



Request for Proposals for Janitorial Services  
for  
The Wave Transit System  
Administrative & Maintenance Office  
1224 W. I-65 Service Road, South, Mobile, Alabama 36609

Project Number: WTS-11-01-2016

Bid Opening  
Monday, November 28, 2016, 10:00 a.m. (CST)  
1224 W. I-65 Service Road, South  
Mobile, Alabama 36609

JANITORIAL SERVICE FOR BELTLINE SERVICE ROAD LOCATION

TABLE OF CONTENTS

	Pages
1.0 PROPOSALS RECEIVED	3
2.0 SEALED PROPOSALS / Proposal Form	5
2.1 BID SECURITY	5
2.2 IRREGULARITIES AND REJECTIONS	5
2.3 BIDDER QUALIFICATIONS	6
2.4 PROJECT SCHEDULE	6
3.0 AUTHORIZATION OF PROPOSAL	6
3.1 AUTHORIZED SIGNATURE	6
4.0 PROPOSAL FORMAT	6
4.1 PROPOSAL FORMS	6
5.0 APPROVED EQUALS	7
5.1 BRAND NAMES	7
5.2 APPROVED EQUALS	7
6.0 PROTEST PROCEDURES	8
6.1 GENERAL	8
6.2 PROTESTS BEFORE OPENING	8
6.3 PROTESTS AFTER OPENING/PRIOR TO AWARD	9
6.4 PROTESTS AFTER AWARD	9
6.5 FTA PROTEST REVIEW PROCEDURES	9
7.0 ADDENDUM	11
8.0 PROPOSALS WITHDRAWAL	11
9.0 PROPOSAL REJECTION	11
10.0 PROPOSAL EVALUATION/QUALIFICATION FOR AWARD	11
11.0 PROPOSAL AWARD	12
12.0 PROPOSALS ACCEPTED	13
13.0 REMEDIES/SANCTIONS FOR BREACH OF CONTRACT	13
14.0 CONTRACT SUBLETTING	13
15.0 CONTRACT DOCUMENTS	13
15.1 CONTRACT CHANGES	14
16.0 INDEMNIFICATION	14
17.0 PROPRIETARY RIGHTS/RIGHTS IN DATA	14
18.0 APPLICABLE LAW	14
18.1 NON-DISCRIMINATION	15

Janitorial Services for Beltline Service Road Office -WTS-11-01-2016

19.0 TAX EXEMPTION	15
20.0 USE OF THE WAVE TRANSIT'S NAME IN ADVERTISING AND PUBLIC RELATIONS	15
21.0 PROPOSERS RESPONSIBILITY	15
22.0 COMPLIANCE WITH SCOPE OF WORK	15
23.0 PRICING	16
24.0 TERMS OF PAYMENT	16
25.0 INSURANCE	16
26.0 CORRESPONDENCE	18
OUTLINE OF SCOPE OF SERVICES	19
ATTACHMENTS (PHOTOS)	
FTA CLAUSES:	
FORMS AND CERTIFICATES	
Buy America Certificate of Compliance	
Certification of Contractor Debarment, Suspension, and other Responsible Matters	
Non-Collusion Affidavit	
Certification of Compliance with Restrictions on Lobbying	
Certification of Compliance for Drug Free Workplace	
Acknowledgement of Addenda	
Compliance with the Scope of Work	
List of Similar Contracts/References	
Price Proposal Form	
Request for Approved Equals	
DBE Approval Certification	
E-Verify	

SUMMARY STATEMENT

Mobile Transit Management d/b/a The Wave Transit System (“The Wave”) is requesting proposals from qualified bidders to furnish all necessary labor, supervision, material and equipment to satisfactorily perform janitorial services at the Administrative and Maintenance Offices located at 1224 West I-65 Service Road, South, Mobile, Alabama; Five (5) days per week. The Wave Transit will provide all supplies (i.e. toilet tissue, paper towels, waste basket liners and toilet covers). Services will be based on all provisions, instructions, and specifications as outlined in the proposal.

Procuring Entity

Project Number	WTS-11-01-2016
Issue Date	November 7, 2016
Procuring Entity	The Wave Transit System 1224 West I-65 Service, Mobile, AL. 36609
Procurement Specialist:	Mr. Gerald E. Alfred Director of Planning & Capital Projects
Telephone Number	251-338-0100
Fax Number	251-344-6678
Email:	<a href="mailto:galfred@thewavetransit.com">galfred@thewavetransit.com</a>

1.0 PROPOSALS RECEIVED

Sealed proposals will be received by The Wave Transit System, 1224 West I-65 Service Road, South, Mobile, Alabama 36609 in accordance with these scopes of work, instructions, and conditions until November 28, 2016, 9:55a.m. (CST) at which time all proposals properly received and in proper form shall be publicly opened and read aloud at 10:00a.m. (CST)

Proposals received prior to the advertised hour of opening will be kept securely sealed. Any proposals received after the time to which reference is made will not be considered.

It is anticipated that 80 percent of the funding for this project is being provided by the Federal Transit Administration (FTA) and the City of Mobile. Consequently, this project is subject to all applicable federal laws, standards, and regulations, which are elaborated upon throughout this bid solicitation. These require, among other things, that purchases be made between The Wave Transit and the successful proposer.



A pre-proposal conference is scheduled for Thursday, November 17, 2016, 2:30p.m. at The Wave Transit System, 1224 West I-65 Service Road, South, Mobile, AL 36609. The conference will be conducted via teleconference and onsite. **Attendance is Mandatory.**



PRE-BID CONFERENCE REGISTRATION GUIDELINES

Please contact Mr. Gerald E. Alfred at 251-338-0100 or [galfred@thewavetransit.com](mailto:galfred@thewavetransit.com) by Wednesday, November 16, 2016, 4:55 p.m. to give the following:

1. The name of your company and conference call attendee(s)
2. The attendee’s phone contact information.

3. Please indicate whether the attendee will be attending the meeting via onsite or conference call (VERY IMPORTANT). This process is required in order to be considered for this pre-proposal conference.

\*\*\*CONFERENCE CALL PROCESS\*\*\*

The perspective bidder will be provided with a phone number and conference ID number prior to the Pre-bid Conference.

Bidders may begin calling at 9:55AM (CST)  
DURATION OF CONFERENCE CALL: 1 HOUR

4. The pre-proposal conference call will be recorded. Any proposer requesting a copy of this pre-proposal conference should contact Jason Thompson at (251) 344-6600 ext. 237.
5. Any proposer having difficulty connecting to the conference call should call (251) 344-6600, ext. 237 or press zero (0) for Jason Thompson to assist in resolving your situation.

The Wave Transit will diligently work to the best of its ability in managing the conversation(s) during the meeting so that all proposers have sufficient opportunity to present their statement(s) concerning this bid solicitation. In addition, below are "common rules" that are being requested so that the meeting is an effective one:

COMMON RULES

1. Please refrain from using wireless devices throughout the conference call (e.g. cordless phones, cell phones, personal digital assistant (PDA), wireless notebooks.
2. Please insure that you are not talking in a noisy area.
3. The Wave Transit will have a "roll call" on attendance before the meeting begins. (I.e. The Wave Transit and proposers).
4. State your name and company name when asking a question or making a statement. Please keep your statements brief and to the point.
5. Please allow speakers to finish there statement(s) before speaking.
6. If you require additional explanations concerning this bid proposal after this pre-bid meeting, please address your written statements to Gerald E. Alfred, Director of Planning & Capital Projects at [galfred@thewavetransit.com](mailto:galfred@thewavetransit.com).

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The Wave Transit has prepared and attached to these instructions the required forms to be submitted with the proposal. The proposal and all other accompanying documents or materials submitted by the proposer will constitute part of the proposal package.

2.0 SEALED PROPOSALS

Envelopes containing the proposals package must be sealed and addressed as follows:

Gerald E. Alfred, Director of Planning & Capital Projects  
The Wave Transit System  
1224 West I-65 Service Road, South  
Mobile, AL 36609

## Janitorial Services for Beltline Service Road Office -WTS-11-01-2016

All Bids shall be in a sealed envelope approximately 9"x12" or larger and be marked on the outside in the lower left corner with Name of Project; Project Number; Bid Opening Date; Contractor's Name and Address.

### FIVE (5) ORIGINAL PROPOSALS ARE TO BE SUBMITTED

Bidders must indicate "Original Submittal" on the price sheet.

#### 2.1 Bid Security

Submit with all Bids over \$7,500.00 a Cashier's Check, Certified Check or Bid Bond for 5% of the Bid and in no event more than \$10,000.00.

#### 2.2 Irregularities and Rejections

The Wave Transit reserves the right to waive irregularities in the Bid and in Bidding, and to reject any or all Bids.

#### 2.3 Bidder Qualifications

A. If the bidder is a corporation organized in a state other than Alabama, it shall furnish a certificate from the Secretary of State showing that it is qualified to transact business in Alabama and shall be registered with Alabama Department of Revenue.

B. The bidder should have been in the cleaning business for at least three (3) years.

#### 2.4 PROJECT SCHEDULE

The following schedule will be adhered to with regard to the Request for Proposals:

Bid Announcement	November 7, 2016
Bid Solicitation (available for pickup)	November 7, 2016
Pre-Proposal Conference	November 17, 2016, 2:30p.m. (CST)
Bid Opening	November 28, 2018, 10:00a.m. (CST)
Anticipated Award & Notice to Proceed	December 2016

#### 3.0 AUTHORIZATION OF PROPOSAL

If an individual doing business under an assumed name make the proposal, the proposals shall so state. If the proposal is made by a partnership, the full name and addresses of each member and the address of the partnership shall be given and one member shall sign the proposal thereof. If a corporation makes the proposal, an authorized officer shall sign it in the corporate name. If the proposals are made by a joint venture, the full name and address of each member of the joint venture shall be given and each venture shall sign the proposals. The forms are included and they are to be filled out and submitted with the proposal.

### 3.1 AUTHORIZED SIGNATURE

The authorized signature block found on any document in connection with this procurement and/or its resulting contract must always be signed on the bidder's or contractor's behalf by an individual who is authorized to bind the bidder or contractor to all statements, services and prices contained therein.

### 4.0 PROPOSAL FORMAT

The proposers shall specify in their proposal the section(s) they are responding to and if they are meeting the stated technical scope of work. It is required that all proposers follow the proposals format and include the following specific information.

### 4.1 PROPOSAL FORMS

Your proposal must be submitted on a price form. The price form shall include all elements of cost for providing the proposed service(s). If needed, please provide additional price documentation on a separate sheet.

The following documents are to be completed by the proposer and must be submitted with the proposal: (SOME FORMS PROVIDED)

- Cover Letter
- Qualifications of Assigned Staff

#### (FORMS PROVIDED-BEGIN)

- FTA Procurement Compliance Forms as Directed:
  - ◆ Buy America Certificate of Compliance
  - ◆ Certification of Contractor Debarment, Suspension and other Responsibility Matters
  - ◆ Non-Collusion Affidavit
  - ◆ Certification of Compliance with Restrictions on Lobbying
  - ◆ Certification of Compliance for Drug Free Workplace
  - ◆ Acknowledgment of Addenda
  - ◆ Compliance with Scope of Work
  - ◆ List of Similar Contracts/References
  - ◆ Price Form
    - (If needed, please provide additional price documentation on separate sheet)
  - ◆ Request for Approved Equals
  - ◆ DBE Approval Certification
  - ◆ E-Verity Verification

#### (FORMS PROVIDED-END)

- Schedule of Deliverables

All names on the proposal shall be typed or printed below the signatures. Proposals must include the required forms provided. Proposals submitted on any other form may be considered non-responsive and may be rejected. Any erasures, corrections or other changes appearing on the proposal form must be initialed and dated by the person signing the proposal.

All documents to be submitted with the proposal must be properly signed and notarized where specified.

## 5.0 APPROVED EQUALS

### 5.1 BRAND NAMES

Wherever brand, manufacturer or service names are used, they are included only for the purpose of establishing a description of minimum quality of the service. This inclusion is not to be construed as advocating or prescribing the use of any particular brand or item or service. Wherever such names appear approved equals or better will be accepted. Proposer must request, in writing from The Wave Transit an approved equal of their service being proposed if different from that being specified.

### 5.2 APPROVED EQUALS

If a potential proposer(s) feel(s) that his/her service is an equal to the service specified, he/she must submit a written request to The Wave Transit.

Request for approved equals, clarification of scope of work, and protest of scope of work must be received by The Wave Transit in writing by April 20, 2007. Any request for an approved equal or protest of the scope of work must be fully supported with technical data, test results, or other pertinent information as evidence that the substitute offered is equal to or better than the scope of work requirement. The proposer(s) must demonstrate the equality of the substitute service to The Wave Transit and must furnish sufficient information to enable The Wave Transit to determine whether the proposer(s) service is or is not equal to the specified. The Wave Transit's replies to such request will be postmarked at least five (5) days before the date scheduled for the proposal opening. A notice of approved equals shall be furnished to all parties receiving a scope of work so those proposers may submit their proposal accordingly.

## 6.0 PROTEST PROCEDURES

### 6.1 GENERAL

Protest may be made by prospective bidders or proposers whose direct economic interest would be affected by the award of a contract or by failure to award a contract. The Wave Transit will consider all protest requested in a timely manner regarding the award of a contract, whether submitted before or after an award. All protest are to be submitted in writing to: Gerald E. Alfred, The Wave Transit, GM&O Transportation Center, 110 Beauregard Street, Suite 104, Mobile, AL 36602. Protest submissions should be concise, logically arranged, and clearly state the grounds for protest. Protest must include the following information:

- A. Name, address, and telephone number of protestor,
- B. Identification of contract solicitation number,
- C. A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents, and
- D. A statement as to what relief is requested.

Protest must be submitted to The Wave Transit in accordance with these procedures and time requirements must be complete and contain all issues that the protestor believes relevant.

In the procedure outline below, the General Manager is considered to be the Contracting Officer.



## 6.2 PROTESTS BEFORE OPENING

Bid protest alleging restrictive specifications or improprieties which are apparent prior to the bid opening or receipt of proposals must be submitted in writing to the Contracting Officer at the address above and must be received at least seven (7) days prior to the bid opening or closing date for receipt of bid proposals. If the written protest is not received by the time specified bids or proposals may be received and award made in the normal manner unless the Contracting Officer determines that remedial action is required. Oral protest not followed up by a written protest will be disregarded. The Contracting Officer may request additional information from the appealing party and information or responses from other bidders, which shall be submitted to the Contracting Officer not less than ten (10) days after the date of The Wave Transit's request. So far as practical, appeals will be decided based on the written appeal, information and written responses submitted by the appealing party and other bidders. In failure of any party to timely respond to a request for information, it may be deemed by The Wave Transit that such party does not desire to participate in the proceeding, does not contest the matter, or does not desire to submit a response, and in such case, the protest will proceed and will not be delayed due to the lack of response. Upon receipt and review of written submissions and any independent evaluation deemed appropriate by The Wave Transit, the Contracting Officer, shall either (a) render a decision, or (b) at the sole election of the Contracting Officer, conduct an informal hearing at which the interested parties will be afforded the opportunity to present their respective positions and facts, documents, justification, and technical information in support thereof. Parties may, but are not required to, be represented by counsel at the informal hearing, which will not be subject to formal rules of evidence or procedures. Following the informal hearing, if one is held, the Contracting Officer will render a decision, which shall be final, and notify all interested parties thereof in writing but no later than ten (10) days from the date of the informal hearing.

## 6.3 PROTEST AFTER OPENING/PRIOR TO AWARD

Bid protests against the making of an award by The Wave Transit must be submitted in writing to the Contracting Officer and received within seven (7) days of the award by The Wave Transit. Notice of the protest and the basis thereto will be given to all bidders or proposers. In addition, when a protest against the making of an award by The Wave Transit is received and it is determined to withhold the award pending disposition of the protest, the bidders or proposers whose bids or proposals might become eligible for award shall be requested before the expiration of the time for acceptance, to extend or to withdraw the bid. Where a written protest against the making of an award is received in the time period specified, award will not be made prior to seven (7) days after resolution of the protest unless The Wave Transit determines that:

- a) The items to be purchased are urgently required
- b) Delivery or performance will be unduly delayed by failure to make an award promptly,  
or
- c) Failure to make an award will otherwise cause undue harm to The Wave Transit or the federal government.

## 6.4 PROTESTS AFTER AWARD

In instances where the award has been made, the Contractor shall be furnished with the notice of protest and the basis thereof. If the contractor has not executed the contract as of the date of the protest is received by The Wave Transit; the execution of the contract will not be made prior to seven (7) days after resolution of the protest unless The Wave Transit determines that:

- a) The items to be purchased are urgently required
- b) Delivery or performance will be unduly delayed by failure to make an award promptly,  
or

- c) Failure to make an award will otherwise cause undue harm to The Wave Transit or the federal government.

#### 6.5 FTA PROTEST REVIEW PROCEDURES

Circumstances under which FTA will accept and review protests are limited to the following:

- a) The alleged failure of The Wave Transit to have written protest procedures;
- b) The alleged failure of The Wave Transit to follow such procedures;
- c) The alleged violation by The Wave Transit of a specific federal requirement; which provides an applicable complaint procedure.

In the instance of (c) above, the applicable complaint procedure shall be submitted and processed in accordance with pertinent federal regulations (e.g., 49 CFR Part 661, Section 661.15 for Buy America, or 49 CFR Part 23.73 for Minority Business Enterprise participation). Should protest be filed with the FTA under either (a) or (b) above, FTA pursuant to Circular 4220.1D will use the following process:

1. Parties shall file protest with FTA not later than five days after the General Manager as provided herein renders a final decision. In instances where the protester alleges that The Wave Transit failed to make a final determination on the protest, protesters shall file a protest with FTA not later than five days after the protester knew or should have known of The Wave Transit's failure to render a final determination on the protest;
2. The Wave Transit shall not award a contract for five days following its decision on bid protest except in accordance with the provisions and limitations of item 9 of this section. After five days, The Wave Transit shall confirm with FTA that FTA has not received a protest on the contract in question;
3. Protests shall be filed with the FTA Region IV office with a concurrent copy to The Wave Transit;
4. The protest filed with FTA shall:
  - a) Include the name and address of the protester;
  - b) Identify the grantee, project number, and the number, if any, of the contract solicitation;
  - c) Contain a statement of the grounds for protest and any supporting documentation. This should detail the alleged failure to follow protest procedures or the alleged failure to have procedures, and should be supported by documentation to the extent possible;
  - d) Include a copy of the local protest filed with The Wave Transit along with a copy of The Wave Transit's decision, if any.
5. FTA shall notify The Wave Transit in a timely manner of the receipt of a protest. FTA shall instruct The Wave Transit to notify the Contractor of the protest if award has been made or, if no award has been made, to notify all interested parties. The Wave Transit shall instruct all who receive such notice that they may communicate further directly with FTA;
6. The Wave Transit shall submit the following information to FTA not later than ten days after receipt of notification by FTA of the protest:
  - a) A copy of The Wave Transit's protest procedures;
  - b) A description of the process followed concerning the protest, and;

- c) Any supporting documentation.
- 7. The Wave Transit shall provide the protester with a copy of the above submission;
- 8. The protester may provide any comments on The Wave Transit's submission no later than ten days after the protester's receipt of such material;
- 9. When a protest has been filed in a timely fashion with The Wave Transit before award, The Wave Transit shall not make an award prior to five days after the resolution of the protest, or if a protest has been filed with FTA, during the period in which the protest is pending, unless The Wave Transit determines that:
  - a) The items to be procured are urgently required;
  - b) Delivery or performance will be unduly delayed by failure to make the award promptly, or;
  - c) Failure to make prompt award will otherwise cause undue harm to The Wave Transit or the Federal Government. In the event that The Wave Transit determines that the award is to be made during the five-day period following the local protest decision or the period in which the protest is pending, The Wave Transit shall notify FTA prior to making such award;
- 10. Upon receipt of the material described herein, FTA will either request further information or a conference among parties, or will render a decision on the protest.

#### 7.0 ADDENDUM

Any changes in these instructions, the general conditions or scope of work, or other requirements will be accomplished by an addendum in writing, sent to all prospective proposers. All such addenda shall become a part of the contract. Each prospective proposer is required to acknowledge receipt of all addenda in writing. Failure to acknowledge receipt of all addenda may cause the proposals to be considered non-responsive, and therefore, rejected.

#### 8.0 PROPOSALS WITHDRAWAL

Each and every proposer who submits their proposal specifically waives any right to withdraw it except as hereinafter provided. Proposers will be given permission to withdraw any proposals after it has been deposited with The Wave Transit provided proposer makes his request by telephone, facsimile or in writing, twenty-four (24) hours before the due time. Request pertaining to withdrawal by telephone or facsimile must be confirmed in writing by the proposer and must reach the office of the Director of Planning & Capital Projects of The Wave Transit not later than one (1) hour prior to the time fixed for submission of proposals.

No proposers may withdraw their proposal within sixty (60) days after the date fixed for proposals opening.

#### 9.0 PROPOSAL REJECTION

The Wave Transit reserves the right to waive any minor proposals informalities or irregularities received which do not go to the heart of the proposals or prejudice other proposers, or to reject, for good and compelling reason, any and all proposals submitted. Conditional proposals, or those which take exception to the general conditions, scope of work, or to other contract

requirements may be rejected. When a proposal shows evidence of unbalanced proposal (i.e., some of the items represent nominal prices while others are grossly inflated) such proposals may be deemed non-responsive.

10.0 PROPOSAL EVALUATION/QUALIFICATION FOR AWARD

- a) Proposals will be awarded to the responsive and responsible proposers.
- b) Consideration will be given to Proposer's previous experience, price, financial responsibility of proposers, responsiveness to this scope of work, including level of participation for DBE's.
- c) Proposers may be required to submit statements of their financial responsibility, qualifications and performance records before contract can be awarded to them. The Wave Transit shall have the right to conduct a pre-award survey of each proposer.
- d) Have the necessary facilities and financial resources, or has the capability to obtain such facilities and resources, to complete the contract in a satisfactory manner within the time required.
- e) The Wave Transit reserves the right to conduct a price analysis for any purchase. The Wave Transit may be required to perform a price analysis when competition is lacking for any purchase. Sole source procurement or procurement which results in a single proposal being received will be subjected to a cost or price analysis which will include the appropriate verification of cost data, the evaluation of specific elements of cost and the projection of the data to determine the effect on proposal prices.
- f) The Wave Transit may require a pre-award audit and potential contractors shall be prepared to submit data relevant to the proposal work which will allow The Wave Transit to sufficiently determine that the proposal price is fair, reasonable and in accordance with federal, state and local regulations.
- g) Procurement resulting in a single proposal will be treated as a negotiated procurement and The Wave Transit reserves the right to negotiate with a single proposer to achieve a fair and reasonable price. If both parties cannot agree upon a negotiated price, The Wave Transit reserves the right to reject the single proposal.

11.0 PROPOSAL AWARD

In order for a proposer to be eligible to be awarded the contract, the proposal must be responsive to the solicitation and The Wave Transit must be able to determine that the proposers are responsible to perform the contract satisfactorily.

The Wave Transit prefers to award a single contract for all items listed to the lowest responsive and responsible proposers whose proposal meets the requirements and criteria set forth in the Request for Proposals. However, separate awards may be made if it is in the best interest of The Wave Transit to do so. Members of the selection committee will independently review and rate each proposer based on, but not limited to, the following factors: (suggested proposal format)

1. Qualifications & experience of management/personnel	15 Points
2. Background & experience in similar projects	15 Points
3. Commitment & ability to meet proposed schedule	15 Points
4. Overall impression of proposal. Understanding the problem & method of approach	25 Points
5. Disadvantage Business Enterprise Participation	5 Points
6. Proposal price for service and project management	25 Points

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100 Points

Proposal must remain in effect ninety (90) days from the proposal opening. Conditional proposals, or those which take exception to the general conditions, scope of work, or to other contract requirements may be rejected.

The Wave Transit reserves the right to withdraw this request at any time without prior notice or to postpone the proposal opening for its own convenience. The Wave Transit makes no representations that any agreement will be awarded to any proposer responding to this request. The Wave Transit reserves the right to reject any and all proposals responding to this invitation without indicating any reason for such rejections. The Wave Transit reserves the rights nevertheless, to accept the proposal other than the lowest, if it determines that The Wave Transit's interest will be best served by doing so, or to reject all proposals or parts of proposals received.

Proposals, which contain prices on services neither specified nor granted approved equal status, will be rejected.

#### 12.0 PROPOSALS ACCEPTED

Each proposal will be submitted with the understanding that the acceptance in writing by The Wave Transit of the offer to furnish any or all items described therein, shall constitute a contract between the proposers and The Wave Transit. This shall bind the proposers on his/her part to furnish and deliver at their proposal price, and in accordance with conditions of said accepted proposals, the scope of work.

#### 13.0 REMEDIES/SANCTIONS FOR BREACH OF CONTRACT

Without limiting in any manner other remedies or damages to which The Wave Transit may be entitled in law or in equity and/or under this contract in the event of a breach by the contractor or failure by the contractor to satisfactorily complete the work it contracts to do herein, The Wave Transit shall be entitled to recover the full amount of its cost which are related in any manner to soliciting a new proposal or proposals, which include all or any portion of the work the contractor has agreed to perform under this contract. Should contractor fail to substantially complete the work covered by this contract within the time specified, and unless such delay is caused by actions entirely beyond the control of the contractor, contractor shall likewise be liable to The Wave Transit for all expenses and damages, direct and consequential, resulting from such delays.

#### 14.0 CONTRACT SUBLETTING

No contract may be assigned, sublet or transferred without the express written consent of The Wave Transit.

#### 15.0 CONTRACT DOCUMENTS

The successful bidder shall execute a contract with The Wave in a form satisfactory to The Wave that will incorporate the terms and condition set forth in this Request for Proposal and the documents included therein. The contract may also contain such other terms and conditions as The Wave may require, such as, but not necessarily limited to, the following:

- First – General Terms and Conditions (attached) and applicable FTA regulations
- Second – Bid Solicitation Document
- Third – Addenda Issued by The Wave
- Fourth – Bidder's Accepted Response

Upon acceptance of a bid, The Wave will provide the successful bidder with a contract for execution.

#### 15.1 CONTRACT CHANGES

Any changes in this contract shall be submitted to The Wave Transit for its approval and The Wave Transit will make the change by written contract modifications. The Wave Transit by written order and without notice to the sureties may make changes within the general scope of the contract. If any such change causes an increase or decrease in the cost of or the time required for the performance of any part of the work under this contract, whether changed or not changed by any such order, an equitable adjustment shall be made in the contract price or delivery schedule, or both, and the contract shall be modified in writing accordingly. The contractor of the notification of change must assert any claim by the contractor for adjustment under this clause within thirty (30) days from the date of receipt. If The Wave Transit decided that the facts justify such action, it may receive and act upon any such claim asserted at any time prior to final payment under this contract. The contractor shall be liable for all costs resulting from, and/or for satisfactorily correcting, any contractor-initiated specification change not properly ordered by written modification to the contract and signed by The Wave.

#### 16.0 INDEMNIFICATION

The contractor shall indemnify, save, defend and hold harmless The Wave Transit, the City of Mobile, and First Transit, Inc., their officers, agents and employees free of all losses, damages, claims and expenses in any wise arising or resulting from the actions and omissions of the Contractor, its employees, agents or contractors in the performance of its services hereunder.

#### 17.0 PROPRIETARY RIGHTS/RIGHTS IN DATA

The term \*subject data\* used in this clause means recorded information, whether or not copyrighted, that is delivered or specified to be delivered under the contract. The term includes graphic or pictorial delineation in media such as drawings or photographs; text in scope of work or related performance or design-type documents; machine forms such as punched cards, magnetic tape, or computer memory printouts; and information retained in computer memory. Examples include, but are not limited to; computer software, engineering drawings and associated list, scope of work, standards, process sheets, manuals, technical reports, catalog item identifications, and related information. The term \*subject data\* does not include financial reports, cost analysis, and similar information incidental to contract administration.

The procuring agency reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the following subject data for its purposes.

1. Any subject data, required to be developed and first produced in the performance of the contract and specifically paid for as such under the contract, whether or not a copyright has been obtained; and
2. Any rights of copyright to which the contractor, subcontractor or supplier purchase ownership for the purpose of performance of the contract and specifically paid for as such under the contract.

The contractor agrees to include the requirements of this clause, modified as necessary to identify the affected parties, in each subcontract and supply order placed under the contract.

#### 18.0 APPLICABLE LAW

The contract shall be construed and governed in accordance with the law of the State of Alabama. All actions whether sounding in contract or tort relating to the validity, construction, interpretation and enforcement of the contract shall be instituted and litigated in the Courts of the State of Alabama, located in Mobile County, and in no other. In accordance therewith, the parties to this contract submit to the jurisdiction of the Courts of the State of Alabama located in Mobile County.

#### 18.1 NON-DISCRIMINATION

The contractor who is the recipient of The Wave funds, or who proposes to perform any work or furnish any goods under this agreement shall not discriminate against any worker, employee or applicant, or any member of the public because of religion, race, sex, age, physical or mental disability, or perceived disability. Discriminatory practices based upon the foregoing are declared to be contrary to the public policy. The bidder agrees to fully comply with the federal mandates of the Americans with Disabilities Act. The bidder further agrees that this article will be incorporated by the bidder in all contracts entered into with suppliers of materials, services, subcontractors and all labor organizations, furnishing skilled, unskilled and craft union connection with this contract.

#### 19.0 TAX EXEMPTION

Purchaser is exempt from payment of all Federal, State and local taxes in connection with the project. Said taxes must not be included in proposal prices. Purchaser will provide necessary tax exemption certificates to manufacturer upon request.

#### 20.0 USE OF THE WAVE TRANSIT'S NAME IN ADVERTISING AND PUBLIC RELATIONS

The Wave Transit reserves the right to review and approve The Wave Transit related copy prior to publication. The contractor shall not proceed with The Wave Transit related copy to be published in the contractor's advertisement or public relations program until submitting The Wave Transit related copy and receiving prior written approval from The Wave Transit. The contractor shall agree that material published about or referring to The Wave Transit and its equipment shall be factual and in no way imply that The Wave Transit encourages the contractor's firm or service.

#### 21.0 PROPOSERS RESPONSIBILITY

It is the intent of these scope of work to provide for goods and services of first quality, and the workmanship must be the best obtainable in the various trades.

The proposer's shall assume responsibility for all materials used in the proposals item whether the vendor manufactures the same or purchased ready-made from a source outside the Proposer's company.

22.0 COMPLIANCE WITH SCOPE OF WORK

The successful proposer shall certify that the services furnished under the contract shall fully comply with the scope of work attached hereto.

In the event any materials or services furnished by the proposers do not fulfill the intention of these scope of work or do not comply with the specification conditions and requirements as accepted by the proposer, said materials or services shall not be considered as being delivered and the assessment for liquidated damages set forth shall apply and be enforced.

All construction, electrical, landscaping and maintenance work performed by the contractor will be inspected by The Wave's Project Coordinator and/or designee in a timely fashion. Items requiring corrections or not meeting specification shall be noted and submitted to the contractor. The contractor shall correct any deficiencies noted within seven (7) calendar days. Bus shelters shall not display any advertisement.

23.0 PRICING

The price in any proposal submitted shall include all labor, materials, equipment, and other cost necessary to fully complete any or the entire proposal.

24.0 TERMS OF PAYMENT

Unless other payment arrangements are agreed upon, payment shall be net thirty (30) days after completion and acceptance of the project. Proposers should note any discounts for payment before thirty (30) days. Invoices should be sent to the attentions of The Wave Transit Finance Department.

Proposer's invoice for services shall reflect:

- Purchase order number
- Delivery date of service
- Description of work performed
- Total invoice amount

25.0 INSURANCE \*\*IMPORTANT\*\*

**\*\*Insurance Requirements: \$1,000,000.00 (One Million Dollars)\*\***

If requested by The Wave Transit the proposers shall furnish satisfactory proof of insurance that may be required. On each policy of insurance required hereunder, The Wave Transit, the City of Mobile, and First Transit, Inc., shall be named as additional insured.

In addition, the proposers shall maintain in effect at all times during the performance of work under this contract workmen's compensation insurance as required by state law.

**\*\*Insurance Requirements: \$1,000,000.00 (One Million Dollars) \*\***

Unless specific requirements are listed below, the bidder shall obtain and thereafter maintain and pay the premiums for insurance of the types and the limits that it deems sufficient for its protection.



Janitorial Services for Beltline Service Road Office -WTS-11-01-2016

Additional insurers required by contract should be automatically included in all of the Bidder's insurance programs:

The Wave Transit (Employee unit)  
1224 W. I-65 Service Road South.  
Mobile, AL 36609

McDonald Transit Associates  
3800 Sandshell Drive  
Fort Worth, Texas 76137

City of Mobile  
P. O. Box 1827  
Mobile, AL 36633

In any event, the bidder shall maintain and pay the premiums for insurance of the types and in the limits of not less than the following:

- 1)
  - a) Worker's Compensation of not less than \$1,000,000.
  - b) Employer's Liability Insurance endorsed with a Broad Form All States Coverage, which shall cover all the Bidder's employees engaged in the performance of the works. This coverage should not be less than 1,000,000.
- 2) Comprehensive. General Liability Insurance Coverage with limits not less than required  
Umbrella Liability Insurance below and covering at least:
  - a) Operations – Premises Liability
  - b) Independent Contractor's Liability
  - c) Broad Form Contractual Liability covering the bidder's obligations.
  - d) Completed Operations Liability
  - e) Personal Injury Liability including claims arising from employees of the Bidder.
  - f) Broad Form Property Damage Liability
- 3) Excess and Umbrella Liability Insurance in excess of 1) (b), and 2) above of not less than \$1,000,000.00
- 4) All such insurance as indicated above shall be provided by insurance companies having a Best's rating of not less than A: VI, as shown in the current issue of Best Key Rating Guide Property-Casualty.
- 5) Proof that such insurance coverage exists shall be furnished to WTS before the Bidder commences any of the parts of the work of the Contract. The Bidder agreed that if any policy of insurance is in effect in such manner as to affect the insurance called for herein, 30 days notice in writing shall be given to WTS prior to any such change or cancellation.
- 6) The Bidder shall be responsible for compliance with all safety rules and regulations of the Federal Occupational Safety and Health Act of 1970 and those of all applicable State Acts, Laws or Regulations during the conduct of and the Bidder's performance of this Contract. The Bidder shall indemnify WTS for fines, penalties and corrective measures that result from the acts of commission or

## Janitorial Services for Beltline Service Road Office -WTS-11-01-2016

omission of the Bidder, its subcontractors, if any, agents, employees and assigns and their failure to comply with such safety rules and regulations.

- 7) The Wave will give to the Bidder prompt notice in writing of the institution of any suit or proceeding and permit the Bidder to defend same, and will give all needed information, assistance, and authority to enable the Bidder to do so. The Bidder shall similarly give WTS immediate notice of any suit or action filed or prompt notice of any claim arising out of the performance of the Contract. The Bidder shall furnish immediately to WTS copies of all pertinent papers received by the Bidder.
- 8) The Bidder shall require its subcontractors, if any, to obtain an amount of insurance coverage, which is deemed adequate by the Bidder. The Bidder shall be liable to the extent that the subcontractor insurance coverage is inadequate. The subcontractors, prior to commencing any of the work, shall submit certificates evidencing such insurance coverage to the Bidder.
- 9) The Wave reserves the right to inspect in person, prior to commencement of the work, all of the Bidder's insurance policies in regard to insurance required herein.

### 26.0 CORRESPONDENCE

In cases where communication is required between proposers and The Wave Transit, such as further information, furnishing of scope of work, or obtaining approval of proposed service, such communications from proposers shall be forwarded directly to Gerald E. Alfred, Director of Planning & Capital Projects, GM&O Transportation Center, 110 Beauregard Street, Suite 104, Mobile, AL 36602. Telephone Number: (251) 344-6600 ext. 225, Fax Number: (251) 344-6678, or Email: [galfred@thewavetransit.com](mailto:galfred@thewavetransit.com). Note: The proposal number WTS-11-01-2016 must be shown on all correspondences.

JANITORIAL SERVICES FOR BELTLINE OFFICE-SCOPE OF SERVICES  
THE WAVE TRANSIT SYSTEM JANITORIAL SERVICES

A pre-proposal conference will be held on **Thursday, November 17, 2016, 2:30 p.m.** at The Wave Transit System-Conference Room, 1224 West I-65 Service Road, South, Mobile, Alabama 36609. **ATTENDANCE IS MANDATORY.** The pre-proposal conference will provide the opportunity to review the requirements and intent of the contract documents. Following the meeting attendees will be invited to a walk through of The Wave Transit Systems Beltline Service Road location.

INTRODUCTION

The Wave Transit System is requesting proposers to furnish all necessary labor, supervision, and equipment to satisfactorily perform janitorial services at 1224 West I-65 Service Road, South, Mobile, Alabama 36609. The Wave Transit will provide all supplies. Services will be based on all provisions, instructions, and specifications as outlined in the Scope of Services.

The proposer shall provide cleaning services five (5) days per week (Monday thru Friday), unless otherwise agreed upon by the parties involved. Work will commence no sooner than 5:00 p.m. each day and be completed no later than 10:00 p.m. Seven (7) holidays will be observed each year when no cleaning will be required (New Year's Day, MLK Day, Mardi Gras Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day).

The following information is provided to assist the proposer in understanding the scope of services needed by The Wave Transit System.

As a public transportation agency The Wave Transit System takes pride in providing an exceptionally clean and safe environment at all times for its patrons and employees and expects the janitorial services to demonstrate this same pride in their work performed.

1. Staffing

The Contractor shall provide adequate personnel, trained in proper cleaning and janitorial methods and techniques to properly and satisfactorily maintain the facilities on a day-to-day basis during the scheduled times indicated.

2. Employee Recruitment

- a. Applicant Screening: The Contractor shall be required to conduct the following screening process for all employees that will be assigned to work at The Wave Transit facilities:
  - Verify residency for the past seven (7) years.
  - Conduct background checks based on residency location.
  - Persons with any history of drugs, violence of any type including weapons violations, theft of all types, fraud and/or forgery shall not be assigned to work at The Wave Transit System facility. Violation of this requirement will be cause for contract termination.
- b. The Contractor must demonstrate the ability to provide trustworthy, reliable employees and shall make a good faith effort to retain the same employees on the same schedule in the same area for as long as possible. If a change of staff is to occur, the Contract Administrator shall be notified prior to the change when possible or as quickly as possible thereafter. In addition, staff shall have the ability to:
  - Read, write, speak and understand the English language.
  - Have the necessary public relations skills to deal with employees and customers in a professional, courteous, businesslike manner.
  - Understand written and oral rules and regulations and apply them in a tactful and non-confrontational manner.

- Maintain poise, self-control, tact, diplomacy and mature judgment under stress.

3. Employee Acceptance by The Wave Transit System

The Wave Transit System will be the sole judge of the efficiency and acceptability of each janitorial employee's performance while on site. The Wave Transit System reserves the right to require the Contractor to remove any janitorial personnel from further duty at The Wave Transit System, without cause and without the right to recover damages by such janitorial employee or by the Contractor from The Wave Transit System. If The Wave Transit System requires the removal of any janitorial personnel from duty, The Wave Transit System will attempt to provide the Contractor reasons for the removal demand. However, The Wave Transit System is not required to provide such reasons, the Contractor may not challenge such reasons, and the Contractor shall promptly remove and replace an individual janitorial employee when requested to do so by The Wave Transit System.

4. Uniform and Appearance Standards

The selected Contractor's employees shall be neat and clean in appearance and shall wear a uniform or other identification that clearly identifies them as an employee of the Contractor.

5. Contractor Responsibility

The successful Contractor shall be responsible for all coordination, and supervision of personnel associated with the janitorial service at the Wave Transit System facilities.

These activities include, but may not be limited to, the following:

- Recruit, screen, background checks and train personnel.
- Train employees in The Wave Transit System's security protocols and procedures including confrontation avoidance and ensure employees abide by said procedures. (The Wave Transit System's security staff will be available to assist in this training).
- Cooperate with The Wave Transit System's official investigation of suspected criminal activity.
- Provide a Project Manager who shall be responsible for the performance of the contract and remain the Contractor's contact person for the duration of the contract. The Project Manager shall establish a routine for communications with The Wave Transit System's Contract Administrator to provide a prompt and timely response to any concerns or problems that may arise. Time and frequency of direct meetings may vary as determined by the Contract Administrator. The Project Manager shall contact the Contract Administrator to review overall performance, receive special instructions regarding cleaning items, or discuss other pertinent items regarding the contract and the Contractor's performance.
- Furnish all labor, materials, and equipment necessary for the proper performance of the janitorial service. Supplies and materials include but are not limited to brooms, brushes, dust cloths, wet and dry mops, sponges, squeegees, porcelain ware cleaner, liquid and powder detergents, disinfectants, glass cleaner, floor polish, waxes, stripper, metal and furniture polish, and any other compounds necessary to properly maintain the premises. Where necessary, the Contractor shall supply plastic bags and liners including sanitary disposal receptacles and wastebaskets. As a minimum, these supplies and materials shall be of a quality to conform to applicable federal specifications. The Contractor shall not use any material or supplies which the Contract Administrator determines would be unsuitable for the purpose, or offensive or harmful to any part of the facility, its contents, equipment, employees, or patrons.
- Provide all necessary cleaning equipment including, but not limited to, buffing machines, industrial type vacuum cleaners, carpet extractors, etc., needed for the performance of the work of this contract. Such equipment shall be of the size

and type customarily used in work of this kind and shall meet the approval of the Contract Administrator, which shall not be unreasonably withheld. Equipment deemed by the Contract Administrator to be of improper type or design or inadequate for the purpose intended shall be replaced by the Contractor.

- Provide to the Contract Administrator and post in janitorial closets Material Safety Data Sheets (MSDS) for all chemicals used or stored in the buildings.
- Provide hazardous chemical communications training to Contractor's personnel
- Provide adequate field supervision to ensure janitorial staff arrive at assigned post on time, perform their duties throughout their assigned shift, and provide backup as needed during all required hours. A detailed plan for providing supervision must be included with proposal.
- Development of an internal monitoring system that will be used to ensure service quality which shall include regularly scheduled written inspections with a copy to the Contract Administrator. Contract Administrator may choose to inspect with the Contractor.
- Evaluating staff performance.
- Break down of any cardboard boxes generated by supplies, materials, or equipment used by the Contractor as well as The Wave Transit System supplied consumables and place in the dumpster area for recycling.
- Report vandalism and/or damage of The Wave Transit System's property to the Contract Administrator immediately upon discovery.
- Inform Contractor's employees that The Wave Transit System equipment including vehicle buffers, scrubbers, sweepers, vacuums, office equipment, exercise equipment, pool table, etc., shall not be used by the Contractor or the Contractor's employees.

6. The Wave Transit System Responsibility

The Wave Transit System will be responsible for providing direction to the Contractor. These activities include, but may not be limited to, the following:

- Identify a Contract Administrator at the time of award for each facility. The Contract Administrator will submit in writing to the Contractor the names of The Wave Transit System personnel that will have authority to make changes or additions to the contracted items. Changes or additions made by anyone other than The Wave Transit System authorized personnel will not be accepted or paid for by The Wave Transit System.
- Provide training assistance to Contractor's staff in security protocols and procedures.
- Furnish electrical power at existing power outlets for the Contractor's use to operate equipment as is necessary in the conduct of the required work. Hot and cold water will also be made available as necessary for that purpose.
- Supply all consumable supplies for restrooms to include hand soaps, paper towels, toilet tissue, sanitary napkins and tampons, toilet seat covers, shower curtains and paper cups.
- Provide storage for the Contractor to store any necessary supplies, materials and equipment.
- Establish time and frequency of direct meetings with the Contractor's Project Manager.
- Schedule inspections with the Contractor's Project Manager. Quality service and strict adherence to the contract will be expected from the Contractor.

7. Security

Security codes will be provided along with access to keys to areas of the facility, but they shall not be removed from the premises. All costs accrued by The Wave Transit System in reinstating facility security occasioned by loss of facility keys due to the Contractor's and/or its employees' negligence will be billed to the Contractor.

The Contractor will be given instructions on The Wave Transit System's sign-in/out procedures. It shall be the Contractor's responsibility to assure procedures are strictly followed. Upon completion of activities each day, the Contractor shall be responsible for securing all entries to offices and to buildings prior to departure.

The Contractor shall ensure that only their properly identified employees listed with the Contract Administrator are permitted on the premises during the performance of daily duties. The Contractor will be held strictly accountable for damages or breaches of security caused by its employees.

Detailed Cleaning Specification

A. Definitions

1. Clean – Remove dirt, stains or other extraneous matter.
2. Damp Mop – Remove dirt with a moist cotton or nylon mop.
3. Damp Wipe – Remove surface dirt with a damp cloth, chamois, mop, or other similar item.
4. Disinfect – Wash or spray with a fluid containing disinfectant.
5. Dust – Remove surface dirt with a treated cloth.
6. General Clean – Applies to given areas (i.e. offices, lobbies, corridors, etc.); includes dusting furniture and furnishings; empty and wipe ashtrays and trash receptacles; spot clean walls, partitions, doors, etc.; sweep hard-surfaced floors; and vacuum carpeting.
7. High Dust – Dust areas, which are normally not within reach without the use of a stool or ladder.
8. Police – Remove cigarette butts, paper cups, or other debris between regular cleaning activities.
9. Polish – Clean with a polishing compound or rub (if surface is waxed) with a dry cloth.
10. Scrub – Clean with neutral detergent, scrub brush, and/or floor machine.
11. Seal – Apply one or more coats of scrub able floor sealer to floor after stripping operation.
12. Spot Clean – Remove spots, fingerprints, and other isolated defacements by washing or by using a commercial compound.
13. Spot Wax – Apply wax or finish in heavy traffic areas after the surface has been damp wiped with or without scouring compound.

## Janitorial Services for Beltline Service Road Office -WTS-11-01-2016

14. Spray / Buff – System of floor maintenance, whereby a cleaning finish solution is applied in spray form and immediately buffed dry. Scuffs, marks, etc. are removed and gloss is restored.
15. Strip/Rewax – Remove accumulations of wax finish by using a neutral cleaner and hot water applied with a mop. Allow cleaner to remain on floor 2 or 3 minutes, then wet scrub with a scrubbing machine equipped with a Palmetto brush. Rinse thoroughly with cold water and allow drying for 30 minutes; applying a second coat, and, if wax is used, polishing by buffing when dry.
16. Sweep – Remove surface dirt with a broom, treated dust mop, or mechanical sweeper.
17. Vacuum Clean – Remove surface and/or imbedded dirt with a suction cleaner using a crevice tool when needed.
18. Wash – Remove dirt and/or other accumulations with a detergent, disinfectant, or similar product.
19. Wax or Finish – Apply wax or finish after the surface has been stripped, scrubbed, or wet mopped.
20. Wet Mop – Remove dirt with a cotton or nylon mop and water by laying down solution and rinsing in two separate operations.
21. Wipe – Remove surface dirt with a soft cloth, chamois, or other similar article.

### B. General Cleaning: Office Areas (includes kitchen, break room & workroom)

#### 1. Nightly Tasks

- a. Empty and clean all wastepaper baskets and other receptacles. Damp wipe and dry these items, as necessary, to remove stains. Items that are not in trash can and items not marked “trash” are not to be disturbed.
- b. Using spray bottle and cloth, remove all fingerprints from all surfaces, including desktops, bookcases, painted walls, and doors throughout entire area.
- c. Keep janitorial storage and slop-sink rooms in an orderly condition.
- d. Wash sink, refrigerator, microwave and toaster (as needed).
- e. Spot clean carpet in all areas (as needed).

NOTE: While performing nightly duties do not remove any papers, files, pens, etc. from desk/work station

#### 2. Weekly Tasks

- a. Vacuum all carpeted areas and rugs. Also, vacuum in desk wells and under pedestals and use crevice tool around perimeter of offices and in other inaccessible areas.

## Janitorial Services for Beltline Service Road Office -WTS-11-01-2016

- b. Dust and wipe clean all horizontal surfaces of furniture and fixtures, including the tops of standard-height file cabinets. Damp wipe and dry furniture tops as necessary to remove all stains caused by spillages, coffee cups, etc. DO NOT DISTURB OR DAMAGE COMPANY PAPERS.
- c. Dust all accessible windowsill areas.

### 3. Monthly Tasks

- a. Damp wipe base and cove molding to remove dirt and all foreign stains.
- b. Dust blinds.
- c. Clean all doorjambs.
- d. Dust picture frames and wall hangings.
- e. Clean and polish thresholds.
- f. Dust and shine all furniture legs, pedestals, trim, and baseboards.
- g. Dust all accessible vertical surfaces of furniture, including desk wells, file cabinets, and bookcases.
- h. Fully open draperies and completely dust windowsill areas.
- i. Wash out and disinfect all cans and other receptacles (as needed).
- j. Wash all interior window surfaces.

### 4. Quarterly Tasks

- a. High dust all furniture, shelves, crown moldings, picture frames, doors, (including door louvers and closers), and exposed surfaces of lighting fixture lenses.
- b. Dust and wash diffusers and return air vents.

## C. Bathrooms

### 1. Nightly Tasks

- a. Wet mop, scrub with brushes, rinse, and damp dry all ceramic tile and concrete flooring using a cleaning compound with a germicidal action.
- b. Wash and polish all mirrors, shelves, countertops of vanity, and bright work including towel cabinet, sanitary napkin vending machine, flushometers, faucets, chrome piping, toilet booth fixtures, toilet seat hinges, etc.
- c. Spray wash and disinfect all basins, bowls, and urinals using an odorless disinfectant solution. Wash both sides of all toilet seats. Empty and clean paper towel and sanitary disposal receptacles, damp wiping and



## Janitorial Services for Beltline Service Road Office -WTS-11-01-2016

towel drying the exposed surfaces of these units. Leave one (1) ounce of bowl cleaner in all commodes and urinals to set overnight.

- d. Empty paper towel disposals and restock toilet tissue holders, liquid soap, and towel dispensers.

### 2. Weekly Tasks

- a. Dust tops of toilet partitions, booth doors, entrance doors, entrance doorframes, hinges and door checks, and tops of frames of all projecting fixtures.
- b. Damp wipe both sides of all toilet partitions, including latch and hinge hardware, and wipe dry and shine with dry cloth.
- c. Damp wipe underparts of basin, including all plumbing fixtures such as pipes, traps, and valves. Dry wipe and polish.

### 3. Monthly Tasks

- a. Dust all surfaces (as needed)
- b. Spray wash with antiseptic solution and damp dry all wall surfaces.
- c. Spray wash and scrub wall surface where it meets the floor with a corner brush around entire perimeter of bathroom. (Nightly floor washing is to follow this operation.)
- d. Polish floor drain cover.

## D. Lobby/Public Areas

### 1. Nightly Tasks

- a. Sweep and wash interior flooring. Special attention to be given to the borders and carpet inserts so that carpet is maintained in a dry, unsoiled condition.
- b. Using spray bottle and cloth, remove all fingerprints from all surfaces, including desktops, bookcases, painted walls, and doors throughout entire area.
- c. Police and sweep exterior pavers, entrance walks, and steps. Do not sweep trash into parking lot. All trash will be removed and placed in trash containers.
- d. Vacuum rain mats at building lobby entrance (as needed).
- e. Remove fingerprints and smudges from interior glass partitions, interior side of curtain wall glass entrance doors, sidelights, and glass vestibule to a height of 8'.
- f. Empty and clean all cigarette urns (as needed).



# Federal Transit Administration (FTA) Required Contract Clauses

Provided by

Mobile Transit Management d/b/a The Wave Transit System  
1224 West I-65 Service Road South  
Mobile, Alabama 36609  
(251) 344-6600

The document complies with FTA Circular 4220.1F  
"Third Party Contracting Requirements,"  
Rev: 03/18/2013

FEDERAL TRANSIT ADMINISTRATION

TABLE OF CONTENTS (Governing Documents- Product/Service Contracts)  
Federally Required and Other Model Contract Clauses

Federally Required and Other Model Contract Clauses

Energy Conservation Requirements  
Clean Water Requirements  
Lobbying  
Access to Records and Reports  
Buy America Requirements  
Federal Changes  
Clean Air  
Recycled Products  
No Government Obligation to Third Parties  
Program Fraud and False or Fraudulent Statements and Related Acts  
Termination  
Government-Wide Debarment and Suspension (Nonprocurement)  
Privacy Act Requirements  
Civil Rights Requirements  
Breaches of Contract and Dispute Resolution  
Patent and Rights in Data, and Copyrights  
Transit Employee Protective Agreements  
Disadvantaged Business Enterprises (DBE)  
State and Local Law Disclaimer  
Incorporation of Federal Transit Administration (FTA) Terms  
Drug and Alcohol Testing  
Explanation of Model Contract Clause  
Davis-Bacon and Copeland Anti-Kickback Acts

Certifications and Forms

Buy America Certificate of Compliance  
Certification of Contractor Debarment, Suspension, and other Responsible Matters  
Non-Collusion Affidavit  
Certification of Compliance with Restrictions on Lobbying  
Certification of Compliance for Drug Free Workplace  
Acknowledgement of Addenda  
Compliance with the Scope of Work  
List of Similar Contracts/References  
Price Proposal Form  
Request for Approved Equals  
DBE Approval Certification

Other- E-Verification

ENERGY CONSERVATION REQUIREMENTS

42 U.S.C. 6321 et seq. 49 CFR Part 18

Energy Conservation \_ The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

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CLEAN WATER REQUIREMENTS

33 U.S.C. 1251

Clean Water - (1) 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 Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

(2) The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

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LOBBYING

31 U.S.C. 1352

49 CFR Part 19

49 CFR Part 20

Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352, as amended by the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. § 1601, et seq.] - Contractors who apply or bid for an award of \$100,000 or more will file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier will also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient.

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ACCESS TO RECORDS AND REPORTS

49 U.S.C. 5325

18 CFR 18.36 (i)

49 CFR 633.17

Access to Records - The following access to records requirements apply to The Contract:

1. Where the Purchaser is not a State but a local government and is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 C. F. R. 18.36(i), the Contractor agrees to provide the Purchaser, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to The contract for the purposes of making audits, examinations, excerpts and transcriptions. Contractor also agrees, pursuant to 49 C. F. R. 633.17 to provide the FTA Administrator or his authorized representatives including any PMO Contractor access to Contractor's records and

## Janitorial Services for Beltline Service Road Office -WTS-11-01-2016

construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. 5307, 5309 or 5311.

2. Where the Purchaser is a State and is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 C.F.R. 633.17, Contractor agrees to provide the Purchaser, the FTA Administrator or his authorized representatives, including any PMO Contractor, access to the Contractor's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. 5307, 5309 or 5311. By definition, a major capital project excludes contracts of less than the simplified acquisition threshold currently set at \$100,000.
3. Where the Purchaser enters into a negotiated contract for other than a small purchase or under the simplified acquisition threshold and is an institution of higher education, a hospital or other non-profit organization and is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 C.F.R. 19.48, Contractor agrees to provide the Purchaser, FTA Administrator, the Comptroller General of the United States or any of their duly authorized representatives with access to any books, documents, papers and record of the Contractor which are directly pertinent to The contract for the purposes of making audits, examinations, excerpts and transcriptions.
4. Where any Purchaser which is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 U.S.C. 5325(a) enters into a contract for a capital project or improvement (defined at 49 U.S.C. 5302(a)1) through other than competitive bidding, the Contractor will make available records related to the contract to the Purchaser, the Secretary of Transportation and the Comptroller General or any authorized officer or employee of any of them for the purposes of conducting an audit and inspection.
5. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
6. The Contractor agrees to maintain all books, records, accounts and reports required under The contract for a period of not less than three years after the date of termination or expiration of The contract, except in the event of litigation or settlement of claims arising from the performance of The contract, in which case Contractor agrees to maintain same until the Purchaser, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i)(11).
7. FTA does not require the inclusion of these requirements in subcontracts.

Requirements for Access to Records and Reports by Types of Contract

Contract Characteristics	Operational Service Contract	Turnkey	Construction	Architectural Engineering	Acquisition of Rolling Stock	Professional Services
<u>I State Grantees</u>						
a. Contracts below SAT (\$100,000)	None	Those imposed on state pass thru to Contractor	None	None	None	None
b. Contracts above \$100,000/Capital Projects	None unless <sup>1</sup> non-competitive award		Yes, if non-competitive award or if funded thru <sup>2</sup> 5307/5309/5311	None unless non-competitive award	None unless non-competitive award	None unless non-competitive award
<u>II Non State Grantees</u>						
a. Contracts below SAT (\$100,000)	Yes <sup>3</sup>	Those imposed on non-state Grantee pass thru to Contractor	Yes	Yes	Yes	Yes
b. Contracts above \$100,000/Capital Projects	Yes <sup>3</sup>		Yes	Yes	Yes	Yes

Surces of Authority:

<sup>1</sup> 49 USC 5325 (a)

<sup>2</sup> 49 CFR 633.17

<sup>3</sup> 18 CFR 18.36 (i)

FTA's Buy America Certification Requirements

CFR 49 Part 661

The Buy America regulation, at 49 CFR 661.13, requires notification of the Buy America requirements in FTA-funded contracts, but does not specify the language to be used. The following language has been developed by FTA.

Buy America - The contractor agrees to comply with 49 U.S.C. 5323(j) and 49 C.F.R. Part 661, which provide that Federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA or the product is subject to a general waiver. General waivers are listed in 49 C.F.R. 661.7, and include final assembly in the United States for 15 passenger vans and 15 passenger wagons produced by Chrysler Corporation, and microcomputer equipment and software. Separate requirements for rolling stock are set out at 49 U.S.C. 5323(j)(2)(C) and 49 C.F.R. 661.11. Rolling stock must be assembled in the United States and have a 60 percent domestic content.

A bidder or offeror must submit to the FTA recipient the appropriate Buy America certification (attached) with all bids or offers on FTA-funded contracts, except those subject to a general waiver. Bids or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive. This requirement does not apply to lower tier subcontractors.

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FEDERAL CHANGES

49 CFR Part 18

Federal Changes - Contractor will at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Agreement (Form FTA MA (6) dated October, 1999) between Purchaser and FTA , as they may be amended or promulgated from time to time during the term of the contract. Contractor's failure to so comply will constitute a material breach of the contract.

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CLEAN AIR

42 U.S.C. 7401 et seq  
40 CFR 15.61  
49 CFR Part 18

Clean Air

- (1) 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. §§ 7401 et seq. The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.
- (2) The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.



RECYCLED PRODUCTS

42 U.S.C. 6962  
40 CFR Part 247  
Executive Order 12873

Recovered Materials - 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.

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NO GOVERNMENT OBLIGATION TO THIRD PARTIES

No Obligation by the Federal Government.

- (1) The Purchaser and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to The contract and will not be subject to any obligations or liabilities to the Purchaser, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.
- (2) The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause will not be modified, except to identify the subcontractor who will be subject to its provisions.

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PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS

AND RELATED ACTS

31 U.S.C. 3801 et seq.  
49 CFR Part 31 18 U.S.C. 1001  
49 U.S.C. 5307

Program Fraud and False or Fraudulent Statements or Related Acts.

1. The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the 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, pertaining to the underlying contract or the FTA assisted project for which the contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.
2. The Contractor also acknowledges that if it makes, or cause to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

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

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TERMINATION

49 U.S.C.Part 18  
FTA Circular 4220.1D

- a. Termination for Convenience (General Provision)- The (Recipient) may terminate The contract, in whole or in part, at any time by written notice to the Contractor when it is in the Government's best interest. The Contractor will be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Contractor will promptly submit its termination claim to (Recipient) to be paid the Contractor. If the Contractor has any property in its possession belonging to the (Recipient), the Contractor will account for the same, and dispose of it in the manner the (Recipient) directs.
- b. Termination for Default [Breach or Cause] (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 (Recipient) may terminate The contract for default. Termination will 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 (Recipient) 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 (Recipient), 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. Opportunity to Cure (General Provision) The (Recipient) in its sole discretion may, in the case of a termination for breach or default, allow the Contractor [an appropriately short period of time] in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions

If Contractor fails to remedy to (Recipient)'s satisfaction the breach or default or any of the terms, covenants, or conditions of The contract within [ten (10) days] after receipt by Contractor or written notice from (Recipient) setting forth the nature of said breach or default, (Recipient) will have the right to terminate the contract without any further obligation to Contractor. Any such termination for default will not in any way operate to preclude (Recipient) from also pursuing all available remedies against Contractor and its sureties for said breach or default.

- d. Waiver of Remedies for any Breach In the event that (Recipient) elects to waive its remedies for any breach by Contractor of any covenant, term or condition of The contract, such waiver by (Recipient) will not limit (Recipient)'s remedies for any succeeding breach of that or of any other term, covenant, or condition of The contract.
- e. Termination for Convenience (Professional or Transit Service Contracts) The (Recipient), by written notice, may terminate The contract, in whole or in part, when it is in the Government's interest. If the contract is terminated, the Recipient will be liable only for payment under the payment provisions of The Contract for services rendered before the effective date of termination.

- f.** Termination for Default (Supplies and Service) If the Contractor fails to deliver supplies or to perform the services within the time specified in The contract or any extension or if the Contractor fails to comply with any other provisions of The contract, the (Recipient) may terminate The contract for default. The (Recipient) will terminate by delivering to the Contractor a Notice of Termination specifying the nature of the default. The Contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner or performance set forth in the contract.

If, after termination for failure to fulfill contract obligations, it is determined that the Contractor was not in default, the rights and obligations of the parties will be the same as if the termination had been issued for the convenience of the Recipient.

- g.** Termination for Default (Transportation Services) If the Contractor fails to pick up the commodities or to perform the services, including delivery services, within the time specified in The contract or any extension or if the Contractor fails to comply with any other provisions of The contract, the (Recipient) may terminate The contract for default. The (Recipient) will terminate by delivering to the Contractor a Notice of Termination specifying the nature of default. The Contractor will only be paid the contract price for services performed in accordance with the manner of performance set forth in the contract.

If the contract is terminated while the Contractor has possession of Recipient goods, the Contractor will, upon direction of the (Recipient), protect and preserve the goods until surrendered to the Recipient or its agent. The Contractor and (Recipient) will agree on payment for the preservation and protection of goods. Failure to agree on an amount will be resolved under the Dispute clause.

If, after termination for failure to fulfill contract obligations, it is determined that the Contractor was not in default, the rights and obligations of the parties will be the same as if the termination had been issued for the convenience of the (Recipient).

- h.** Termination for Convenience of Default (Cost-Type Contracts) The (Recipient) may terminate The contract, or any portion of it, by serving a notice or termination on the Contractor. The notice will state whether the termination is for convenience of the (Recipient) or for the default of the Contractor. If the termination is for default, the notice will state the manner in which the Contractor has failed to perform the requirements of the contract. The Contractor will account for any property in its possession paid for from funds received from the (Recipient), or property supplied to the Contractor by the (Recipient). If the termination is for default, the (Recipient) may fix the fee, if the contract provides for a fee, to be paid the Contractor in proportion to the value, if any, of work performed up to the time of termination. The Contractor will promptly submit its termination claim to the (Recipient) and the parties will negotiate the termination settlement to be paid the Contractor.

If the termination is for the convenience of the (Recipient), the Contractor will be paid its contract close-out costs, and a fee, if the contract provided for payment of a fee, in proportion to the work performed up to the time of termination.

If, after serving a notice of termination for default, the (Recipient) determines that the Contractor has an excusable reason for not performing, such as strike, fire, flood, events which are not the fault of and are beyond the control of the Contractor, the (Recipient), after setting up a new work schedule, may allow the Contractor to continue work, or treat the termination as a termination for convenience.

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GOVERNMENT-WIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT)

49 CFR Part 29  
Executive Order 12549

Instructions for Certification

1. By signing and submitting this 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, (Recipient) may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant will provide immediate written notice to (Recipient) 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," "lower tier covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549 [49 CFR Part 29]. You may contact (Recipient) for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it will 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 (Recipient).
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause 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.
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 Nonprocurement List issued by U.S. General Service Administration.
8. Nothing contained in the foregoing will 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, (Recipient) 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 this 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 statements in this certification, such prospective participant will attach an explanation to this proposal.

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PRIVACY ACT

5 U.S.C. 552

Contracts Involving Federal Privacy Act Requirements - The following requirements apply to the Contractor and its employees that administer any system of records on behalf of the Federal Government under any contract:

1. The Contractor agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974,

5 U.S.C. § 552a. Among other things, the Contractor agrees to obtain the express consent of the Federal Government before the Contractor or its employees operate a system of records on behalf of the Federal Government. The Contractor understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract.

2. The Contractor also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA.

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24. CIVIL RIGHTS REQUIREMENTS

29 U.S.C. § 623, 42 U.S.C. § 2000  
42 U.S.C. § 6102, 42 U.S.C. § 12112  
42 U.S.C. § 12132, 49 U.S.C. § 5332  
29 CFR Part 1630, 41 CFR Parts 60 et seq.

Civil Rights - The following requirements apply to the underlying contract:

- A. Nondiscrimination - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
- B. Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:
  1. Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. 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. § 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 will include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

2. Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § § 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
3. Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 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 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

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## BREACHES AND DISPUTE RESOLUTION

49 CFR Part 18  
FTA Circular 4220.1D

**Disputes** - Disputes arising in the performance of The Contract which are not resolved by agreement of the parties will be decided in writing by the authorized representative of The Wave Transit, Robert A. Williams, General Manager. This decision will be final and conclusive unless within [ten (10)] days from the date of receipt of its copy, the Contractor mails or otherwise furnishes a written appeal to Robert A. Williams, General Manager. In connection with any such appeal, the Contractor will be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the General Manager will be binding upon the Contractor and the Contractor will abide by the decision.

**Performance During Dispute** - Unless otherwise directed by (Recipient), Contractor will continue performance under the contract while matters in dispute are being resolved.

**Claims for Damages** - Should either party to the contract suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefore will be made in writing to such other party within a reasonable time after the first observance of such injury or damage.

**Remedies** - Unless the contract provides otherwise, all claims, counterclaims, disputes and other matters in question between the (Recipient) and the Contractor arising out of or relating to the agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State in which the (Recipient) is located.

**Rights and Remedies** - The duties and obligations imposed by the Contract documents and the rights and remedies available there under will be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the (Recipient), (Architect) or Contractor will constitute a waiver of any right or duty afforded

any of them under the contract, nor will any such action or failure to act constitute an approval of or acquiescence in any breach there under, except as may be specifically agreed in writing.

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26. PATENT AND RIGHTS IN DATA

37 CFR Part 401

49 CFR Parts 18 and 19

CONTRACTS INVOLVING EXPERIMENTAL, DEVELOPMENTAL, OR RESEARCH WORK.

- A. Rights in Data - This following requirements apply to each contract involving experimental, developmental or research work:
1. The term "subject data" used in this clause means recorded information, whether or not copyrighted, that is delivered or specified to be delivered under the contract. The term includes graphic or pictorial delineation in media such as drawings or photographs; text in specifications or related performance or design-type documents; machine forms such as punched cards, magnetic tape, or computer memory printouts; and information retained in computer memory. Examples include, but are not limited to: computer software, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information. The term "subject data" does not include financial reports, cost analyses, and similar information incidental to contract administration.
  2. The following restrictions apply to all subject data first produced in the performance of the contract to which this Attachment has been added:
    - i. Except for its own internal use, the Purchaser or Contractor may not publish or reproduce subject data in whole or in part, or in any manner or form, nor may the Purchaser or Contractor authorize others to do so, without the written consent of the Federal Government, until such time as the Federal Government may have either released or approved the release of such data to the public; this restriction on publication, however, does not apply to any contract with an academic institution.
    - ii. In accordance with 49 C.F.R. § 18.34 and 49 C.F.R. § 19.36, the Federal Government reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for "Federal Government purposes," any subject data or copyright described in subsections (2)(b)1 and (2)(b)2 of this clause below. As used in the previous sentence, "for Federal Government purposes," means use only for the direct purposes of the Federal Government. Without the copyright owner's consent, the Federal Government may not extend its Federal license to any other party.
      1. Any subject data developed under that contract, whether or not a copyright has been obtained; and
      2. Any rights of copyright purchased by the Purchaser or Contractor using Federal assistance in whole or in part provided by FTA.
    - iii. When FTA awards Federal assistance for experimental, developmental, or research work, it is FTA's general intention to increase transportation knowledge available to the public, rather than to restrict the benefits resulting from the work to participants in that work. Therefore, unless FTA determines otherwise, the Purchaser and the Contractor performing experimental, developmental, or research work required by the underlying contract to which this Attachment is added agrees to permit FTA to make available to the public, either FTA's license in the copyright to any subject data developed in the course of that contract, or a copy of the subject data first produced under the contract

for which a copyright has not been obtained. If the experimental, developmental, or research work, which is the subject of the underlying contract, is not completed for any reason whatsoever, all data developed under that contract will become subject data as defined in subsection (a) of this clause and will be delivered as the Federal Government may direct. This subsection (c) , however, does not apply to adaptations of automatic data processing equipment or programs for the Purchaser or Contractor's use whose costs are financed in whole or in part with Federal assistance provided by FTA for transportation capital projects.

iv. Unless prohibited by state law, upon request by the Federal Government, the Purchaser and the Contractor agree to indemnify, save, and hold harmless the Federal Government, its officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Purchaser or Contractor of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under that contract. Neither the Purchaser nor the Contractor will be required to indemnify the Federal Government for any such liability arising out of the wrongful act of any employee, official, or agents of the Federal Government.

v. Nothing contained in this clause on rights in data will imply a license to the Federal Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the Federal Government under any patent.

vi. Data developed by the Purchaser or Contractor and financed entirely without using Federal assistance provided by the Federal Government that has been incorporated into work required by the underlying contract to which this Attachment has been added is exempt from the requirements of subsections (b), (c), and (d) of this clause, provided that the Purchaser or Contractor identifies that data in writing at the time of delivery of the contract work.

vii. Unless FTA determines otherwise, the Contractor agrees to include these requirements in each subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance provided by FTA.

3. Unless the Federal Government later makes a contrary determination in writing, irrespective of the Contractor's status (i.e. , a large business, small business, state government or state instrumentality, local government, nonprofit organization, institution of higher education, individual, etc.), the Purchaser and the Contractor agree to take the necessary actions to provide, through FTA, those rights in that invention due the Federal Government as described in

U.S. Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," 37 C.F.R. Part 401.

4. The Contractor also agrees to include these requirements in each subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance provided by FTA.

a) Patent Rights - This following requirements apply to each contract involving experimental, developmental, or research work:

(1) General - If any invention, improvement, or discovery is conceived or first actually reduced to practice in the course of or under the contract to which this Attachment has been added, and that invention, improvement, or discovery is patentable under the laws of the United States of America or any foreign country, the Purchaser and Contractor



agree to take actions necessary to provide immediate notice and a detailed report to the party at a higher tier until FTA is ultimately notified.

- (2) Unless the Federal Government later makes a contrary determination in writing, irrespective of the Contractor's status (a large business, small business, state government or state instrumentality, local government, nonprofit organization, institution of higher education, individual), the Purchaser and the Contractor agree to take the necessary actions to provide, through FTA, those rights in that invention due the Federal Government as described in U.S. Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," 37 C.F.R. Part 401.
- (3) The Contractor also agrees to include the requirements of this clause in each subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance provided by FTA.

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#### TRANSIT EMPLOYEE PROTECTIVE AGREEMENTS

49 U.S.C. § 5310, § 5311, and § 5333  
29 CFR Part 215

- a) General Transit Employee Protective Requirements - To the extent that FTA determines that transit operations are involved, the Contractor agrees to carry out the transit operations work on the underlying contract in compliance with terms and conditions determined by the U.S. Secretary of Labor to be fair and equitable to protect the interests of employees employed under the contract and to meet the employee protective requirements of 49 U.S.C. A 5333(b), and U.S. DOL guidelines at 29 C.F.R. Part 215, and any amendments thereto. These terms and conditions are identified in the letter of certification from the U.S. DOL to FTA applicable to the FTA Recipient's project from which Federal assistance is provided to support work on the underlying contract. The Contractor agrees to carry out that work in compliance with the conditions stated in that U.S. DOL letter. The requirements of this subsection (1), however, do not apply to any contract financed with Federal assistance provided by FTA either for projects for elderly individuals and individuals with disabilities authorized by 49 U.S.C. § 5310(a)(2), or for projects for nonurbanized areas authorized by 49 U.S.C. § 5311. Alternate provisions for those projects are set forth in subsections (b) and (c) of this clause.
- b) Transit Employee Protective Requirements for Projects Authorized by 49 U.S.C. § 5310(a)(2) for Elderly Individuals and Individuals with Disabilities - If the contract involves transit operations financed in whole or in part with Federal assistance authorized by 49 U.S.C. § 5310(a)(2), and if the U.S. Secretary of Transportation has determined or determines in the future that the employee protective requirements of 49 U.S.C. § 5333(b) are necessary or appropriate for the state and the public body subrecipient for which work is performed on the underlying contract, the Contractor agrees to carry out the Project in compliance with the terms and conditions determined by the U.S. Secretary of Labor to meet the requirements of 49 U.S.C. § 5333(b), U.S. DOL guidelines at 29 C.F.R. Part 215, and any amendments thereto. These terms and conditions are identified in the U.S. DOL's letter of certification to FTA, the date of which is set forth Grant Agreement or Cooperative Agreement with the state. The Contractor agrees to perform transit operations in connection with the underlying contract in compliance with the conditions stated in that U.S. DOL letter.
- c) Transit Employee Protective Requirements for Projects Authorized by 49 U.S.C. § 5311 in Nonurbanized Areas - If the contract involves transit operations financed in whole or in part with Federal assistance authorized by 49 U.S.C. § 5311, the Contractor agrees to comply with the terms and conditions of the Special Warranty for the Nonurbanized Area

Program agreed to by the U.S. Secretaries of Transportation and Labor, dated May 31, 1979, and the procedures implemented by U.S. DOL or any revision thereto.

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

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DISADVANTAGED BUSINESS ENTERPRISE (DBE)

49 CFR Part 26

This section is being developed to reflect the new rule in 49 CFR Part 26.

Disadvantaged Business Enterprise Provision 1. The Federal Fiscal Year goal has been set by the Mobile Transit Authority in an attempt to match projected procurements with available qualified disadvantaged businesses. The Wave Transit goals for budgeted service contracts, bus parts, and other material and supplies for Disadvantaged Business Enterprises have been established by The Wave Transit as set forth by the Department of Transportation Regulations 49 C.F.R. Part 23, March 31, 1980, and amended by Section 106(c) of the Surface Transportation Assistance Act of 1987, and are considered pertinent to any contract resulting from this request for proposal.

If a specific DBE goal is assigned to the contract, it will be clearly stated in the Special Specifications, and if the Contractor is found to have failed to exert sufficient, reasonable, and good faith efforts to involve DBE's in the work provided, The Wave Transit may declare the Contractor noncomplaint and in breach of the contract. If a goal is not stated in the Special Specifications, it will be understood that no specific goal is assigned to the contract.

- a) Policy \_ It is the policy of the Department of Transportation and the Mobile Transit Authority that Disadvantaged Business Enterprises, as defined in 49 CFR Part 23, and as amended in Section 106(c) of the Surface Transportation and Uniform Relocation Assistance Act of 1987, will have the maximum opportunity to participate in the performance of Contract financed in whole or in part with federal funds under the agreement. Consequently, the DBE requirements of 49 CFR Part 23 and Section 106(c) of the STURAA of 1987, apply to the contract.

The Contractor agrees to ensure that DBEs as defined in 49 CFR Part 23 and Section 106(c) of the STURAA of 1987, have the maximum opportunity to participate in the whole or in part with federal funds provided under the agreement. In this regard, the Contractor will take all necessary and reasonable steps in accordance with the regulations to ensure that DBEs have the maximum opportunity to compete for and perform subcontracts. The Contractor will not discriminate on the basis of race, color, national origin, religion, sex, age or physical handicap in the award and performance of subcontracts.

It is further the policy of The Wave Transit to promote the development and increase the participation of businesses owned and controlled by disadvantaged. DBE involvement in all phases of The Wave Transit procurement activities is encouraged.

- b) DBE obligation \_ The Contractor and its subcontractors agree to ensure that disadvantaged businesses have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under the Agreement. In that regard, all Contractors and subcontractors will take all necessary and reasonable steps in accordance with 49 CFR Part 23 as amended, to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts.
- c) Where the Contractor is found to have failed to exert sufficient reasonable and good faith efforts to involve DBE's in the work provided, The Wave Transit may declare the Contractor noncompliant and in breach of contract.

- d) The Contractor will keep records and documents for a reasonable time following performance of The Contract to indicate compliance with the Mobile Transit Authority DBE program. These records and documents will be made available at reasonable times and places for inspection by any authorized representative of The Wave Transit and will be submitted to The Wave Transit upon request.
- e) The Wave Transit will provide affirmative assistance as may be reasonable and necessary to assist the prime contractor in implementing their programs for DBE participation. The assistance may include the following upon request:
  - \* Identification of qualified DBE
  - \* Available listing of Minority Assistance Agencies
  - \* Holding bid conferences to emphasize requirements

2. DBE Program Definitions, as used in the contract:

- (a) Disadvantaged business "means a small business concern":
  - I. Which is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals; and
  - II. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

or

- III. Which is at least 51 percent owned by one or more women individuals, or in the case of any publicly owned business, at least 51% of the stock of which is owned by one or more women individuals; and
- IV. Whose management and daily business operations are controlled by
  - (a) one or more women individuals who own it.
  - (b) "Small business concern" means a small business as defined by Section 3 of the Small Business Act and Appendix B \_ (Section 106(c)) Determinations of Business Size.
  - (c) "Socially and economically disadvantaged individuals" means those individuals who are citizens of the United States (or lawfully admitted permanent residents) and States (or lawfully admitted permanent residents) and who are black Americans, Hispanic Americans, Native Americans, Asian\_Pacific Americans, Asian\_Indian Americans, or women, and any other minorities or individuals found to be disadvantaged by the Small Business Administration pursuant to section 8(a) of the Small Business Act.
    - i. "Black Americans", which includes persons having origins in any of the Black racial groups of Africa;
    - ii. "Hispanic Americans", which includes persons of Mexican, Puerto Rican, Cuba, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
    - iii. "Native Americans", which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;

- iv. "Asian\_Pacific Americans", which includes persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust Territories of Pacific, and the Northern Marianas;
- v. "Asian\_Indian Americans", which includes persons whose origins are from India, Pakistan, and Bangladesh.

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STATE AND LOCAL LAW DISCLAIMER

State and Local Law Disclaimer - The use of many of the suggested clauses are not governed by Federal law, but are significantly affected by State law. The language of the suggested clauses may need to be modified depending on state law, and that before the suggested clauses are used in the grantees procurement documents, the grantees should consult with their local attorney.

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INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

FTA Circular 4220.1D

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 4220.1D, dated April 15, 1996, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms will be deemed to control in the event of a conflict with other provisions contained in the agreement. The Contractor will not perform any act, fail to perform any act, or refuse to comply with any (name of grantee) requests which would cause (name of grantee) to be in violation of the FTA terms and conditions.

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DRUG AND ALCOHOL TESTING

49 U.S.C. §5331  
49 CFR Parts 653 and 654

Introduction

FTA's drug and alcohol rules, 49 CFR 653 and 654, respectively, are unique among the regulations issued by FTA. First, they require recipients to ensure that any entity performing a safety-sensitive function on the recipient's behalf (usually subrecipients and/or contractors) implement a complex drug and alcohol testing program that complies with Parts 653 and 654. Second, the rules condition the receipt of certain kinds of FTA funding on the recipient's compliance with the rules; thus, the recipient is not in compliance with the rules unless every entity that performs a safety-sensitive function on the recipient's behalf is in compliance with the rules. Third, the rules do not specify how a recipient ensures that its subrecipients and/or contractors comply with them.

How a recipient does so depends on several factors, including whether the Contractor is covered independently by the drug and alcohol rules of another Department of Transportation operating administration, the nature of the relationship that the recipient has with the Contractor, and the financial resources available to the recipient to oversee the Contractor's drug and alcohol testing program. In short, there are a variety of ways a recipient can ensure that its subrecipients and contractors comply with the rules.

Therefore, FTA has developed three model contract provisions for recipients to use "as is" or to modify to fit their particular situations.

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Explanation of Model Contract Clauses

Under Option 1, the recipient ensures the Contractor's compliance with the rules by requiring the Contractor to participate in a drug and alcohol program administered by the recipient. The advantages of doing this are obvious: the recipient maintains total control over its compliance with 49 CFR 653 and 654. The disadvantage is that the recipient, which may not directly employ any safety-sensitive employees, has to implement a complex testing program. Therefore, this may be a practical option only for those recipients which have a testing program for their employees, and can add the Contractor's safety-sensitive employees to that program.

Under Option 2, the recipient relies on the Contractor to implement a drug and alcohol testing program that complies with 49 CFR 653 and 654, but retains the ability to monitor the Contractor's testing program; thus, the recipient has less control over its compliance with the drug and alcohol testing rules than it does under option 1. The advantage of this approach is that it places the responsibility for complying with the rules on the entity that is actually performing the safety-sensitive function. Moreover, it reserves to the recipient the power to ensure that the Contractor complies with the program. The disadvantage of Option 2 is that without adequate monitoring of the Contractor's program, the recipient may find itself out of compliance with the rules.

Under option 3, the recipient specifies some or all of the specific features of a contractor's drug and alcohol compliance program. Thus, it requires the recipient to decide what it wants to do and how it wants to do it. The advantage of this option is that the recipient has more control over the Contractor's drug and alcohol testing program, yet it is not actually administering the testing program. The disadvantage is that the recipient has to specify and understand clearly what it wants to do and why.

#### Drug and Alcohol Testing

##### Option 1

The Contractor agrees to:

- a) *participate in (grantee's or recipient's) drug and alcohol program established in compliance with 49 CFR 653 and 654.*

#### Drug and Alcohol Testing

##### Option 2

The Contractor agrees to establish and implement a drug and alcohol testing program that complies with 49 CFR Parts 653 and 654, produce any documentation necessary to establish its compliance with Parts 653 and 654, and permit any authorized representative of the United States Department of Transportation or its operating administrations, the State Oversight Agency of the State of Alabama, or The Wave Transit, to inspect the facilities and records associated with the implementation of the drug and alcohol testing program as required under 49 CFR Parts 653 and 654 and review the testing process. The Contractor agrees further to certify annually its compliance with Parts 653 and 654 before March 15<sup>th</sup> and to submit the Management Information System (MIS) reports before March 15<sup>th</sup> to Mr. Jason Louis, Director of Safety & Training, The Wave Transit, 1224 West I-65 Service Road South., Mobile, AL 36609. To certify compliance, the Contractor will use the "Substance Abuse Certifications" in the "Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements," which is published annually in the Federal Register.

#### Drug and Alcohol Testing

##### Option 3

The Contractor agrees to establish and implement a drug and alcohol testing program that complies with 49 CFR Parts 653 and 654, produce any documentation necessary to establish its compliance with Parts 653 and 654, and permit any authorized representative of the United States Department of Transportation or its operating administrations, the State Oversight Agency of (name of State), or the (insert name of grantee), to inspect the facilities and records associated

with the implementation of the drug and alcohol testing program as required under 49 CFR Parts 653 and 654 and review the testing process. The Contractor agrees further to certify annually its compliance with Parts 653 and 654 before March 15<sup>th</sup> and to submit the Management Information System (MIS) reports before March 15<sup>th</sup> to Mr. Jason Louis, Director of Safety & Training, The Wave Transit, 1224 West I-65 Service Road South., Mobile, AL 36609. To certify compliance the Contractor will use the "Substance Abuse Certifications" in the "Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements," which is published annually in the Federal Register. The Contractor agrees further to [Select a, b, or c] (a) submit before (insert date or upon request) a copy of the Policy Statement developed to implement its drug and alcohol testing program; OR (b) adopt (insert title of the Policy Statement the recipient wishes the Contractor to use) as its policy statement as required under 49 CFR 653 and 654; OR (c) submit for review and approval before ( insert date or upon request) a copy of its Policy Statement developed to implement its drug and alcohol testing program. In addition, the Contractor agrees to: (to be determined by The Wave Transit, but may address areas such as: the selection of the certified laboratory, substance abuse professional, or Medical Review Officer, or the use of a consortium).

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Davis-Bacon and Copeland Anti-Kickback Acts

1. Minimum wages –

- i. All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (1)(iv) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR Part 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classifications and wage rates conformed under paragraph (1)(ii) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

- ii. (A) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage

determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

1. Except with respect to helpers as defined as 29 CFR 5.2(n)(4), the work to be performed by the classification requested is not performed by a classification in the wage determination; and
2. The classification is utilized in the area by the construction industry; and
3. The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination; and
4. With respect to helpers as defined in 29 CFR 5.2(n)(4), such a classification prevails in the area in which the work is performed.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(ii) (B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

- iii. Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.
- iv. If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

v. (A) The contracting officer shall require that any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefor only when the following criteria have been met:

1. The work to be performed by the classification requested is not performed by a classification in the wage determination; and
2. The classification is utilized in the area by the construction industry; and
3. The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination with 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(v) (B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

2. Withholding - The Wave Transit System shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), all or part of the wages required by the contract, The Wave Transit may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.



3. Payrolls and basic records –
  - i. Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.
  - ii. (A) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to The Wave Transit for transmission to the Federal Transit Administration. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under section 5.5(a)(3)(i) of Regulations, 29 CFR part 5. This information may be submitted in any form desired. Optional Form WH-347 is available for this purpose and may be purchased from the Superintendent of Documents (Federal Stock Number 029-005-00014-1), U.S. Government Printing Office, Washington, DC 20402. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors.

(B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

    - 1) That the payroll for the payroll period contains the information required to be maintained under section 5.5(a)(3)(i) of Regulations, 29 CFR part 5 and that such information is correct and complete;
    - 2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;
    - 3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of

the "Statement of Compliance" required by paragraph (a)(3)(ii)(B) of this section.

(D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

- iii. The contractor or subcontractor shall make the records required under paragraph (a)(3)(i) of this section available for inspection, copying, or transcription by authorized representatives of the Federal Transit Administration or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the Federal agency may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.
4. Apprentices and trainees –
- i. Apprentices - Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a State Apprenticeship Agency recognized by the Bureau, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Bureau of Apprenticeship and Training or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator of the Wage and Hour Division of the U.S. Department of Labor determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Bureau of Apprenticeship and Training, or a State Apprenticeship Agency recognized by the Bureau, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.
  - ii. Trainees - Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval,

evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

- iii. Equal employment opportunity - The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.
5. Compliance with Copeland Act requirements - The contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract.
6. Subcontracts - The contractor or subcontractor shall insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as the Federal Transit Administration may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.
7. Contract termination: debarment - A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.
8. Compliance with Davis-Bacon and Related Act requirements - All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.
9. Disputes concerning labor standards - Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

10. Certification of eligibility –

- i. By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).
- ii. No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).
- iii. The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001

**BUY AMERICA**

*Certificate of Compliance with 49 U.S.C. 5323(j)(1)*

The bidder hereby certifies that it will meet the requirements of 49 U.S.C. 5323(j)(1) and the applicable regulations in 49 CFR Part 661.5.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Company Name \_\_\_\_\_

Date \_\_\_\_\_

**BUY AMERICA**

*Certificate of Non-Compliance with 49 U.S.C. 5323(j)(1)*

The bidder or offeror hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j)(1) and 49 C.F.R. 661.5, but it may qualify for an exception pursuant to 49 U.S.C. 5323(j)(2)(A), 5323(j)(2)(B), or 5323(j)(2)(D), and 49 C.F.R. 661.7.

Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**MUST BE SUBMITTED WITH BID PROPOSAL**

**CERTIFICATION OF CONTRACTOR  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The potential contractor for The Wave Transit, (Primary Participant),  
\_\_\_\_\_ certifies to the best of its knowledge and  
belief, that it and its principals:

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

(If the primary participant is unable to certify to any of the statements in this certification, the participant will attach an explanation to this certification)  
THE PRIMARY PARTICIPANT,

\_\_\_\_\_ CERTIFIES OR AFFIRMS THE  
TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED  
ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS ON 31  
U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

\_\_\_\_\_  
Signature & Title of Authorized Official

**MUST BE SUBMITTED WITH BID OR PROPOSAL**

NON-COLLUSION AFFIDAVIT

State of \_\_\_\_\_, County of \_\_\_\_\_, being first duly sworn, deposes and says that:

- (1) He is \_\_\_\_\_ (Owner, Partner, Officer, Representative, or Agent) of \_\_\_\_\_. The respondent that has submitted the attached Response;
- (2) He is fully informed respecting the preparation and contents of the attached Response and of all pertinent circumstances respecting such Response;
- (3) Such Response is genuine and is not a collusion or sham;
- (4) Neither the said Respondent nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Respondent, firm or person to submit a collusive or sham proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Respondent, firm or person, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against of any person interested in the proposed Contract.

Sign \_\_\_\_\_

Title \_\_\_\_\_

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Title

\_\_\_\_\_

My commission expires \_\_\_\_\_

**MUST BE SUBMITTED WITH BID PROPOSAL**

**CERTIFICATION OF COMPLIANCE  
WITH  
RESTRICTIONS ON LOBBYING**

I, \_\_\_\_\_, do hereby certify on behalf of that:

- (1) No federal 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 Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any 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 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 will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) All subcontractors and sub recipients will certify and disclose accordingly.

This certification is a material representation of fact upon which reliance will be placed or if this transaction is made or entered into. Submission of this certification is prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification will 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 \_\_\_\_\_, 2016

BY: \_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Title of Authorized Official

**MUST BE SUBMITTED WITH BID PROPOSAL**



**CERTIFICATION OF COMPLIANCE  
FOR DRUG FREE WORK PLACE**

The Federal Transit Administration, (FTA) in response to passage of the Omnibus Transportation Employee Testing Act of 1991, has published two regulations prohibiting drug use and alcohol misuse by transit employees and requiring transit agencies to test for prohibited drug use and alcohol misuse. These regulations are 49CFR part 653, "Prevention of Prohibited Drug Use in Transit Operations". In addition, the Department of Transportation (DOT) has issued 49CFR part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs", which prescribes testing methods to be followed.

The Federal Highway Administration (FHWA) and the FTA have agreed that transit agencies with safety-sensitive employees holding Commercial Driver's Licenses (CDL's) are covered by the FTA drug and alcohol regulations. However, these regulations are not limited to holders of CDL's and affect all employees who perform safety-sensitive functions, including those who are employed by a contractor hired by the transit agency to provide transit services.

The FTA has determined that "safety-sensitive" functions are performed by those employees who operate revenue service vehicles that require drivers to hold CDLs, dispatch or control revenue service vehicles and maintain revenue service vehicles or equipment used in revenue service. These categories include supervisors who perform these functions. The types of drug and alcohol tests required by the FTA regulations are pre-employment, reasonable suspicion, post-accident, random, return to duty and follow-up.

The Potential Contractor for The Wave Transit System, \_\_\_\_\_, certifies the Company and its sub-contractors (if applicable) affirm a Drug Free Workplace Policy has been established and agrees to comply with requirements of the Omnibus Transportation Employee Testing Act of 1991.

\_\_\_\_\_  
Signature & Title of Authorized Official

Date: \_\_\_\_\_

**MUST BE SUBMITTED WITH BID PROPOSAL**

**ACKNOWLEDGEMENT OF ADDENDUMS**

The undersigned acknowledges receipt of the following addenda to the documents. (Give number and date of each).

Addenda No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addenda No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addenda No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addenda No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addenda No. \_\_\_\_\_ Dated: \_\_\_\_\_

Failure to acknowledge receipt of all addenda may cause the bid to be considered non responsive to the invitation, which would require rejection of the bid. The outside of the envelope carrying the bid shall be marked to show amendments and addendums received.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Title: \_\_\_\_\_

**MUST BE SUBMITTED WITH BID PROPOSAL**

COMPLIANCE WITH THE SCOPE OF WORK

The proposers hereby state that they will comply with the scope of work in all areas except those approved equals that were granted by the Purchaser.

\_\_\_\_\_  
Signature and also Name Printed

\_\_\_\_\_  
Firm Name

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My commission expires

**MUST BE SUBMITTED WITH BID PROPOSAL**

LIST OF SIMILAR CONTRACTS/REFERENCES

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

MUST BE SUBMITTED WITH BID PROPOSAL

PRICE PROPOSAL FORM

The undersigned hereby agrees to furnish the requirements as outlined in the attached proposal in accordance to the Request for Proposals (Janitorial Service for Beltline Service Road Location). The price quoted is exclusive of all Federal, State, and Local taxes.

Year 1:           \$ \_\_\_\_\_

Year 2            \$ \_\_\_\_\_

If additional space is needed, please list on a plain sheet and attach to this Price Proposal Form.

\_\_\_\_\_  
Name of Individual, Partner, Joint Venture, Corporation

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number and Contact Person Regarding Proposals

\_\_\_\_\_  
Authorized Signature and also Name Printed

\_\_\_\_\_  
Title

**MUST BE SUBMITTED WITH BID PROPOSAL**

DBE APPROVAL CERTIFICATION

I hereby certify that the bidder has complied with the requirements of 49 CFR 23.67, Participation by Disadvantaged Business Enterprises in DOT Programs, and that our goals have not been disapproved by the Federal Transit Administration. **Proof of Certification Required**

Signature of the Bidder's Authorized Official:

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Name and Title of the Bidder's  
Authorized Official:

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Date:

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**MUST BE SUBMITTED WITH BID PROPOSAL**