | | |
| A141 - Training Material | A141.07 | Ess Lateral 30W x 39-1/8H 3-12" Drawers | | |
| A141 - Training Material | A141.08 | Ess Lateral 36W x 52.5H 4-12" Drawers | | |
| A141 - Training Material | C130.30 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| A141 - Training Material | C600.20 | C-6 Scout Mesh -Back Chair - Brisa | | |
| A141 - Training Material | IT0953 | HP EliteDesk 800 G5 Mini | 9MR54US#ABA | MXL0072Y27 |
| A142 - Reservation | A142 | Office Work Station | | |
| A142 - Reservation | C100.19 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A142 - Reservation | C130.26 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| A142 - Reservation | C600.09 | C-6 Scout Mesh -Back Chair - Brisa | | |
| A142 - Reservation | C600.37 | C-6 Scout Mesh -Back Chair - Brisa | | |
| A142 - Reservation | IT0390 | SAMSUNG TV/MONITOR | 520DX | Z1YOHGJB400133X |
| A142 - Reservation | IT0423 | VIEWSONIC | VA2231WM-LED | S9V122542257 |
| A142 - Reservation | IT0424 | VIEWSONIC | VA2231WM-LED | S9V122641447 |
| A142 - Reservation | IT0427 | VIEWSONIC | VA2248M-LED | SDD14681777 |
| A142 - Reservation | IT0428 | VIEWSONIC | VS138694 | S9V122541397 |
| A142 - Reservation | IT0430 | LG | NK571A | |
| A142 - Reservation | IT0431 | LG | NK571A | |
| A142 - Reservation | IT0433 | VIEWSONIC | VA2226W-11 | SDD126880745 |

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EXHIBIT I-1 VVTA ASSETS

| Location | Asset ID | Description | Model | Serial |
|----------------------------------|-----------|---|-----------------|------------------|
| A142 - Reservation | IT0436 | VIEWSONIC | VA2226W-11 | SDD124381769 |
| A142 - Reservation | IT0437 | VIEWSONIC - 0364 | VS11803 | QZR0924A1342 |
| A142 - Reservation | IT0440 | HP SB LE2201W 22"WIDE | NK571A#ABA | CNK1420YMO |
| A142 - Reservation | IT0717.03 | BIZHUB C368, DF-704 SINGLE PASS DUAL SCAN DOC FEEDER, | A85GWY2/A85GWY2 | A85GWY2150750 |
| A142 - Reservation | IT1273 | HP ProDesk 400 G5 | 9AG51AV | MXL142365H |
| A142 - Reservation | IT1277 | HP ProDesk 400 G5 | 9AG51AV | MXL1423660 |
| A142 - Reservation | IT1279 | HP ProDesk 400 G5 | 9AG51AV | MXL14265J |
| A142 - Reservation | IT1319 | HP 400 G6 512GB 8GB | 691Z0UT#ABA | MXL2423CDN |
| A143 - Paratransit Supervisor | A143 | Office Work Station | | |
| A143 - Paratransit Supervisor | C150.06 | C-15 - Tolleson Side Chair Arc Arms | | |
| A143 - Paratransit Supervisor | C150.07 | C-15 - Tolleson Side Chair Arc Arms | | |
| A143 - Paratransit Supervisor | C170.05 | C-17 - Scout Upholstered Back Chair | | |
| A143 - Paratransit Supervisor | IT0927 | 27" ViewSonic | VA2746MH-LED | |
| A143 - Paratransit Supervisor | IT0954 | HP Elitedesk 800 G5 Mini | 9MR54US#ABA | MXL0072Y0J |
| A143 - Paratransit Supervisor | IT0982 | VIEWSONIC VA2759-SMH | VS16403 | UL7204000049 |
| A143 - Paratransit Supervisor | W480.02 | Whiteboard 48 x 48 | MES4848W-Y | |
| A144 - ADA Dispatch: Paratransit | C150.08 | C-15 - Tolleson Side Chair Arc Arms | | |
| A144 - ADA Dispatch: Paratransit | IT0443 | HP | LE2201LW | |
| A144 - ADA Dispatch: Paratransit | IT0446 | LG | NK571A | |
| A144 - ADA Dispatch: Paratransit | IT0447 | LG | NK571A | |
| A144 - ADA Dispatch: Paratransit | IT0526 | HP PRO DISPLAY | P221 | |
| A144 - ADA Dispatch: Paratransit | IT0527 | VIEWSONIC | VA2246M-LED | |
| A144 - ADA Dispatch: Paratransit | IT0593 | AOC | 215ML00032 | |
| A144 - ADA Dispatch: Paratransit | IT0916 | 27" ViewSonic | VA2746MH-LED | |
| A144 - ADA Dispatch: Paratransit | IT0946 | HP Elitedesk 800 G5 Mini | 9MR54US#ABA | MXL0072Y1Q |
| A144 - ADA Dispatch: Paratransit | IT0995 | HP EliteDesk 705 G4 Mini Desktop | 44HX42UT#ABA | MXL9505DBQ |
| A144 - ADA Dispatch: Paratransit | IT1261 | HP ProDesk 400 G5 | 9AG51AV | MXL142365P |
| A144 - ADA Dispatch: Paratransit | IT1262 | HP ProDesk 400 G5 | 9AG51AV | MXL142365Y |
| A144 - ADA Dispatch: Paratransit | IT1272 | HP ProDesk 400 G5 | 9AG51AV | MXL142365L |
| A144 - ADA Dispatch: Paratransit | W360.01 | Whiteboard 36 x 48 | MES4836W-Y | |
| A144 - ADA Dispatch: Paratransit | X834 | Mobile Storage & Charging Cart for Tablets serial #wg987878 | WG987878 | |
| A145 - Driver TV Rm | A100.07 | Trees in Sky #1 40x40 giclee | | |
| A145 - Driver TV Rm | A100.08 | Trees in Sky #2 40x40 giclee | | |
| A145 - Driver TV Rm | C900.09 | C-9A - Lounge Chair | 1901 | |
| A145 - Driver TV Rm | C900.10 | C-9A - Lounge Chair | 1901 | |
| A145 - Driver TV Rm | IT0450 | SAMSUNG | LH40GWPLBC/ZA | Z36FHCDB800568L |
| A145 - Driver TV Rm | S100.01 | S-10 - Sofa | 1903 | |
| A145 - Driver TV Rm | T800.03 | T-8 - Cylinder Table | 110-2420 | |
| A149 - Women Lounge | C110.01 | C-11 - Three-Seat Bench | 7303 | |
| A149 - Women Lounge | T800.02 | T-8 - Cylinder Table | 110-2420 | |
| A152 - Driver Breakroom | C820.02 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.05 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.06 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.07 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.08 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.09 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.10 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.12 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.13 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.14 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.15 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.17 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.19 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.20 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.21 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.22 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.24 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.25 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.26 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.28 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.29 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.31 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.32 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.33 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C820.34 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| A152 - Driver Breakroom | C900.01 | C-9 - Lounge Chair | 1901 | |
| A152 - Driver Breakroom | C900.02 | C-9 - Lounge Chair | 1901 | |
| A152 - Driver Breakroom | C900.03 | C-9 - Lounge Chair | 1901 | |
| A152 - Driver Breakroom | C900.04 | C-9 - Lounge Chair | 1901 | |
| A152 - Driver Breakroom | C900.05 | C-9 - Lounge Chair | 1901 | |
| A152 - Driver Breakroom | C900.06 | C-9 - Lounge Chair | 1901 | |
| A152 - Driver Breakroom | C900.07 | C-9 - Lounge Chair | 1901 | |
| A152 - Driver Breakroom | C900.08 | C-9 - Lounge Chair | 1901 | |
| A152 - Driver Breakroom | IT0827 | INTEL: THE MARLIN COMPANY | MAR013-03655-1 | 1948313 |
| A152 - Driver Breakroom | IT0830 | INSIGNIA - 55" LED - 1080p HDTV | NS-55D510NA19 | 3108KJ0244036257 |
| A152 - Driver Breakroom | IT1276 | HP ProDesk 400 G5 | 9AG51AV | MXL1423664 |
| A152 - Driver Breakroom | N240.02 | Trash Bin | | |
| A152 - Driver Breakroom | N240.05 | Recycling Bin | | |
| A152 - Driver Breakroom | T600.01 | T-6 - 36" Square Top, Laminate | | |
| A152 - Driver Breakroom | T600.02 | T-6 - 36" Square Top, Laminate | | |
| A152 - Driver Breakroom | T600.03 | T-6 - 36" Square Top, Laminate | | |
| A152 - Driver Breakroom | T600.04 | T-6 - 36" Square Top, Laminate | | |
| A152 - Driver Breakroom | T700.04 | T-7 - 42" Round Top Laminate | | |
| A152 - Driver Breakroom | T700.05 | T-7 - 42" Round Top Laminate | | |
| A152 - Driver Breakroom | T700.06 | T-7 - 42" Round Top Laminate | | |
| A152 - Driver Breakroom | T700.07 | T-7 - 42" Round Top Laminate | | |
| A152 - Driver Breakroom | T800.01 | T-8 - Cylinder Table | 110-2420 | |
| A152 - Driver Breakroom | T800.04 | T-8 - Cylinder Table | 110-2420 | |
| A152 - Driver Breakroom | T900.01 | T-9 - Sarella Table | 155-482016 | |
| A152 - Driver Breakroom | X152.01 | *CRV* GE Profile Energy Star 21.1 Refrigerator | | SSTV300018 |
| A152 - Driver Breakroom | X152.02 | ADA Dishwasher | | SATV800097C |
| A152 - Driver Breakroom | X839 | Avantco Ice Machine | KMC-500-B3H | 400013678621 |
| A154 - Road Supervisor | A154 | Office Work Station | | |
| A154 - Road Supervisor | C170.15 | C-17 - Scout Upholstered Back Chair | | |
| A154 - Road Supervisor | C600.18 | C-6 Scout Mesh -Back Chair - Brisa | | |
| A154 - Road Supervisor | C600.41 | C-6 Scout Mesh -Back Chair - Brisa | | |
| A154 - Road Supervisor | IT0918 | 27" ViewSonic | VA2746MH-LED | |
| A154 - Road Supervisor | IT0925 | 27" ViewSonic | VA2746MH-LED | |
| A154 - Road Supervisor | IT0979 | HP Elite 705 G4 DM | 4HX42UT | MXL0263C0B |
| A154 - Road Supervisor | IT0980 | HP Elite 705 G4 DM | 4HX42UT | MXL0263J50 |
| A154 - Road Supervisor | IT1260 | HP ProDesk 400 G5 | 9AG51AV | MXL142365W |

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES
EXHIBIT I-1 VVTA ASSETS

| Location | Asset ID | Description | Model | Serial |
|-------------------------------|----------|--|----------------------------------|-----------------|
| A154 - Road Supervisor | IT1301 | HP Pro Desk 400 G5 | 9AG51AV | MXL20855DR |
| A155 - Secure Viewing Rm | C100.34 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A155 - Secure Viewing Rm | C130.13 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| A155 - Secure Viewing Rm | C600.27 | C-6 Scout Mesh -Back Chair - Brisa | | |
| A155 - Secure Viewing Rm | IT0705 | HP 8200 SFF PC - name 0074 | C1C75UT#ABA | 2UA2300MNC |
| A155 - Secure Viewing Rm | IT0843 | HP Prodesk 600 G4 MINI Desktop | 4JC30UT#ABA | MXL9262NKC |
| A155 - Secure Viewing Rm | IT0928 | 27" ViewSonic | VA2746MH-LED | |
| A157 - Routing and Scheduling | A157 | Office Work Station | | |
| A157 - Routing and Scheduling | C170.01 | C-17 - Scout Upholstered Back Chair | | |
| A157 - Routing and Scheduling | C170.09 | C-17 - Scout Upholstered Back Chair | | |
| A157 - Routing and Scheduling | C600.28 | C-6 Scout Mesh -Back Chair - Brisa | | |
| A157 - Routing and Scheduling | IT0177 | ViewSonic | VA2246M-LED | TSP133705511 |
| A157 - Routing and Scheduling | IT0389 | Samsung TV/Monitor | 520DX | Z1YOHGJB400145D |
| A157 - Routing and Scheduling | IT0913 | 27" ViewSonic | VA2746MH-LED | |
| A157 - Routing and Scheduling | IT0917 | 27" ViewSonic | VA2746MH-LED | |
| A157 - Routing and Scheduling | IT0926 | 27" ViewSonic | VA2746MH-LED | |
| A157 - Routing and Scheduling | IT0935 | 27" ViewSonic | VA2746MH-LED | |
| A157 - Routing and Scheduling | IT0936 | 27" ViewSonic | VA2746MH-LED | |
| A157 - Routing and Scheduling | IT0945 | HP Elitedesk 800 G5 Mini | 9MR54US#ABA | MXL0072Y2N |
| A157 - Routing and Scheduling | IT0948 | HP Elitedesk 800 G5 Mini | 9MR54US#ABA | MXL0072Y21 |
| A157 - Routing and Scheduling | IT0950 | HP Elitedesk 800 G5 Mini | 9MR54US#ABA | MXL0072Y23 |
| A157 - Routing and Scheduling | IT1270 | HP ProDesk 400 G5 | 9AG51AV | MXL1423665 |
| A157 - Routing and Scheduling | IT1356 | ViewSonic | VS15562 | WAV232G2066 |
| A158 - Fixed Route Supervisor | A158 | Office Work Station | | |
| A158 - Fixed Route Supervisor | C100.46 | C-1 Seek Work Fixed Arms Mesh Back Uphol. Seat | | |
| A158 - Fixed Route Supervisor | C150.10 | C-15 - Tolleson Side Chair Arc Arms | | |
| A158 - Fixed Route Supervisor | IT0499 | HP SB LE2201W 22"WIDE | NK571A8#ABA | CNK1420YLX |
| A158 - Fixed Route Supervisor | IT0500 | HP SB LE2201W 22"WIDE | NK571A8#ABA | CNK1420YKK |
| A158 - Fixed Route Supervisor | IT0706 | BENQ | G2760-T | |
| A158 - Fixed Route Supervisor | IT0943 | HP Elitedesk 800 G5 Mini | 9MR54US#ABA | MXL0072Y1P |
| A158 - Fixed Route Supervisor | IT0962 | HL-L5200DW Brothers Printer | BRHLL5200DW | |
| A158 - Fixed Route Supervisor | W480.03 | Whiteboard 48 x 48 | MES4848W-Y | |
| A159 - Fixed Route Dispatch | C600.15 | C-6 Scout Mesh -Back Chair - Brisa | | |
| A159 - Fixed Route Dispatch | IT0459 | BENQ | GL2760T | ET3H04834019 |
| A159 - Fixed Route Dispatch | IT0460 | BENQ | GL2760T | ET3H04209019 |
| A159 - Fixed Route Dispatch | IT0929 | 27" ViewSonic | VA2746MH-LED | |
| A159 - Fixed Route Dispatch | IT0955 | HP Elitedesk 800 G5 Mini | 9MR54US#ABA | MXL0072Y26 |
| A159 - Fixed Route Dispatch | IT0958 | Brother HL-L5200DW | 84UG0500101 | |
| A159 - Fixed Route Dispatch | IT0986 | HP ELITE 705 G4 DM | 4HX42UT | MXL0263C0Y |
| A159 - Fixed Route Dispatch | IT1258 | HP ProDesk 400 G5 | 9AG51AV | MXL142365V |
| A159 - Fixed Route Dispatch | IT1259 | HP ProDesk 400 G5 | 9AG51AV | MXL142365S |
| B102 - Training Rm | B102 | Desk | | |
| B102 - Training Rm | C130.02 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| B102 - Training Rm | C130.04 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| B102 - Training Rm | C130.08 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| B102 - Training Rm | C130.09 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| B102 - Training Rm | C130.15 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| B102 - Training Rm | C130.20 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| B102 - Training Rm | C130.21 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| B102 - Training Rm | C130.22 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| B102 - Training Rm | C130.27 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| B102 - Training Rm | C130.28 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| B102 - Training Rm | C130.34 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| B102 - Training Rm | C130.36 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| B102 - Training Rm | C170.18 | C-17 - Scout Upholstered Back Chair | | |
| B102 - Training Rm | IT0320 | Drapper Electric Projection Screen 94" | 107345-LP | |
| B102 - Training Rm | IT0655 | HP Prodesk 600 G3 DesktopComputer | Y3A52AV | 8CG74871X1 |
| B102 - Training Rm | IT0666 | HP 27" LCD/LED | V273A | 3CQ7151N75 |
| B102 - Training Rm | IT0780 | EIKI WXGA 6500 Lumens Projector | EK-600U | E8XA1668 |
| B102 - Training Rm | IT0931 | 27" ViewSonic | VA2746MH-LED | |
| B102 - Training Rm | IT1271 | HP ProDesk 400 G5 | 9AG51AV | MXL1423662 |
| B102 - Training Rm | IT1349 | HP ProDesk Mini 1 TB | 4G4N8AV | MXL24153VD |
| B102 - Training Rm | T100.06 | T-1 Nesting (tilt-top) Table 18D x 72W x 29H w/Casters | | |
| B102 - Training Rm | T100.13 | T-1 Nesting (tilt-top) Table 18D x 72W x 29H w/Casters | | |
| B102 - Training Rm | T101.09 | T-10 - Get Set Table on Casters 24 x 84 | | |
| B102 - Training Rm | T101.12 | T-10 - Get Set Table on Casters 24 x 84 | | |
| B102 - Training Rm | W480.05 | Whiteboard 72 x 48 | MES7248w-Y | |
| B104 - Lost and Found | 0220 | Counting Machine | | |
| B104 - Lost and Found | A217 | Office Work Station | | |
| B104 - Lost and Found | M1106.01 | Metal Cabinet 5 Drawer | | |
| B104 - Lost and Found | M1106.02 | Cabinet, 5 drawer, 33", underbench | | |
| B104 - Lost and Found | M1185.03 | 2 Door Cabinet, storage, shop | | |
| B104 - Lost and Found | M1185.04 | 2 Door Cabinet, storage, shop | | |
| B104 - Lost and Found | M1805.01 | Workbench, electronics, static dissipative | | |
| B104 - Lost and Found | M1805.02 | Workbench, electronics, static dissipative | | |
| B104 - Lost and Found | MB120 | Steel Bookcase | 14652300/14652310 | |
| B109 - Maintenance Breakroom | C820.11 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| B109 - Maintenance Breakroom | C820.16 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| B109 - Maintenance Breakroom | C820.35 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| B109 - Maintenance Breakroom | C830.01 | C-8 - Nimble High Density Chairs | NMBL-1FC.2.SPUR | |
| B109 - Maintenance Breakroom | C830.02 | C-8 - Nimble High Density Chairs | NMBL-1FC.2.SPUR | |
| B109 - Maintenance Breakroom | C830.06 | C-8 - Nimble High Density Chairs | NMBL-1FC.2.SPUR | |
| B109 - Maintenance Breakroom | C830.07 | C-8 - Nimble High Density Chairs | NMBL-1FC.2.SPUR | |
| B109 - Maintenance Breakroom | C830.08 | C-8 - Nimble High Density Chairs | NMBL-1FC.2.SPUR | |
| B109 - Maintenance Breakroom | C830.09 | C-8 - Nimble High Density Chairs | NMBL-1FC.2.SPUR | |
| B109 - Maintenance Breakroom | IT0326 | Sansung | | |
| B109 - Maintenance Breakroom | IT0964 | Bizhub C550i | | |
| B109 - Maintenance Breakroom | N240.06 | Recycling Bin | AA7P011 | AA7P011006714 |
| B109 - Maintenance Breakroom | T700.01 | T-7 - 42" Diameter Round Top | ABX34FG.P7C / AL42RND.LT2A.E8.C0 | |
| B109 - Maintenance Breakroom | T700.02 | T-7 - 42" Diameter Round Top | ABX34FG.P7C / AL42RND.LT2A.E8.C0 | |
| B109 - Maintenance Breakroom | T700.03 | T-7 - 42" Diameter Round Top | ABX34FG.P7C / AL42RND.LT2A.E8.C0 | |
| B109 - Maintenance Breakroom | T700.11 | T-7 - 42" Diameter Round Top | | |
| B109 - Maintenance Breakroom | T700.12 | T-7 - 42" Diameter Round Top | | |
| B109 - Maintenance Breakroom | X109.04 | GE 20.2CF Bottom Freezer Refrigerator | GGDS0KXCXSS | SHTV300085 |
| B109 - Maintenance Breakroom | X109.05 | ADA Dishwasher | GGDLA696PSS | SUTV800151C |
| B117 - Mezzanine | C700.06 | C-7 - Inspire 4-Leg Stool-Armless | INFS-NGANO | |
| B117 - Mezzanine | C820.23 | C-8 - Inspire 4-Leg Stack-Armless no Glides | | |
| B117 - Parts Storage | IT0589 | HP SB LE2201W 22"WIDE | NK571A8#ABA | CNK140YM7 |
| B117 - Parts Storage | IT0672 | HP 27" LCD/LED | V273A | 3CQ7151N68 |
| B117 - Parts Storage | IT0978 | HP ELITE 705 G4 DM | 4HX42UT | MXL0263J4S |
| B117 - Parts Storage | IT1326 | HP 400 G6 512GB 8GB | 691Z0UT#ABA | MXL2423CDP |

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|----------------------------|---------------------|--|-----------------|---------------|
| B117 - Parts Storage | M9532 | OUTSIDE MICROMETER SINGLE | | |
| B118 - Maintenance Manager | B118 | Office Work Station | | |
| B118 - Maintenance Manager | C130.07 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| B118 - Maintenance Manager | C130.18 | C-13 Seek Work Armless Mesh Back Upholstered w/Casters | | |
| B118 - Maintenance Manager | C170.07 | C-17 - Scout Upholstered Back Chair | | |
| B118 - Maintenance Manager | IT1355 | ViewSonic VX2452MH-2 | VA15562 | WAV2232G2088 |
| B118 - Maintenance Manager | W480.04 | Whiteboard 48 x 48 in Wood Cabinet | MES4848W-Y | |
| B120 - Administrator | A125.06 | Lateral Fireproof File 36"w x 20-1/2"D x 536" Finish: Sand | 4hd36-5000 SAND | |
| B120 - Administrator | B120 | Office Work Station | | |
| B120 - Administrator | B120.01 | File Cabinet | | |
| B120 - Administrator | C800.11 | C-8 - Inspire 4-Leg Stack Armless Chairs | | |
| B120 - Administrator | C800.12 | C-8 - Inspire 4-Leg Stack Armless Chairs | | |
| B120 - Administrator | IT0900 | VIEWSONIC VX2776SMHD 27" 16:9 ULTRA SLIM IPS | VS16387 | VIY202820802 |
| B120 - Administrator | IT0901 | VIEWSONIC VX2776SMHD 27" 16:9 ULTRA SLIM IPS | VS16387 | VIY202820787 |
| B120 - Administrator | IT0963 | HI-L5200DW BROTHERS PRINTER | BRHLL5200DW | |
| B120 - Administrator | IT1251 | HP Prodesk 600 G6 Desktop Mini | 9BD72AV | MXL1373YV2 |
| B120 - Administrator | W480.06 | Whiteboard 48 x 48 | | |
| Barstow Facility | Barstow Blue Chairs | Blue Armless Chairs | K-PPCASNO | |
| Barstow Facility | Barstow Task | Blue Task Chair | T-SLOP | |
| Barstow Facility | Barstow.3 | Desk Chair | | |
| Barstow Facility | IT0824 | TEEMI 2D BAR CODE SCANNER W/STAND USB WIRED HANDHELD | T22 | CA22192L0379 |
| Barstow Facility | IT0832 | HP Z230 TOWER - GFI | F1M02UT#ABA | 2UA5171V6T |
| Barstow Facility | IT0839 | HP SB LE2201W 22"WIDE | NK571A8#ABA | CNK906078X |
| Barstow Facility | IT0968 | BiZHUH C360i | C302302 | AA2J011014319 |
| Barstow Facility | M9668 | DRYER | | |
| Barstow Facility | M9702 | DRYER SYSTEM | | |
| Barstow Facility | SH00169 | 24 Pocket Showcase | | |
| Barstow Facility | SH00170 | Showcase | | |
| Barstow Facility | X220.02 | *CRV* GE Profile Energy Star 21.1 Refrigerator | | |
| Barstow Facility | X826 | CARDIACSCIENCE AED Defibrillator | 500-4000-002 | 04483096 |
| Barstow Facility | X845 | Q'STRAIT: TITAN800 TABLE | | |
| Barstow Maintenance Shop | M9524 | HD Powersmoke Leak Detector | 95-0101 | 352606 |
| Barstow Maintenance Shop | M9695 | ADJUSTABLE JACK STANDS 20,000LB CAPACITY | RS20SYL | |
| Barstow Maintenance Shop | M9696 | ADJUSTABLE JACK STANDS 20,000LB CAPACITY | RS20SYL | |
| Barstow Maintenance Shop | M9697 | ADJUSTABLE JACK STANDS 20,000LB CAPACITY | RS20SYL | |
| Barstow Maintenance Shop | IT0944 | HP Elitedesk 800 G5 Mini | 9MR54US#ABA | MXL0072Y13 |
| Barstow Maintenance Shop | IT0960 | MSI 15.6" CREATOR SERIES MODERN | MS-1551 | K2005N0007577 |
| Barstow Maintenance Shop | IT0993 | LG-86" CLASS UN8500 SERIES LED 4K UHD SMART webOS TV | 86UN8570PUC | 103RMQK5W692 |
| Barstow Maintenance Shop | M1185.01 | Cabinet, storage, shop | 1850V | |
| Barstow Maintenance Shop | M1185.02 | Cabinet, storage, shop | 1850V | |
| Barstow Maintenance Shop | M1860.14 | Workbench, severe use, 6' | | |
| Barstow Maintenance Shop | M9626 | BENCH GRINDER | | |
| Barstow Maintenance Shop | M9633 | TIRE RACK | | |
| Barstow Maintenance Shop | M9634 | TIRE RACK | | |
| Barstow Maintenance Shop | M9635 | TIRE RACK | | |
| Barstow Maintenance Shop | M9636 | TIRE RACK | | |
| Barstow Maintenance Shop | M9637 | NEW CLARK CUSHION TIRE FORKLIFT | S30C | 085310001 |
| Barstow Maintenance Shop | M9640 | BRANICK 2250 5 BAR INFLATION TIRE CAGE | | |
| Barstow Maintenance Shop | M9641 | FLAMABLE CABINETS | | |
| Barstow Maintenance Shop | M9642 | FLAMABLE CABINETS | | |
| Barstow Maintenance Shop | M9643 | FLAMABLE CABINETS | | |
| Barstow Maintenance Shop | M9644 | JACK STANDS | | |
| Barstow Maintenance Shop | M9645 | JACK STANDS | | |
| Barstow Maintenance Shop | M9646 | JACK STANDS | | |
| Barstow Maintenance Shop | M9647 | JACK STANDS | | |
| Barstow Maintenance Shop | M9648 | 7T JACK STANDS | | |
| Barstow Maintenance Shop | M9649 | 7T JACK STANDS | | |
| Barstow Maintenance Shop | M9650 | 7T JACK STANDS | | |
| Barstow Maintenance Shop | M9651 | 7T JACK STANDS | | |
| Barstow Maintenance Shop | M9652 | 7T JACK STANDS | | |
| Barstow Maintenance Shop | M9653 | 7T JACK STANDS | | |
| Barstow Maintenance Shop | M9654 | 7T JACK STANDS | | |
| Barstow Maintenance Shop | M9655 | ROTARY RSAT JACK STANDS 18,000 LBS | | |
| Barstow Maintenance Shop | M9656 | ROTARY RSAT JACK STANDS 18,000 LBS | | |
| Barstow Maintenance Shop | M9658 | AIR & HYDRAIC FLOOR JACK | | |
| Barstow Maintenance Shop | M9659 | ROTARY RSAT JACK STANDS 18,000 LBS | | |
| Barstow Maintenance Shop | M9660 | ROTARY RSAT JACK STANDS 18,000 LBS | | |
| Barstow Maintenance Shop | M9662 | OIL DRAIN - BLACK | | |
| Barstow Maintenance Shop | M9663 | COOLANT DRAIN - GREEN | | |
| Barstow Maintenance Shop | M9664 | TIRE CHANGER | 7065AX | |
| Barstow Maintenance Shop | M9665 | BEAD SEATER | | |
| Barstow Maintenance Shop | M9666 | GENERATOR | | |
| Barstow Maintenance Shop | M9667 | COMPRESSOR | | |
| Barstow Maintenance Shop | M9669 | FLUID STORAGE CONTAINER | | |
| Barstow Maintenance Shop | M9670 | Speedaire 3P Phase 5HP Air Compressor | | |
| Barstow Maintenance Shop | M9671 | Lift, platform, work, mobile | | |
| Barstow Maintenance Shop | M9672 | HEAVY DUTY WELDED SHOP TABLE 48X30 | | |
| Barstow Maintenance Shop | M9673 | HEAVY DUTY WELDED SHOP TABLE 48X30 | | |
| Barstow Maintenance Shop | M9674 | STORAGE CABINET 36X24X72 | | |
| Barstow Maintenance Shop | M9675 | GEAR OIL DISPENSER | | |
| Barstow Maintenance Shop | M9680 | CUSHMAN TITAN XD UTILITY CART | E2603 | 3463345 |
| Barstow Maintenance Shop | M9681 | 22 Ton Air/Hydraulic Axle Jack | 23221c | |
| Barstow Maintenance Shop | M9685 | PARTS WASHER | 79260/PE245 | 20083050 |
| Barstow Maintenance Shop | M9691.1 | HEAVY DUTY MACH WIRELESS COLUMNS ROTARY LIFT | | |
| Barstow Maintenance Shop | M9703 | DETAILER PRO HEATED CARPET SPOTTER | UNO-50-4000 | |
| Barstow Maintenance Shop | M9709 | NEWSTRIPE 4250 AIRLESS STRIPING MACHINE | 10003945 | 012722N70488 |
| Barstow Maintenance Shop | M9729 | Banner Stakes plus Cart - Arc Flash Boundary, Red, 1 Kit | BANPL4079 | |
| Barstow Maintenance Shop | M9742 | Ride-on Sweeper GWV 8940 LBS 4054 KG | Tennant 800 | 800-9167 |
| Barstow Maintenance Shop | N9605 | TRANSMISSION JACK | | |
| Barstow Maintenance Shop | M9739 | ACER MONITOR | | |
| Barstow Maintenance Shop | M9743 | EB INSULATED RATCHET 3/8 X 190 | 12852 | |
| Barstow Maintenance Shop | M9744 | EB INSULATED EXTENTION 3/8 X 125 | 12856 | |
| Barstow Maintenance Shop | M9745 | EB INSULATED EXTENTION 3/8 X 250 | 12857 | |
| Barstow Maintenance Shop | M9746 | INCH UNSULATED WRRENCHS 14 PC SET 5/16 TO 1 1/8" | 20190 | |
| Barstow Maintenance Shop | M9747 | INSULATED OFFSET WRENCH 16 PC SET 1/4 TO 1-1/4 | 21094 | |
| Barstow Maintenance Shop | M9748 | SAE INSULATED SOCKET BOX SET 13 PC 1/4 DRIVE | 31390 | |
| Barstow Maintenance Shop | M9749 | 16 PC INSULATED SOCKET SET 3/8 | 31491 | |
| Barstow Maintenance Shop | M9750 | 4 PC INSULATED SLOTTED & PHILIPS SET | 32090 | |
| Barstow Maintenance Shop | M9751 | INSULATED POUCH SET 17 PC: 3 PLIERS, 13 BITS & POP UP HANDLE | 32886 | |
| Barstow Maintenance Shop | M9752 | INSULATED TWEEZERSSTRAIGHT BLUNT 145MM LENGTH 145MM/6" | 75215 | |
| Barstow Maintenance Shop | M9753 | INSULATED TWEEZERS ANGLED BLUNT 145MM LENGTH 200MM/8" | 75304 | |

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|---------------------------|----------------------|--|---------------|-----------------|
| Barstow Maintenance Shop | M9754 | 9 DRAWER MOBILE STORAGE TOOL BOX WITH SOLID WOOD TOP | 57440 | |
| Barstow Maintenance Shop | M9755 | MAKITA DRILL COMBO AND BIT SET | | |
| Barstow Maintenance Shop | M9756 | FLEXIBLE MAGNETIC PICKUP TOOL | | |
| Barstow Maintenance Shop | M9766 | INSULATED TWEEZERSSTRAIGHT BLUNT 145MM LENGTH 145MM/6" | 75215 | |
| Barstow Maintenance Shop | M9767 | INSULATED TWEEZERS ANGLED BLUNT 145MM LENGTH 200MM/8" | 75304 | |
| Barstow Maintenance Shop | M9768 | EB INSULATED RATCHET 3/8 X 190 | 12852 | |
| Barstow Maintenance Shop | M9769 | EB INSULATED EXTENTION 3/8 X 125 | 12856 | |
| Barstow Maintenance Shop | M9770 | EB INSULATED EXTENTION 3/8 X 250 | 12857 | |
| Barstow Maintenance Shop | M9771 | 16 PC INSULATED SOCKET SET 3/8 | 31491 | |
| Barstow Maintenance Shop | M9772 | SAE INSULATED SOCKET BOX SET 13 PC 1/4 DRIVE | 31390 | |
| Barstow Maintenance Shop | M9773 | INCH UNSULATED WRRENCHS 14 PC SET 5/16 TO 1 1/8" | 20190 | |
| Barstow Maintenance Shop | M9774 | INSULATED OFFSET WRENCH 16 PC SET 1/4 TO 1-1/4 | 21094 | |
| Barstow Maintenance Shop | M9775 | 4 PC INSULATED SLOTTED & PHILIPS SET | 32090 | |
| Barstow Maintenance Shop | M9776 | 9 DRAWER MOBILE STORAGE TOOL BOX WITH SOLID WOOD TOP | 57440 | |
| Barstow Maintenance Shop | M9777 | MAGNET FLEXIBLE MAGNETIC PICKUP TOOL | | |
| Barstow Maintenance Shop | M9778 | INSULATED POUCH SET 17 PC; 3 PLIERS, 13 BITS & POP UP HANDLE | 32886 | |
| Barstow Maintenance Shop | M9782 | Robinair Auto Refrigerant RRR A/C Machine | 34988NI | 545571447 |
| BBQ AREA | CC812 | Rorund Concrete Tables Set Tile Top w/ 3 Benches | | |
| BBQ AREA | CC813 | 6' Concrete Tile Top Bench | | |
| BBQ AREA | CC814 | 6' Concrete Tile Top Bench | | |
| BBQ AREA | CC815 | Concrete Curved Tile Top Bench | | |
| BBQ AREA | X150.01 | Napoleon Gas Grill | M730RSBIBSS-1 | |
| BLDG ENT | X803 | Postal Mail Collection Box | LL1 Custom | |
| C102 Facility Shop | M9638 | MANLIFT - WORK PLATFORM | | |
| C107 | IT0350 | VIEWSONIC - 0210 | vs11282 | Q870629034140 |
| C107 | IT0991 | BROTHERS MONOCHROME LASER PRINTER | 84UG2600101 | |
| C107 - CNG Office | C107 | Room C107 Workstation addition | | |
| C107 - CNG Office | C107.01 | Lateral Filing Cabinet | | |
| C107 - CNG Office | C107.A | Office Workstation | | |
| C107 - CNG Office | C107.B | Office Workstation | | |
| C107 - CNG Office | C107.C | Office Workstation | | |
| C107 - CNG Office | C107.D | Office Workstation | | |
| C107 - CNG Office | C600.39 | C-6 Scout Mesh -Back Chair - Brisa | | |
| C107 - CNG Office | C600.49 | C-6 Scout Mesh -Back Chair - Brisa | | |
| C107 - CNG Office | IT0983 | VIEWSONIC VA2759-SMH | VS16403 | UL7204000054 |
| C107 - CNG Office | IT1263 | HP ProDesk 400 G5 | 9AG51AV | MXL142365Z |
| C107 - CNG Office | IT1315 | HP Prodesk 600 G6 Desktop Mini | 219T5UT#ABA | MXL21126PG |
| C107.C - CNG Office | IT0571 | LENOVA THINKPAD | 9456-01U | LV-BF822 |
| C107.C - CNG Office | IT0939 | 27" ViewSonic | VA2746MH-LED | |
| C109 Storage | X120.03 | GE Profile Countertop Microwave | GPEB2060SMSS | SRRV300042K |
| C111 - Counting Rm | C700.03 | C-7 - Inspire 4-Leg Stool-Armless | | |
| C111 - Counting Rm | C700.04 | C-7 - Inspire 4-Leg Stool-Armless | | |
| C111 - Counting Rm | C700.05 | C-7 - Inspire 4-Leg Stool-Armless | INFS-NGANO | |
| C111 - Counting Rm | IT0679 | HP Z240 TOWER WORKSTATION - GFI | LAT12AV | 2UA8141NM5 |
| C111 - Counting Rm | IT0905 | VIEWSONIC 24" LCD | VS185562 | |
| C111 - Counting Rm | X400.01 | Vault, collection, revenue, mobile | D-03974-0003 | |
| C111 - Counting Rm | X400.02 | Vault, collection, revenue, mobile | M-00545-2SSM | |
| C111 - Counting Rm | X400.03 | Vault, collection, revenue | M-07476-SM | |
| C111 - Counting Rm | X401.01 | Safe, freestanding | D24080-0003 | |
| C111 - Counting Rm | X402.01 | Counter/sorter, coin | D-551 | |
| C111 - Counting Rm | X852 | MONEY COUNTING MACHINE | MV1 | 8575755967 |
| C113 - Utility Supervisor | C113 | Office Work Station | | |
| C113 - Utility Supervisor | C170.14 | C-17 - Scout Upholstered Back Chair | | |
| C113 - Utility Supervisor | X851 | CARDIAC SCIENCE POWERHEART AED | 9390A-01 | 4528975 |
| C118 - Laundry Rm | X801.01 | Clothes Washer | | |
| C118 - Laundry Rm | X802.01 | Clothes Dryer | | |
| Hesperia Facility | C653 - C656, C658 | Optimus Big and Tall Chair | QN150335 | |
| Hesperia Facility | 51, C652, C657, C658 | Optimus Big and Tall Chair | QN150335 | |
| Hesperia Facility | X202.02 | Keurig B3000SE Coffee Maker | B3000SE | |
| Hesperia Facility | X854 | PRONTO M41 WHEELCHAIR | | |
| MAINT | C600.23 | C-6 Scout Mesh -Back Chair - Brisa | | |
| MAINT | IT0421 | SHARP | LC-60L E64OU | 202844205 |
| MAINT | IT0775 | PANASONIC TOUGHBOOK | CF-54D2900VM | 8JTS478939 |
| MAINT | IT0855 | SAMSUNG TAB A8 | SMT387VZKA | 355420108997363 |
| MAINT | IT0856 | SAMSUNG TAB A8 | SMT387VZKA | 355420109018367 |
| MAINT | IT0857 | SAMSUNG TAB A8 | SMT387VZKA | 355420109017419 |
| MAINT | IT0858 | SAMSUNG TAB A8 | SMT387VZKA | 355420109015330 |
| MAINT | IT0912 | VIEWSONIC LED 23" | VS16398 | |
| MAINT | IT0961 | MSI MODERN 15 15.6" LAPTOP - IN TEL CORE i5- | MODERN15242 | |
| MAINT | IT0992 | LG-86" CLASS UN8500 SERIES LED 4KTV | 86UN8570PUC | 103RMQK5W644 |
| MAINT | M1087 | Smoke Pro Detection Devise | 95-0003B | |
| MAINT | M1088.01 | Jump Starter | JNC1224 | |
| MAINT | M1088.02 | Jump Starter | JNC1224 | |
| MAINT | M1089 | Low profile Truck Oil Drain | 42070 | |
| MAINT | M1090 | Tennsco shelving unit | WF14992840 | |
| MAINT | M1098 | Board, peg, tool | 5004ugy | |
| MAINT | M1140.01 | Cabinet, flammable materials, large | | |
| MAINT | M1140.02 | Cabinet, flammable materials, large | | |
| MAINT | M1185.05 | Cabinet, storage, shop | | |
| MAINT | M1185.06 | Cabinet, storage, shop | | |
| MAINT | M1195 | Battery Cart | | |
| MAINT | M1232 | Dolly, Wheel | | |
| MAINT | M1455 | Rack, bulk storage | | |
| MAINT | M1540.01 | Rack, pallet, 10", with deck | | |
| MAINT | M1540.02 | Rack, pallet, 10", with deck | | |
| MAINT | M1688 | Shelving unit, 18", with 6 drawers | | |
| MAINT | M1689 | Shelving unit, 18" | | |
| MAINT | M1797 | Table, receiving, steel top, 8' | | |
| MAINT | M1860.01 | Workbench, severe use, 6' | | |
| MAINT | M1860.02 | Workbench, severe use, 6' | | |
| MAINT | M1860.03 | Workbench, severe use, 6' | | |
| MAINT | M1860.04 | Workbench, severe use, 6' | | |
| MAINT | M1860.05 | Workbench, severe use, 6' | | |
| MAINT | M1860.06 | Workbench, severe use, 6' | | |
| MAINT | M1860.07 | Workbench, severe use, 6' | | |
| MAINT | M1860.08 | Workbench, severe use, 6' | | |
| MAINT | M1860.09 | Workbench, severe use, 6' | | |
| MAINT | M1860.10 | Workbench, severe use, 6' | | |
| MAINT | M1860.11 | Workbench, severe use, 6' | | |
| MAINT | M1860.12 | Workbench, severe use, 6' | | |
| MAINT | M1860.13 | Workbench, severe use, 6' | | |

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES
EXHIBIT I-1 VVTA ASSETS

| Location | Asset ID | Description | Model | Serial |
|----------|-----------|--|----------------|-----------------|
| MAINT | M1860.15 | Workbench, severe use, 6' | | |
| MAINT | M2030.01 | Bench, battery | | |
| MAINT | M2030.02 | Bench, battery | | |
| MAINT | M2040 | Battery Charger | 6002b | |
| MAINT | M2045 | Charger, battery, multiple, w/bus bar | | |
| MAINT | M2055.01 | FLUKE Multimeter, Automotive 88V/A KIT | 2473438 | 43180284 |
| MAINT | M2075.01 | Buffer/grinder, 6", bench mounted | | |
| MAINT | M2075.02R | Buffer/grinder, 6", bench mounted | | |
| MAINT | M2110 | Branice Cage, inflation, tire | 2250 | |
| MAINT | M2140 | TIRE CHANGER | EHP SYSTEM III | 0611.6028655.79 |
| MAINT | M2158 | Compressor, air, rec. mtd., 5 HP duplex | | |
| MAINT | M2163 | Compressor, air, rec. mtd., 20 HP duplex | | |
| MAINT | M2216.01 | Drill press, variable speed, 16-1/2" | JDP-17MF | 10060741 |
| MAINT | M2227 | Dryer, air, refrigerated, 50 CFM | | |
| MAINT | M2230 | Dryer, air, refrigerated, 200 CFM | | |
| MAINT | M2341 | Floor Scrubber, Small | | |
| MAINT | M2410 | Pallet Lift, 5,500 lbs. | | |
| MAINT | M2440 | Changer, tire, auto | | |
| MAINT | M2450 | COATZ Mounter/demounter, tire, truck | HIT5000 | 2501AO00400 |
| MAINT | M2550 | OTC Press, air/hydraulic, 55 ton | | 110409623 |
| MAINT | M2643 | Recovery Unit, Refrigerent, Rolling, Multiple Type | | |
| MAINT | M2740 | Screen, welding | | |
| MAINT | M2832.01 | Vise, combination, swivel base, 5" | | |
| MAINT | M2832.02 | Vise, combination, swivel base, 5" | | |
| MAINT | M2832.03 | Vise, combination, swivel base, 5" | | |
| MAINT | M2832.04 | Vise, combination, swivel base, 5" | | |
| MAINT | M2832.05 | Vise, combination, swivel base, 5" | | |
| MAINT | M2832.06 | Vise, combination, swivel base, 5" | | |
| MAINT | M2832.07 | Vise, combination, swivel base, 5" | | |
| MAINT | M2832.08 | Vise, combination, swivel base, 5" | | |
| MAINT | M2832.09 | Vise, combination, swivel base, 5" | | |
| MAINT | M2832.10 | Vise, combination, swivel base, 5" | | |
| MAINT | M2832.11 | Vise, combination, swivel base, 5" | | |
| MAINT | M2832.12 | Vise, combination, swivel base, 5" | | |
| MAINT | M2832.13 | Vise, combination, swivel base, 5" | | |
| MAINT | M2832.14 | Vise, combination, swivel base, 5" | | |
| MAINT | M2832.15 | Vise, combination, swivel base, 5" | | |
| MAINT | M2916 | Welder, MIG, portable | | |
| MAINT | M2920 | Welder, Oxyacetylene, w/Cart | | |
| MAINT | M3085 | Cabinet, abrasive blast, w/dust collector | | |
| MAINT | M3622 | Vacuum system, two station | | |
| MAINT | M3718 | Washer, hi pressure/hot water, NG | | |
| MAINT | M3719 | Parts Washer | 500 | |
| MAINT | M3785 | Washer, parts, automatic, 2,500 lbs. | | |
| MAINT | M3842 | Washer, bus, drive through, four brush | | |
| MAINT | M4203 | Diagnostic Unit, GM w/software | | |
| MAINT | M4205 | Tester, Battery Load, w/printer | | |
| MAINT | M4206 | Test Loop, Hydraulic, Heavy Duty | | |
| MAINT | M4920 | BOCH Balancer, wheel, truck, heavy duty | SBM850 | |
| MAINT | M5390 | Hoist, chain, electric, motorized trolley, tandem, 1 ton | | |
| MAINT | M5405 | Forklift, LPG, 6,500 lbs. | | |
| MAINT | M5417.02 | Jack, bottle, 12 Ton Portable | | |
| MAINT | M5420 | jack, Transmission, 1 Ton | | |
| MAINT | M5558.01 | Lift, platform, work, mobile | | |
| MAINT | M5558.02 | Lift, platform, work, mobile | | |
| MAINT | M5560 | Lift, Scissors, Mobile | | |
| MAINT | M5645.01 | Lift, axle, 2 post, 60,000 lbs. | | |
| MAINT | M5645.02 | Lift, axle, 2 post, 60,000 lbs. | | |
| MAINT | M5645.03 | Lift, axle, 2 post, 60,000 lbs. | | |
| MAINT | M5753 | Lift, parallelogram, 75,000 lbs., 48' | | |
| MAINT | M5941 | Tug, Vehicle, Electric | | |
| MAINT | M7190.01 | Drops, air/electric, trapeze | | |
| MAINT | M7190.02 | Drops, air/electric, trapeze | | |
| MAINT | M7190.03 | Drops, air/electric, trapeze | | |
| MAINT | M7190.04 | Drops, air/electric, trapeze | | |
| MAINT | M7190.05 | Drops, air/electric, trapeze | | |
| MAINT | M7190.06 | Drops, air/electric, trapeze | | |
| MAINT | M7190.07 | Drops, air/electric, trapeze | | |
| MAINT | M7190.08 | Drops, air/electric, trapeze | | |
| MAINT | M7190.09 | Drops, air/electric, trapeze | | |
| MAINT | M7190.10 | Drops, air/electric, trapeze | | |
| MAINT | M7190.11 | Drops, air/electric, trapeze | | |
| MAINT | M7190.12 | Drops, air/electric, trapeze | | |
| MAINT | M7190.13 | Drops, air/electric, trapeze | | |
| MAINT | M7250.01 | Hose and dispenser (CG) | | |
| MAINT | M7250.02 | Hose and dispenser (CG) | | |
| MAINT | M7250.03 | Hose and dispenser (CG) | | |
| MAINT | M7250.04 | Hose and dispenser (CG) | | |
| MAINT | M7255.01 | Hose and dispenser (GO) | | |
| MAINT | M7255.02 | Hose and dispenser (GO) | | |
| MAINT | M7255.03 | Hose and dispenser (GO) | | |
| MAINT | M7255.04 | Hose and dispenser (GO) | | |
| MAINT | M7490 | OBERG Press, oil filter | 200L | 25179 |
| MAINT | M7512 | Pump, air piston, 50:1, 120 lb. drum (CG) | | |
| MAINT | M7520.01 | Pump, air piston, 10:1 ratio | | |
| MAINT | M7520.02 | Pump, air piston, 10:1 ratio | | |
| MAINT | M7520.03 | Pump, air piston, 10:1 ratio | | |
| MAINT | M7520.04 | Pump, air piston, 10:1 ratio | | |
| MAINT | M7520.05 | Pump, air piston, 10:1 ratio | | |
| MAINT | M7525.01 | Pump, air piston, 5:1 ratio | | |
| MAINT | M7525.02 | Pump, air piston, 5:1 ratio | | |
| MAINT | M7525.03 | Pump, air piston, 5:1 ratio | | |
| MAINT | M7531.01 | Pump, diaphragm, non-mixing (EC) | | |
| MAINT | M7531.02 | Pump, diaphragm, non-mixing (EC) | | |
| MAINT | M7531.03 | Pump, diaphragm, non-mixing (EC) | | |
| MAINT | M7540.01 | GRACO Pump, diaphragm, waste fluid evacuation (WO, WC) | | |
| MAINT | M7540.02 | GRACO Pump, diaphragm, waste fluid evacuation (WO) | | |
| MAINT | M7540.03 | Pump, diaphragm, waste fluid evacuation (WO, WC) | | |
| MAINT | M7540.04 | Pump, diaphragm, waste fluid evacuation (WO, WC) | | |
| MAINT | M7540.05 | Pump, diaphragm, waste fluid evacuation (WO, WC) | | |
| MAINT | M7540.06 | Pump, diaphragm, waste fluid evacuation (WO, WC) | | |

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EXHIBIT I-1 VVTA ASSETS

| Location | Asset ID | Description | Model | Serial |
|-------------|----------|--|---------------------|------------------------|
| MAINT | M7720.01 | Reel bank (CG, GO) | | |
| MAINT | M7720.02 | Reel bank (CG, GO) | | |
| MAINT | M7720.03 | Reel bank (CG, GO) | | |
| MAINT | M7720.04 | Reel bank (CG, GO) | | |
| MAINT | M7740.01 | Reel bank (ATF, EC, EO1, EO2) | | |
| MAINT | M7740.02 | Reel bank (ATF, EC, EO1, EO2) | | |
| MAINT | M7750.01 | Reel bank (ATF, EC, EO1, EO2, HO) | | |
| MAINT | M7750.02 | Reel bank (ATF, EC, EO1, EO2, HO) | | |
| MAINT | M7750.03 | Reel bank (ATF, EC, EO1, EO2, HO) | | |
| MAINT | M7750.04 | Reel bank (ATF, EC, EO1, EO2, HO) | | |
| MAINT | M7832 | Tank, polyethylene, 200 gallons (WWF) | | |
| MAINT | M7960.01 | Tank, double wall, cube, 280 gallons (GO, HO, WC) | | |
| MAINT | M7960.02 | Tank, double wall, cube, 280 gallons (GO, HO, WC) | | |
| MAINT | M7960.03 | Tank, double wall, cube, 280 gallons (GO, HO, WC) | | |
| MAINT | M7960.04 | Tank, double wall, cube, 280 gallons (ATF, EC, EO1, EO2) | | |
| MAINT | M7960.05 | Tank, double wall, cube, 280 gallons (ATF, EC, EO1, EO2) | | |
| MAINT | M7960.06 | Tank, double wall, cube, 280 gallons (ATF, EC, EO1, EO2) | | |
| MAINT | M7960.07 | Tank, double wall, cube, 280 gallons (ATF, EC, EO1, EO2) | | |
| MAINT | M7970.01 | Tank, double wall, cube, 500 gallons (ATF, EC, EO1, EO2) | | |
| MAINT | M7970.02 | Tank, double wall, cube, 500 gallons (ATF, EC, EO1, EO2) | | |
| MAINT | M7970.03 | Tank, double wall, cube, 500 gallons (ATF, EC, EO1, EO2) | | |
| MAINT | M7970.04 | Tank, double wall, cube, 500 gallons (ATF, EC, EO1, EO2) | | |
| MAINT | M7980 | Tank, double wall, cube, 1,000 gallons (WO) | | |
| MAINT | M7996.01 | Drain pan, waste oil, rolling | | |
| MAINT | M7996.02 | Drain pan, waste oil, rolling | | |
| MAINT | M7997.01 | Drain pan, waste coolant, rolling | | |
| MAINT | M7997.02 | Drain pan, waste coolant, rolling | | |
| MAINT | M7998.01 | Receiver, waste coolant, 25 gallons | | |
| MAINT | M7998.02 | Receiver, waste coolant, 25 gallons | | |
| MAINT | M7998.03 | Receiver, waste coolant, 25 gallons | | |
| MAINT | M7999.01 | Receiver, waste oil, 25 gallons | | |
| MAINT | M7999.02 | Receiver, waste oil, 25 gallons | | |
| MAINT | M7999.03 | Receiver, waste oil, 25 gallons | | |
| MAINT | M821 | Flammable Safety Cabinet | 19T275MF#BS44 | |
| MAINT | M9005 | Ball Joint Service Kit | | |
| MAINT | M9305 | Parking Lot Cleaner, Riding | | |
| MAINT | M9308 | Prochem Blazer Carpet Cleaner | | |
| MAINT | M9308.01 | Trailer for Carpet Cleaner | | |
| MAINT | M9308.02 | Cushman Titan XD Electric Utility Cart | | |
| MAINT | M9450 | Spray Gun, 1 Quart | | |
| MAINT | M9451 | Caliper, 6" digital | | |
| MAINT | M9452 | Micrometer, Outside, 6" | | |
| MAINT | M9453.01 | MICROMETER, INSIDE | 823A | EDP53050 |
| MAINT | M9454 | RPM Digital Meter TACOMETER | | |
| MAINT | M9470 | Tire Bead Seater | | |
| MAINT | M9490 | Rivet Air Gun, 1/4" | | |
| MAINT | M9510 | Harness, safety, l-beam trolley, self retracting | | |
| MAINT | M9520 | Net, safety, pit, inspection, 40' | | |
| MAINT | M9521 | Trailer Mounted Pressure Washer | AWW503537E/G HOTSYS | 1v9bu1527tc088918 |
| MAINT | M9525 | 4000 lb Engine Hosit/Floor Jack (Floor Crane) serial #0204au217615 | ATC1820 | 0107AQAT |
| MAINT | M9526 | Pallet Rack | | |
| MAINT | M9527 | JOBOX PAINO LID BOX W/SITE-VAULT SECURITY SYSTEM | 217-1-682990 | |
| MAINT | M9528 | TRANSMISSION JACK | | |
| MAINT | M9589 | TOP SIDE CREEPER | | |
| MAINT | M9590 | ENGINE STANDS | | |
| MAINT | M9591 | FLOOR JACKS | | |
| MAINT | M9592 | DRUM DOLLY | | |
| MAINT | M9593 | JACK STANDS | | |
| MAINT | M9594 | OB-@HEAT BUSTER FLOOR FANS - 1/2 HP 115V 60HZ 5.5 AMPS | | |
| MAINT | M9602 | CYLINDRICAL SCRUBBER | T600E-700C | |
| MAINT | M9639 | OB-@HEAT BUSTER FLOOR FANS - 1/2 HP 115V 60HZ 5.5 AMPS | | |
| MAINT | M9686 | 40x92x45 Tire Rack | | |
| MAINT | M9687 | 40x92x45 Tire Rack | | |
| MAINT | M9688 | 40x92x45 Tire Rack | | |
| MAINT | M9689 | 40x92x45 Tire Rack | | |
| MAINT | M9691 | ADJUSTABLE JACK STANDS 20,000LB CAPACITY | RS20SYL | |
| MAINT | M9692 | ADJUSTABLE JACK STANDS 20,000LB CAPACITY | RS20SYL | |
| MAINT | M9693 | ADJUSTABLE JACK STANDS 20,000LB CAPACITY | RS20SYL | |
| MAINT | M9694 | ADJUSTABLE JACK STANDS 20,000LB CAPACITY | RS20SYL | |
| MAINT | M9698 | ADJUSTABLE JACK STANDS 20,000LB CAPACITY | RS20SYL | |
| MAINT | M9699 | ADJUSTABLE JACK STANDS 20,000LB CAPACITY | RS20SYL | |
| MAINT | M9700 | ADJUSTABLE JACK STANDS 20,000LB CAPACITY | RS20SYL | |
| MAINT | M9701 | ADJUSTABLE JACK STANDS 20,000LB CAPACITY | RS20SYL | |
| MAINT | M9704 | ADJUSTABLE JACK STANDS 20,000LB CAPACITY | | |
| MAINT | M9713 | Data Logger - Vector & Disc | GL1000 | |
| MAINT | M9714 | Software - ABS includes Subscription | ToolBox Plus | |
| MAINT | M9715 | Software - ABS includes Subscription | ToolBox Plus | |
| MAINT | M9718 | Diagnostic - Intelliquaire III | 6393934 | |
| MAINT | M9719 | Diagnostic Kit - Vanner | 6406922 | |
| MAINT | M9720 | Diagnostic Kit - Vanner | 6406922 | |
| MAINT | M9721 | Sure Grip Master Accessory | TLK-225 | |
| MAINT | M9723 | Assy - Battery Diagnose Cable | | |
| MAINT | M9724 | Assy - Battery Diagnose Cable | | |
| MAINT | M9725 | NEXIQ USB Link WIFI Edition | 6465863 | |
| MAINT | M9730 | Banner Stakes plus Cart - Arc Flash Boundary, Red, 1 Kit | BANPL4079 | |
| MAINT | M9785 | Robinair Auto Refrigerant A/C Machine | AC1234-9 | 50263347 |
| MAINT | X823 | AED Defibrillator | G3 PLUS AUTO | 6018055 |
| MAINT | X841 | PORTABLE GENERATOR - PREDATOR 8750 WATT | 442073 | T57A0017100048111 |
| MAINT - BAY | IT0279 | HP ELITEBOOK COMPUTER NAME-0370 | KS068UT#ABA | |
| MAINT - BAY | IT0347 | ACER | V193 | ETLHWOD1711480BEE98503 |
| MAINT - BAY | IT0348 | ACER | V193 | ETLHWOD1711480BEFE8503 |
| MAINT - BAY | IT0349 | ACER | V193 | ETLHWOD1711480BEDD8503 |
| MAINT - BAY | IT0588 | HP SB LE2201W 22"WIDE | NK571A8#ABA | CNK1420YLK |
| MAINT - BAY | IT0941 | HP PRODESK 600 G | 1B231UT#ABA | MXL0123Q6C |
| MAINT - BAY | M1861.01 | Laser Scanner handheld | LZ410USB | 14711145063 |
| MAINT - BAY | M1861.03 | Laser Scanner handheld | LZ410USB | |
| MAINT - BAY | M9553 | IMPACT AIR TOOL 1" PMAx 120 Psiq 8.3 bar RPM MAX 5,250 | 2858 | SR17D |
| MAINT - BAY | M9691.2 | HEAVY DUTY MACH WIRELESS COLUMNS | | |
| MAINT - BAY | M9691.3 | HEAVY DUTY MACH WIRELESS COLUMNS | | |
| MAINT - BAY | MC001 | EDSAL FLAT SCREEN COMPUTER CART BLUE PART A | 4898018 | |
| MAINT - BAY | MC002 | EDSAL FLAT SCREEN COMPUTER CART BLUE PART A | 4898018 | |

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| Location | Asset ID | Description | Model | Serial |
|--------------------------------|----------|--|-------------------|--------------------|
| MAINT - BAY | MC003 | EDSAL FLAT SCREEN COMPUTER CART BLUE PART A | 4898018 | |
| MAINT - BAY | MC004 | EDSAL FLAT SCREEN COMPUTER CART BLUE PART A | 4898018 | |
| MAINT - TC | IT0767 | SNAP-ON SOLUS EDGE DIAGNOSTIC SCANNER | EESC320 | 368SLG-510706 |
| MAINT - TC | M9531 | A/C GAUGE R12/R134 | | |
| MAINT - TC | M9533 | NEXIQ TECHNOLOGY | 124032 | 043334 |
| MAINT - TC | M9534 | ROTARY TOOL | | 364071508 |
| MAINT - TC | M9535 | ELECTRONIC REFRIGERANT SCALE | 5PWF9 | |
| MAINT - TC | M9537 | MIDTRONICS EXP-1000 | | 618100897 |
| MAINT - TC | M9539 | UNIVERSAL BREAKOUT BOX | J39700 | J47279-1 |
| MAINT - TC | M9540 | A/C GAUGE R22/407C | | |
| MAINT - TC | M9541 | Cylinder Clamp Set | 7425 | |
| MAINT - TC | M9543 | SNOW CHAINS | | |
| MAINT - TC | M9551 | DG TECHNOLOGIES VEHILCE NETWORK DPA 5 | DPA-5 | SDA7A5153103897 |
| MAINT - TC | M9552 | I/O CONTROL POINT SOLUTION KIT | T-MK-808 | 599550 |
| MAINT - TC | M9554 | COOLANT PRESSURE TESTER | | |
| MAINT - TC | M9555 | STRUT SPRING COMPRESSOR | 67051 | |
| MAINT - TC | M9556 | FLOORING REPAIR TOOL KIT | | |
| MAINT - TC | M9557 | BELT TENSION GUAGE | 6673 | 105959 |
| MAINT - TC | M9558 | CYLINDER LEAK TESTER | 1500 SERIES CLT-2 | |
| MAINT - TC | M9559 | THREAD SETTER | 770-2875 | |
| MAINT - TC | M9560 | OPTI-LITE LEAK DETECTION | TP-8621 | 784733 |
| MAINT - TC | M9561 | PROGRAMMER STEMCO | | 1413763717 |
| MAINT - TC | M9562 | COMBUSTIBLE PLUS | TP1775 | 15224750117 |
| MAINT - TC | M9563 | THREAD KIT | 4412E | 57327-28-10 |
| MAINT - TC | M9564 | BOCH - VIDEO INSPECTION SCOPE | | |
| MAINT - TC | M9565 | DEWALT HEAT GUN | D26960 | 17013 |
| MAINT - TC | M9567 | KD TOOLS Pulley Remover and Installer | | |
| MAINT - TC | M9568 | NAPA RIVET KIT | 770-2705 | |
| MAINT - TC | M9569 | TRANSMISSION / ENGINE PRESSURE | 5610 | |
| MAINT - TC | M9570 | ENGINE CRADLE DODGE CARAVAN | 791-7125 | N1502001029 |
| MAINT - TC | M9572 | QUICK RELEASE PLYERS | | |
| MAINT - TC | M9573 | CYLINDER LEAKAGE TEST | 5609 | |
| MAINT - TC | M9574 | SOILDERING IRON | 770-2527 | |
| MAINT - TC | M9575 | IMPACT AIR TOOL 3/4 | 2161XPSR12F | |
| MAINT - TC | M9578 | BLOCK TESTER | | |
| MAINT - TC | M9580 | REFRIGERANT IDENTIFIER NEUTRONICS | | |
| MAINT - TC | M9581 | DOUBLE FLARING TOOL KIT | | |
| MAINT - TC | M9583 | HYDRAIC JACK | | |
| MAINT - TC | M9584 | COMPRESSION TESTER GAUGE | | |
| MAINT - TC | M9585 | BIG DADDY RIVETER | 39031 | |
| MAINT - TC | M9588 | TORQUE WRENCH | | |
| MAINT - TC | M9595 | Cylinder Clamp Set | 3822503 | |
| MAINT - TC | M9597 | CRIMPING TOOL KIT | | |
| MAINT - TC | M9598 | PROSET A/C CLUTCH TOOL KIT | | |
| MAINT - TC | M9621 | CRANKCASE SEAL REPLACER KIT | | |
| MAINT - TC | M9682 | TAP & DRILL IMPERIAL | | |
| MAINT - TC | M9683 | WESTWARD 30 PCS HSS TAP & DRILL SET 1P235 | | |
| MAINT - TC | M9684 | GEAR WENCH METRIC RATCHET TAP & DIE SET 14 PCS | 82812 | |
| MAINT - TC | M9706 | USB CAN Adpater | 640246 | IPEH002022-289884 |
| MAINT - TC | M9711 | Fluke Insulation Multimeter | 1587FC | 57110122 |
| MAINT - TC | M9716 | Adapter - Diagnostic | 6477477 | |
| MAINT - TC | M9727 | Siemens PScan Interface Cable | 711447 | |
| MAINT - TC | M9731 | Panasonic Toughbook & USB Thumb Drive - 32 GB | FZS5A272 | 1KTWA94681 |
| MAINT - TC | M9732 | Panasonic Toughbook & USB Thumb Drive - 32 GB | FZS5A272 | 1KTWA95171 |
| MAINT - TC | M9733 | ACER MONITOR | | |
| MAINT - TC | M9734 | SPI TOOL | | |
| MAINT - TC | M9735 | SPHEROS THERMO TEST | | |
| MAINT - TC | M9738 | REED CONDUCTIVITY METER | | |
| MAINT - TC | M9779 | SAFETY VISION WIFI TONGLE | SV-DXAP | WM22080635S00049 |
| MAINT - TC | M9780 | SAFETY VISION WIFI TONGLE | SV-DXAP | WM22080635S00036 |
| MAINT - TC | M9781 | SAFETY VISION WIFI TONGLE | SV-DXAP | WM22080635S00047 |
| Maint Bay - Kiosk 1 | IT1350 | HP ProDesk Mini 1 TB | 4G4N8AV | MXL24153VK |
| Maint Bay - Kiosk 2 | IT1351 | HP ProDesk Mini 1 TB | 4G4N8AV | MXL24153VH |
| Maint Bay - Kiosk 3 | IT1352 | HP ProDesk Mini 1 TB | 4G4N8AV | MXL24153VP |
| Maint Bay - Kiosk 4 | IT1353 | HP ProDesk Mini 1 TB | 4G4N8AV | MXL24153VL |
| Maint Bay Service Advisor Desk | IT1327 | HP 400 G6 512GB 8GB | 691Z0UT#ABA | MXL2423CDK |
| Maintenance Shop | M9765 | INSULATED POUCH SET 17 PC: 3 PLIERS, 13 BITS & POP UP HANDLE | 32886 | |
| N. Parking Lot | IT0987 | AXIS Network Surveillance Camera | Q3709-PEV | |
| N. Parking Lot | X830 | Plug-In Electric Vehicle Charging Station | LEV-EVB32-H18 | HH15 05299 H45KO |
| N. Parking Lot | X831 | Plug-In Electric Vehicle Charging Station | | HH15 059646 1E26KO |
| N. Parking Lot | X837 | Trash Compactor and 2 Yard Container Front load | 230V-1 PH-PLUG | P200-190-402 |
| O.D BRK RM | CC809 | 10' Concrete Table Set w/6 Benches Tile Top w/ 6 Benches | | |
| O.D BRK RM | CC810 | Round Concrete Table Set Tile Top w/ 3 Benches | | |
| O.D BRK RM | CC811 | Round Concrete Table Set Tile Top w/ 3 Benches | | |
| O.D BRK RM | CC816 | Concrete Bench Planter Corner Set | | |
| O.D BRK RM | CC817 | Concrete Bench Planter Corner Set | | |
| O.D BRK RM | CC818 | Concrete Trash Can | | |
| S. Parking Lot | X827 | Plug-In Electric Vehicle Charging Station | 206392660 | HH15 055731C26KO |
| S. Parking Lot | X828 | Plug-In Electric Vehicle Charging Station | 206392660 | HH15 0529 H45KO |
| S. Parking Lot | X829 | Plug-In Electric Vehicle Charging Station | 206392660 | HH15 5633 1D26KO |

CONTRACTOR ASSIGNED EQUIPMENT INVENTORY LIST

Physical Assets

| Monitors serial number | Make/Model | PC's Asset # | PC Serial # | Make/Model | Location |
|---------------------------|----------------------|-----------------|-------------|---------------------|----------|
| IT0431 | LG NK571A | IT1273 | 9AG51AV | HP ProDesk 400 G5 | ADA |
| IT0430 | LG NK571A | | | 9AG51AV | |
| | | | | | |
| IT0437 | ViewSonic VS11803 | IT1277 | MXL1423660 | HP ProDesk 400 G5 | ADA |
| IT0436 | ViewSonic VS11803 | | | 9AG51AV | |
| | | | | | |
| IT0433 | ViewSonic VA2226W | IT1279 | MXL142365K | HP ProDesk 400 G5 | ADA |
| IT0434 | LG NK571A | | | 9AG51AV | |
| | | | | | |
| IT0526 | HP P221 | IT1319 | MXL2423CDN | HP ProDesk 400 G5 | ADA |
| IT0527 | ViewSonic VA2226M | | | 9AG51AV | |
| | | | | | |
| IT0427 | ViewSonic VA2248M | IT1262 | MXL142365Y | HP ProDesk 400 G5 | ADA |
| IT0428 | ViewSonic VS138694 | | | 9AG51AV | |
| | | | | | |
| IT0424 | ViewSonic VA2231WM | IT0995 | MXL9505DBQ | HP EliteDesk 705 G4 | ADA |
| IT0423 | ViewSonic VA2231WM | | | 44HX42UT#ABA | |
| | | | | | |
| IT0982 | ViewSonic VA2759-SMH | IT0954 | MXL0072Y0J | HP EliteDesk 800 G5 | ADA |
| IT0927 | ViewSonic VA2746MH | | | 9MR54US#ABA | |
| | | | | | |
| IT0280 | HP LA1951g | IT1261 | MXL142365P | HP ProDesk 400 G5 | ADA |
| IT0593 | AOC 215ML00032 | | | 9AG51AV | |
| | | | | | |
| IT0916 | ViewSonic VA2746MH | IT0946 | MXL0072Y1Q | HP EliteDesk 800 G5 | ADA |
| | | | | 9MR54US#ABA | |
| | | | | | |
| IT0446 | LG NK571A | IT1272 | MXL142365L | HP ProDesk 400 G5 | ADA |
| | | | | 9AG51AV | |
| | | | | | |
| IT0936 | ViewSonic VA2746MH | IT0945 | MXL0072Y2N | HP EliteDesk 800 G5 | DISPATCH |
| IT0935 | ViewSonic VA2746MH | | | 9MR54US#ABA | |
| | | | | | |
| IT0913 | ViewSonic VA2746MH | IT0948 | MXL0072Y21 | HP EliteDesk 800 G5 | DISPATCH |
| IT0917 | ViewSonic VA2746MH | | | 9MR54US#ABA | |
| | | | | | |
| IT0175 | Surface Tablet | IT1260 | MXL142365W | HP ProDesk 400 G5 | DISPATCH |
| | | | | 9AG51AV | |
| | | | | | |
| IT0926 | ViewSonic VA2746MH | IT1301 | MXL20855DR | HP ProDesk 400 G5 | DISPATCH |
| | | | | 9AG51AV | |
| | | | | | |
| IT0705 | Computer | | | | DISPATCH |

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES
EXHIBIT IT-1 CONTRACTOR ASSIGNED IT EQUIPMENT

| | | | | | |
|--------|--------------------|--------|------------|---------------------|----------|
| IT0706 | BenQ G2760-T | | | | DISPATCH |
| | | | | | |
| | | IT1270 | MXL1423665 | HP ProDesk 400 G5 | DISPATCH |
| | | | | 9AG51AV | |
| | | | | | |
| IT0177 | ViewSonic VA2246M | IT1276 | MXL1423664 | HP ProDesk 400 G5 | DISPATCH |
| | | | | 9AG51AV | |
| | | | | | |
| IT0919 | ViewSonic VA2746MH | IT1258 | MXL142365V | HP ProDesk 400 G5 | DISPATCH |
| | | | | 9AG51AV | |
| | | | | | |
| IT0918 | ViewSonic VA2746MH | IT0980 | MXL0263J50 | HP EliteDesk 705 G4 | DISPATCH |
| | | | | 4HX42UT | |
| | | | | | |
| IT1360 | | IT0979 | MXL0263C0B | HP EliteDesk 705 G4 | DISPATCH |
| IT0938 | ViewSonic VA2746MH | | | 4HX42UT | |
| | | | | | |
| IT0928 | ViewSonic VA2746MH | | | | DISPATCH |
| | | | | | |
| | | | | | |
| IT1358 | | IT1259 | MXL142365S | HP ProDesk 400 G5 | DISPATCH |
| IT1357 | | | | 9AG51AV | |
| | | | | | |
| IT0459 | BenQ G2760-T | IT0986 | MXL0263C0Y | HP EliteDesk 705 G4 | DISPATCH |
| IT0460 | BenQ G2760-T | | | 4HX42UT | |
| | | | | | |
| IT0929 | ViewSonic VA2746MH | IT0955 | MXL0072Y26 | HP EliteDesk 800 G5 | DISPATCH |
| | | | | 9MR54US#ABA | |
| | | | | | |
| IT0666 | HP 3CQ7151N75 | | | | SHOP |
| | | | | | |
| | | | | | |
| IT0912 | ViewSonic VS16398 | IT0941 | MXL0123Q6C | HP ProDesk 600 G4 | SHOP |
| | | | | 1B231UT#ABA | |
| | | | | | |
| IT0588 | HP LE2201W | IT1327 | MXL2423CDK | HP ProDesk 400 G6 | SHOP |
| | | | | 691Z0UT#ABA | |
| | | | | | |
| IT0589 | HP LE2201W | IT1326 | MXL2423CDP | HP ProDesk 400 G6 | SHOP |
| | | | | 691Z0UT#ABA | |
| | | | | | |
| IT0672 | HP V273A | IT0978 | MXL0263J4S | HP EliteDesk 705 G4 | SHOP |
| | | | | 4HX42UT | |
| | | | | | |
| | | IT1251 | MXL1373YV2 | HP ProDesk 600 G6 | SHOP |
| | | | | 9BD72AV | |
| | | | | | |
| IT0350 | ViewSonic VS11282 | IT1263 | MXL142365Z | HP ProDesk 400 G5 | CNG |
| | | | | 9AG51AV | |
| | | | | | |

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EXHIBIT IT-1 CONTRACTOR ASSIGNED IT EQUIPMENT

| | | | | | |
|-----------------------------|-------------------------|----------------------------|-----------------|-----------------------|---------------|
| IT0983 | ViewSonic VA2759-SMH | IT1315 | MXL21126PG | HP ProDesk 600 G6 | CNG |
| | | | | 219T5UT#ABA | |
| IT0940 | ViewSonic VA2746MH | NO PC | | | PAYROLL |
| IT0937 | ViewSonic VA2746MH | | | | |
| IT0959 | ViewSonic VA2746MH | IT0952 | MXL0072Y0X | HP EliteDesk 800 G5 | PAYROLL |
| IT0933 | ViewSonic VA2746MH | | | 9MR54US#ABA | |
| IT0922 | ViewSonic VA2746MH | NO PC | | | SAFETY |
| IT0920 | ViewSonic VA2746MH | | | | |
| IT0914 | ViewSonic VA2746MH | IT0825 | PF19K06E | Lenovo Think Pad E570 | SAFETY |
| | | | | | |
| IT0923 | ViewSonic VA2746MH | NO PC | | | SAFETY |
| | | | | | |
| IT0985 | ViewSonic VA2759-SMh | NO PC | | | HR |
| | | | | | |
| IT1292 | ViewSonic VX3211-2K-MHD | IT1278 | MXL1423661 | HP ProDesk 400 G5 | DATA MGR |
| IT1293 | ViewSonic VX3211-2K-MHD | | | 9AG51AV | |
| IT1290 | ViewSonic VX3276-MHD | NO PC | | | GM |
| IT1291 | ViewSonic VX3276-MHD | | | | |
| | | IT0951 | MXL0072Y01 | HP EliteDesk 800 G5 | BADGE ST |
| | | | | 9MR54US#ABA | |
| (IT)0501 | | IT0808 | MXL91643QL | HP ProDesk 600 G4 | RECEPTION |
| | | | | 4HJ15UT#ABA | |
| | | IT1271 | MXL1423662 | HP ProDesk 400 G5 | SHOP TRAINING |
| | | | | | |
| | | IT1349 | MXL24153VD | HP ProDesk 400 G9 | SHOP TRAINING |
| | | | | 4G4N8AV | |
| CONTRACTOR ASSIGNED TABLETS | | | | | |
| Wireless Number | User Name | Equipment Model | Device ID | | |
| 442.267.7001 | Tablet 1 - Ada Bat | SAMSUNG GALAXY TAB S5E | 357083102692782 | | |
| 442.267.7002 | Tablet 2 - Ada Bat | SAMSUNG GALAXY TAB E 8 | 354736074637850 | | |
| 442.267.7003 | Tablet 3 - Ada Bat | SAMSUNG GALAXY TAB S5E | 357083102698086 | | |
| 442.267.7010 | Tablet 4 - Ada Bat | SAMSUNG GALAXY TAB E 8 | 354736074659560 | | |
| 442.267.7266 | Tablet 5 - Ada Bat | SAMSUNG GALAXY TAB E 8 | 354736074659910 | | |
| 442.267.7267 | Tablet 6 - Ada Bat | SAMSUNG GALAXY TAB S5E | 357083102695256 | | |
| 442.267.7269 | Tablet 7 - Ada Bat | SAMSUNG GALAXY TAB E 8 | 354736074636250 | | |
| 442.267.7270 | Tablet 8 - Ada Bat | SAMSUNG GALAXY TAB E 8 | 354736074337190 | | |
| 442.267.7271 | Tablet 9 - Ada Bat | SAMSUNG GALAXY TAB S5E | 357083102759060 | | |
| 442.267.7272 | Tablet 10 - Ada Bat | SAMSUNG GALAXY TAB S5E | 357083102702631 | | |
| 442.267.7273 | Tablet 11 - Ada Bat | SAMSUNG GALAXY TAB S5E | 357083102692766 | | |
| 442.267.7274 | Tablet 12 - Ada Bat | SAMSUNG GALAXY TAB S5E | 357083102700098 | | |
| 442.267.7275 | Tablet 13 - Ada Bat | SAMSUNG GALAXY TAB E 8 | 354736074461420 | | |
| 442.267.7277 | Tablet 15 - Ada Bat | SAMSUNG GALAXY TAB E 8 | 354736074471800 | | |
| 442.316.0413 | Keolis General Manager | SAMSUNG GALAXY TAB S7f | 351347131079295 | | |
| 442.356.1400 | Non-rev 002 | SAMSUNG GALAXY TAB A7 LITE | 351026516283140 | | |
| 442.356.1421 | Non-rev 003 | SAMSUNG GALAXY TAB A7 LITE | 351026516200300 | | |
| 442.356.8045 | Non-rev 001 | SAMSUNG GALAXY TAB A7 LITE | 351026516284122 | | |
| 442.356.8376 | Non-rev 009 | SAMSUNG GALAXY TAB A7 LITE | 351026516193760 | | |
| 442.356.8377 | Non-rev 008 | SAMSUNG GALAXY TAB A7 LITE | 351026516191350 | | |

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EXHIBIT IT-1 CONTRACTOR ASSIGNED IT EQUIPMENT

| | | | | | |
|--------------|-----------------------------|-----------------------------|-----------------|--|--|
| 442.356.8378 | Non-rev 007 | SAMSUNG GALAXY TAB A7 LITE | 351026516200920 | | |
| 442.356.8558 | Non-rev 010 | SAMSUNG GALAXY TAB A7 LITE | 351026516285541 | | |
| 442.356.8559 | Non-rev 011 | SAMSUNG GALAXY TAB A7 LITE | 351026516285392 | | |
| 442.356.8560 | Non-rev 012 | SAMSUNG GALAXY TAB A7 LITE | 351026516283694 | | |
| 442.356.8561 | Non-rev 013 | SAMSUNG GALAXY TAB A7 LITE | 351026516282175 | | |
| 442.356.8562 | Non-rev 014 | SAMSUNG GALAXY TAB A7 LITE | 351026516283918 | | |
| 442.356.8563 | Non-rev 015 | SAMSUNG GALAXY TAB A7 LITE | 351026516285665 | | |
| 442.356.8564 | Non-rev 020 | SAMSUNG GALAXY TAB A7 LITE | 351026516283256 | | |
| 442.356.8565 | Non-rev 016 | SAMSUNG GALAXY TAB A7 LITE | 351026516283066 | | |
| 442.356.8566 | Non-rev 017 | SAMSUNG GALAXY TAB A7 LITE | 351026516282365 | | |
| 442.356.8567 | Non-rev 018 | SAMSUNG GALAXY TAB A7 LITE | 351026516283058 | | |
| 442.356.8568 | Non-rev 019 | SAMSUNG GALAXY TAB A7 LITE | 351026516284320 | | |
| 760.713.1259 | Ecolane Ada | SAMSUNG GALAXY TAB A 10.5 | 358408090670285 | | |
| 760.713.1626 | Ada Dispatch 16 | SAMSUNG GALAXY TAB S5E | 357083101265457 | | |
| 760.713.1767 | Ada Dispatch 2 | SAMSUNG GALAXY TAB S7 FE 5G | 351347130988413 | | |
| 760.713.1788 | Ecolane Ada | SAMSUNG GALAXY TAB A 10.5 | 358408090659130 | | |
| 760.713.1898 | Ada Dispatch 20 | SAMSUNG GALAXY TAB S7 FE 5G | 351347130915077 | | |
| 760.713.3110 | ADA DISPATCH 18 | SAMSUNG GALAXY TAB S7 FE 5G | 35783102924102 | | |
| 760.713.3154 | ADA DISPATCH 40 | SAMSUNG GALAXY TAB S7 FE | 351347130750375 | | |
| 760.713.3473 | Ada Dispatch 6 | SAMSUNG GALAXY TAB S7 FE 5G | 351347130745524 | | |
| 760.713.3539 | Tablet 29 Ada | SAMSUNG GALAXY TAB S7 FE 5G | 351347132022955 | | |
| 760.713.3760 | Barstow Supervisor - 2 | SAMSUNG GALAXY TAB S5E | 357083101139710 | | |
| 760.713.3843 | Ada Dispatch 52 | SAMSUNG GALAXY TAB A 10.5 | 358408091407018 | | |
| 760.713.3962 | Ada Dispatch 8 | SAMSUNG GALAXY TAB S5E | | | |
| 760.713.7260 | Ada Dispatch 21 | SAMSUNG GALAXY TAB S7 FE 5G | 351347130714041 | | |
| 760.713.7394 | Supervisor Barstow | SAMSUNG GALAXY TAB S5E | 357083101760986 | | |
| 760.713.7546 | Ecolane Ada | SAMSUNG GALAXY TAB A 10.5 | 358408090666028 | | |
| 760.713.7679 | Ada Dispatch Tablet 22 | SAMSUNG GALAXY TAB S7 FE 5G | 351347132563149 | | |
| 760.713.7787 | Ada Dispatch 20 | SAMSUNG GALAXY TAB S7 FE 5G | 351347132979154 | | |
| 760.713.7824 | Dispatch Ada - 11 | SAMSUNG GALAXY TAB S5E | | | |
| 760.713.7870 | Ada Dispatch 26 | SAMSUNG GALAXY TAB S7 FE 5G | 351347130708860 | | |
| 760.713.7911 | Ecolane Ada | SAMSUNG GALAXY TAB A 10.5 | 358408090656516 | | |
| 760.713.9064 | Ada Dispatch 34 | SAMSUNG GALAXY TAB S7 FE 5G | 351347130953565 | | |
| 760.713.9165 | Ada Dispatch #33 | SAMSUNG GALAXY TAB S5E | 357083102586547 | | |
| 760.713.9258 | Ada Dispatch 32 | SAMSUNG GALAXY TAB S7 FE 5G | 351347130756737 | | |
| 760.713.9403 | Ada Dispatch 38 | SAMSUNG GALAXY TAB S7 FE 5G | 351347130750490 | | |
| 760.713.9484 | Ada Dispatch 7 | SAMSUNG GALAXY TAB S7 FE 5G | 351347131575904 | | |
| 760.713.9567 | Ada Dispatch 30 | SAMSUNG GALAXY TAB S7 FE 5G | 351347132060195 | | |
| 760.713.9620 | Tablet 36 Ada Dispatch | SAMSUNG GALAXY TAB S5E | 357083102250821 | | |
| 760.713.9643 | Ecolane Ada | SAMSUNG GALAXY TAB A 10.5 | 358408090686992 | | |
| 760.713.9729 | Dispatch Ada - 39 | SAMSUNG GALAXY TAB S5E | 357083102084253 | | |
| 760.713.9953 | Ada Dispatch 15 | SAMSUNG GALAXY TAB S7 FE 5G | 351347132370255 | | |
| 760.713.9958 | Ada Dispatch 42 | SAMSUNG GALAXY TAB S7 FE 5G | 351347130713605 | | |
| 760.713.9984 | Ada Ecolane #46 | SAMSUNG GALAXY TAB A 10.5 | 358408091292709 | | |
| 760.983.6397 | Ada Dispatch 24 | SAMSUNG GALAXY TAB S5E | | | |
| 760.983.6423 | Ada Dispatch 9 | SAMSUNG GALAXY TAB S7 FE 5G | 351347130955347 | | |
| 760.983.6469 | Ada Dispatch 37 | SAMSUNG GALAXY TAB S7 FE 5G | 351347130984693 | | |
| 760.983.6504 | Ecolane Ada | SAMSUNG GALAXY TAB A 10.5 | 358408090662894 | | |
| 760.983.6581 | Ada Ecolane #10 | SAMSUNG GALAXY TAB A 10.5 | 358408091277452 | | |
| 760.983.8132 | Ada Dispatch 14 | SAMSUNG GALAXY TAB S7 FE 5G | 351347130712516 | | |
| 760.983.8453 | Ada 45-Dispatch | SAMSUNG GALAXY TAB S5E | 357083100829683 | | |
| 760.983.8605 | Ada Dispatch 27 | SAMSUNG GALAXY TAB S7 FE 5G | 351347130661895 | | |
| 760.983.8643 | Ada Dispatch 35 | SAMSUNG GALAXY TAB S7 FE 5G | 351347130750045 | | |
| 760.983.8644 | Ada Dispatch 44 | SAMSUNG GALAXY TAB S7 FE 5G | 351347130706039 | | |
| 760.983.8931 | Ada Dispatch 28 | SAMSUNG GALAXY TAB S7 FE 5G | 351347130955271 | | |
| 760.983.9172 | Rta - Barstow Shop | SAMSUNG TAB A 8 | 355420109014085 | | |
| 760.983.9349 | Rta - Hesperia Facility | SAMSUNG TAB A 8 | 355420109035106 | | |
| 760.983.9395 | Rta - Hesperia Shop 1 | SAMSUNG TAB A 8 | 355420109016395 | | |
| 760.983.9426 | Rta - Hesperia Facility - 2 | SAMSUNG TAB A 8 | 355420108937385 | | |
| 760.995.6303 | Dispatch Fixed Route | SAMSUNG GALAXY TAB S7 FE 5G | 351347131640823 | | |
| 760.998.5299 | Barstow Maintenance | SAMSUNG GALAXY TAB A7 LITE | 351026512707092 | | |
| 760.998.6069 | Barstow Maintenance.2 | SAMSUNG GALAXY TAB A7 LITE | 351026512707977 | | |

[illegible]

RFP 2024-04
EXHIBIT K-1

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES
EXHIBIT K-2

Technician Hours per 1000 miles

| EXHIBIT K-2 | | | | |
|---|--------------------------------|-------------------|---------------|-----------|
| Proposed Technician Staffing | | | | |
| | Number of Technicians Proposed | Transit Bus Fleet | Cutaway Fleet | Total |
| Current estimated miles for FY 25 (rounded) | | 4,000,000 | 1,000,000 | 5,000,000 |
| "A" Technician Hours per 1,000 miles | | | | 0.00 |
| "B" Technician Hours per 1,000 miles | | | | 0.00 |
| "C" Technician Hours per 1,000 miles | | | | 0.00 |
| Totals | | | | 0.00 |

Proposer is to fill in the 3 unshaded cells with the proposed number of technicians. Total hours in cell E10 should be no less than 7 hrs. Unless proposer can show inovative ways that will allow them to reduce these required hours to properly maintain VVTA's fleet.

| Technician Hours Devoted to Direct Labor | | |
|--|---|---------------|
| | VVTA Sample of Available Direct Labor Hrs | |
| | Total Available | Non Available |
| Gross Hours per Technician | 2080 | |
| Vacations (2 weeks) | | 80 |
| Holidays (6) | | 48 |
| Misc leave time (sick time, voting, jury duty, etc.) | | 40 |
| Non Controlable Subtotal | 1912 | |
| Break Time (2 10 minute breaks per day *239 days) | | 80 |
| Time for clean up, shop meetings, safety meetings etc. | | 40 |
| | 1792 | |
| Technicians effeciency (80%) | | 358 |
| Total annual hours available per Technician | 1434 | |

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES

EXHIBIT L-1 BUS CLEANING AND VEHICLE APPEARANCE PROGRAM

The Contractor is responsible for completing, at minimum, the cleaning schedule outlined in this section for the entire VVTA fleet. All costs for supplies and labor for cleaning, repairing, and fumigation of vehicles are the responsibility of the Contractor. The Contractor shall provide VVTA with monthly reports documenting the cleaning, shampooing, waxing, detailing, and fumigating of all vehicles. Bus cleaning shall be scheduled as follows:

1.1. Graffiti Removal and Fumigation

- Remove all graffiti from the bus interior and exterior as soon as possible and at least daily. VVTA requires a “zero tolerance” graffiti and vandalism policy. All graffiti and vandalism (including, but not limited to, damaged and/or vandalized windows, window frames, walls and body panels, floors, stanchions, barriers, seats, seat inserts, seat covers, etc.) shall be repaired every night prior to deployment the next day;
- Each vehicle shall be fumigated as needed to eliminate vermin and insects.

1.2. Damaged Components

Any worn, broken, cut, torn or vandalized components that are visible, or accessible by the public, must be repaired or replaced within twenty-four (24) hours of discovery by Contractor to eliminate hazards, minimize discomfort, and/or maintain excellent appearance.

1.3. Interior Cleaning

1.3.1 Daily:

- Clean all windows and window tracks;
- Clean all mirrors and glass surfaces;
- Clean wheelchair tie-down hard points, straps, and hardware;
- Wipe off dashboard, gauges, and all hard surfaces that are not swept or mopped;
- Clean steering wheel;
- Wipe off all seats, front and back;
- Sweep/vacuum (no blowing with compressed air) and mop all floor and step areas (front and rear stepwell), including the driver’s area, behind wheelchair lifts, and under all seats;
- Remove all gum;
- Empty trashcans;
- Restock all route booklets, comment cards, rider alerts, etc. neatly and in an organized manner;
- Clean all poles, stanchions, and barriers;
- Vacuum or blow out wheelchair ramp tracks;
- Remove any tape, trash, dirt, and debris, from floor, walls, poles, and barriers;
- Wipe down all walls and rear A/C filter grate;
- Replace damaged, peeling, and fading decals.

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES

EXHIBIT L-1 BUS CLEANING AND VEHICLE APPEARANCE PROGRAM

- Any foul, unpleasant, or safety related odors are to be addressed prior to releasing the bus the following day.

1.3.2 Bi-Weekly:

- Detail cleaning of driver area, driver seat, all seat belts, and dash area (including vents, bezels, louvers, switches and knobs);
- Wash and clean wheelchair ramp/lift, wheelchair ramp/lift area and doors, passenger door/mechanism areas, front and rear stepwells, and doorways;

1.3.3 Quarterly

- All fabric seats shall be cleaned using professional upholstery cleaning equipment;
- Detail cleaning of seats, seat frames, flooring, step areas, lighting areas (lenses and panels), ceiling, walls, panels, barriers, stanchions, driver's area, wheelchair lift/ramp and area, doors, etc.

1.4. Exterior Cleaning

Exterior vehicle cleaning shall be performed a minimum of every other day provided there is no extraordinary amount of dirt, grease, grime, oil, etc.

1.4.1 Daily (every other day)

- Wash full exterior of vehicle (including top);
- Front of bus (including, but not limited to, head sign glass and area, windshield(s), mirrors, hood, and bike rack), back of bus, body panels behind wheels, and any exterior area of the bus not properly cleaned by bus wash shall be scrubbed with soap and water prior to entering bus wash;
- Wheels and hubs shall be cleaned and brought to an "as new" condition (this may require special treatment);
- All chrome (typically bumpers) shall be cleaned and water spots removed;
- Bike racks shall be scrubbed with soap and water prior to entering bus wash;

1.4.2 Quarterly

- Wheels shall be painted or detailed as appropriate.

1.4.3 Semi-Annually

- Deep clean all exterior painted surfaces;
- Remove all hard water spots from all glass and painted surfaces;
- Wax, and polish;

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EXHIBIT L-1 BUS CLEANING AND VEHICLE
APPEARANCE PROGRAM

1.5. Special Services

The Contractor shall assure that all Vehicles used in Special Services meet the highest standards of cleanliness and appearance. At a minimum, prior to being used for Special Services, each Vehicle will be cleaned and prepared using the regular cleaning procedures.

1.6. Approved Decals

All Revenue Vehicles and Non-Revenue Vehicles, including support Vehicles provided by the Contractor, shall have the decals, graphics and/or logos prescribed or approved by VVTA, located on the Vehicles in accordance with VVTA's direction, and shall have no other markings or brandings.

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EXHIBIT L-2 FACILITY CLEANING AND APPEARANCE PROGRAM

The Contractor is responsible for completing, at minimum, the cleaning schedule outlined in this section for entirety of all VVTA facilities including the Victor Valley Transit Center (VVTC), VVTA's Barstow satellite facility, VVTA's Hesperia headquarters; and any future VVTA owned, leased, or operated facilities including, but not limited to, a Hesperia Transfer Hub, Barstow Transfer hub, and hydrogen stations. All costs for supplies and labor for cleaning, repairing, and fumigation of facilities are the responsibility of the Contractor. The Contractor shall provide VVTA with monthly reports documenting the cleaning, shampooing, waxing, detailing, pest control, and fumigating of all facilities. All RTA facility information must be kept up to date in real time. Facility cleaning shall be scheduled as follows:

1.1. Graffiti Removal and Fumigation

- Remove all graffiti from the Facility interior and exterior as soon as possible and at least daily. VVTA requires a "zero tolerance" graffiti and vandalism policy. All graffiti and vandalism (including, but not limited to, damaged and/or vandalized windows, window frames, walls, roof panels, floors, toilets, partitions, sinks, counters, doors, door frames, tables, chairs, beams, poles, gates, fencing, sidewalk etc.) shall be removed before the end of the following day the graffiti is discovered.
- Each facility shall be fumigated as needed to eliminate vermin and insects.

1.2. Cleanliness Standards

1.2.1. Operations, Administrative/Office, Lobby/Public Areas

1.2.1.1. Daily

- Vacuum all carpeted areas (including elevator car).
- Empty trash receptacle; and replace plastic liners.
- Dust and clean furniture.
- Dust mop resilient floors.
- Spot clean hard floors and carpeted areas.
- Clean entrance glass doors and sidelights.
- Dust and spot clean all vertical surfaces (walls, doors, or edges).
- Wipe clean all office equipment.
- Check interior and exterior lights for proper function.
- Clean dumpster area.
- Clean all drink fountains.
- Damp mop floors (restrooms).
- Clean sinks (restrooms).
- Clean water closets (restrooms).
- Replace toilet tissue in dispenser (restrooms).
- Replace paper towels in dispenser (restrooms).
- Fill liquid soap dispenser (restrooms).
- Fill feminine napkin/tampon dispenser (restrooms).
- Empty feminine napkin receptacle (restrooms).
- Empty waste receptacle (restrooms).

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EXHIBIT L-2 FACILITY CLEANING AND APPEARANCE PROGRAM

- Clean sinks in kitchenettes and break rooms.
- Clean microwave and coffee pots.

1.2.1.2. Weekly

- Clean restroom partitions.
- Clean restroom mirrors.
- Dust file cabinets and partition tops.
- Dust all window ledges.
- Dust blinds in all areas.
- Wash whiteboards.
- Vacuum upholstered furniture and spot clean.
- Light wax and buff hard floors (if required by floor type).
- Clean ceramic tile in shower area of locker rooms.
- Wash all stair handrails.
- Clean interior and exterior kitchen/break room appliances such as dishwashers, refrigerators, and ovens. Dispose of any food left longer than a week.

1.2.1.3. Monthly

- Flush out floor drains.
- Scrub and rinse ceramic tile floor.
- Vacuum or damp wipe blinds.
- Dust horizontal surfaces (shelving, lighting, etc.).
- Wash windows, inside and outside.
- Dust floor vents.
- Recoat resilient floors with floor finish.

1.2.1.4. Annually

- Deep detail cleaning of all walls, floors, ceilings, doors, frames, beams, windows, pipes, ducting, light fixtures, grills, rails, and stairs.

1.2.2. Bus Maintenance and Shop Areas

1.2.2.1. Daily

- Clean up after each repair.
- Clean oil stains immediately with EOM recommended cleaner.
- Dispose of clutter.
- Sweep floors.
- General cleanup of work areas.
- Empty trash receptacles.
- Clean out coffee pots and microwaves.
- Mop floors (restrooms, showers, etc.).
- Clean sinks (restrooms).

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- Clean water closets (restrooms).
- Replace paper towels in dispenser (restrooms).
- Replace toilet tissue in dispenser (restrooms).
- Fill liquid soap in dispenser (restrooms).
- Clean mirrors (restrooms).
- Empty waste receptacle (restrooms).
- Mop Floors (other than restrooms)

1.2.2.2. Weekly

- Mop Floors (other than restrooms)
- Clean interior and exterior kitchen/break room appliances such as dishwashers, refrigerators, and ovens. Dispose of any food left longer than a week.

1.2.2.3. Annually

- Deep detail cleaning of all walls, floors, ceilings, doors, frames, beams, windows, pipes, ducting, light fixtures, grills, rails, and stairs.

1.2.3. Vehicle Parking Areas, Onsite Passenger Waiting Areas, and General Site

1.2.3.1. Daily

- General clean-up of debris.
- Wipe down of seating.
- Pressure wash pavement and sidewalk any stained or soiled areas (disinfecting as necessary).
- Remove any debris collected against fencing and dispose of in on-site trash collecting bins (VVTC)
- Empty trash receptacles.

1.2.3.2. Weekly

- Sweep all outdoor paved areas.
- Remove any debris collected against fencing and dispose of in on-site trash collection bins.

1.2.4. Fuel Island & Bus Wash Areas and Offices

1.2.4.1. Daily

- Clean up tools, carts, and cleaning supplies.
- Clean up all trash and empty trash receptacles.
- Remove all gum daily

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1.2.4.2. Weekly

- pressure wash floors

1.2.4.3. Annually

- Deep detail cleaning of all walls, floors, ceilings, doors, frames, beams, windows, pipes, ducting, light fixtures, grills, rails, and stairs.

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Maintenance Staffing Qualifications and Descriptions

Appropriate staffing levels are required for routine preventive maintenance, repairs, and training for revenue and non-revenue vehicles and the facilities. The maintenance staffing levels proposed by the Proposer must be listed according to skill level for the variety of equipment. The following is a general description of maintenance staffing positions:

1. **"A" Technician** - The highest-level line Technician, Under general supervision, performs the most difficult repair tasks and may supervise subordinates; is capable of performing all repairs and adjustments to all vehicle systems; may act as shift leader and assists "B" and "C" technicians and performs quality control functions for self and subordinates.
 - a. **Purpose of Position:** To diagnose and make logical decisions for the purpose of maintaining and repairing vehicle mechanical failures in a professional manner consistent with factory recommended procedures. This position requires a highly skilled and educated individual who has obtained the necessary qualifications, over a period of time, to become completely self-sufficient in the diagnosis and repair of all issues that could arise in the normal operation of a transit bus maintenance facility. Individual must be adequately prepared to make all decisions regarding the proper repair procedures to be followed for every mechanical problem encountered in the day-to-day operations. Individual must be able to follow factory repair and diagnostic procedures without assistance from other technicians or outside sources more than 95% of the time and have the ability to obtain assistance from OEM's, other like transit agencies, and/or other professionals in the bus maintenance industry when needed.
 - b. **Primary Job Functions:**
 - i. Perform all diagnostic procedures assigned to evaluate and implement a logical and efficient procedure for the timely and proper repair sequence to be followed for any failure which could arise in the transit bus environment.
 - ii. Perform appropriate diagnostic tests on all assigned vehicles and equipment in accordance with factory recommended policies and procedures.
 - iii. Services and/or repairs all assigned transit vehicles, automobiles, and miscellaneous light and heavy mechanical equipment without requiring assistance from piers and management 95% of the time and knows where to seek assistance when needed.
 - iv. Must know how and who to contact to get assistance, when necessary, through equipment manufacturers, educators, and trades people.
 - v. Must be able to complete all diagnosis and repairs using factory recommended procedures within industry time standard.
 - vi. Continues to keep updated on new technology relating to transit bus maintenance and repair procedures.
 - vii. Uses computer maintenance management system (MMS) to the fullest potential in accurately and clearly recording vehicle work orders, labor, and parts as well as time management and all other system functions.
 - viii. Uses factory repair and parts manuals, (both hard copy and computer systems), as well as computerized diagnostic equipment to their full capability.

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- ix. Must possess a complete set of heavy equipment tools and a roll-a-way toolbox necessary to perform the essential functions of the position.
- x. Ability to perform emergency roadside repairs.
- xi. Applies sound safety practices in the transit maintenance environment. Maintains a clean and orderly work area.
- xii. Works as a team player with other employees in a directed work team environment.
- xiii. Maintains professional effective working relationships with other transit employees, supervisors, administrators, passengers, outside contractors, suppliers and the public.
- xiv. Ability to maintain personal hygiene and grooming standards that are appropriate within the work environment.
- xv. Operates transit vehicles in non-revenue service for road testing and coach change outs throughout the VVTA service area.
- xvi. Attends training as needed to maintain knowledge of emerging technology, current mechanical and shop procedures.
- xvii. Other duties as required.

c. Essential Knowledge and Skills:

- i. High school graduate or its equivalent.
- ii. 2-year associates degree in automotive or medium/heavy duty vehicle technology or equivalent trade school certificate plus 5 years' experience working on transit bus vehicles.
- iii. 10 years' experience working on automobiles, medium/heavy duty trucks, and/or transit buses along with some manufacturers training may be substituted for a 2-year degree or certificate.
- iv. ASE Master Certificate in A1:A8 (automotive), H1:H8, (Transit Bus), or T1:T8 (Heavy Truck). Plus L1 (Advanced Engine Performance Specialist), and/or L2 (Electronic Diesel Engine Diagnosis Specialist)
- v. EPA Certified in both 608 and 609 air conditioning systems required.
- vi. Complete knowledge of the modifications, repair, and maintenance of light and heavy- duty gasoline, electric, Hydrogen Fuel Cell, and CNG transit bus equipment.
- vii. Must be able to complete assignments within industry time standards as published in the Chilton/Mitchell labor guide, OEM labor guide, and/or times developed by management through time proven experience.
- viii. Completes service and repairs using professional workmanship and able to keep repeat repairs to less than a 5% comeback ratio.
- ix. Must be able to evaluate parts accurately as to whether they are serviceable or unserviceable.
- x. Must be familiar with and able to use all types of auto/truck mechanical and machinist tools and equipment effectively including all relevant electronic and computerized diagnostic equipment.
- xi. Must possess the knowledge and ability to use repair manuals, parts books, and reference material, in hard copy and computerized versions.
- xii. Must be able to pass an employment physical examination (pre-employment or renewal) including a substance abuse screening.
- xiii. Must possess a Commercial Driver's License Class B or better with passenger endorsement and air brakes.

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xiv. Must have a clean driving record.

2. **"B" Technician** - Under general supervision, performs a wide variety of preventive maintenance and mechanical repairs. Maintains, troubleshoots, diagnoses, and/or repairs a broad range of vehicle systems including engine and emissions, drive train, brakes, climate control, electrical and specialty electrical systems, electronic systems, accessibility equipment, transmissions, and steering and suspension. Completes work orders properly and PMI forms with comments.

a. **Purpose of Position:** To diagnose and make logical decisions for the purpose of maintaining and repairing vehicle mechanical failures in a professional manner consistent with factory recommended procedures. This position requires a skilled and educated individual who has obtained the necessary qualifications, over a period of time, to become knowledgeable in the diagnosis and repair of most issues that could arise in the normal operation of a transit bus maintenance facility. Individual must be adequately prepared to make most decisions regarding the proper repair procedures to be followed for the majority of the mechanical problems encountered in the day-to-day operations. Individual must be able to follow factory repair and diagnostic procedures with very little assistance from other Technicians or outside sources.

b. **Primary Job Functions:**

- i. Perform diagnostic procedures assigned to evaluate and implement a logical and efficient procedure for the timely and proper repair sequence to be followed for most mechanical failures which could arise in the transit bus environment.
- ii. Perform appropriate diagnostic tests on assigned vehicles and equipment in accordance with factory recommended policies and procedures.
- iii. Services and/or repairs all assigned transit vehicles, automobiles, and miscellaneous light and heavy duty mechanical equipment requiring little assistance from supervisors and/or leads.
- iv. Must be a team player and willing to accept advice and direction from A technicians, leads and supervisors.
- v. Must be able to complete most diagnosis and repairs using factory recommended procedures within industry time standards.
- vi. Continues to keep updated on new technology relating to transit bus maintenance and repair procedures.
- vii. Able to use computer maintenance management system (MMS) to accurately and clearly record vehicle work orders, labor, and parts as well as time management and all other system functions.
- viii. Uses factory repair and parts manuals, (both hard copy and computer systems), as well as computerized diagnostic equipment to their full capability.
- ix. Must possess a complete set of heavy equipment tools and a roll-a-way toolbox necessary to perform the essential functions of the position.
- x. Ability to perform emergency roadside repairs.
- xi. Applies sound safety practices in the transit maintenance environment.
- xii. Maintains a clean and orderly work area.
- xiii. Works as a team player with other employees in a directed work team environment.

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- xiv. Maintains professional effective working relationships with other transit employees, supervisors, administrators, passengers, outside contractors, suppliers and the public.
- xv. Ability to maintain personal hygiene and grooming standards that are appropriate within the work environment.
- xvi. Operates transit vehicles in non-revenue service for road tests and coach change outs throughout the VVTA service area.
- xvii. Continues to work towards improving knowledge and ability in order to become a Journeyman "A" technician.
- xviii. Other duties as required.

c. Essential Knowledge and Skills:

- i. High school graduate or its equivalent.
- ii. Some Junior College classes in automotive or medium/heavy duty vehicle technology or an equivalent trade school or manufacturers training plus a minimum of 10 years' experience working on automobiles, medium/heavy duty trucks, and/or transit buses.
- iii. ASE certified in some of the following areas: A1:A8 (automotive), H1:H8, (Transit Bus), or T1:T8 (Heavy Truck).
- iv. EPA Certified in both 608 and 609 air conditioning systems required. (May be obtained within 6 months of start date).
- v. Thorough knowledge of the modifications, repair, and maintenance of light and heavy- duty gasoline, electric, hydrogen, and CNG-powered transit bus equipment.
- vi. Must be able to complete most assignments within industry time standards as published in the Chilton/Mitchell labor guide, OEM labor guides, and/or times developed by management through time proven experience.
- vii. Completes service and repairs using professional workmanship and able to keep repeat repairs to less than a 10% comeback ratio.
- viii. Must be able to evaluate most parts accurately as to whether they are serviceable or unserviceable.
- ix. Must be familiar with and able to use all types of auto/truck mechanical and machinist tools and equipment effectively including all relevant electronic and computerized diagnostic equipment.
- x. Must possess the knowledge and ability to use repair manuals, parts books, and reference material, in hard copy and computerized versions.
- xi. Ability to know limitations based on knowledge and experience and seek assistance as needed.
- xii. Must be able to pass an employment physical examination (pre-employment or renewal) including a substance abuse screening.
- xiii. Must possess a Commercial Driver's License Class B or better with passenger endorsement and air brakes.
- xiv. Must have a clean driving record.

3. **"C" Technician** - Technician's helper. An entry-level position that performs routine maintenance and repair under immediate supervision.

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a. Purpose of Position: To work with and assist A and B Technicians in the maintaining, diagnosing, and repairing of vehicle mechanical failures in a professional manner consistent with factory recommended procedures. This position requires a dedicated individual who has obtained some experience and training in maintaining and repairing vehicles and is willing to work with more experienced technicians and learn from their knowledge and direction. Individual must be able to follow factory repair and diagnostic procedures under the guidance and direction of other more knowledgeable and experienced Technicians.

b. Primary Job Functions:

- i. Perform maintenance and repairs according to factory recommended procedures as directed.
- ii. Services and/or repairs all assigned transit vehicles, automobiles, and miscellaneous light and heavy mechanical equipment as directed by supervisors and/or leads.
- iii. Must be a team player and willing to accept advice and direction from A & B technicians, Training Manager, Maintenance Manager, leads and/or supervisors.
- iv. Continues to seek out and advance his/her knowledge in the transit bus maintenance and repair procedures with the goal of becoming a Journeyman "A" technician.
- v. Able to learn and use computer maintenance management system (MMS) to accurately and clearly record vehicle work orders, labor, and parts as well as time management and all other system functions.
- vi. Learns and uses factory repair and parts manuals, (both hard copy and computer systems), as well as computerized diagnostic equipment.
- vii. Must possess a substantial starter set of heavy equipment tools and a roll-a-way toolbox necessary to perform the essential functions of the position.
- viii. Applies sound safety practices in the transit maintenance environment.
- ix. Maintains a clean and orderly work area.
- x. Works as a team player with other employees in a directed work team environment.
- xi. Maintains professional effective working relationships with other transit employees, supervisors, administrators, passengers, outside contractors, suppliers and the public.
- xii. Ability to maintain personal hygiene and grooming standards that are appropriate within the work environment.
- xiii. Operates transit vehicles in non-revenue service for road tests and coach change outs throughout the VVTA service area.
- xiv. Attends training as needed to increase knowledge of emerging technology, current mechanical and shop procedures.
- xv. Other duties as required.

c. Essential Knowledge and Skills:

- i. High school graduate or its equivalent.
- ii. Some Junior College classes in automotive or medium/heavy duty vehicle technology or equivalent trade school or manufacturer training helpful.

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- iii. Some ASE certifications preferred in any of the following categories: A1:A8 (automotive), H1:H8, (Transit Bus), or T1:T8 (Heavy Truck).
 - iv. A working knowledge of the modifications, repair, and maintenance of light and heavy- duty gasoline, electric, hydrogen, and CNG-powered transit bus equipment.
 - v. Must be able to meet an acceptable level of efficiency on assigned tasks as observed by the immediate supervisor/lead.
 - vi. Completes service and repairs using professional workmanship and able to keep repeat repairs to less than a 10% comeback ratio based on industry standards.
 - vii. Ability to know limitations based on knowledge and experience and seek assistance as needed.
 - viii. Must be familiar with and able to use all types of auto/truck mechanical and machinist tools and equipment effectively.
 - ix. Must possess the ability to learn and use repair manuals, parts books, and reference material, in hard copy and computerized versions.
 - x. Must be able to pass an employment physical examination (pre-employment or renewal) including a substance abuse screening.
 - xi. Must possess a Commercial Driver's License Class B or better with passenger endorsement and air brakes or be able to obtain one within 6 months. Must have a clean driving record.
4. **Parts Manager** – Manages all aspects of the Parts Department, including ordering parts, maintaining proper inventory, issuing parts, communicating with vendors, conducting periodic inventory audits, generating purchase orders, keeping the MMS program current, generating needed reports, and performing related duties as required.
- a. Primary Job Functions:**
- i. Manages accounts payable to include invoice tracking and entering into accounting program, assigning account numbers, communicating with vendors on payment issues, and copying and filing of packing slips, invoices and purchase orders.
 - ii. Creates purchase orders, places orders, and distribution of parts to technicians.
 - iii. Manages parts clerks.
 - iv. Assimilates all receipts for hazardous waste removal such as batteries, tires, light bulbs, etc. etc. along with waste manifests for oil, coolant, and filters and provides them to the maintenance clerk for the proper filing and tracking.
 - v. Maintains a complete inventory of parts to ensure adequate supply within maximum and minimum guidelines.
 - vi. Maintains ongoing monthly periodic and annual inventory checks.
 - vii. Generate daily work orders for graffiti window insert and film replacement and post parts and labor.
 - viii. Schedule window replacements as necessary as well as seat repair and/or replacement.
 - ix. Schedule graffiti, paint repair, and any other necessary outside service-related repairs including warranty repairs.
 - x. Issues parts as needed.
 - xi. Checks incoming parts orders for accuracy and closes purchase orders.
 - xii. Keeps parts and storage area clean and organized.
 - xiii. Prints out and applies bin and parts labels properly.

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- xiv. Issues purchase orders to be applied to stock or work order as required for the authorization of the Maintenance manager.
- xv. Ensures proper return of inventory and cores to the proper vendor.
- xvi. Provide appropriate MSDS sheets to the maintenance clerk for proper filing and distribution.
- xvii. Manages warranty repair work orders and claims processing.
- xviii. Other duties as required.

b. Essential Knowledge and Skills

- i. High school graduate or its equivalent.
 - ii. Basic knowledge of automobile and/or bus maintenance a plus.
 - iii. Minimum of 2 years' experience in the acquisition, disbursement and inventory of parts and supplies, utilizing modern storeroom and inventory practices.
 - iv. Basic knowledge of computers and the ability to learn computerized maintenance programs.
 - v. Ability to identify and locate a variety of parts and supplies.
 - vi. Must be able to pass an employment physical examination (pre-employment or renewal) including a substance abuse screening.
 - vii. Clean driving record.
5. **Servicers, fuelers, and washers** - Fuel, clean, wash, and park buses to meet or exceed conditions of Exhibit L-1 Bus Cleaning and Vehicle Appearance Program. May add fluids as necessary and perform other basic vehicle-related tasks. Must possess a California class B license with air brake and passenger endorsement if vehicles are driven on public roads.
6. **Service writer/advisor** - The Service Advisor will perform complex administrative work, coordinate with the Maintenance Manager and other lead personnel. The Service Advisor is responsible for producing and organizing all (electronic) paperwork, setting priorities, and giving directions to Technicians. This position reports to the Maintenance Manager.

a. Primary Job Functions:

- i. Create, document, review, and close work orders in real time using RTA software.
- ii. Track road calls for repeats, preventable, and trends, and various reports.
- iii. Review and analyzes work order history on all work orders created, and check for repeat failures.
- iv. Maintains RTA maintenance management software in real time.
- v. Communicate with supervisors and lead technicians and assigns Technicians to jobs.
- vi. Discuss bus availability and road call issues with dispatch. Assigns Technicians to road calls and documents in real time using RTA software.
- vii. Track and schedule deferred repairs and PMI's.
- viii. Coordinate with dispatch on scheduling buses for PMI's and other scheduled work.
- ix. Assist parts department with delivery of parts to Technicians and assist with creating parts requisitions for Technicians.
- x. Verify DBR repairs were addressed.

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- xi. Track preventive maintenance schedule of all buses to ensure schedules are accurate.
- xii. Assists the maintenance department with sending vehicles for outside repairs and scheduling warranty repairs.
- xiii. Generate and send reports daily, weekly, monthly and annually as required by VVTA and the Contractor.
- xiv. Monitor productivity, fleet reliability and performance, and all aspects of safety.
- xv. Monitor technicians' work performance and productivity and report to the maintenance manager.
- xvi. Ensure vehicles are being maintained in a safe, clean, and reliable manner to fulfill contractual obligations and ensure customer satisfaction.
- xvii. Other duties as required.

b. Essential Knowledge and Skills:

- i. High school diploma or GED.
- ii. Basic knowledge of automobile and/or bus maintenance a plus.
- iii. Must be able to type a minimum of 45 words per minute.
- iv. Proficient in Word, Excel, and other MS office programs.
- v. Must be able to work flexible hours.
- vi. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and parts manuals. Ability to write routine reports and correspondence.
- vii. Ability to comprehend and follow standard operating procedures.
- viii. Must be highly organized with an ability to effectively coordinate multiple projects and priorities.
- ix. Basic 2-way radio skills.
- x. Must be able to work amid constant interruptions and can prioritize and deal with time pressures.
- xi. Must have good communication skills to be able to give directions.
- xii. Must be autonomous and be self-directed. Must have basic math abilities to analyze and track maintenance information.
- xiii. Must be able to pass a pre-employment physical examination including a drug test.

c. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations, as sanctioned by the Department of Transportation may be made to enable individuals with disabilities to perform the essential functions.

- i. May be required to lift up to thirty-five (35) pounds.
- ii. Performs physical activities that require considerable use of the arms, repetitive hand-wrist motion, and legs and moving the whole body, such as climbing, lifting, balancing, walking, standing, bending, and handling materials.
- iii. While performing the duties of this job, the employee frequently works in outside weather conditions.
- iv. The employee is frequently exposed to heat/cold conditions.

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7. Facilities Manager

- a. Purpose of Position:** Maintains the buildings and grounds of the organization, directing staff and overseeing the upkeep of buildings, equipment, and supplies. Facilities managers make sure the buildings and grounds are maintained, which entails daily and weekly janitorial cleaning schedules as well as determining and scheduling repairs, renovation projects, waste reduction improvements and safety inspections. Facilities managers are in charge of a budget and must negotiate with outside vendors for supplies, repairs and other measures. Facilities managers oversee groundskeepers, maintenance workers, and custodial staff.
- b. Education Requirements:** Experience is key for facilities manager jobs. While a high school diploma or GED might be all the formal education needed, facilities managers will have to demonstrate managerial experience and abilities, as well as knowledge of purchasing, supplies, grounds-keeping, facility maintenance & repairs, as well as equipment repair.
- c. Job Skills and Requirements:**
- i. Analytical Skills: Facilities managers must look at a lot of different information and make decisions based on needs and budget concerns.
 - ii. Communication: Facilities managers talk to their employees, and work with management to make sure the job gets done. Being able to clearly explain what needs to be done will be necessary.
 - iii. Attention to Detail: Quality control is a large part of a facilities manager's job. Making sure cleaning, upkeep and safety standards are maintained, and efficiencies being discovered, is key.
 - iv. Leadership Skills: Facilities managers must motivate and coordinate employees, as well as deal with any disciplinary issues that may come up.
 - v. Must be familiar with the varied systems required in administration and vehicle maintenance buildings such as structure, plumbing, electrical, HVAC etc. etc.
 - vi. Ability to outsource repairs to qualified vendors when scope of work exceeds current staffing qualifications.
 - vii. Must be willing to continue with training to keep up with and expand scope of qualifications.
 - viii. Knowledgeable in alternative fuel infrastructure such as electric vehicle charging, CNG/LNG, and hydrogen fueling systems, components, and stations.
 - ix. Inspect buildings and grounds to determine the need for repairs or renovations;
 - x. Manage the upkeep of equipment and supplies to meet health and safety standards;
 - xi. Perform analyses and forecasting.
 - xii. Keep financial and non-financial records up to date in real time.
 - xiii. Maintain facility and equipment according to VVTA supplied facility maintenance plan.
 - xiv. Advise VVTA staff of needed updates or changes to the facility maintenance plan.
 - xv. Monitor and keep current all required licenses, plans, and permits.
 - xvi. Have a working knowledge of required building permit processes.
 - xvii. Ability to read and understand facility drawings.

VICTOR VALLEY TRANSIT AUTHORITY



VEHICLE MAINTENANCE PLAN

January 4, 2024

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EXHIBIT M-4

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Attachments

Attachment A – Vehicle List

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Goals & Objectives

The goals of the Victor Valley Transit Authority maintenance department are to support the overall mission of the agency as stated:

“Our mission is to serve the community with excellent public transportation services in terms of quality, efficiency, and responsiveness”.

- Quality: To increase ridership and community support by exceeding expectations.
- Efficiency: To maintain an efficient operation that represents a highly-valued service.
- Responsiveness: To provide services and facilities which are responsive to the needs of the community.

In order to support this mission, the maintenance department must set and achieve a high level of standards for vehicle safety and reliability. Maintenance related interruptions are a detriment to the efficiency and responsiveness to the riding public and portray a lack of quality service. In order to mitigate interruptions in service due to maintenance, the VVTA staff will work closely with Maintenance department to provide oversight and recommendations for service improvement and reduced maintenance related interruptions.

This will be accomplished by the strict adherence to vehicle specific factory recommended maintenance, inspection schedules of vehicles and their individual components, along with continual monitoring of vehicle road calls and repeat failures for the causes and preventative measures. Maintenance schedules and inspection sheets will be continually reviewed and updated for each type of vehicle to ensure that they meet the specific manufacturers recommended services and intervals. As new vehicles are brought into the fleet the service recommendations will be carefully reviewed and new, or revised, inspection procedures will be developed.

The technology of revenue and service vehicles is rapidly changing with the goal of reducing reliance on fossil fuels and the emissions produced by internal combustion engines. Maintenance department employees must strive to keep up with this ever-changing technology to ensure a safe and dependable fleet of transit vehicles for our riding public and to keep service interruptions to the lowest level possible.

Objectives

1. To support operations by maintaining the vehicles in a safe and reliable state of good repair, and to ensure that sufficient vehicles are always available for service by completing thorough on time PM Inspections and quality vehicle maintenance.
2. To respond to maintenance related service interruptions in a timely and efficient manner to reduce passenger and operations inconvenience.

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3. To ensure a safe, secure, and sustainable work environment for all employees of VVTA and Maintenance department.
4. To maintain vehicles through on time PM inspections, zero deferred safety items, limited deferred repairs, and immediate attention to Daily Vehicle Inspection reports.
5. To provide a properly equipped repair facility and ensure that it is clean and well maintained.

Goals:

1. Reduce and maintain Transit vehicle NTD mechanical road calls to less than 5 in 100,000 miles.
2. Reduce and maintain ADA vehicle NTD mechanical road calls to less than 3 in 100,000 miles.
3. Maintain a spare ratio across all modes of transit services to 20%
4. Establish and maintain a vehicle replacement policy that exceeds the minimum useful life standards as set by the Federal Transit Administration yet provides dependable vehicles that do not require excessive maintenance and repairs as follows:
 - a. Fixed Route, Commuter, & Intercity Transit buses 14 years or 650,000 miles.
 - b. ADA Cutaway Buses 9 years or 250,000 miles.

Statement of Management:

Under direction of the Chief Executive Officer of the Victor Valley Transit Authority, the VVTA Maintenance Staff will oversee and assist the contracted maintenance department management and maintenance employees in carrying out their responsibilities in accomplishing VVTA's Goals and Objectives.

VVTA Management Rolls & Responsibilities

Chief Maintenance Officer:

Under general guidance, manages the Authority's facilities, grounds, and fleet operations. Ensures that inventory of rolling parts (equipment and related maintenance parts) is maintained at the appropriate levels. Manages replacement, refurbishment, procurement, and disposal of rolling stock, including fleet inspections and vehicle acceptance. Exercises direct management of contracted fleet and facility maintenance and repair.

- Responsible for overall direction, coordination, and evaluation of Facilities & Fleet Maintenance.
- Directs Contractor personnel who supervise all employees in the Facilities & Fleet Maintenance and Repair functions.
- Assigns and directs work; appraises performance.

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- Responds to and resolves complaints and requests regarding service and facilities.
- Establishes and maintains paper and electronic records, contracts, and other related documentation.
- Surveys and evaluates the need to develop plans and schedules for long- range infrastructure and fleet maintenance and repair.
- Organizes available resources for acquisition, maintenance, improvement and repair of fleet and facilities.
- Conducts safety investigations and enforces safe workplace practices.
- Maintains certification and knowledge of all shop and diagnostic equipment.
- Performs the work of staff under unusual or emergency situations.
- Responds to emergency calls 24 hours a day, 7 days per week.
- Recommends training for Facilities, Fleet, and Maintenance personnel.
- Performs related duties as assigned.

Senior Fleet and Facilities Analyst:

Under direction of the Chief Maintenance Officer, assists in analyzing maintenance and repair procedures carried out by contracted service on the facility and all rolling stock. Assists in developing and monitoring plans, policies, and procedures to maintain the authority's assets in a state of good repair. Assists with the planning, procuring, and budgeting for the replacement of equipment assets as well as rolling stock.

- Responsible for overall direction, coordination, and evaluation of Facilities & Fleet Maintenance.
- Directs Contractor personnel who supervise all employees in the Facilities, Fleet, Maintenance and Repair functions.
- Assigns and directs work; appraises performance.
- Provides supervision and oversight of the Fleet and Facilities Analyst position.
- Responds to and resolves complaints and requests regarding service and facilities.
- Establishes and maintains paper and electronic records, contracts, and other related documentation.
- Surveys and evaluates the need to develop plans and schedules for long- range infrastructure and fleet maintenance and repair.
- Organizes available resources for acquisition and maintenance, improvement, and repair of fleet and facilities.
- Conducts safety investigations and other training appropriate to the work; enforces safe work practices.
- Maintains certification and knowledge of all shop and diagnostic equipment.
- Performs the work of staff under unusual or emergency situations.
- Responds to emergency calls 24 hours a day, 7 days per week.
- Recommends training for Facilities, Fleet, and Maintenance personnel
- Performs related duties as assigned.

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Contractor Maintenance Management Roles & Responsibilities

General Manager:

Outlined in Contractor Maintenance department Maintenance Management Plan.

Maintenance Manager:

Outlined in Contractor Maintenance department Maintenance Management Plan.

Supervisors, leads, Mechanics and other Maintenance Personnel:

Outlined in Contractor Maintenance department Maintenance Management Plan.

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VEHICLES, MAINTENANCE, AND RELATED REQUIREMENTS

Vehicle Maintenance Standards

Vehicles shall comply with the mechanical, safety, and appearance standards set forth in the Vehicle Condition Standards. Components of each Revenue Vehicle and Non-Revenue Vehicle, including body, engines, transmissions, tires, frame, furnishings, mechanical, electrical, electronic, pneumatic, hydraulic, and other operating systems, to be maintained in proper working condition and free from damage and malfunction. Any vehicle downed due to mechanical failure, damaged in any accident, or otherwise, must be repaired or replaced within 30 days. If this deadline is not met, a similar temporary replacement vehicle must be secured on the thirty first (31st) day and thereafter until the mechanical repairs or damaged vehicle is placed back in revenue service. Any provisional supplied vehicles must, at a minimum, be maintained using the same preventive maintenance, paint scheme, graphic, and cleanliness standards as the VVTA- provided Revenue and Non- Revenue Vehicles.

Vehicle Condition Standards

All VVTA Revenue and Non-Revenue vehicles, equipment, and property must be kept in a safe and clean condition. VVTA enforces strict standards to ensure that its customers are given the highest quality of safe, reliable, courteous, and dependable transit service.

At no time shall any vehicle be placed into service with a safety related issue and/or any issue that may cause concern with the public perception of VVTA's operations. Any vehicle that is unsafe or is against VVTA standards must be removed from service immediately. VVTA's Contract Compliance or senior administration staff has the authority to pull the vehicle out of service immediately, and to instruct the Contractor to switch out the vehicle immediately, or at the end of its current trip, with a safe vehicle. If there are extenuating circumstances that may delay the Contractor from replacing the vehicle within the time allowed, the Contractor will advise VVTA of the reasons for the delay, request that the vehicle remain in service, and identify the time and location the vehicle will be replaced. VVTA's Contract Compliance or senior administration staff has the option to deny this request and remove the vehicle from service.

The Agency does not tolerate any safety issues, damage, or actions to any vehicle, equipment, or property that may compromise the safety of its passengers, its employees, the Contractor's employees, and/or the general public.

- Braking systems: Any item relating to the brake system that does not meet acceptable standards will place the vehicle out of service.
- Air systems: must be clean, properly maintained, and fully operational.
- Steering and suspension: Any item relating to the steering system, such as steering box, lines, kingpins, tie rods, radius rods, bellows, valves, bushings, shocks, etc., that are worn close to or past the limits dictated by good preventive/predictive maintenance practices and OEM specifications will place the vehicle out of service.
- Engine and Transmission: excessively dirty engine compartments, any fluid leaks, worn hoses lines or belts, exhaust leaks, excessive smoke, etc. will place the vehicle out of service.
- HVAC: must be fully operational and performing to specs.
- Wheelchair lift and/or ramps and ties downs: must be fully operational.

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- Destination signs: must be fully operational and readable by the public. No more than 5% of any pixels can be out, provided that the full sign is still readable.
- Fuel: Fuel leaks are unacceptable and will place the vehicle out of service.
- Gas detection/Fire suppression: Must be fully operational.
- Doors: All features that relate to operations or safety must be fully operational.
- Interiors: must be clean and graffiti free. No torn, stained or dirty seats, dirty or damaged rear or side panels, loose handrails, loose screws, etc. Any scratches of 1/4th inch or longer may be considered to be graffiti. Damaged or missing decals are not acceptable. Odors that are the result of exhaust, fuel, or other safety related issue are not acceptable and any significant bad odor that would result in customer or driver complaint are not acceptable and will place the vehicle out of service.
- Windows and window guards (if installed): must be clean, spot and graffiti free. Windows must be fully operational.
- Exteriors: Must be clean and free of all body damage, including tree scratches. Faded or torn bumpers and fender flares, excessive soap buildup, water spots, and damaged, faded, or missing decals are not acceptable.
- Tires and wheels: Tire tread must meet minimum requirements and specified in the Operating Agreement. Tire height between inner and outer tires on the same side must not differ by more than 3/32 inch. Leaking seals, loose or missing studs and lug nuts, and dirty wheels are not acceptable. Tires with cuts, grooves, or evidence of curb damage (past the manufacturer's rub bars) are not acceptable.
- Graffiti: The interior and exterior of the vehicle must be free of marks made by ink or marker, scratches, stains, chips, dents, chipped, missing or bubbling paint, dirt or trash, gum and/or loose, broken or missing pieces. Any scratches of 1/4th inch or longer may be considered to be graffiti. Damaged or missing decals are not acceptable.

It is the obligation of the Contractor to supply a reasonable stock of bus parts. Under no circumstances are parts to be removed from any bus, whether operational, down for repairs, or waiting to be disposed of, and placed onto another bus to be repaired for service, without written permission from VVTA's CMO or designee.

If the Victor Valley Transit Authority Contract Compliance Supervisor or any senior administration staff sees a vehicle with safety defects, the Contractor will be notified immediately of this finding and the vehicle will be placed out of service.

If there are any questions or disagreements on implementation of this policy, the final decision will be made by VVTA.

Vehicle Appearance Standards

The Maintenance Department is responsible for completing, at minimum, the cleaning schedule outlined in this section for the entire VVTA fleet. Bus cleaning shall be scheduled as follows:

Graffiti Removal and Fumigation

- Remove all graffiti from the bus interior and exterior as soon as possible and at least daily. VVTA requires a "zero tolerance" graffiti and vandalism policy. All graffiti and vandalism (including, but not limited to, damaged and/or vandalized windows, window frames, walls and body panels, floors, stanchions, barriers, seats, seat

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inserts, seat covers, etc.) shall be repaired every night prior to deployment the next day;

- Each vehicle shall be fumigated as needed to eliminate vermin and insects.

Damaged Components

- Any worn, broken, cut, torn or vandalized components that are visible, or accessible by the public, must be repaired or replaced within twenty-four (24) hours of discovery to eliminate hazards, minimize discomfort, and/or maintain excellent appearance.

Interior Cleaning

Daily:

- Clean all windows and window tracks;
- Clean all mirrors and glass surfaces;
- Clean wheelchair tie-down hard points, straps, and hardware;
- Wipe off dashboard, gauges, and all hard surfaces that are not swept or mopped;
- Clean steering wheel;
- Wipe off all seats, front and back;
- Sweep/vacuum (no blowing with compressed air) and mop all floor and step areas (front and rear stepwell), including the driver's area, behind wheelchair lifts, and under all seats;
- Remove all gum;
- Empty trashcans;
- Restock all route booklets, comment cards, rider alerts, etc. neatly and in an organized manner;
- Clean all poles, stanchions, and barriers;
- Vacuum or blow out wheelchair ramp tracks;
- Remove any tape, trash, dirt, and debris, from floor, walls, poles, and barriers;
- Wipe down all walls and rear A/C filter grate;
- Replace damaged, peeling, and fading decals.
- Any foul, unpleasant, or safety related odors are to be addressed prior to releasing the bus the following day.

Bi-Weekly:

- Detail cleaning of driver area, driver seat, all seat belts, and dash area (including vents, bezels, louvers, switches and knobs);
- Wash and clean wheelchair ramp/lift, wheelchair ramp/lift area and doors, passenger door/mechanism areas, front and rear stepwells, and doorways;

Quarterly

- All fabric seats shall be cleaned using professional upholstery cleaning equipment;
- Detail cleaning of seats, seat frames, flooring, step areas, lighting areas (lenses and panels), ceiling, walls, panels, barriers, stanchions, driver's area, wheelchair lift/ramp and area, doors, etc.

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Exterior Cleaning

Exterior vehicle cleaning shall be performed a minimum of every other day provided there is no extraordinary amount of dirt, grease, grime, oil, etc.

Daily (every other day)

- Wash full exterior of vehicle (including top);
- Front of bus (including, but not limited to, head sign glass and area, windshield(s), mirrors, hood, and bike rack), back of bus, body panels behind wheels, and any exterior area of the bus not properly cleaned by bus wash shall be scrubbed with soap and water prior to entering bus wash;
- Wheels and hubs shall be cleaned and brought to an “as new” condition (this may require special treatment);
- All chrome (typically bumpers) shall be cleaned and water spots removed;
- Bike racks shall be scrubbed with soap and water prior to entering bus wash;

Quarterly

- Wheels shall be painted or detailed as appropriate.

Semi-Annually

- Deep clean all exterior painted surfaces;
- Remove all hard water spots from all glass and painted surfaces;
- Wax, and polish.

Special Services

The Contractor shall assure that all Vehicles used in Special Services meet the highest standards of cleanliness and appearance. At a minimum, prior to being used for Special Services, each Vehicle will be cleaned and prepared using the regular cleaning procedures.

Approved Decals

All Revenue Vehicles and Non-Revenue Vehicles, including support Vehicles provided by the Contractor, shall have the decals, graphics and/or logos prescribed or approved by VVTA, located on the Vehicles in accordance with VVTA's direction, and shall have no other markings or brandings.

Inspections:

Each Revenue Vehicle and Non-Revenue Vehicle must receive a daily pre-trip inspection by the operator. For Revenue Vehicles this inspection shall be performed prior to being placed in service and at each change of operators. Daily pre-trip inspections must be supplemented by regular time and mileage maintenance inspections to ensure safe and proper operating condition of vehicles which are to be recorded with work orders in the RTA maintenance management system (MMS). A record of all daily pre and post trip inspections shall be kept in the electronic system, Currently TransitCheck, and shall be available to VVTA, and all management staff, with 24/7 real time access.

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The Maintenance department shall maintain a satisfactory California Highway Patrol (CHP) terminal inspection. If the Maintenance department receives an unsatisfactory rating from CHP, Maintenance department shall so notify VVTA executive staff immediately by telephone and in writing and shall identify steps which will be taken to correct any deficiencies. If any Revenue Vehicle is put out of service (OOS) by CHP or another cognizant authority, including VVTA staff, as a result of an unsatisfactory CHP rating, such vehicle shall not be operated, and Maintenance department shall correct the vehicle deficiency in a timely manner. The correction shall be inspected by the VVTA CMO or his/her designee before the vehicle returns to revenue service.

VVTA management reserves the right, in its sole discretion, to review maintenance records, and to inspect and reject temporarily or permanently, by notice to Maintenance department, any vehicle which VVTA deems unacceptable. In the event any vehicle with VVTA markings is rejected temporarily by VVTA staff as a result of deficient vehicle condition or appearance the condition must be corrected by Maintenance department to the satisfaction of VVTA staff before returning to service. In the event any vehicle with VVTA markings is rejected permanently by VVTA staff as a result of vehicle condition, Maintenance department shall locate and replace such vehicle with one acceptable to the executive VVTA staff.

Preventative Maintenance. -- At a minimum Maintenance department shall perform routine preventive maintenance inspections and servicing on Revenue Vehicles in accordance with the VVTA recommended services recorded in the RTA MMS (a listing is included in Attachment C). In no event shall Maintenance department be more than 500 miles, or 3 days (if PMI is on a date schedule), late or early in any preventative maintenance inspection.

Preventative Maintenance on Wheelchair Lifts, Annunciator, Farebox and Camera Systems:

Wheelchair lifts and Annunciators are extremely important and will be included in every routine PM inspection. Fareboxes and Camera Systems have "stand alone" inspections performed every 30 days.

Preventative Maintenance Check lists:

Paperless check lists that have been developed and incorporated in the MMS shall be the required list and maintenance will use the VVTA provided tablets to record entries; no other check list may be used and if an error, deletion, or addition is needed, the Chief Maintenance Officer, or Senior Fleet and Facilities Analyst be notified for correction.

Please refer to the Maintenance Management System, Currently Ron Turley Associates Fleet Management System, for a complete list of vehicle specific Preventive Maintenance schedules and Inspections forms.

Parts and Supplies: In carrying out all scheduled and unscheduled vehicle maintenance and repairs, Maintenance department shall use parts and supplies from the original equipment manufacturer (OEM) or parts and supplies that are better or equal in quality and service. VVTA reserves the right to reject the use of any after-market product and supplies that VVTA chooses is not equal or better in quality or service to the OEM product.

Fluid Analysis: As part of its maintenance program, Maintenance department shall implement a VVTA approved fluid analysis program. At appropriate intervals, Maintenance department shall retrieve

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samples of the required fluids and have the samples analyzed at a facility approved by VVTA. Results of all fluid analyses shall be transmitted to VVTA Chief Maintenance Officer and/or his/her designee. The fluids covered by this program and the applicable requirements are as follows:

- Engine oil shall be analyzed during each preventive maintenance inspection, as directed by VVTA, and each unscheduled oil change.
- Transmission fluid shall be analyzed each time it is drained and replaced, in accordance with the applicable schedule, and at a minimum shall be analyzed annually.
- Coolant and differential fluid shall be analyzed at least annually.

Synthetic Lubricants: Maintenance department shall use synthetic lubricants in transmission, differential, and hydraulic reservoirs of the Revenue Vehicles except where directed not to by manufacturer. Maintenance department shall use synthetic or synthetic blend engine oil unless otherwise recommended by manufacturer. Maintenance department shall obtain VVTA's advance approval of any synthetic lubricants it intends to use in the Revenue and Non-Revenue Vehicles and any changes in the VVTA-approved synthetic lubricants.

MMS Record Keeping: VVTA will provide an automated Vehicle and Facility Maintenance Management System (MMS) to be used as a stand-alone maintenance tracking and history system. Maintenance department shall use the MMS to record, monitor, and report on all Revenue and Non-Revenue Vehicle maintenance inspections, parts utilization, fueling, and repair activities. In addition, Maintenance department shall use the MMS to record and report on warranty repair information in accordance with VVTA's policy as outlined below. Other equipment, CNG stations, and Facility information shall also be entered into the VVTA MMS system and/or other software programs as designated by VVTA. The MMS shall be directly interfaced to VVTA's computer system. Maintenance department shall properly enter all required data into the VVTA MMS system daily.

Applicable Codes and Regulations: Maintenance department shall be responsible for assuring that all vehicles utilized in service under this Agreement are safe for operation on public streets and freeways and meet all requirements of the California Vehicle Code. All parts of vehicles and all equipment mounted on or in the vehicles shall conform to the California Vehicle Safety Standards, California Administrative Code, Title 13, the Americans with Disabilities Act (ADA), and the CHP Motor Carrier Safety Regulations. VVTA shall be notified of inspections performed by any other governmental agency, which meets or exceeds the criteria for inspection established by the CHP. Results of such inspections shall be transmitted to VVTA administrative staff, and any applicable signed certification shall be displayed or carried on the vehicles.

Response Times and Actions:

In the event of a breakdown call, Maintenance department shall promptly dispatch a substitute Revenue Vehicle and call a tow truck (if appropriate). The maximum response time (i.e., the time between the receipt of a trouble call until the arrival of a substitute vehicle) shall be no more than thirty (30) minutes. VVTA reserves the right to establish additional criteria regarding the reliability of the Maintenance department response in the event of breakdown.

Maintenance department shall remove any vehicle disabled by accident, mechanical problems, or any other reason, from the scene within two (2) hours after the first report as recorded in the Daily Log. If the vehicle has been damaged by collision or fire and must be towed or transported by flatbed truck, the full vehicle must be covered by a tarpaulin or other means. Maintenance department shall comply with all applicable state and local height restrictions in towing or otherwise removing vehicles.

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VEHICLE WARRANTY REPAIRS

Responsibility: Maintenance department shall be responsible for the exercise and enforcement of all warranties relating to the Revenue and Non-Revenue Vehicles and all systems, components, and subcomponents thereof, and shall also be responsible for taking all available actions to assure that all warranty covered repairs are performed in a timely fashion.

Notice of Defects: If Maintenance department detects a defect or malfunction within the applicable warranty period, Maintenance department shall promptly notify VVTA staff of the actions it is taking to enforce the warranty. Following commencement of the warranty repair process, Maintenance department shall promptly notify VVTA of any disagreements or disputes with the equipment manufacturer or supplier regarding warranty coverage. Such notice shall include a description of the disagreement or dispute and a suggested plan for resolution. Maintenance department shall also record all warranty repairs in the MMS.

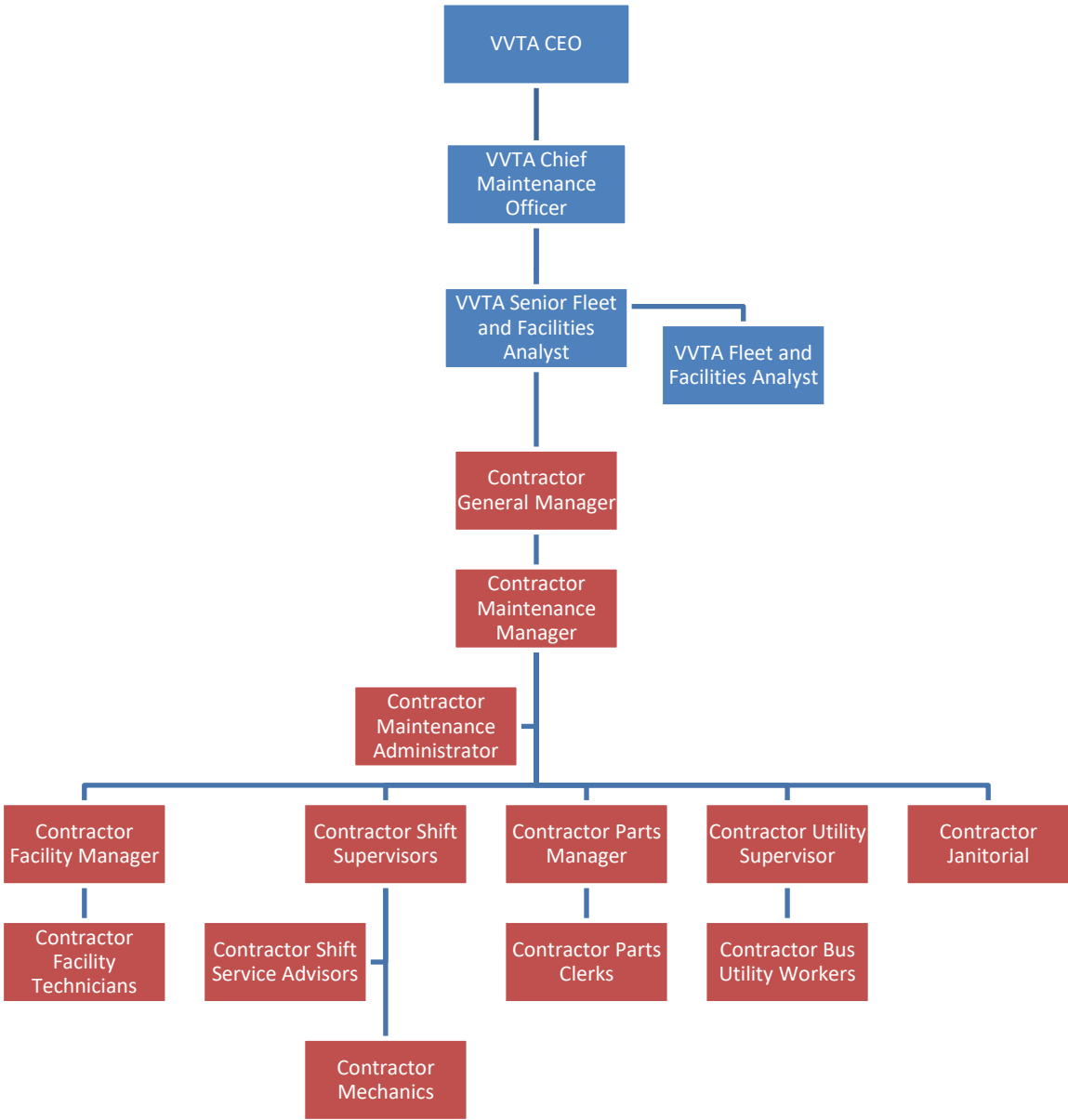
Training: Maintenance department shall assure that all appropriate maintenance personnel receive training classes on warranty procedures for the Revenue and Non- Revenue Vehicles and all systems, components, and subcomponents thereof.

VVTA Role: VVTA senior staff agrees that it will take whatever actions may be appropriate to assist Maintenance department in assuring timely warranty repairs and resolving any warranty disputes. Upon request of Maintenance department, VVTA will directly contact the equipment manufacturer or supplier to pursue the prompt resolution of warranty issue.

Maintenance Department Maintenance Management Plan

VVTA includes this management plan as an integral part of the overall VVTA maintenance plan. Where there is a conflict in procedures the VVTA plan takes precedence.

Maintenance Department Organizational Chart



Attachment A

Vehicle List

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| VICTOR VALLEY TRANSIT AUTHORITY | | | | |
|-----------------------------------|-----------|-------|------|-----------------------------|
| Vehicle Listing | | | | |
| Hesperia | | | | |
| Year, Make, Model | Veh # | Count | Fuel | Life Miles as of 12/26/2023 |
| Direct Access | | | | |
| 2011 Eldorado Aerotech, Ford E450 | 155 | 2 | UNL | 337,809 |
| | 156 | | UNL | 342,378 |
| 2015 Eldorado Aerotech, Ford E450 | 177 | 2 | CNG | 239,034 |
| | 178 | | CNG | 231,462 |
| 2016 Eldorado Aerotech, Ford E450 | 179 | 4 | CNG | 198,782 |
| | 180 | | CNG | 182,095 |
| | 181 | | CNG | 239,977 |
| | 182 | | CNG | 249,917 |
| 2017 Eldorado Aerotech, Ford E450 | 183 | 9 | CNG | 151,848 |
| | 184 | | CNG | 140,964 |
| | 185 | | CNG | 171,259 |
| | 186 | | CNG | 192,964 |
| | 187 | | CNG | 180,715 |
| | 188 | | CNG | 168,326 |
| | 189 | | CNG | 128,276 |
| | 190 | | CNG | 177,183 |
| | 191 | | CNG | 190,196 |
| 2019 Eldorado Aerotech, Ford E450 | 194 | 16 | CNG | 85,126 |
| | 195 | | CNG | 69,005 |
| | 196 | | CNG | 66,822 |
| | 197 | | CNG | 71,331 |
| | 198 | | CNG | 63,969 |
| | 199 | | CNG | 127,759 |
| | 200 | | CNG | 85,412 |
| | 201 | | CNG | 75,016 |
| | 202 | | CNG | 79,046 |
| | 203 | | CNG | 67,230 |
| | 204 | | CNG | 123,481 |
| | 205 | | CNG | 79,404 |
| | 206 | | CNG | 83,604 |
| | 207 | | CNG | 120,952 |
| | 208 | | CNG | 132,080 |
| | 209 | | CNG | 76,248 |
| TOTAL | 33 | | | |

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| Motorbus | | | | |
|--------------------------------------|-----|---|-----|---------|
| 2010 NABI 40LFW, Cummins | 614 | 1 | CNG | 750,318 |
| 2014 Eldorado Axxess, Cummins | 616 | 9 | CNG | 583,252 |
| | 617 | | CNG | 610,717 |
| | 618 | | CNG | 564,142 |
| | 619 | | CNG | 582,215 |
| | 620 | | CNG | 546,200 |
| | 621 | | CNG | 542,776 |
| | 622 | | CNG | 501,688 |
| | 623 | | CNG | 507,333 |
| | 624 | | CNG | 526,063 |
| 2015 Eldorado Axxess, Cummins | 625 | 1 | CNG | 439,407 |
| 2016 Eldorado Axxess, Cummins | 817 | 3 | CNG | 566,391 |
| | 818 | | CNG | 558,022 |
| | 819 | | CNG | 560,388 |
| 2018 Eldorado Axxess 35', Cummins | 628 | 4 | CNG | 527,813 |
| | 629 | | CNG | 453,080 |
| | 637 | | CNG | 432,328 |
| | 638 | | CNG | 403,545 |
| 2018 Eldorado Axxess 40', Cummins | 630 | 7 | CNG | 381,107 |
| | 631 | | CNG | 349,763 |
| | 632 | | CNG | 363,388 |
| | 633 | | CNG | 394,100 |
| | 634 | | CNG | 364,163 |
| | 635 | | CNG | 409,384 |
| | 636 | | CNG | 411,481 |
| 2018 Eldorado Axxess 40', Cummins | 642 | 1 | CNG | 214,843 |
| 2020 Eldorado Axxess 40', Cummins | 644 | 2 | CNG | 176,907 |
| | 645 | | CNG | 167,449 |
| 2022 Eldorado Axxess 40', Cummins | 646 | 5 | CNG | 77,792 |
| | 647 | | CNG | 66,127 |
| | 648 | | CNG | 24,086 |
| | 649 | | CNG | 24,073 |
| | 650 | | CNG | 26,462 |
| 2023 Eldorado Axxess 40', Cummins | 651 | 5 | CNG | 177 |
| | 652 | | CNG | 205 |

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| | | | | |
|--|------|---|-----|---------|
| | 653 | | CNG | 200 |
| | 654 | | CNG | 225 |
| | 655 | | CNG | 186 |
| 2019 New Flyer Xcelsior, Electric | 301 | 5 | ELE | 110,226 |
| | 302 | | ELE | 111,078 |
| | 303 | | ELE | 95,478 |
| | 304 | | ELE | 95,284 |
| | 305 | | ELE | 112,218 |
| 2021 New Flyer Xcelsior, Electric | 311 | 2 | ELE | 49,519 |
| | 312 | | ELE | 59,509 |
| 2022 Eldorado Axess, Cummins | 507 | 1 | CNG | 114,210 |
| 2020 Eldorado EZ Rider II, Cummins | 2022 | 6 | CNG | 163,466 |
| | 2023 | | CNG | 175,169 |
| | 2024 | | CNG | 136,337 |
| | 2025 | | CNG | 167,013 |
| | 2026 | | CNG | 178,133 |
| | 2027 | | CNG | 142,171 |
| 2022 Eldorado EZ Rider II, Cummins | 2028 | 4 | CNG | 69,276 |
| | 2029 | | CNG | 93,440 |
| | 2030 | | CNG | 84,313 |
| | 2031 | | CNG | 88,585 |
| Eldorado Axess 35', Cummins | 510 | 1 | CNG | 367 |
| TOTAL | 57 | | | |
| Commuter Bus | | | | |
| 2015 MCI D4500, Cummins | 812 | 5 | CNG | 386,893 |
| | 813 | | CNG | 372,468 |
| | 814 | | CNG | 383,209 |
| | 815 | | CNG | 361,051 |
| | 816 | | CNG | 355,429 |
| TOTAL | 5 | | | |
| MicroTransit | | | | |
| 2021 Dodge Ram Lonestar Promaster 3500 | 1011 | 3 | UNL | 14,753 |
| | 1012 | | UNL | 18,556 |
| | 1013 | | UNL | 14,682 |
| 2019 Eldorado Aerotech, Ford E450 | 192 | 2 | CNG | 60,778 |
| | 193 | | CNG | 66,671 |
| TOTAL | 5 | | | |
| Non Revenue Vehicles | | | | |

VVTA RFP 2024-04 OPERATIONS AND MAINTENACE SERVICES EXHIBIT M-4

| | | | | |
|---|------|----|-----|---------|
| 2016 Nissan Leaf | 928 | 4 | ELE | 96,012 |
| | 929 | | ELE | 96,333 |
| | 930 | | ELE | 74,413 |
| | 931 | | ELE | 79,822 |
| 2021 Ford Transit Connect | 941 | 3 | UNL | 93,957 |
| | 942 | | UNL | 99,582 |
| | 943 | | UNL | 102,662 |
| 2020 Ford Fusion Energi | 936 | 2 | EV | 99,655 |
| | 937 | | EV | 98,503 |
| 2022 Ford Escape | 947 | 10 | UNL | 43,002 |
| | 948 | | UNL | 36,891 |
| | 950 | | UNL | 29,465 |
| | 951 | | UNL | 28,251 |
| | 952 | | UNL | 24,606 |
| | 953 | | UNL | 28,542 |
| | 954 | | UNL | 27,044 |
| | 955 | | UNL | 28,019 |
| | 956 | | UNL | 28,218 |
| | 957 | | UNL | 25,279 |
| 2022 Chrysler Voyager | 1014 | 1 | UNL | 23,143 |
| 2023 Ford Escape | 961 | 1 | UNL | 1,074 |
| TOTAL | 21 | | | |
| Non Revenue Vehicles Primarily For Administration Use | | | | |
| 2007 Ford F150 (VVTA use) | 908 | 1 | UNL | 190,076 |
| 2011 Honda Civic | 918 | 1 | CNG | 186,852 |
| 2014 Polaris GEM E4 (low speed vehicle) | 924 | 1 | ELE | 2,456 |
| 2016 Ford Flex (VVTA use) | 925 | 1 | UNL | 118,573 |
| 2017 Ford Explorer | 933 | 1 | UNL | 90,600 |
| 2018 Ford Explorer | 934 | 2 | UNL | 74,215 |
| | 935 | | UNL | 69,753 |
| 2020 GMC Terrain | 944 | 1 | UNL | 60,344 |
| 2021 Ford Explorer | 945 | 1 | UNL | 27,957 |

VVTA RFP 2024-04 OPERATIONS AND MAINTENACE SERVICES EXHIBIT M-4

| | | | | |
|-----------------------------------|-------|-------|------|-----------------------------|
| 2022 Ford Maverick | 946 | 1 | UNL | 7,734 |
| 2022 Ford F-150 | 949 | 1 | UNL | 10,793 |
| 2023 Ford Escape | 959 | 2 | HYB | 4,060 |
| | 960 | | HYB | 145 |
| 2022 GMC Terrain | 958 | 1 | UNL | 3,937 |
| 2023 Chevrolet Traverse | 963 | 1 | UNL | 1,810 |
| TOTAL | 15 | | | |
| VICTOR VALLEY TRANSIT AUTHORITY | | | | |
| Vehicle Listing | | | | |
| Barstow | | | | |
| Year, Make, Model | Veh # | Count | Fuel | Life Miles as of 12/26/2023 |
| Direct Access | | | | |
| 2010 Dodge Caravan | 1008 | 2 | UNL | 213,588 |
| | 1009 | | UNL | 213,396 |
| 2016 Eldorado Aerotech, Ford E450 | 8188 | 5 | UNL | 243,986 |
| | 8192 | | UNL | 327,323 |
| | 8193 | | UNL | 341,952 |
| | 8194 | | UNL | 304,320 |
| | 8195 | | UNL | 196,070 |
| TOTAL | 7 | | | |
| Commuter Bus | | | | |
| 2015 Eldorado XHF, Cummins | 626 | 2 | CNG | 358,412 |
| | 627 | | CNG | 427,892 |
| 2018 Eldorado Axxess 40', Cummins | 641 | 1 | CNG | 206,684 |
| TOTAL | 3 | | | |
| Motorbus | | | | |
| 2017 Eldorado Aerotech, Ford E450 | 8196 | 1 | CNG | 199,588 |
| 2018 Eldorado Axxess 40', Cummins | 639 | 3 | CNG | 246,253 |
| | 640 | | CNG | 254,309 |
| | 643 | | CNG | 248,072 |
| 2019 New Flyer Xcelsior, Electric | 306 | 5 | ELE | 120,847 |
| | 307 | | ELE | 121,404 |
| | 308 | | ELE | 42,338 |
| | 309 | | ELE | 69,566 |
| | 310 | | ELE | 46,456 |
| | 508 | 2 | CNG | 120,771 |

VVTA RFP 2024-04 OPERATIONS AND MAINTENACE SERVICES EXHIBIT M-4

| | | | | |
|---|------|---|-----|---------|
| 2022 Eldorado Axxess 35', Cummins | 509 | | CNG | 107,362 |
| TOTAL | 11 | | | |
| Non Revenue Vehicles | | | | |
| 2017 Ford Focus | 926 | 2 | ELE | 64,662 |
| | 927 | | ELE | 83,619 |
| 2020 Ford Fusion Energi | 938 | 1 | EV | 34,451 |
| 2023 Ford Escape | 962 | 1 | HYB | 2,853 |
| 2022 Chrysler Voyager | 1015 | 1 | UNL | 23,236 |
| TOTAL | 5 | | | |
| Non Revenue Vehicles Primarily For Administration Use | | | | |



Operations Department

MB & CB RANDOM TRIP SAMPLING PROCEDURES

SOP# OP002

Origination Date: 03/01/2023

Revision Date:

This SOP serves as a directive for establishing a standardized framework, ensuring that all relevant departments and personnel, including VVTA, Contractor Data Department, Dispatch, and Operators, work cohesively to maintain data accuracy and consistency. It outlines specific steps for conducting Motorbus (MB) and Commuter Bus (CB) Random Trip Sampling (RTS), which is essential for data integrity and compliance with company policies. The primary goal is to ensure that the process of MB and CB RTS is carried out accurately and efficiently, thus promoting a uniform approach across the organization. This approach supports data collection for NTD reporting, encompassing Unlinked Passenger Trips (UPT), one-way trip boardings and alightings, Passenger Miles Traveled (PMT), and Average Passenger Trip Length (APTL).

STANDARDS:

- I. VVTA contracts out all their service and maintenance.
- II. VVTA is responsible for providing the Contractor with random Trips to sample on a Weekly basis.
- III. Contractor personnel are responsible for conducting RTS on a Weekly basis.
- IV. All completed data will be returned to VVTA for review and retention.

PROCEDURES:

1. VVTA is responsible for maintaining an up-to-date **Route Master Spreadsheet** containing all routes and bus stops.
2. VVTA will randomly generate random Trips to be sampled for the week.
3. VVTA will compile a **Weekly RTS Package** comprising of an Excel file containing all **RTS Sheets** for the week and provide it to the Contractor Data Department.
4. The Contractor Data Department will review the Weekly RTS Package for any discrepancies.
 - A. If there are any discrepancies, Contractor Data Department will notify VVTA for revisions or corrections to be made.
5. The Contractor Data Department will notify Hesperia and Barstow Dispatchers about the specific Trips to be sampled for the week and distribute physical or virtual copies of the pertinent RTS Sheets for each Division's use.
6. Dispatchers are responsible for distributing the **Printed RTS Sheets** to the Operators.
7. Operators will complete and sign the Printed RTS Sheet, and subsequently return it to Dispatch.
 - A. All Operators and Dispatchers undergo Annual RTS training, at a minimum. *For detailed RTS procedures, consult the latest Operator RTS Training.*
8. Dispatch will verify Printed RTS Sheets for accuracy and completeness.
 - A. This includes Bus #, Boardings, Alightings, Totals, and Driver Signature.
 - B. If there are any discrepancies, Dispatch will reject and the return RTS Sheet to the Operator for revisions or corrections to be made.

9. Once verification is completed, Dispatch will return all Printed RTS Sheets to the Contractor Data Department.
10. The Contractor Data Department perform a second verification of the Printed RTS Sheets.
 - A. If there are any discrepancies, Contractor Data Department will return Printed RTS Sheet(s) to Dispatch for revisions or corrections to be made.
11. Contractor Data Department will update the Weekly RTS Package with the data obtained from the Printed RTS Sheets.
 - A. The Contractor Data Department will inform VVTA of any RTS Trips that were not able to be sampled.
 - B. If any RTS Trips are not sampled, a Replacement Trip (provided in the Weekly RTS Package) will be sampled the following week along with the other scheduled Weekly RTS Trips.
12. Contractor Data Department will scan Printed RTS Sheets and upload the **Printed RTS Sheet Scans** into VVTA's database.
13. Contractor Data Department Personnel will notify VVTA once they have finished entering data into the Weekly RTS Package and uploading Printed RTS Sheet Scans for each week.
14. VVTA will perform Monthly reviews to assess the accuracy and compliance of the data with established standards.
 - A. VVTA will confirm that the data complies with established standards.
 - B. In the event of questions or issues, VVTA will notify Contractor Data Department.
 - Upon resubmission of data by the Contractor Data Department, VVTA will conduct a confirmation of compliance with established standards and, if required, iterate the review process as necessary.
15. All records and back-up documentation for NTD Reporting must be **retained for a minimum of five (5) years** by VVTA and Contractor Data Department.



Operations Department

DR RANDOM SAMPLING PROCEDURES

SOP# OP004

Origination Date: 03/01/2023

Revision Date:

This SOP serves as a directive for establishing a standardized framework, ensuring that all relevant departments and personnel, including VVTA and the Contractor Data Department, work cohesively to maintain data accuracy and consistency. It outlines specific steps for conducting Demand Response (DR) Random Sampling, which is essential for data integrity and compliance with company policies. The primary goal is to ensure that the process of DR Random Sampling is carried out accurately and efficiently, thus promoting a uniform approach across the organization. This approach supports data collection for NTD reporting, encompassing Unlinked Passenger Trips (UPT), Passenger Miles Traveled (PMT), and Average Passenger Trip Length (APTL).

STANDARDS:

- I. VVTA contracts out all their service and maintenance.
- II. VVTA is responsible for providing the Contractor with random Vehicles to sample on a Monthly basis.
- III. Contractor personnel are responsible for conducting DR Random Sampling on a Weekly basis.
- IV. All completed data will be returned to VVTA for review and retention on a Monthly basis.

PROCEDURES:

1. VVTA is responsible for maintaining the Excel-based **DR Sampling Workbook**, which contains:
 - A. Introduction: Template overview.
 - B. S-10: Annual UPT and PMT for S-10 reporting.
 - C. Support Data: Requires 100% UPT, Days Operated, and calculates average UPT, PMT per vehicle-day, and APTL.
 - D. Sample Data: Contains sample data for each sampled vehicle-day on Day Type, Total Passengers (UPT), and Passenger Miles (PMT).
 - E. Weekly Sampling: Randomly selects two vehicle-days using Excel's RANDBETWEEN.
 - F. Weekly Frame: Contains the sampling frame for weekly sampling and the current full list of active vehicles. (*Ensure Vehicle List is up-to-date before generating Weekly Sampling*).
 - G. Vehicle List: Contains the continuously updated full list of active vehicles.
 - H. Sampling Plan: Statistician-certified alternative plan.
2. VVTA will use the DR Sampling Workbook's **Weekly Sampling** tab to randomly generate four (4) sets of two (2) weekly samples and their alternates each Month.
 - VVTA will transfer the samples to the **Fixed List** tab, including the Date, Week, and randomly selected Vehicle #'s.
3. VVTA will send the DR Sampling Workbook to Contractor Data Department.
4. Contractor Data Department will use the sampled Vehicle #'s from the Fixed List tab to determine the Runs (Routes) they were on.

6. Contractor Data Department will use **Ecolane** to generate the **Operational Paratransit Statistics (OPS) Report**:

1. Log into Ecolane.
2. Select **Reports** tab on top navigation bar.
3. Select **Operational Paratransit Statistics** on left navigation bar.
4. On the **Report Parameters**, select the Start Date, End Date, and Runs for the sampled vehicle.
5. Click **Generate Report** button (*please be patient; this may take some time*).

7. Using the OPS Report, Contractor Data Department will update the DR Sampling Workbook Sample Data tab.

- Data will be located in the OPS Report underneath the **ADA** header.
- The **Sample Data** tab will be updated to include Week, Survey Date, Day Type, Vehicle #, Total Passengers and Passenger Miles.

13. Contractor Data Department will send VVTA the updated DR Sampling Workbook monthly.

14. VVTA will perform Monthly reviews to assess the accuracy and compliance of the data with established standards.

A. VVTA will confirm that the data complies with established standards.

B. In the event of questions or issues, VVTA will notify Contractor Data Department.

- Upon resubmission of data by the Contractor Data Department, VVTA will conduct a confirmation of compliance with established standards and, if required, iterate the review process as necessary.

15. All records and back-up documentation for NTD Reporting must be **retained for a minimum of five (5) years** by VVTA and Contractor Data Department.

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|---|---|
| <p>VVTA Procurement Procedures Manual</p> | <p>Procedure 7040-1</p> <p>Page 1 of 5</p> |
| <p>FIXED ASSET MANAGEMENT Disposition</p> | <p>Approved by VVTA Executive Director</p> <p>Date Approved: May 16, 2022</p> |
| <p>1. GENERAL</p> <p>1.1. An asset which has either reached the end of its useful life, or for which early replacement will result in vastly improved safety, reliability, efficiency, and/or productivity, may be retired from service and disposed of according to most updated FTA regulations in Circular 5010.1E (adopted by FTA 07/2018) for Capital Assets and VVTA policies for Controllable Assets.</p> <p>1.1.1. Assets with a current market value of \$250,000.00 or less may be retired or disposed of with the approval of the Executive Director, and report back to the Board of Directors.</p> <p>1.1.2. Assets valued at \$250,000.01 or more may only be retired or disposed of on the instructions of the Board of Directors.</p> <p>1.1.3. FTA funded assets are governed by the most updated FTA rules and regulations (see section 1.1.6)</p> <p>1.1.4. Complete records shall be maintained on the disposition of all excess and retired assets by the Finance Department.</p> <p>1.1.5. Assets may be disposed of either through sale, trade, transfer, relocation, scrap, or when irreparable damage results in an insurance loss.</p> <p>1.1.6. Equipment Disposition per the most updated FTA Circular :</p> <p>1.1.6.1. Disposition before the end of Service life: Any disposition of rolling stock before the end of its service life requires FTA concurrence. FTA is reimbursed its share of the proceeds from disposition. If revenue rolling stock is being removed from service before the end of its useful life, the return to FTA is the greater of the FTA share of the unamortized value of the remaining service life per unit, based on straight line depreciation of the original purchase price, or the Federal share of the sales price (even though the unamortized value is \$5,000 or less)</p> <p>1.1.6.2. Retain and Use Elsewhere: When original or replacement equipment is no longer needed for the original project or program, it may be used by VVTA project or programs. <u>FTA prior approval of this alternative is required.</u> FTA retains its interest.</p> <p>1.1.6.3. Value Over \$5,000: After the service life of rolling stock equipment is reached, equipment with a current market value exceeding \$5,000 per unit, or unused supplies with a total aggregate fair market value of more than \$2,000.00, may be retained or sold, with reimbursement to FTA of an amount calculated by multiplying the total aggregate fair market value at the time of disposition, or the net sale proceeds, by the percentage of FTA's participation in the original grant. The Finance/ department will send a transmittal letter which states whether the equipment will be retained or sold.</p> | |

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| VVTA Procurement Procedures Manual | Procedure 7040-1 Page 2 of 5 |
| FIXED ASSET MANAGEMENT Disposition | Approved by VVTA Executive Director Date Approved: May 16, 2022 |
| <p>1.1.6.4. Less than \$5,000 value (rolling stock) or other fixed assets (under \$2000.00 value): Rolling Stock with a unit market value of \$5,000.00 or Fixed Asset Equipment with a unit market value of \$2,000.00 or less or supplies with a total aggregate market value of \$2,000.00 or less, may be retained, sold or otherwise disposed of with no obligation to reimburse FTA, providing useful service life requirements have been met. Records of this action are retained by the Finance department.</p> <p>1.1.6.5. Like-Kind : <u>With prior FTA approval</u>, VVTA may elect to use the trade-in value or the sales proceeds to offset the cost of a replacement bus or rail transit vehicle to acquire a replacement vehicle, applying 100 percent of the net proceeds to acquisition of the replacement vehicles. Remaining cost differences, if more than the proceeds, are to be met. Excess proceeds, if any, are returned to FTA minus a deduction for prorated local share.</p> <p>1.1.6.6. Transfer to Public Agency for Non-Transit Use: <u>With prior FTA approval</u>, the grantee may follow procedures for publication in the Federal Register to transfer property (including land or equipment) to a public agency with no repayment to FTA. These procedures are available from the FTA regional office. (49 U.S.C 5334 (h) (1)- (h) (3)).</p> <p>1.1.6.7. Sell and Use Proceeds for Other Capital Projects: <u>With prior FTA approval</u>, the grantee may sell equipment or supplies and use the proceeds to reduce the gross project cost of other FTA eligible capital transit projects. (49 U.S.C., 5334 (h)(4))</p> <p>1.1.6.8. Unused Supplies: Disposition of unused supplies before the end of the industry standard life expectancy is determined in total aggregate fair market value and if found to exceed \$5,000, VVTA shall compensate FTA for its share; or transfer the sales proceeds to reduce gross project cost of other capital project/s (49 U.S.C. 5334 (h)(4)).</p> <p>1.1.6.9. Controllable assets will be reported on with the same method as FTA Funded assets. The VVTA Board of Directors will approve disposal on assets valued above \$2,000.00, VVTA Executive Director will approve disposals of assets valued at \$2,000.00 or less.</p> <p>1.1.6.10. Scrap- The asset to be disposed of may be sold as scrap whenever the property has no other resale value. Equipment that is non-functional and non-repairable may be scrapped.</p> <p>1.1.6.11. Insurance Loss-should the asset be irreparably damaged, the proceeds of the insurance claim should be used to replace the asset. If the asset were originally purchased with Federal then the percentage of federal interest is either transferred to the</p> | |

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| <p>VVTA Procurement Procedures Manual</p> | <p>Procedure 7040-1</p> <p>Page 3 of 5</p> |
| <p>FIXED ASSET MANAGEMENT Disposition</p> | <p>Approved by VVTA Executive Director Date Approved: May 16, 2022</p> |
| <p>replacement asset or if the asset is not replaced, FTA must be reimbursed its percentage share of the asset's book value prior to the asset's irreparable damage, if more than \$5,000.00.</p> <p>2. EQUIPMENT DISPOSITION PROCEDURES AND RESPONSIBILITIES</p> <p>2.1 By April 15 of each year, each department is responsible for compiling a list of proposed disposals.</p> <p>2.2 Send the list of proposed disposals including asset numbers to the Finance department.</p> <p>2.3 The Finance department will review the list and approve the disposal or send a disposition report to each granting agency if applicable asking for permission to dispose of property or equipment, which shall include the description of the asset, summary of the condition, all original acquisition costs, Federal and State Grant participation ratio of costs, FTA Grant number, State Grant number, Description of current use of the property or equipment and the anticipated disposition or action proposed.</p> <p>2.4 The Finance Department will forward the list to the Fleet/Facility Maintenance Department to begin the disposal process.</p> <p>2.5 The Fleet/Facility Maintenance Director will collaborate with Finance staff for the creation of a Board Memo. (See section 1)</p> <p>2.6 Finance staff will coordinate with the Administrative Assistant/Clerk of the Board for scheduling to take the Board Memo to the Board of Directors for approval (See section 1)</p> <p>2.7 Upon approval from the Executive Director the Finance department will forward to Finance staff will execute all the necessary paperwork e.g., pink slips, registrations, or notice to proceed from the granting agency.</p> <p>2.8 Upon receipt of necessary paperwork from the Finance Department the Procurement staff contacts the Contractor designated for disposal and schedules the disposal. Once the items have been sold the Contractor will send an itemized list of sold goods with the check, made payable to VVTA which will be forwarded to the Finance department.</p> <p>2.9 The Finance department records the disposals and updates the fixed assets records.</p> <p>3. LAND DISPOSTION—FTA Circular 5010.1E (or more recent update)</p> <p>3.1 VVTA Finance department will prepare an inventory and utilization plan for land which includes property locations, summary of any conditions on the title, original acquisition costs, FTA and State or Local participation ratios and grant numbers, appraised value and date, and the anticipated disposition or action imposed.</p> <p>3.1.1 When Real property is no longer needed for the originally authorized</p> | |

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| <p>VVTA Procurement Procedures Manual</p> | <p>Procedure 7040-1 Page 4 of 5</p> |
| <p>FIXED ASSET MANAGEMENT Disposition</p> | <p>Approved by VVTA Executive Director Date Approved: May 16, 2022</p> |
| <p>purpose, the grantee will request disposition instruction from FTA. Following are the allowable alternative disposition methods.</p> <p>3.1.2 Sell and Reimburse FTA. Competitively market and sell the property and pay FTA its share of the fair market value of the property. This is the percentage of FTA participation in the original grant times the best obtainable price, net of reasonable sales costs.</p> <p>3.1.3 Sell and Use Proceeds for Other Capital Projects. Sell property and use the proceeds to reduce the gross project cost of another FTA eligible Capital transit project. [49 U.S.C., 5334(4)(4)]. The grantee is expected to record the receipt of the proceeds in the grantee's accounting system, showing that the funds are restricted for use in a subsequent capital project, and reduce the liability as the proceeds are applied to one or more FTA approved capital projects. The subsequent capital grants application should contain information showing FTA that the gross project cost has been reduced with proceeds from the earlier transaction.</p> <p>3.1.4 <u>Offset</u>. Sell property and apply the net proceeds from the sale to the cost of replacement property under the same program. Return any excess proceeds to FTA.</p> <p>3.1.5 Sell and Keep Proceeds in Open Project. If the grant is still open, the grantee may sell excess property and apply the proceeds to the original cost of the total real property purchased for that project.</p> <p>3.1.6 Transfer to Public Agency for Non-Transit Use. Follow procedures for publication in <u>Federal Register</u> to transfer property (land or equipment) to public agency with no repayment to FTA. This is competitive process and there is no guarantee that a public agency will be awarded the excess property. [49 U.S.C., 5334(h)(1)]</p> <p>3.1.7 Transfer property to another FTA eligible project. The Federal interest continues.</p> <p>3.1.8 Retain Title with Buyout. Compensate FTA by computing percentage of FTA participation in the original cost. Multiply the current fair market value of the property by this percentage. The grantee must document the basis for value determination; typically, this is an appraisal or market survey.</p> <p>4. SALES</p> <p>4.1 Sales procedures shall be followed that provide for competition to the extent practicable and result in the highest possible return or at least payment of appraised fair market value.</p> <p>4.2 Normally, an asset to be disposed of shall be sold at public auction. The Board may authorize other methods of public sale when appropriate. Private sales are not permissible.</p> <p>4.3 To ensure maximum yield, the bidding at the auction shall be open and competitive. A "sealed bid" auction shall not be used.</p> <p>4.4 Equipment that is non-functional and non-repairable may be scrapped.</p> | |

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| <p>FIXED ASSET MANAGEMENT Disposition</p> | <p>Approved by VVTA Executive Director</p> <p>Date Approved: May 16, 2022</p> |
| <p>5. INSURANCE LOSS</p> <p>5.1 Should the asset be irreparably damaged; the proceeds of the insurance claim should be used to replace the asset. If the asset were originally purchased with federal funds, then:</p> <p>5.1.1 The percentage of federal interest is either transferred to the replacement asset, or,</p> <p>5.1.2 If the asset is not replaced, the FTA must be reimbursed its percentage share of the asset's book value prior to the asset's irreparable damage, if more than \$5,000.00.</p> | |

Q-37 BUS REPLACEMENTS

Q37 - Bus Replacements

Anticipated for Fiscal 24-26

| Bus # | Year | Make | Model | Model | Replacement |
|-------------------------------|------|-----------|---------------|--------------|---|
| Hesperia Demand Response | | | | | |
| 155 | 2011 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 156 | 2011 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 177 | 2015 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 178 | 2015 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 179 | 2015 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 180 | 2015 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 181 | 2015 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 182 | 2015 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 183 | 2016 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 184 | 2016 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 185 | 2017 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 186 | 2017 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 187 | 2017 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 188 | 2017 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 189 | 2017 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 190 | 2017 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 191 | 2017 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 199 | 2019 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 204 | 2019 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 207 | 2019 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 209 | 2019 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| Barstow Demand Response | | | | | |
| 1008 | 2011 | Dodge | Grand Caravan | | Starcraft Startrans, Ford E450 |
| 1009 | 2011 | Dodge | Grand Caravan | | Starcraft Startrans, Ford E450 |
| 8188 | 2016 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 8192 | 2016 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 8193 | 2016 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 8194 | 2016 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| 8195 | 2016 | ELDORADO | E-450 | Aerotech 240 | Starcraft Startrans, Ford E450 |
| Hesperia Fixed Route/Commuter | | | | | |
| 616 | 2014 | El Dorado | Axess | 40' | Fuel Cell Electirc Bus (est Q3 of 2025) |
| 617 | 2014 | El Dorado | Axess | 40' | Fuel Cell Electirc Bus (est Q3 of 2025) |
| 618 | 2014 | El Dorado | Axess | 40' | Fuel Cell Electirc Bus (est Q3 of 2025) |
| 619 | 2014 | El Dorado | Axess | 40' | Fuel Cell Electirc Bus (est Q3 of 2025) |
| 620 | 2014 | El Dorado | Axess | 40' | Fuel Cell Electirc Bus (est Q3 of 2025) |

VVTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICE

Q-37 BUS REPLACEMENTS

| | | | | | |
|------------------------------|------|-----------|-------|-----|---|
| 621 | 2014 | El Dorado | Axess | 40' | Fuel Cell Electirc Bus (est Q3 of 2025) |
| 622 | 2014 | El Dorado | Axess | 40' | Fuel Cell Electirc Bus (est Q3 of 2025) |
| 623 | 2014 | El Dorado | Axess | 40' | Fuel Cell Electirc Bus (est Q3 of 2025) |
| 624 | 2014 | El Dorado | Axess | 40' | Fuel Cell Electirc Bus (est Q3 of 2025) |
| 625 | 2015 | El Dorado | Axess | 40' | Fuel Cell Electirc Bus (est Q3 of 2025) |
| 817 | 2016 | El Dorado | Axess | 40' | Fuel Cell Electirc Bus (est Q3 of 2025) |
| 818 | 2016 | El Dorado | Axess | 40' | Fuel Cell Electirc Bus (est Q3 of 2025) |
| 819 | 2016 | El Dorado | Axess | 40' | Fuel Cell Electirc Bus (est Q3 of 2025) |
| Barstow Fixed Route/Commuter | | | | | |
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| System Support Vehicles | | | | | |
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System Productivity



Estimated times and distances are based on scheduled values, actuals are based on drivers reports. The total number of trips excludes canceled trips. It includes no-shows, but rides per hour excludes no-shows.

Date range: 06/01/2022 - 06/30/2023. Transportation company: Victor Valley Transit Authority. Counted passenger types: clients, assistants, children, companions, other passengers. Information is grouped by month.

| Period | Distinct Vehicles | Distinct Runs | Trips | | Source | Deadhead | | Service | | Revenue | | Rides per hour |
|---------|-------------------|---------------|-------|---------|--------|-------------|-----------------|-------------|-----------------|-------------|-----------------|----------------|
| | | | Total | Noshows | | time (hour) | distance (mile) | time (hour) | distance (mile) | time (hour) | distance (mile) | |
| 2022.6 | 39 | 57 | 8548 | 378 | Est | 329.21 | 7809.19 | 3686.44 | 56886.94 | 3357.23 | 49077.75 | 2.43 |
| | | | | | Act | 473.50 | 8385.53 | 3822.82 | 62587.61 | 3349.32 | 54202.08 | 2.44 |
| 2022.7 | 41 | 61 | 8273 | 437 | Est | 311.96 | 7459.54 | 3589.58 | 54262.97 | 3277.62 | 46803.43 | 2.39 |
| | | | | | Act | 483.42 | 8033.42 | 3734.74 | 59223.69 | 3251.32 | 51190.28 | 2.41 |
| 2022.8 | 37 | 53 | 9193 | 501 | Est | 334.22 | 8017.09 | 3893.97 | 58105.51 | 3559.75 | 50088.42 | 2.44 |
| | | | | | Act | 516.24 | 8441.42 | 4045.52 | 63370.20 | 3529.28 | 54928.79 | 2.46 |
| 2022.9 | 37 | 55 | 8587 | 490 | Est | 296.64 | 7164.79 | 3619.71 | 54175.71 | 3323.07 | 47010.92 | 2.44 |
| | | | | | Act | 465.24 | 7890.37 | 3795.43 | 59277.41 | 3330.19 | 51387.05 | 2.43 |
| 2022.10 | 35 | 67 | 9119 | 585 | Est | 313.67 | 7599.61 | 3626.05 | 57146.56 | 3312.38 | 49546.95 | 2.58 |
| | | | | | Act | 468.24 | 8043.29 | 3811.49 | 62383.01 | 3343.24 | 54339.72 | 2.55 |
| 2022.11 | 33 | 65 | 8290 | 520 | Est | 314.86 | 7324.60 | 3542.33 | 52078.24 | 3227.46 | 44753.64 | 2.41 |
| | | | | | Act | 503.08 | 8152.06 | 3749.69 | 58035.22 | 3246.61 | 49883.16 | 2.39 |
| 2022.12 | 32 | 71 | 8341 | 515 | Est | 338.14 | 7758.95 | 3509.18 | 52476.56 | 3171.04 | 44717.61 | 2.47 |
| | | | | | Act | 537.65 | 8414.36 | 3740.34 | 58105.02 | 3202.70 | 49690.67 | 2.44 |
| 2023.1 | 34 | 55 | 8373 | 428 | Est | 381.74 | 8475.31 | 3485.32 | 51400.32 | 3103.58 | 42925.00 | 2.56 |
| | | | | | Act | 574.94 | 9306.55 | 3660.72 | 57094.59 | 3085.78 | 47788.04 | 2.57 |
| 2023.2 | 35 | 60 | 8358 | 477 | Est | 384.16 | 8685.42 | 3598.62 | 52529.38 | 3214.46 | 43843.96 | 2.45 |
| | | | | | Act | 592.15 | 9447.23 | 3789.26 | 57874.81 | 3197.11 | 48427.59 | 2.47 |
| 2023.3 | 30 | 72 | 9664 | 492 | Est | 499.96 | 11091.14 | 4249.69 | 60346.35 | 3749.73 | 49255.21 | 2.45 |
| | | | | | Act | 724.34 | 11844.67 | 4447.65 | 66786.05 | 3723.31 | 54941.38 | 2.46 |
| 2023.4 | 30 | 70 | 9463 | 475 | Est | 505.16 | 11133.60 | 4136.22 | 61022.43 | 3631.06 | 49888.83 | 2.48 |
| | | | | | Act | 741.68 | 12098.65 | 4355.27 | 67017.94 | 3613.58 | 54919.29 | 2.49 |
| 2023.5 | 32 | 65 | 10442 | 494 | Est | 547.49 | 11986.09 | 4468.64 | 65895.22 | 3921.15 | 53909.13 | 2.54 |
| | | | | | Act | 784.50 | 12897.07 | 4704.75 | 72202.73 | 3920.25 | 59305.66 | 2.54 |

[illegible]

System Productivity



Estimated times and distances are based on scheduled values, actuals are based on drivers reports. The total number of trips excludes canceled trips. It includes no-shows, but rides per hour excludes no-shows.

Date range: 07/01/2022 - 06/30/2023. Transportation company: Barstow. Counted passenger types: clients, assistants, children, companions, other passengers. Information is grouped by month.

| Period | Distinct Vehicles | Distinct Runs | Trips | | Source | Deadhead | | Service | | Revenue | | Rides per hour |
|---------|-------------------|---------------|-------|---------|--------|-------------|-----------------|-------------|-----------------|-------------|-----------------|----------------|
| | | | Total | Noshows | | time (hour) | distance (mile) | time (hour) | distance (mile) | time (hour) | distance (mile) | |
| 2022.7 | 5 | 7 | 796 | 91 | Est | 21.38 | 563.07 | 411.45 | 2904.03 | 390.07 | 2340.96 | 1.81 |
| | | | | | Act | 109.04 | 737.11 | 438.55 | 3585.29 | 329.51 | 2848.18 | 2.14 |
| 2022.8 | 6 | 7 | 986 | 39 | Est | 21.93 | 558.94 | 437.12 | 3403.68 | 415.20 | 2844.74 | 2.28 |
| | | | | | Act | 111.59 | 769.07 | 472.21 | 4166.52 | 360.61 | 3397.45 | 2.63 |
| 2022.9 | 6 | 7 | 897 | 51 | Est | 18.27 | 471.37 | 401.71 | 3229.56 | 383.44 | 2758.19 | 2.21 |
| | | | | | Act | 85.80 | 602.42 | 436.18 | 3822.88 | 350.38 | 3220.46 | 2.41 |
| 2022.10 | 7 | 10 | 1190 | 75 | Est | 19.84 | 523.51 | 423.29 | 4100.80 | 403.44 | 3577.29 | 2.76 |
| | | | | | Act | 80.18 | 699.59 | 451.71 | 4771.74 | 371.53 | 4072.15 | 3.00 |
| 2022.11 | 6 | 7 | 985 | 54 | Est | 18.72 | 493.27 | 379.19 | 3496.13 | 360.48 | 3002.85 | 2.58 |
| | | | | | Act | 83.52 | 711.30 | 411.84 | 4190.07 | 328.32 | 3478.77 | 2.84 |
| 2022.12 | 4 | 7 | 1131 | 85 | Est | 18.21 | 463.66 | 394.75 | 3793.87 | 376.54 | 3330.20 | 2.78 |
| | | | | | Act | 82.55 | 707.18 | 437.85 | 4571.08 | 355.29 | 3863.91 | 2.94 |
| 2023.1 | 6 | 7 | 915 | 60 | Est | 19.68 | 506.27 | 404.86 | 3249.18 | 385.19 | 2742.91 | 2.22 |
| | | | | | Act | 102.47 | 782.62 | 441.45 | 4094.48 | 338.98 | 3311.86 | 2.52 |
| 2023.2 | 7 | 9 | 931 | 45 | Est | 19.73 | 518.39 | 360.03 | 3235.03 | 340.30 | 2716.63 | 2.60 |
| | | | | | Act | 88.79 | 703.79 | 399.29 | 3871.75 | 310.50 | 3167.96 | 2.85 |
| 2023.3 | 6 | 7 | 1077 | 83 | Est | 21.71 | 564.68 | 410.13 | 3296.64 | 388.42 | 2731.96 | 2.56 |
| | | | | | Act | 109.33 | 881.88 | 445.10 | 4120.30 | 335.77 | 3238.41 | 2.96 |
| 2023.4 | 5 | 9 | 922 | 61 | Est | 20.02 | 530.90 | 389.95 | 2608.19 | 369.93 | 2077.28 | 2.33 |
| | | | | | Act | 113.77 | 874.81 | 419.81 | 3436.73 | 306.04 | 2561.92 | 2.81 |
| 2023.5 | 4 | 9 | 1107 | 75 | Est | 22.75 | 587.58 | 399.61 | 3125.84 | 376.86 | 2538.26 | 2.74 |
| | | | | | Act | 119.28 | 911.76 | 440.98 | 3903.00 | 321.70 | 2991.24 | 3.21 |
| 2023.6 | 6 | 8 | 1102 | 69 | Est | 22.30 | 593.96 | 410.94 | 3018.64 | 388.64 | 2424.68 | 2.66 |
| | | | | | Act | 119.62 | 955.26 | 453.02 | 3834.11 | 333.40 | 2878.85 | 3.10 |

System Productivity



Estimated times and distances are based on scheduled values, actuals are based on drivers reports. The total number of trips excludes canceled trips. It includes no-shows, but rides per hour excludes no-shows.

Date range: 07/01/2023 - 12/31/2023. Transportation company: Victor Valley Transit Authority. Counted passenger types: clients, assistants, children, companions, other passengers. Information is grouped by month.

| Period | | Distinct Vehicles | Distinct Runs | Trips | | Source | Deadhead | | Service | | Revenue | | Rides per hour |
|---------|----------|-------------------|---------------|-------|---------|--------|-------------|-----------------|-------------|-----------------|-------------|-----------------|----------------|
| | | | | Total | Noshows | | time (hour) | distance (mile) | time (hour) | distance (mile) | time (hour) | distance (mile) | |
| 2023.7 | | 32 | 71 | 9358 | 558 | Est | 466.01 | 10453.13 | 4085.76 | 58254.12 | 3619.74 | 47800.99 | 2.43 |
| | | | | | | Act | 711.97 | 11298.86 | 4293.31 | 64491.21 | 3581.35 | 53192.35 | 2.46 |
| 2023.8 | | 33 | 68 | 10965 | 656 | Est | 411.20 | 9329.58 | 4318.96 | 63442.56 | 3907.76 | 54112.98 | 2.64 |
| | | | | | | Act | 641.42 | 10046.74 | 4558.02 | 70171.52 | 3916.60 | 60124.78 | 2.63 |
| 2023.9 | | 35 | 71 | 10309 | 600 | Est | 443.95 | 9738.65 | 4231.92 | 61071.88 | 3787.97 | 51333.22 | 2.56 |
| | | | | | | Act | 707.28 | 10550.60 | 4426.86 | 67059.51 | 3719.58 | 56508.91 | 2.61 |
| 2023.10 | | 32 | 72 | 11738 | 739 | Est | 546.86 | 11879.95 | 4767.12 | 70077.51 | 4220.26 | 58197.57 | 2.61 |
| | | | | | | Act | 806.92 | 13005.13 | 4968.99 | 76762.19 | 4162.08 | 63757.06 | 2.64 |
| 2023.11 | | 32 | 71 | 10020 | 743 | Est | 552.70 | 11954.51 | 4322.95 | 63145.88 | 3770.25 | 51191.37 | 2.46 |
| | | | | | | Act | 828.27 | 12809.46 | 4576.88 | 69307.46 | 3748.61 | 56498.00 | 2.47 |
| 2023.12 | | 32 | 72 | 10210 | 718 | Est | 539.59 | 11465.09 | 4444.15 | 62216.58 | 3904.56 | 50751.49 | 2.43 |
| | | | | | | Act | 829.40 | 12423.33 | 4675.39 | 68506.71 | 3845.99 | 56083.38 | 2.47 |
| Summary | | 35 | | 62600 | 4014 | Est | 2960.30 | 64820.91 | 26170.85 | 378208.53 | 23210.55 | 313387.62 | 2.52 |
| | | | | | | Act | 4525.26 | 70134.12 | 27499.46 | 416298.60 | 22974.21 | 346164.48 | 2.55 |
| Average | All days | 20 | 24 | | | | | | | | | | |
| | Mon-Fri | 24 | 31 | | | | | | | | | | |
| | Sat | 11 | 11 | | | | | | | | | | |
| | Sun | 8 | 8 | | | | | | | | | | |

System Productivity



Estimated times and distances are based on scheduled values, actuals are based on drivers reports. The total number of trips excludes canceled trips. It includes no-shows, but rides per hour excludes no-shows.

Date range: 07/01/2023 - 12/31/2023. Transportation company: Barstow. Counted passenger types: clients, assistants, children, companions, other passengers. Information is grouped by month.

| Period | | Distinct Vehicles | Distinct Runs | Trips | | Source | Deadhead | | Service | | Revenue | | Rides per hour |
|---------|----------|-------------------|---------------|-------|---------|--------|-------------|-----------------|-------------|-----------------|-------------|-----------------|----------------|
| | | | | Total | Noshows | | time (hour) | distance (mile) | time (hour) | distance (mile) | time (hour) | distance (mile) | |
| 2023.7 | | 5 | 7 | 1033 | 77 | Est | 19.44 | 517.60 | 391.04 | 2895.72 | 371.60 | 2378.12 | 2.57 |
| | | | | | | Act | 118.42 | 822.53 | 437.13 | 3668.20 | 318.70 | 2845.67 | 3.00 |
| 2023.8 | | 5 | 8 | 1264 | 113 | Est | 23.18 | 627.31 | 509.36 | 3241.03 | 486.19 | 2613.73 | 2.37 |
| | | | | | | Act | 145.07 | 882.96 | 564.06 | 3949.79 | 418.99 | 3066.83 | 2.75 |
| 2023.9 | | 6 | 8 | 1080 | 64 | Est | 21.01 | 583.65 | 477.09 | 2829.93 | 456.08 | 2246.28 | 2.23 |
| | | | | | | Act | 144.22 | 862.70 | 514.49 | 3613.60 | 370.27 | 2750.90 | 2.74 |
| 2023.10 | | 7 | 6 | 1300 | 78 | Est | 22.38 | 602.82 | 514.20 | 3560.70 | 491.83 | 2957.89 | 2.48 |
| | | | | | | Act | 126.97 | 797.80 | 560.16 | 4164.80 | 433.18 | 3367.00 | 2.82 |
| 2023.11 | | 5 | 8 | 1149 | 73 | Est | 20.74 | 564.25 | 492.25 | 2975.91 | 471.50 | 2411.67 | 2.28 |
| | | | | | | Act | 146.48 | 793.00 | 534.30 | 3704.47 | 387.81 | 2911.47 | 2.77 |
| 2023.12 | | 5 | 8 | 1120 | 79 | Est | 21.21 | 586.66 | 463.18 | 2776.76 | 441.97 | 2190.10 | 2.36 |
| | | | | | | Act | 124.09 | 757.02 | 504.05 | 3308.22 | 379.96 | 2551.20 | 2.74 |
| Summary | | 7 | | 6946 | 484 | Est | 127.95 | 3482.27 | 2847.13 | 18280.06 | 2719.18 | 14797.79 | 2.38 |
| | | | | | | Act | 805.26 | 4916.00 | 3114.18 | 22409.08 | 2308.93 | 17493.08 | 2.80 |
| Average | All days | 2 | 3 | | | | | | | | | | |
| | Mon-Fri | 3 | 3 | | | | | | | | | | |
| | Sat | 1 | 1 | | | | | | | | | | |
| | Sun | 1 | 1 | | | | | | | | | | |

Weekday - Motor Bus

FY 22-23 10/29/2023

| Motor Bus | | 3:00 | 4:00 | 5:00 | 6:00 | 7:00 | 8:00 | 9:00 | 10:00 | 11:00 | 12:00 | 13:00 | 14:00 | 15:00 | 16:00 | 17:00 | 18:00 | 19:00 | 20:00 | 21:00 | 22:00 |
|-----------|-------|------|------|------|------|------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Block | Class | 4:00 | 5:00 | 6:00 | 7:00 | 8:00 | 9:00 | 10:00 | 11:00 | 12:00 | 13:00 | 14:00 | 15:00 | 16:00 | 17:00 | 18:00 | 19:00 | 20:00 | 21:00 | 22:00 | 23:00 |
| 0101E | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | |
| 0201E | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | |
| 0301 | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | |
| 0302 | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | |
| 0601E | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | |
| 1501 | H | | | 1 | 1 | 1 | 1 | 1 | | | | | | | | | | | | | |
| 1502 | H | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | |
| 1503 | H | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | |
| 1504 | H | | | | | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | |
| 1505 | H | | | | | | | | | | | | | | 1 | 1 | 1 | 1 | 1 | | |
| 2101 | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 2102 | H | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 2201 | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 2301 | H | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 2801 | H | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 2901 | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 3101 | H | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 3102 | H | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 3103 | H | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 3201 | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 3202 | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 3301 | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 4001 | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 4101E | H | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 4102E | H | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 4103E | H | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 4104E | H | | | | | | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 4201 | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 4202 | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 4301 | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 4302E | H | | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 4701 | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 5001 | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 5002 | H | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 5091* | H | | | | 1 | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 5201 | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 5202 | H | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 5203E | H | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 5301 | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 5302 | H | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 5303E | H | | | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 5401 | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 5501 | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 5601 | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 6401 | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 6402 | H | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 6601 | H | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 6801 | H | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 6802 | H | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Totals | | 0 | 2 | 26 | 36 | 42 | 44 | 45 | 45 | 44 | 45 | 46 | 47 | 45 | 45 | 45 | 42 | 37 | 35 | 24 | 2 |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |

AM Peak 9:00 AM - 10:00 AM

Midday 2:00 PM - 3:00 PM

PM Peak 4:00 PM - 6:00 PM

*5091 Monday to Thursday only

Weekday AM Peak Weekday Midday Weekday PM Peak
Time service begins 8:00 AM 12:00 PM 4:00 PM

* no ranges allowed just one box with one time for each peak period specified

Weekday AM Peak Weekday Midday Weekday PM Peak
Time service ends 11:00 AM 2:00 PM 7:00 PM

* no ranges allowed just one box with one time for each peak period specified

Time Service Begins

Start of morning transit service, i.e., the time when the first revenue service vehicle leaves the garage or point of dispatch. Can be found in: S-10

Time Service Ends

End of night transit service, i.e., the time when a revenue service vehicle returns to the garage or point of dispatch. Can be found in: S-10

PEAK VOMS

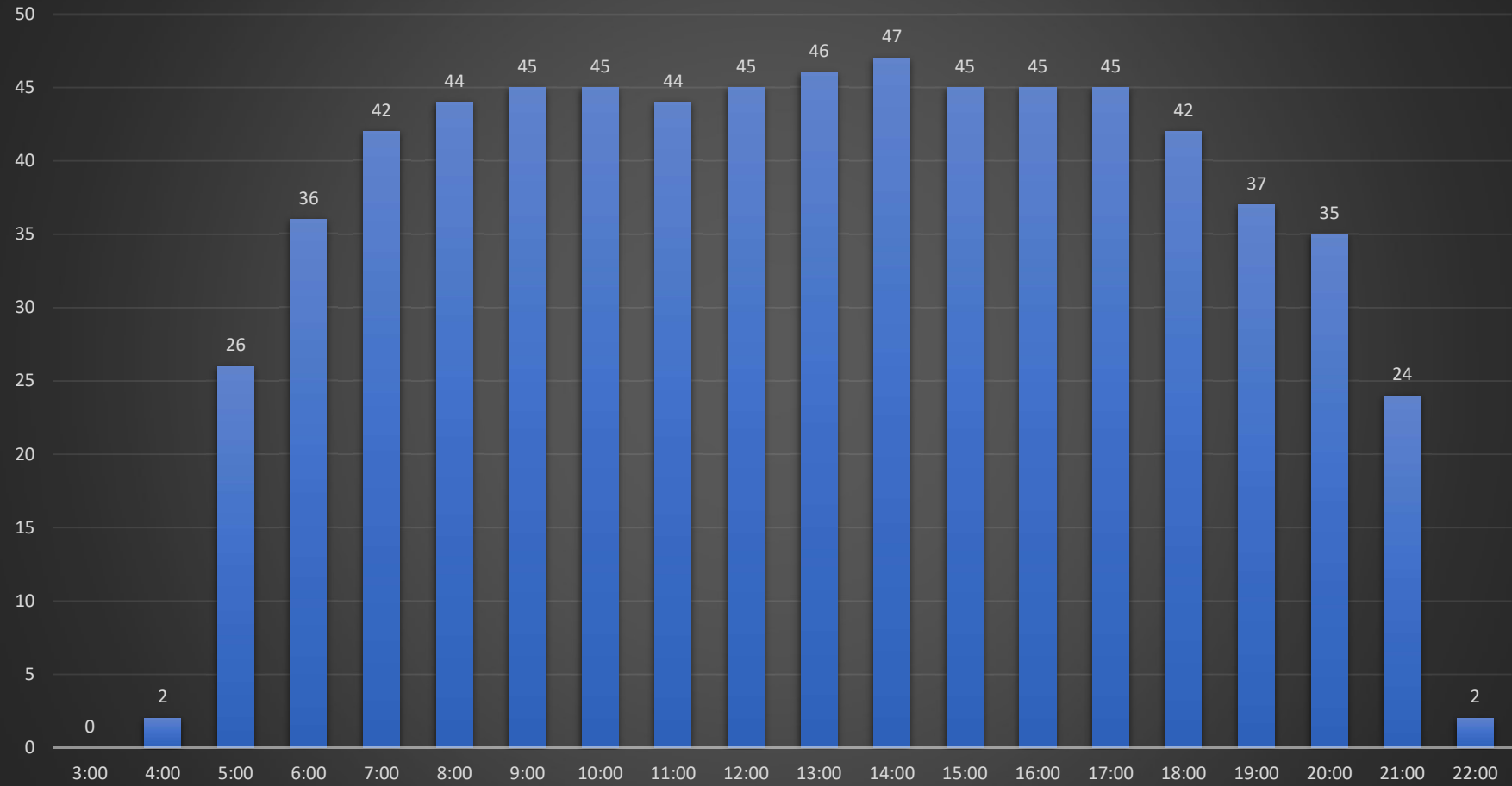
47

Barstow Hesperia

7

40

MB Weekday VOMS



Saturday - Motor Bus

FY 22-23 10/29/2023

| | 3:00 | 4:00 | 5:00 | 6:00 | 7:00 | 8:00 | 9:00 | 10:00 | 11:00 | 12:00 | 13:00 | 14:00 | 15:00 | 16:00 | 17:00 | 18:00 | 19:00 | 20:00 | 21:00 | 22:00 |
|--------|------|------|------|------|------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | 4:00 | 5:00 | 6:00 | 7:00 | 8:00 | 9:00 | 10:00 | 11:00 | 12:00 | 13:00 | 14:00 | 15:00 | 16:00 | 17:00 | 18:00 | 19:00 | 20:00 | 21:00 | 22:00 | 23:00 |
| 0151E | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | |
| 0251E | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | |
| 0351E | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | |
| 0352E | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | |
| 0651E | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | |
| 1551 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| 1552 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | |
| 2151 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | |
| 2152 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| 2251 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | |
| 2351 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 2851 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | |
| 2951 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | |
| 3151E | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | |
| 3152E | | | | | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 3251 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 3252 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 3351 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 4051 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 4151E | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | |
| 4152E | | | | | | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 4251 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 4252 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 4351E | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | 1 | |
| 4352E | | | | | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 4751 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 5051 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 5052 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 5251 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 5351 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 5451 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 5551 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 5651 | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | |
| 6451 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | |
| 6452 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | |
| 6651 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | |
| 6851 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | |
| 6852 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| Totals | 0 | 0 | 1 | 25 | 35 | 35 | 35 | 35 | 35 | 37 | 38 | 36 | 35 | 35 | 32 | 28 | 26 | 21 | 6 | 0 |

PEAK VOMS

38

Sunday - Motor Bus

FY 22-23 10/29/2023

| | 3:00 | 4:00 | 5:00 | 6:00 | 7:00 | 8:00 | 9:00 | 10:00 | 11:00 | 12:00 | 13:00 | 14:00 | 15:00 | 16:00 | 17:00 | 18:00 | 19:00 | 20:00 | 21:00 | 22:00 |
|--------|------|------|------|------|------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | 4:00 | 5:00 | 6:00 | 7:00 | 8:00 | 9:00 | 10:00 | 11:00 | 12:00 | 13:00 | 14:00 | 15:00 | 16:00 | 17:00 | 18:00 | 19:00 | 20:00 | 21:00 | 22:00 | 23:00 |
| 0171E | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | |
| 0271E | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | |
| 0371E | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | |
| 0372E | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | |
| 0671E | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | |
| 1571 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | |
| 2171 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | |
| 2172 | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| 2271 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | |
| 2371 | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | |
| 2871 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | |
| 2971 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | |
| 3171 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| 3271 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | |
| 3272 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | |
| 3371 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| 4071 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| 4171E | | | | | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | | |
| 4172E | | | | | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| 4271 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| 4271 | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| 4371 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| 5071 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| 5072 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | |
| 5271 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| 5371E | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| 5571E | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| 5671E | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| 6471 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| 6472 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | |
| 6671 | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| 6871E | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | |
| 6872E | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| Totals | 0 | 0 | 0 | 2 | 27 | 32 | 32 | 32 | 32 | 33 | 32 | 32 | 32 | 32 | 29 | 19 | 3 | 0 | 0 | 0 |

PEAK VOMS

33

Time Service Begins

Start of morning transit service, i.e., the time when the first revenue service vehicle leaves the garage or point of dispatch. Can be found in: S-10

Time Service Ends

End of night transit service; i.e., the time when a revenue service vehicle returns to the garage or point of dispatch. Can be found in: S-10

Weekday - Commuter Bus

FY 22-23 10/29/2023

| Commuter Bus | 3:00 | 4:00 | 5:00 | 6:00 | 7:00 | 8:00 | 9:00 | 10:00 | 11:00 | 12:00 | 13:00 | 14:00 | 15:00 | 16:00 | 17:00 | 18:00 | 19:00 | 20:00 | 21:00 | 22:00 |
|--------------|------|------|------|------|------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Class | 4:00 | 5:00 | 6:00 | 7:00 | 8:00 | 9:00 | 10:00 | 11:00 | 12:00 | 13:00 | 14:00 | 15:00 | 16:00 | 17:00 | 18:00 | 19:00 | 20:00 | 21:00 | 22:00 | 23:00 |
| 1111 | | 1 | 1 | | | | | | | | | | | | | | | | | |
| 1112 | | | 1 | 1 | 1 | | | | | | | | | | | | | | | |
| 1113 | | | | | | | | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | | |
| 1114 | | | | | | | | | | | | | | 1 | 1 | | | | | |
| 1141 | | 1 | 1 | 1 | | | | | | | | | | | | | | | | |
| 1142 | | | 1 | 1 | 1 | | | | | | | | | | | | | | | |
| 1143 | | | | | | | | | | | | | 1 | 1 | 1 | | | | | |
| 1144 | | | | | | | | | | | | | | 1 | 1 | 1 | | | | |
| 1145 | | | | | | | | | | | | | | 1 | 1 | 1 | | | | |
| 1151 | 1 | 1 | 1 | 1 | | | | | | | | | | | | | | | | |
| 1152 | | | | | | | | | | | | | 1 | 1 | 1 | 1 | 1 | | | |
| Total | 1 | 3 | 5 | 4 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 6 | 6 | 4 | 2 | 1 | 0 | 0 |

AM Peak 5:00 AM - 7:00 AM

PM Peak 4:00 PM - 7:00 PM

Weekday AM Peak Weekday Midday Weekday PM Peak
Time service begins 3:10 AM 3:45 PM

* no ranges allowed just one box with one time for each peak period specified

Weekday AM Peak Weekday Midday Weekday PM Peak
Time service ends 7:50 AM 8:37 PM

* no ranges allowed just one box with one time for each peak period specified

PEAK VOMS

6

Time Service Begins

Start of morning transit service, i.e., the time when the first revenue service vehicle leaves the garage or point of dispatch. Can be found in: S-10

Time Service Ends

End of night transit service; i.e., the time when a revenue service vehicle returns to the garage or point of dispatch. Can be found in: S-10

Q-125 MILES BY BLOCK

| Weekday Fixed Route Miles by Block Effective October 29, 2023 | | | |
|--|----------------------|-----------------------|--------------------|
| Block | Revenue Miles | Deadhead Miles | Total Miles |
| 0101E | 119.04 | 12.30 | 131.34 |
| 0201E | 124.21 | 12.30 | 136.51 |
| 0301 | 211.50 | 12.30 | 223.80 |
| 0302 | 211.50 | 8.50 | 220.00 |
| 601E | 169.30 | 12.30 | 181.60 |
| 1501 | 96.48 | 20.34 | 116.82 |
| 1502 | 250.22 | 20.34 | 270.56 |
| 1503 | 278.06 | 20.34 | 298.40 |
| 1504 | 180.05 | 20.34 | 200.39 |
| 1505 | 96.48 | 20.34 | 116.82 |
| 2101 | 324.95 | 33.32 | 358.27 |
| 2102 | 376.69 | 11.91 | 388.60 |
| 2201 | 332.41 | 51.16 | 383.57 |
| 2301 | 493.89 | 33.28 | 527.17 |
| 2801 | 357.77 | 12.30 | 370.07 |
| 2901 | 286.40 | 12.30 | 298.70 |
| 3101 | 177.91 | 20.34 | 198.25 |
| 3102 | 169.17 | 26.40 | 195.57 |
| 3103 | 177.91 | 32.46 | 210.37 |
| 3201 | 276.42 | 32.36 | 308.78 |
| 3202 | 275.65 | 32.21 | 307.86 |
| 3301 | 341.02 | 36.36 | 377.38 |
| 4001 | 236.63 | 22.25 | 258.88 |
| 4101E | 143.79 | 21.25 | 165.04 |
| 4102E | 134.11 | 20.34 | 154.45 |
| 4103E | 76.63 | 20.34 | 96.97 |
| 4104E | 105.26 | 21.34 | 126.60 |
| 4201 | 310.14 | 25.65 | 335.79 |
| 4202 | 299.80 | 20.20 | 320.00 |
| 4301 | 291.87 | 16.97 | 308.84 |
| 4302E | 103.98 | 15.66 | 119.64 |
| 4701 | 285.11 | 19.78 | 304.89 |
| 5001 | 225.77 | 11.33 | 237.10 |
| 5002 | 225.50 | 11.12 | 236.62 |
| 5091 | 98.50 | 30.70 | 129.20 |
| 5201 | 205.81 | 19.23 | 225.04 |
| 5202 | 157.75 | 17.88 | 175.63 |
| 5203E | 118.31 | 20.34 | 138.65 |
| 5301 | 154.06 | 17.88 | 171.94 |
| 5302 | 169.47 | 10.38 | 179.85 |
| 5303E | 107.84 | 10.38 | 118.22 |
| 5401 | 216.51 | 17.88 | 234.39 |
| 5501 | 221.24 | 10.41 | 231.65 |
| 5601 | 205.60 | 20.40 | 226.00 |

Q-125 MILES BY BLOCK

Weekday Fixed Route Miles by Block
Effective October 29, 2023

| Block | Revenue Miles | Deadhead Miles | Total Miles |
|-------|---------------|----------------|-------------|
| 6401 | 239.72 | 7.34 | 247.06 |
| 6402 | 238.86 | 7.26 | 246.12 |
| 6601 | 261.55 | 1.54 | 263.09 |
| 6801 | 210.89 | 7.12 | 218.01 |
| 6802 | 222.08 | 7.17 | 229.25 |
| 1111 | 50.02 | 3.40 | 53.42 |
| 1112 | 49.44 | 38.83 | 88.27 |
| 1113 | 155.41 | 63.70 | 219.11 |
| 1114 | 62.64 | 1.90 | 64.54 |
| 1141 | 91.03 | 0.20 | 91.23 |
| 1142 | 91.03 | 0.20 | 91.23 |
| 1143 | 89.11 | 0.20 | 89.31 |
| 1144 | 89.11 | 0.20 | 89.31 |
| 1145 | 89.11 | 0.20 | 89.31 |
| 1151 | 74.3 | 25.58 | 99.88 |
| 1152 | 55.87 | 58.10 | 113.97 |

Saturday Fixed Route Miles by Block
Effective October 29, 2023

| Block | Revenue Miles | Deadhead Miles | Total Miles |
|--------------|----------------------|-----------------------|--------------------|
| 0151E | 67.90 | 12.30 | 80.20 |
| 0251E | 79.85 | 12.30 | 92.15 |
| 0351E | 135.97 | 11.30 | 147.27 |
| 0352E | 135.95 | 9.50 | 145.45 |
| 0651E | 108.84 | 12.30 | 121.14 |
| 1551 | 360.59 | 20.34 | 380.93 |
| 1552 | 347.19 | 20.34 | 367.53 |
| 2151 | 251.12 | 11.91 | 263.03 |
| 2152 | 296.39 | 50.86 | 347.25 |
| 2251 | 309.79 | 35.75 | 345.54 |
| 2351 | 445.45 | 22.25 | 467.70 |
| 2851 | 214.66 | 12.30 | 226.96 |
| 2951 | 171.60 | 12.30 | 183.90 |
| 3151E | 244.63 | 32.46 | 277.09 |
| 3152E | | - | |
| 3251 | 294.44 | 44.23 | 338.67 |
| 3252 | 294.44 | 20.34 | 314.78 |
| 3351 | 283.18 | 34.28 | 317.46 |
| 4051 | 229.43 | 24.38 | 253.81 |
| 4151E | 210.74 | 22.25 | 232.99 |
| 4152E | | - | |
| 4251 | 286.82 | 39.52 | 326.34 |
| 4252 | 299.80 | 20.20 | 320.00 |
| 4351E | 245.05 | 22.25 | 267.30 |
| 4352E | | - | |
| 4751 | 209.51 | 19.78 | 229.29 |
| 5051 | 195.69 | 11.33 | 207.02 |
| 5052 | 195.42 | 11.12 | 206.54 |
| 5251 | 206.30 | 19.30 | 225.60 |
| 5351 | 176.55 | 14.71 | 191.26 |
| 5451 | 208.40 | 25.05 | 233.45 |
| 5551 | 165.80 | 16.06 | 181.86 |
| 5651 | 158.80 | 19.40 | 178.20 |
| 6451 | 207.65 | 7.34 | 214.99 |
| 6452 | 206.80 | 7.26 | 214.06 |
| 6651 | 251.79 | 2.38 | 254.17 |
| 6851 | 193.21 | 7.17 | 200.38 |
| 6852 | 182.03 | 7.12 | 189.15 |

**Sunday Fixed Route Miles by Block
Effective October 29, 2023**

| Block | Revenue Miles | Deadhead Miles | Total Miles |
|--------------|--------------------------|---------------------------|------------------------|
| 0171E | 67.90 | 12.30 | 80.20 |
| 0271E | 79.85 | 12.30 | 92.15 |
| 0371E | 135.97 | 11.30 | 147.27 |
| 0372E | 135.95 | 9.50 | 145.45 |
| 0671E | 108.84 | 12.30 | 121.14 |
| 1571 | 361.08 | 12.30 | 373.38 |
| 2171 | 227.74 | 30.68 | 258.42 |
| 2172 | 193.51 | 27.54 | 221.05 |
| 2271 | 216.91 | 35.75 | 252.66 |
| 2371 | 318.18 | 22.25 | 340.43 |
| 2871 | 214.66 | 12.30 | 226.96 |
| 2971 | 171.60 | 12.30 | 183.90 |
| 3171 | 186.65 | 26.40 | 213.05 |
| 3271 | 239.62 | 32.36 | 271.98 |
| 3272 | 238.85 | 32.21 | 271.06 |
| 3371 | 210.44 | 35.18 | 245.62 |
| 4071 | 193.94 | 19.78 | 213.72 |
| 4171E | 162.95 | 21.25 | 184.20 |
| 4172E | | - | |
| 4271 | 228.19 | 25.65 | 253.84 |
| 4272 | 217.85 | 20.20 | 238.05 |
| 4371 | 198.23 | 15.66 | 213.89 |
| 5071 | 150.43 | 20.34 | 170.77 |
| 5072 | 150.43 | 2.11 | 152.54 |
| 5271 | 169.20 | 20.30 | 189.50 |
| 5371E | 146.97 | 13.55 | 160.52 |
| 5571E | 134.45 | 14.69 | 149.14 |
| 5671E | 129.70 | 21.24 | 150.94 |
| 6471 | 160.33 | 2.11 | 162.44 |
| 6472 | 160.33 | 11.91 | 172.24 |
| 6671 | 197.97 | 2.38 | 200.35 |
| 6871E | 144.32 | 2.38 | 146.70 |
| 6872E | 144.32 | 11.91 | 156.23 |