Submission Information Package

Request for Proposals for:

Contract Cleaning and Maintenance

For

Monongalia County Urban Mass Transportation Authority (MCUMTA)

Also known as

Mountain Line Transit Authority

Submit Proposals to: Office of the Finance Officer
Mountain Line Transit Authority
420 DuPont Road
Westover, WV 26501-2309

Submission Deadline: Tuesday, November 20, 2018
10:00 AM local time

Additional Information: WWW.BUSRIDE.ORG
Info@Busride.Org
(304) 296-3680
(304) 291-7429 fax

Issued November 2, 2018
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The Mountain Line Transit Authority (the Authority) is seeking proposals from qualified firms or individuals to provide office cleaning services and building maintenance to start as soon as possible.

Copies of the complete RFP are available upon request by calling (304) 296-3680. The RFP is also available on the Internet at [http://www.busride.org/ContactComment/Procurement.aspx](http://www.busride.org/ContactComment/Procurement.aspx) or by writing to: Loring Danielson, Finance Officer at 420 DuPont Rd, Westover, WV 26501-2309 and asking for a copy of the Building Service RFP.

The Authority reserves the right to reject any or all Proposals. Proposals will be accepted until 10:00 AM local time on November 20, 2018 at the address listed above.

Proposals should be sealed and clearly marked “Building Service Proposal.” The Authority reserves the right to reject any bids and to waive any informality in bidding on such basis as the Authority deems to be in its best interest.

The successful bidder is required to comply with all applicable Equal Employment Opportunity laws and regulations.

The Mountain Line Transit Authority is an Equal Opportunity/Affirmative Action employer and it is the expressed policy of the Authority that it shall not discriminate against any person, firm, company or corporation in any employment or contracting matter because of race, color, sex, creed, age, disability, blindness, religion, familial status, veteran status, or national origin.

David Bruffy
General Manager & CEO
Mountain Line Transit Authority
SECTION I - INFORMATION

1.0 GENERAL INFORMATION AND INTRODUCTION

The Monongalia County Urban Mass Transit Authority (MCUMTA) is requesting proposals to provide cleaning services at its 420 DuPont Road location including bus shelters and performing minor repairs. This Request for Proposals (RFP) includes all supporting documentation necessary to complete and file a valid proposal for consideration. All prospective proposers are advised to thoroughly review this RFP. In final form, this RFP and subsequent final proposal will become binding.

Through this RFP, the following definitions will apply:

"Agreement" means the negotiated contract between Monongalia County Urban Mass Transportation Authority and Contractor for performing services set forth in this RFP.

"Authority" means Monongalia County Urban Mass Transportation Authority, 420 DuPon Road, Westover, WV 26501-2309.

"Contractor" means the company performing the services for the Authority.

"Project" means the company performing the services for the Authority.

"Proposer" means the firm or corporation which submits a proposal to the Authority, in response to this RFP, seeking to be selected as the Contractor.

"RFP" means this Request for Proposals.

"Service" means the contract work to be performed for the services described in this RFP.

1.1 PROPOSAL SUBMISSION SCHEDULE

Copies of this RFP will be made available to interested proposers on or after November 1, 2018. The RFP and any subsequent written addenda will serve as the sole basis upon which proposers may submit proposals.

Proposals must be received by 10:00 AM local time on November 20, 2018 at the Authority’s offices. Proposals not received by that time and date will not be considered by the Monongalia County Urban Mass Transportation Authority and will be returned unopened to the proposer. All proposals submitted must remain in effect for forty five days in their entirety from the submission due date. One (1) original copy of the proposal must be submitted to MCUMTA.

1.2 PROPOSAL FORMAT

For uniformity in all proposals, proposers shall use the enclosed Standard Format for Proposals. Each proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's ability to meet the requirements of the
RFP. Emphasis should be on completeness and clarity of content.

### 1.3 CONTRACT TERM

The Authority is soliciting proposals from firms to provide Cleaning services, minor maintenance from November 15, 2018 to June 30, 2019 with the option to extend the term of the Agreement, at Authority's sole discretion, on a year-to-year basis for up to one (1) additional year through June 30, 2020.

The Authority reserves the right to terminate this contract as stated in Exhibit 1 of this RFP.

### 1.4 CONTRACT MODIFICATIONS OR DEVIATIONS

The provisions contained in the RFP submission, unless the Authority formally approves a waiver or deviation in writing, will be considered to be binding upon proposers.

### SECTION II - SCOPE OF WORK

#### 2.0 PURPOSE

The purpose of the proposed service is to provide cleaning services at the Mountain Line Transit Authority’s office portion of the building and the downstairs terminal area and bus shelters as defined in this RFP. In order to successfully accomplish the project, the Authority is seeking firms or individuals with relevant experience in the provision of cleaning, maintenance.

This RFP includes:

A list of the current requirements for the existing buildings. See Attachment 3

#### 2.1 SECURITY AND DAMAGES

The Contractor shall assume all responsibility for any costs to insure the contractor, the contractor’s employees, and the contractor’s subcontractors, if any, for personal injury. The Contractor shall provide any insurance it may deem appropriate to cover its interests in this project. Furthermore, by submission of this RFP, the Contractor acknowledges that said damage or losses should not be applied to nor claimed against the Authority’s property or other liability insurance. Additionally, the Contractor further stipulates that the Authority will in no manner be held responsible for such damage or other loss.
SECTION III - RESPONSIBILITY OF CONTRACTOR

3.0 RESPONSIBILITY OF CONTRACTOR

The Contractor/Proposer shall identify all of its proposed subcontractors in its proposal, if any, the tasks they will perform, and their qualifications. The Contractor shall be responsible for management, direction, service integration, scheduling, control, review and approval of all subcontract work and services. The Contractor shall be responsible for assuring that all subcontract work is in conformance with the Authority's policies, standards, and criteria and the terms and conditions of this Agreement. The Authority reserves the right to forbid any contractor, employee, agent or subcontractor access to the premises at its sole discretion. All personnel granted access to the MLTA facilities shall be subject to a criminal background check.

3.1 EXPERIENCE RECORD

This section of the proposal shall contain complete, concise and accurate descriptions of the Proposer's and its subcontractor's experience in providing services similar to those as outlined in the Scope of Work. Information required but not limited to is as follows:

1. Sample list of Contractor's current cleaning and maintenance types;
2. Relevant business references; and
3. Demonstrated evidence of similar projects and services

3.2 PROJECT WORK PLAN

This section of the proposal should identify the Proposer's methodology for providing cleaning services to the office buildings. The Authority is expecting cleaning of the main office building Monday through Friday five days a week every week with the exception of holidays when the building is closed. The terminal portion of the building needs to be cleaned five days a week, Monday through Friday twice per day, except holidays. The contractor will provide all tools and supplies. Light bulbs, filters and similar materials will be provided by the Authority. Optional Saturday cleaning service will be a separate pricing option in this RFP. The proposer shall supply a work schedule as part of their RFP submission.

3.3 PRICING OF ITEMS

Not applicable

3.4 PAYMENT TO CONTRACTOR

The proposer shall submit a schedule for invoicing to the Authority. The Authority weights monthly payments and net 30 day terms as equivalent and will make payment to the vendor timely according to the vendor’s preference. Other payment terms need to be agreed upon before any contract is approved. If the contractor hires subcontractors for this project, the Authority requires all sub-contractors to be paid on a timely basis. Please also see the Audit Inspection note in the General Terms and conditions.
SECTION IV - SELECTION PROCESS

4.0 SELECTION EVALUATION PROCESS

MCUMTA will accept the proposal that is determined to be in the best overall interest of MCUMTA. The selection process, in accordance with Authority policies, is to be conducted in a manner providing maximum open and free competition as well as facilitating expeditious contract completion once the top rated Proposer is identified. MCUMTA staff will determine the responsiveness of proposals to the RFP. That is, it will be determined if the minimum submission requirements of this RFP have been met by the proposer. A proposal, which does not meet the minimum standards in any area, will be deemed non-responsive and will not be considered further.

Attachment 2 will be used as the basis for selection, along with other requested information demonstrating the proposer's ability to perform the services required as described herein.

Ratings will be made on the basis of points with one hundred (100) points as the maximum and one (1) as the minimum. Points for each criterion shall be multiplied in weight to determine scores. Proposals will be compared on the basis of total scores.

The respondent to this RFP should understand exactly what is required to be submitted in each of the five (5) evaluations "factors" identified on Attachment 2. The complete submission checklist is included as Attachment 1 below.

4.1 CONTRACT AWARD

MCUMTA expressly reserves the right to reject any and all proposals or to waive any irregularity or informality in any proposal or in the RFP procedure and to be the sole judge of the responsibility of any proposer and of the suitability of the materials and/or services to be rendered.

4.2 COSTS

MCUMTA shall not be held liable for any costs incurred by proposers prior to the signing of a contract.
5.0.1 Bid Duration

All bids must remain valid and in effect for forty five (45) days from date of bid opening.

Name of Individual, Partner or Corporation

Address (including zip code)

Authorized Signature  Title  Date
5.1.1 OFFER AND AWARD

5.1.2 OFFER

By execution below bidder hereby offers to furnish the product/service as herein indicated.

BIDDER:

Name

Address

City, State, Zip

Signature of Authorized Signee

Title

Phone Number - Including Area Code

5.1.3 AWARD

By execution below The Mountain Line Transit Authority accepts offer as indicated above for furnishing the product/service as specified.

Contracting Officer

Award Date

Signature

Title
The United States Department of Transportation (USDOT) rules at 49 CFR 26.11 requires transit agencies to obtain the following information from all current, past and potential contractors. A Potential contractor is defined as one seeking or has sought to do business with MLTA.

<table>
<thead>
<tr>
<th>Firm Name</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Finn Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Website URL</td>
<td>E-mail</td>
<td></td>
</tr>
</tbody>
</table>

How long has firm been in business?  

What are your gross receipts for the most-recent calendar year? Check the box below that applies.  

- $500,000
- $500,000 - $1.0 million
- $1.0 million - $2.0 million
- $2.0 million - $5.0 million
- > $5.0 million

Are you a DBE now?  

- Yes  
- No

If you want the USDOT and MLTA to treat this information as proprietary, you must check this box.  

- Box G If checked, this form is to be treated as proprietary.

If this box G is checked, the USDOT and MLTA will view this information as proprietary. It will therefore be protected under the Federal Freedom of Information Act, which pre-empts state and local laws, if any. A court can, however, order this information be released.

Send this form back immediately if the vendor is to be on the official bidders list for this project.

If it is submitted with the bid, and it is to be treated as proprietary put it in an envelope marked proprietary.
1. Expression of interest - letter  
2. Record of recent, relevant experience  
3. References for recent relevant experience  
4. List of Subcontractors Included (if any)  
5. Billing Procedure and Payment Schedule  
6. Bid amounts on weekly cleaning, hourly cost on maintenance  
7. Optional price for Saturday terminal cleaning hours  
8. Proposed/delivery  
   (I.e. daily work schedule and response time for repairs and maintenance)  
9. Acknowledgement of Receipt of Addenda (If issued)  
10. West Virginia Business License  
11. Proof of liability insurance or workers compensation for employees or contracting principals on the job site. This proof may be deferred via a letter of intent, but The said proof is required before the contract is signed.  
12. Offer and Award (Contract agreement with RFP and Offer)  
13. DBE Information/ Vendor Bidders List
## Attachment 2 - Proposal Evaluation Worksheet

Proposer: _____________________________________________

Evaluator: ____________________________________________ Date: _____________

<table>
<thead>
<tr>
<th>Factor</th>
<th>Weight</th>
<th>Score (1-100)</th>
<th>Weighted Score (Weight x score)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant Experience</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relevant References</td>
<td>05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekly Cleaning Cost</td>
<td>35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly Cost on Maintenance</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Work Schedule/ Maintenance Response Time</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes & Comments:
### Mountain Line Transit Authority
#### Terminal Area Required Cleaning

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Terminal Washrooms</strong></td>
<td></td>
</tr>
<tr>
<td>Clean Public Restrooms, Remove Trash</td>
<td>T</td>
</tr>
<tr>
<td>Fill Toilet Paper as needed</td>
<td>T</td>
</tr>
<tr>
<td>Fill paper towels as needed</td>
<td>T</td>
</tr>
<tr>
<td><strong>Terminal Lobby</strong></td>
<td></td>
</tr>
<tr>
<td>Outside walkway pick up trash</td>
<td>T</td>
</tr>
<tr>
<td>Outside smoking area Pick up trash, remove cigarette trash too</td>
<td>T</td>
</tr>
<tr>
<td>Outside Walkway Sweep the Sidewalk (Weather Permitting)</td>
<td>D</td>
</tr>
<tr>
<td>Inside clean lobby Sweep and mop floor</td>
<td>T</td>
</tr>
<tr>
<td>Entry rug take outside and sweep with a broom and replace</td>
<td>D</td>
</tr>
<tr>
<td>Wipe down the front of receptionist desk</td>
<td>D</td>
</tr>
<tr>
<td>Wipe Benches</td>
<td>D</td>
</tr>
<tr>
<td>Empty Receptionist Trash, and Receptionist Breakroom Trash</td>
<td>T</td>
</tr>
<tr>
<td>Polish Desk</td>
<td>D</td>
</tr>
<tr>
<td>Clean walls by trash cans (as needed)</td>
<td>D</td>
</tr>
<tr>
<td>Dust Baseboards</td>
<td>W</td>
</tr>
<tr>
<td>Clean windows</td>
<td>W</td>
</tr>
<tr>
<td>Dust all horizontal surfaces</td>
<td>W</td>
</tr>
<tr>
<td>Vending Machines</td>
<td>W</td>
</tr>
<tr>
<td><strong>Driver &amp; Receptionist Break Areas</strong></td>
<td></td>
</tr>
<tr>
<td>Empty Trash</td>
<td>T</td>
</tr>
<tr>
<td>Clean countertops, sink, and tables</td>
<td>T</td>
</tr>
<tr>
<td>Microwave oven, cabinets</td>
<td>D</td>
</tr>
<tr>
<td>Sweep and Mop Floor</td>
<td>D</td>
</tr>
<tr>
<td>Put Away Clean Dishes and Load Dishwasher</td>
<td>T</td>
</tr>
<tr>
<td>Run the Dishwasher as Needed</td>
<td></td>
</tr>
<tr>
<td><strong>Exterior and Bus Shelters</strong></td>
<td></td>
</tr>
<tr>
<td>Shelters Pick Up Trash, Empty Trash</td>
<td>T</td>
</tr>
<tr>
<td>Sweep Out Shelters and the sidewalk in front of shelters weather permitting</td>
<td>D</td>
</tr>
<tr>
<td>Clean Benches</td>
<td>D</td>
</tr>
<tr>
<td>Glass Walls of Shelters</td>
<td>W</td>
</tr>
</tbody>
</table>

#### Legend

<table>
<thead>
<tr>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>D - Daily</td>
</tr>
<tr>
<td>T - Twice Daily</td>
</tr>
<tr>
<td>W - Weekly</td>
</tr>
<tr>
<td>M - Monthly</td>
</tr>
<tr>
<td>2T - Twice a week</td>
</tr>
</tbody>
</table>
### Mountain Line Transit Authority
### Administrative Office Area Cleaning Requirements

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacuum main entry/hallway</td>
<td>D</td>
</tr>
<tr>
<td>Sweep and Mop Upstairs Training Room Hall</td>
<td>W</td>
</tr>
<tr>
<td>Clean all Private Restrooms in Building (6 in all)</td>
<td>D</td>
</tr>
<tr>
<td>Restock all bathroom supplies TP, soap, towels etc. as needed</td>
<td>D</td>
</tr>
<tr>
<td>Clean all water fountains</td>
<td>D</td>
</tr>
<tr>
<td>Sweep/mop stairwells</td>
<td>D</td>
</tr>
<tr>
<td>Empty all Trash, vacuum hallway</td>
<td>D</td>
</tr>
<tr>
<td>Clean supervisors offices/lobby area</td>
<td>2T</td>
</tr>
<tr>
<td>Clean Lower level break room</td>
<td>D</td>
</tr>
<tr>
<td>Clean 106,107,108,111</td>
<td>2T</td>
</tr>
<tr>
<td>Clean 102, lobby, copy room</td>
<td>2T</td>
</tr>
<tr>
<td>Clean 113,115,117,118</td>
<td>2T</td>
</tr>
<tr>
<td>Sweep/Mop Garage Locker Room Breakroom and Restrooms</td>
<td>W</td>
</tr>
<tr>
<td>Fill out Building Facility Inspection Checklist</td>
<td>M</td>
</tr>
<tr>
<td>Change furnace filters</td>
<td>M</td>
</tr>
<tr>
<td>Wipe down gym equipment and lockers</td>
<td>W</td>
</tr>
<tr>
<td>Clean Training room</td>
<td>2T</td>
</tr>
<tr>
<td>Clean Conference room</td>
<td>W</td>
</tr>
<tr>
<td>Trash collection - store in Dumpster</td>
<td>D</td>
</tr>
<tr>
<td>Collect Shop/Garage/Fuel Island Trash</td>
<td>D</td>
</tr>
<tr>
<td>Clean/Mop Shop Office/Breakroom</td>
<td>D</td>
</tr>
<tr>
<td>Clean/Dust Dead File Room</td>
<td>M</td>
</tr>
<tr>
<td>Vacuum, dust Library/Studio</td>
<td>M</td>
</tr>
<tr>
<td>Clean tables, counter, sink, microwave oven in kitchen (upstairs)</td>
<td>D</td>
</tr>
<tr>
<td>Sweep/mop kitchen, Main Entryway</td>
<td>D</td>
</tr>
<tr>
<td>Clean and empty trash in DuPont Road Bus Shelter</td>
<td>D</td>
</tr>
<tr>
<td>Wipe down kitchen counter, tables</td>
<td>D</td>
</tr>
<tr>
<td>Put away clean dishes, load dishwasher (upstairs)</td>
<td>D</td>
</tr>
<tr>
<td>Facility Inspection check List</td>
<td>M</td>
</tr>
<tr>
<td>Clean the Solar Pannels on the Roof</td>
<td>A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legend</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>D - Daily</td>
<td></td>
</tr>
<tr>
<td>T - Twice a day</td>
<td></td>
</tr>
<tr>
<td>W - Weekly</td>
<td></td>
</tr>
<tr>
<td>M - Monthly</td>
<td></td>
</tr>
<tr>
<td>2T - Twice a week</td>
<td></td>
</tr>
<tr>
<td>A - Annually</td>
<td></td>
</tr>
</tbody>
</table>
Attachment 3 – Approximate Requirements for the Existing Buildings

The Authority encourages all serious bidders to schedule an appointment to see both facilities in order to have an accurate bid.

**Fixed Bid Portion:**
Terminal downstairs: Twice Daily Monday through Friday, except holidays. Please see the detailed checklist attached.

Administrative Facility @ DuPont Road: Once Daily Monday through Friday, except holidays. Please see the detailed checklist attached.

The bidder will provide all equipment, cleaning supplies, tools with the exception that Mountain Line will provide all replacement parts the facility repair as well as all supplies for dispensers such as paper towels, toilet paper, furnace filters and the like.

**Non-regular fixed bid items:**
The facility checklist is to be filled out monthly as part of this fixed bid. A checklist copy is also included in this RFP. Furnace filters will need to be changed as needed in the heating season. The solar panels on the roof will need to be cleaned annually.

**Optional Fixed Bid Pricing**
The Authority requests optional fixed pricing for Saturday Terminal only cleaning. It has not been decided to date if the Saturday cleaning for the Terminal portion of the cleaning contract will need to be added or removed from the cleaning contract. The contractor will provide a bid price for this service. Please bid the Saturday cleaning price as a one visit and a two visit price. Right now it is not known how busy it will be, or if it will only be for occasional extra-busy times. Please also let us know with your bid how much advance time you will need to be able to prepare that Saturday service.

**Hourly Bid – for Maintenance Call Outs**
Miscellaneous minor building maintenance and fixture repairs as assigned and possibly at the bus stop shelters. The time is unknown but expected to be on average three hours a week. These call outs could include project cleaning such as shampooing carpets or waxing a floor. Fixture repairs such as changing light bulbs, or changing a washer in a dripping faucet or replacing damaged ceiling tiles. This would not include major work like drywall, plumbing, electrical and etc. The time to do these call outs and the quantity of these call outs can vary. Therefore the time to respond to the request and the cost per hour is what is being requested by Mountain Line to be put in this bid.
Attachment 3 – Approximate Requirements for the Existing Buildings – Cont’

Garage:
In the mechanics area large storage area, one office, one breakroom, across the garage from the mechanics area is a breakroom, a locker area and two bathrooms with one shower in each.

Administrative Office Space:
Upstairs has a very large training room, a conference room, controlled entry way, lobby, tiled hallway kitchen, copy room, storage room, two washrooms, copy room, 11 offices upstairs, unfinished space with cubicles, hallway, inside stairs between floors and outside one 5 X 12 bus shelter.

Downstairs Supervisors Office:
This area has two offices, two private washrooms, a small training room and hallway. Please see the two attached lists for the cleaning requirements.

A tour of the building is available. Please contact Loring Danielson to set up an appointment.

Mountain Line Transit Authority
Monthly Facility Inspection Report Page 1

Expected Hours

The Terminal office hours are 7:00 AM to 8:00 PM Seven days a week except holidays.
Administrative office hours are 8:00 AM to 5:00 PM Monday through Friday except holidays.

The Cleaning contractor hours are expected during the above office hours.

The terminal routine cleaning hours are expected to start first thing in the morning preferably between 7:00 AM and 7:30 AM

The administrative offices should have a routine schedule about the same time every day. Preferably right after the terminal routine is completed.

The evening routine for the Terminal are expected to be early afternoon, preferably starting about 4 PM to 5 PM.

Please list your expected start times in your bid for the three routine schedules.
The callouts for most things would be during office hours when that is feasible. Some callouts or projects may have to be done after hours.
FACILITY INSPECTION CHECKLIST
A=MONTHLY  B=SEASONALLY  C=ANNUALLY

SYMBOLS: A-ADJUST; C-CLEAN; CH-CHANGE; I-INSPECT; L-LUBRICATE; O- OBSERVE; OT-OPERATING TEST; S-SERVICE; T-TIGHTEN; D-DRAIN

ADMINISTRATIVE BUILDING
(i) A__________ Office HVAC System: CH air filters, I entire system, O operating pressures, L all bearing.
(i) C__________, Office HVAC System: C condensing coils, C blower fans, C air diffusers, L refrigerant and oil level.
   C__________, Office water cooler: C condenser coils, O operation, A water stream.
   C__________, Hot water heater: O operation, D tank sediment, A pilot light.
   A__________, Refrigerator: O operation, defrost function.
   C__________, Refrigerator: C condensing coils.
(*) A__________, Restrooms & Kitchen Plumbing: O leaks, O operation.
(**) A__________, Fire extinguishers: I gauge, seal, tag, mountings.
(**) A__________, Inspect all overhead sprinkler heads for fire suppression system.

TOTAL FACILITY
B__________, Take all seasonal precautions to protect against sub-freezing weather and freeze damage. Turn off, drain or cover all water conduits, shrubs, etc. subject to freeze damage.

SECURITY
A____ Inspect Building Exterior Lights, Garage Lights, Parking Lot Lights
A____ Inspect Door handles/locks, window locks, all exterior doors and outbuildings
A____ Inspect and test Camera system and alarm System
A____ Perimeter and security fencing: O & I all fencing, gates, locks, etc. L gate hinges.

SHOPS
(*) A____ Air compressor: D water from air tank, I & A drive belts, S compressor oil level, L motor bearings, I & A pressure regulator cut-in & cut-out pressure.
C____ Air compressor: CH compressor lubricating oil.
(**) A____ Fire extinguishers: I gauge, seal, tag, mountings.
(*) A____ Vehicle lift: I & S & L. OT general operation.
(*) A____ Shop tools and equipment: I & S.

(1): Operating inconvenience
(*) Requires major operational adjustment
(**): Mission Critical
ADA COMPLIANCE

Accessible Approach/Entrance
A_____ Accessible approach and entrance to facilities that is safe for everyone, including people with disabilities.
A_____ Slopes of ramps no greater than 1:12.
A_____ Adequate number of accessible parking areas available. (See ADAAG requirements)
A_____ Accessible parking areas are appropriate measurements. (8ft wide plus 5 ft wide access aisle for cars, 8ft wide plus 8ft wide access aisle plus 98 in clearance for vans)
A_____ If stairs at main entrance, is there an alternative accessible entrance?
A_____ Signs indicating location of nearest accessible entrance display at all inaccessible entrances.

Access to Services
A_____ Accessible entrance provides direct access to main floor.
A_____ All public spaces are on an accessible route of travel.
A_____ Accessible route to all public spaces at least 36 inches wide
A_____ Doors in public spaces have at least 32 inch opening
A_____ Door handles 48 inches high or less and operable with a closed fist
A_____ At least 18 inches clearance next to handle on pull side of doors
A_____ All aisles and pathways to materials at least 36 inches wide
A_____ Adequate room for a wheelchair to change direction (5ft circle or t-shaped space)
A_____ Obstacles are cane detectable in all public areas.
A_____ Emergency systems have both flashing lights and audible signals
A_____ All signs and room numbers designating spaces where public services are provided in compliance with ADAAG standards.
A_____ Directional and Informational signage in compliance with ADAAG standards
A_____ Aisles between fixed seating at least 36 inches wide and spaces for wheelchair seating is distributed throughout
A_____ Table and countertops between 28-34 inches tall
A_____ P/A System working and sufficient volume for hearing impaired

Usability of Rest Rooms
A_____ At least one restroom is fully accessible with tactile signage identifying restrooms.
A_____ Stall door is operable with a closed fist
A_____ Stall is wheelchair accessible (5ft by 5ft clear of door swing OR a stall that is less accessible but provides greater access than a typical stall)
A_____ One lavatory has a 30 inch wide by 48 inch deep clear space in front. A_____
A_____ Lavatory rim is no higher than 34 inches.
A_____ Faucet can be operated with a closed fist.
A_____ Soap and hand dryers within reach ranges and operable with a closed fist

COMPLETED BY: __________________________ DATE: ____________ APPROVED BY: __________________________
EXHIBIT 1
GENERAL CONTRACT TERMS AND CONDITIONS

No Federal Government Obligations to Third Parties

(1) The Transit Agency and Vendor 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 this contract and shall not be subject to any obligations or liabilities to the Transit Agency, Vendor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

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

Program Fraud and False or Fraudulent Statements or Related Acts

(1) The Vendor 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 Vendor 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 Federal Transit Administration (FTA) assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Vendor 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 Vendor to the extent the Federal Government deems appropriate.

(2) The Vendor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 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 Vendor, to the extent the Federal Government deems appropriate.

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

Exclusionary or Discriminatory Specifications

The Vendor agrees that it will comply with the requirements of 49 U.S.C. §5325(h) by refraining from using any Federal assistance awarded by the Transit Agency to support procurements using exclusionary or discriminatory specifications.

Geographic Restrictions

The Vendor agrees to refrain from using state or local geographic preferences, except those expressly mandated or encouraged by Federal statute, and as permitted by FTA.

Access to Records

The Vendor agrees to permit the Transit Agency, WV Division of Public Transit, the Secretary of the United States Department of Transportation and the Comptroller General of the United States, or their authorized representatives, to inspect all Contract work, materials, payrolls, and other data and records with regard to the Contract. The Vendor also agrees to permit an audit of the books, records, and accounts of the Vendor and its subcontractors.

Disadvantaged Business Enterprise (DBE)

The Vendor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The requirements of 49 C.F.R. Part 26 and the U.S. Department of Transportation (USDOT) approved Disadvantaged Business Enterprise (DBE) Program are incorporated in the Contract by reference. The Vendor agrees to take all necessary and reasonable steps under the requirements of 49 C.F.R. Part 26 and the USDOT approved Disadvantaged Business Enterprise (DBE) Program (where required) to ensure that eligible DBEs have the maximum feasible opportunity to participate in USDOT approved Contracts. Failure by the Vendor to carry out these requirements is a material breach of the Contract, which may result in the termination of this Contract or such other remedy as the Transit Agency deems appropriate.

Civil Rights
In connection with the execution of this contract, the following requirements will apply:

A. **Nondiscrimination.** In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, *et seq.*, Age Discrimination Act of 1975, as amended, 42 U.S.C. §6101, *et. seq.*, Americans With Disabilities Act of 1990, as amended, 42 U.S.C. § 12101, *et seq.*, and Federal transit law at 49 U.S.C. § 5332, as amended, the GRANTEE agrees that it will not discriminate against any employee or applicant for employment on the basis of race, color, or national origin. In addition, the GRANTEE agrees to comply with any other applicable Federal statutes that may be signed into law or regulations that may be promulgated.

B. **Equal Employment Opportunity.** The following equal employment opportunity requirements apply to the underlying contract:

1) **Race, Color, Religion, National Origin, Sex, Disability, Age, Sexual Orientation, Gender Identity or Status as a Parent.** In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, *et seq.*, and Federal transit laws at 49 U.S.C. § 5332, the GRANTEE agrees to comply with all applicable equal employment opportunity requirements of the U.S. Department of Labor (US 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 Number 11246, “Equal Employment Opportunity”, as amended by Executive Order Number 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 GRANTEE agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity or status as a parent. Such action shall 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 or compensation; and selection for training, including apprenticeship. In addition, the GRANTEE agrees to comply with any implementing requirements FTA may issue.

C. The GRANTEE 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.

**Energy Conservation**

The Vendor agrees to comply with, and obtain the compliance of its subcontractors, with mandatory standards and policies relating to energy efficiency contained in applicable state energy conservation plans issued in compliance with the Energy Policy and Conservation Act, 42 U.S.C. §§ 6321 *et seq*.

**Clean Air & Clean Water Requirements**

(1) The Vendor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7414 and other applicable provisions of the Clean Air Act, as amended, 42 U.S.C. §§ 7401 *et seq.*, and Section 508 of the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1368, and other provisions of the Federal Water Pollution Control Act, as amended, 33 U.S.C. §§ 1251 *et seq.*, The Vendor agrees to report each violation to the Transit Agency and understands and agrees that the Transit Agency, in turn, will report each violation to the WV Division of Public Transit who will, in turn, report each violation as required to FTA and the appropriate EPA Regional Office.

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

**Application of Federal, State and Local Laws and Regulations**

To achieve compliance with changing federal, state and local requirements, the Vendor shall note that federal, state and local requirements may change and the changed requirements will apply to this Contract as required.

**Termination**

(a) **Termination for Convenience**

The Transit Agency may terminate this contract, in whole or in part, at any time by written notice to the Vendor when it is in the Government’s best interest. The Vendor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Vendor shall promptly submit its termination claim to the Transit Agency to be paid to the Vendor. If the Vendor has any property in its possession belonging to the Transit Agency, the Vendor will account for the same, and dispose of it in the manner the Transit Agency directs.

(b) **Termination for Default (Breach or Cause)**
If the Vendor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the Vendor fails to perform in the manner called for in the contract, or if the Vendor fails to comply with any other provisions of the contract, the Transit Agency may terminate this contract for default. Termination shall be effected by serving a notice of termination on the contractor setting forth the manner in which the Vendor is in default. The Vendor 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 Transit Agency that the Vendor 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 Vendor, the Transit Agency, after setting up a new delivery of performance schedule, may allow the Vendor to continue work, or treat the termination as a termination for convenience.

(c) Opportunity to Cure

The Transit Agency in its sole discretion may, in the case of a termination for breach or default, allow the Vendor 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 Vendor fails to remedy to Transit Agency’s satisfaction the breach or default or any of the terms, covenants, or conditions of this Contract within ten (10) days after receipt by Vendor or written notice from Transit Agency setting forth the nature of said breach or default, Transit Agency shall have the right to terminate the Contract without any further obligation to Vendor. Any such termination for default shall not in any way operate to preclude Transit Agency from also pursuing all available remedies against Vendor and its sureties for said breach or default.

(d) Waiver of Remedies for Any Breach

In the event that Transit Agency elects to waive its remedies for any breach by Vendor of any covenant, term or condition of this Contract, such waiver by Transit Agency shall not limit Transit Agency’s remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.

Bankruptcy

Upon entering of a judgment of bankruptcy or insolvency by or against a Vendor, the Transit Agency may terminate this Contract for cause.

FTA Role in Bid Protests

Under the Federal Transit Administration's Circular 4220.1F, the Federal Transit Administration's (FTA's) appeals process for reviewing protests of a recipient's procurement decisions are:

1. Requirements for the Protester. The protester must:

   a. Qualify as an “Interested Party.” Only an “interested party” qualifies for FTA review of its appeal. An “interested party” is a party that is an actual or prospective bidder or offeror whose direct economic interest would be affected by the award or failure to award the contract at issue.

      1. Subcontractors. A subcontractor does not qualify as an “interested party” because it does not have a direct economic interest in the results of the procurement.

      2. Consortia/Joint Ventures/Partnerships/Teams. An established consortium, joint venture, partnership, or team that is an actual bidder or offeror and is acting in its entirety, would qualify as an “interested party” because it has a direct economic interest in the results of the procurement. An individual member of a consortium, joint venture, partnership, or team, acting solely in its individual capacity, does not qualify as an “interested party” because it does not have a direct economic interest in the results of the procurement.

      3. Associations or Organizations. An association or organization that does not perform contracts does not qualify as an “interested party,” because it does not have a direct economic interest in the results of the procurement.

   b. Exhaust Administrative Remedies. The protester must exhaust its administrative remedies by pursuing the Transit Agency’s protest procedures to completion before appealing the Transit Agency’s decision to FTA.

   c. Appeal Within Five Days. The protester must deliver its appeal to the FTA Regional Administrator, Region III, 1760 Market Street, Suite 500, Philadelphia, PA 19103-4124 within five (5) working days of the date when the protester has received actual or constructive notice of the Transit Agency’s final decision. Likewise, the protester must provide its appeal to the same address within five (5) working days of the date when the protester has identified other grounds for appeal to FTA. For example, other grounds for appeal include the Transit Agency’s failure to have or failure to comply with its protest procedures or failure to review the protest.
EXHIBIT 1 continued

Prohibited Interest

No employee, officer, board member, agent or their family members of the Transit Agency may participate in the selection, award, or administration of a Contract supported by Federal funds if a real or apparent conflict of interest is involved. Such a conflict could arise when any of the parties mentioned above have a financial or other interest in the Vendor selected for the Contract.

Preference for Recycled Products

The Vendor agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act, 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.

Metric System

As required by U.S. DOT or FTA, the Vendor agrees to use the metric system of measurement in its Project activities, as may be required by Metric Conversion Act, as amended by the Omnibus Trade and Competitiveness Act, 15 U.S.C. §§ 205a et seq.; Executive Order No. 12770, “Metric Usage in Federal Government Programs,” 15 U.S.C. § 205a note; and other regulations, guidelines, and policies issued by U.S. DOT or FTA.

Hold Harmless

The Vendor agrees to protect, defend, indemnify and hold the Transit Agency, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this Contract and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or actual or alleged violation of any other tangible or intangible personal or property rights, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decrees of any court, shall be included in the indemnity hereunder. The Vendor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if such claim is groundless, false or fraudulent.

Licensing and Permits

The Vendor shall be appropriately licensed for the work required as a result of the Contract. The cost for any required licenses or permits shall be the responsibility of the Vendor. The Vendor is liable for any and all taxes due as a result of the Contract.

Compliance with Laws and Permits

The Vendor shall give all notices and comply with all existing and future federal, state and municipal laws, ordinances, rules, Regulations, and orders of any public authority bearing on the performance of the Contract, including, but not limited to, the laws referred to in these provisions of the Contract and the other Contract documents. If the Contract documents are at variance therewith in any respect, any necessary changes shall be incorporated by appropriate modification. Upon request, the Vendor shall furnish to the Transit Agency certificates of compliance with all such laws, orders, and regulations.

Severability

In the event any provision of the Contract is declared or determined to be unlawful, invalid or unconstitutional, such declaration shall not affect, in any manner, the legality of the remaining provisions of the Contract and each provision of the Contract will be and is deemed to be separate and severable from each other provision.

Debarment and Suspension

Vendor agrees to comply, and assures the compliance of any other participant at any tier of the project, with Executive Orders Nos. 12549 and 12689, “Debarment and Suspension,” 31 U.S.S. § 6101 note, and U.S. DOT regulations, “Nonprocurement Suspension and Debarment,” 2 CFR Part 1200, which adopts and supplements the provisions of U.S. Office of Management and Budget (U.S. OBM) “Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement).” 2 CFR Part 180. The vendor agrees to, and assures that any other participant at any tier of the project will review the U.S. GSA’s debarment and suspension information available at https://www.sam.gov before entering into any other arrangement in connection with the project.

By signing and submitting its bid or proposal, the bidder certifies as follows:
EXHIBIT 1 continued

The certification in this clause is a material representation of fact relied upon by the Transit Agency. If it is later determined that the bidder knowingly rendered an erroneous certification, in addition to remedies available to the Transit Agency, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder agrees to comply with the requirements of 2 CFR Part 1200, while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Prompt Payment

The Vendor agrees to pay each sub-contractor under this prime contract for satisfactory performance of its contract no later than 15 days from the receipt of each payment the prime Vendor receives from the Transit Agency. The Vendor agrees further to return retainage payments to each subcontractor within 15 days after the subcontractor’s work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Transit Agency. This clause applies to both DBE and non-DBE subcontractors.

Federal Regulation Changes

Vendor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement (Form FTA MA(23) dated October 1, 2016) between the Transit Authority and FTA, as they may be amended or promulgated from time to time during the term of this Contract. Vendor's failure to so comply shall constitute a material breach of this contract.

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 provision. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. The Vendor shall not perform any act, fail to perform any act, or refuse to comply with any Transit Agency requests which would cause Transit Agency to be in violation of the FTA terms and conditions.

12/20/16