



ADDENDUM NO. 2

DATE: June 9, 2016
FROM: City of Grand Junction Purchasing Division
TO: All Offerors
RE: GVT Operations Services RFP-4246-16-SH

Firms responding to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.

- 1. SECTION 8: PROPOSAL SUBMITTALS has been changed to a fillable form. See attached.**
- 2. Proposal spreadsheet Attachments B, C and D, as well as DBE Attachment A have been attached as fillable forms.**
- 3. Attachments A and Exhibits B, D, E, F, H and I have been modified and updated to correctly identify their headings. Please see pages attached.**

The original solicitation for the project noted above is amended as noted.

All other conditions of subject RFP remain the same.

Respectfully,

Susan Hyatt
Senior Buyer
City of Grand Junction/Mesa County, Colorado

SECTION 8 PROPOSAL SUBMITTALS

Proposers shall complete Section 8.1 and submit with their Price Proposal

Proposers shall complete Sections 8.2 – 8.6 and submit with their Technical Proposal

8.1 PRICE PROPOSAL

FEE SCHEDULE (1)

All prices are firm and fixed for the three (3) year base term and seven (7) option terms of the Contract. On January 1st of each fiscal year, the cost per revenue mile will be adjusted according to the **Price Proposal Fee Schedule-Existing Service (Attachment B)**.

FEE SCHEDULE (2)

The County will utilize the fee schedule to appropriately compensate the Contractor for any added or deleted revenue hours in excess of 10% and 20% for Fixed Route and Paratransit/Dial-A-Ride based on the estimated revenue hours listed in the **Price Proposal Fee Schedule-Reduced Service (Attachment C)** and **Price Proposal Fee Schedule-Expanded Service (Attachment D)**.

8.2 CERTIFICATION FORM

Proposer certifies it is a: sole proprietorship____; partnership____; corporation____;
joint venture_

Colorado Sales Tax No.

Use Tax No. for Out-of-State Suppliers

Taxpayer's Federal Identification No.

Proposer certifies that he has read, understands, and will fully and faithfully comply with this Request for Proposal, its attachments and any referenced documents. Proposer also certifies that the prices offered were independently developed without consultation with any of the other Proposers or potential Proposers.

Company's Legal Name _____

Address _____

City, State and Zip Code _____

Telephone Number _____

Company's Fax No. _____

Company's Toll Free No. _____

E-mail Address _____

Authorized Signature _____

Printed Name and Title _____

MAILING ADDRESSES

Purchase Order Address: (If different from above) Name

Address _____

City, State and Zip Code _____

Payment Address: (If different from above)

Name _____

Address _____

City, State and Zip Code _____

8.3 PAYMENT TERMS

Proposer shall indicate the payment terms in their proposal submittal. Prompt payment terms offering twenty (20) calendar days or more will be considered in the proposal evaluation process. If no payment term is indicated, the County shall apply net thirty (30) days as Proposer's payment terms.

FEDERAL PROMPT PAYMENT REQUIREMENTS

This prompt payment clause is applicable to every County Contract or subcontract on projects funded either in whole or in part by USDOT.

1. Contractor shall pay to its Subcontractors or material suppliers and each Subcontractor shall pay to its Subcontractors or material supplier, within seven (7) days of receipt of each progress payment, the amounts attributable to the Contractor, Subcontractors or material supplier for work performed or materials supplied. In addition, any reduction of retainage to the Contractor must also result in a like reduction to Subcontractors for their work successfully completed within fourteen (14) days of the reduction of the retainage to the Contractor. No contract between Contractor and its Contractors, Subcontractors and material suppliers may materially alter the rights of any Contractor, Subcontractor or material supplier to receive prompt and timely payment as provided herein. Any diversion by Contractor, or any Subcontractor, of payments received for work performed on a contract, or failure to reasonably account for the application or use of such payments, constitutes sufficient grounds for County to take any one or more of the following actions: (1) withhold future payments including retainage until proper disbursement has been made; (2) refusal of all future bids or offers from the Contractor for a period not to exceed one year; or, 3) cancellation of the Contract.
2. Alternate Dispute Resolution. If entitlement to the payment is in dispute, the parties to the dispute shall submit the matter to either: a) binding arbitration; b) to some other form of binding alternative dispute resolution (ADR); or, c) a Mesa County facilitated mediation process. The ADR process shall commence within a reasonable period of time, not to exceed fourteen (14) calendar days of receipt of a Notice to Proceed to an ADR process issued by the County once an ADR determination has been made on any disputed claim, the determination shall be implemented by the disputing parties within seven (7) calendar days of that determination.
3. Non-waiver. Should the County fail or delay in exercising or enforcing any right, power, privilege or remedy under this section, such failure or delay shall not be deemed a waiver, release or modification of the requirements of this section or of any of the terms or provisions thereof.
4. Inclusion of this provision in subcontracts. Contractors shall include the provisions of these paragraphs in every subcontract, including procurement of materials and leases of equipment. Further, as a means of enforcing such provisions subcontract or procurement as County may direct; provided, however, that, in the event Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, Contractor may request to enter into such litigation to protect the interests thereof.

5. No Subcontractor Claim. Nothing contained in this section shall provide a basis for any subcontractor to assert any claim against the County for its administration, enforcement or waiver of the provisions of this Prompt Payment provision.

8.4 ADDENDA CERTIFICATION

The undersigned acknowledges receipt of the following addenda to RFP-4246-16-SH:

Addendum Number _____, dated _____

Addendum Number _____, dated _____

Addendum Number _____, dated _____

Addendum Number _____, dated _____

Failure to acknowledge receipt of all addenda may cause the proposal to be considered not responsive to the RFP. Include the acknowledged receipt of each addendum with the technical proposal.

Authorized Official: _____

Title of Authorized Official: _____

Company Name: _____

8.5 DEBARMENT AND SUSPENSION CERTIFICATION

Choose one alternative:

- The Proposer, _____, certifies to the best of its knowledge and belief that it and its principals:
 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 2. Have not within a three-year period preceding this RFP 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 or 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 RFP had one or more public transactions (federal, state or local) terminated for cause or default.

OR

- The Proposer is unable to certify to all of the statements in this certification, and attaches its explanation to this certification. (In explanation, certify to those statements that can be certified to and explain those that cannot.)

The Proposer certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of Title 31 U.S.C. § Sections 3801 are applicable thereto.

Executed in _____ (insert city and state).

Name:

Authorized signature

Date

8.6 LOBBYING CERTIFICATION

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned _____(contractor) certifies, to the best of his or her knowledge and belief, 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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal 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 making lobbying contacts to 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 shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Official Signature of Contractor's Authorized

Name and Title of Contractor's Authorized Official

Date

Attachment B Price Proposal - Existing Service

SUMMARY PRICE PROPOSAL-EXISTING SERVICE					ATTACHMENT B							
	Start-up	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6	Option Year 7	Option Year 8	Option Year 9	Option Year 10	Total
Total Fixed and Variable Expenses												
Estimated Total Annual Revenue Hours		64,000	64,000	64,000	64,000	64,000	64,000	64,000	64,000	64,000	64,000	640,000
Total Operating Months		12	12	12	12	12	12	12	12	12	12	120
Fixed Cost per Month												
Variable Cost per Revenue Hour												
Total Cost per Revenue Hour												
Start-up cost payment schedule by month:												
Month # 1												
Month # 2												
Month # 3												
Month # 4												
Month # 5												
Month # 6												
Total Start-up Costs												

Submitted by:

Firm's Name

Signature of Person Authorized to Bind firm

Typed or Printed Name and Title Date

Attachment C Price Proposal - Reduced Service 10%

SUMMARY PRICE PROPOSAL-REDUCED SERVICE 10%					ATTACHMENT C							
	Start-up	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6	Option Year 7	Option Year 8	Option Year 9	Option Year 10	Total
Total Fixed and Variable Expenses												
Estimated Total Annual Revenue Hours		57,600	57,600	57,600	57,600	57,600	57,600	57,600	57,600	57,600	57,600	576,000
Total Operating Months		12	12	12	12	12	12	12	12	12	12	120
Fixed Cost per Month												
Variable Cost per Revenue Hour												
Total Cost per Revenue Hour												
Start-up cost payment schedule by month:												
	Month # 1											
	Month # 2											
	Month # 3											
	Month # 4											
	Month # 5											
	Month # 6											
	Total Start-up Costs											

Submitted by:

Firm's Name

Signature of Person Authorized to Bind firm

Typed or Printed Name and Title

Date

Attachment C Price Proposal - Reduced Service 20%

SUMMARY PRICE PROPOSAL-REDUCED SERVICE 20%					ATTACHMENT C							
	Start-up	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6	Option Year 7	Option Year 8	Option Year 9	Option Year 10	Total
Total Fixed and Variable Expenses												
Estimated Total Annual Revenue Hours		51,200	51,200	51,200	51,200	51,200	51,200	51,200	51,200	51,200	51,200	512,000
Total Operating Months		12	12	12	12	12	12	12	12	12	12	120
Fixed Cost per Month												
Variable Cost per Revenue Hour												
Total Cost per Revenue Hour												
Start-up cost payment schedule by month:												
Month # 1												
Month # 2												
Month # 3												
Month # 4												
Month # 5												
Month # 6												
Total Start-up Costs												

Submitted by:

Firm's Name

Signature of Person Authorized to Bind firm

Typed or Printed Name and Title

Date

Attachment D Price Proposal - Expanding Service 10%

SUMMARY PRICE PROPOSAL-EXPANDING SERVICE 10%					ATTACHMENT D							
	Start-up	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6	Option Year 7	Option Year 8	Option Year 9	Option Year 10	Total
Total Fixed and Variable Expenses												
Estimated Total Annual Revenue Hours		70,400	70,400	70,400	70,400	70,400	70,400	70,400	70,400	70,400	70,400	704,000
Total Operating Months		12	12	12	12	12	12	12	12	12	12	120
Fixed Cost per Month												
Variable Cost per Revenue Hour												
Total Cost per Revenue Hour												
Start-up cost payment schedule by month:												
Month # 1												
Month # 2												
Month # 3												
Month # 4												
Month # 5												
Month # 6												
Total Start-up Costs												

Submitted by:

Firm's Name

Signature of Person Authorized to Bind firm

Typed or Printed Name and Title

Date

Attachment D Price Proposal - Expanding Service 20%

SUMMARY PRICE PROPOSAL-EXPANDING SERVICE 20%					ATTACHMENT D							
	Start-up	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6	Option Year 7	Option Year 8	Option Year 9	Option Year 10	Total
Total Fixed and Variable Expenses												
Estimated Total Annual Revenue Hours		76,800	76,800	76,800	76,800	76,800	76,800	76,800	76,800	76,800	76,800	768,000
Total Operating Months		12	12	12	12	12	12	12	12	12	12	120
Fixed Cost per Month												
Variable Cost per Revenue Hour												
Total Cost per Revenue Hour												
Start-up cost payment schedule by month:												
Month # 1												
Month # 2												
Month # 3												
Month # 4												
Month # 5												
Month # 6												
Total Start-up Costs												

Submitted by:

Firm's Name

Signature of Person Authorized to Bind firm

Typed or Printed Name and Title

Date

DBE ATTACHMENT A
OUTREACH EFFORTS WITH DISADVANTAGED BUSINESS ENTERPRISES (DBE)

OFFEROR'S NAME:		PROJECT TITLE/NUMBER:	
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Each Offeror must conduct outreach efforts and submit documentation of those outreach efforts as described in Sections 2.58.5 of the Disadvantaged Business Enterprise (DBE) Program Race- and Gender-Neutral Contract Clause (Contract Clause). Detailed instructions for this form are included in Section 2.58.5 of the Contract Clause. Supporting documentation is required for columns C and E. Submitters should make additional copies of this form as needed.

(A) DBE Contact Information		(B) Scope of Work Solicited	(C) Solicitation Method		(D) DBE Selection Decision		(E) Communication of Selection Outcomes		
Name:				Newspapers or Websites		Firm was selected	Date:		
Address:				Trade and/or Professional Listing		Firm was not selected	Methods of Communication:		
City, State, Zip:				Business Outreach Events	Explain why this firm was not selected as a proposed participant:				
Phone Number:				E-mail blast					
Number of Employees:				Other					
Range of Gross Receipts:									
Number of Years in Business:									

(A) DBE Contact Information		(B) Scope of Work Solicited	(C) Solicitation Method		(D) DBE Selection Decision		(E) Communication of Selection Outcomes		
Name:				Newspapers or Websites		Firm was selected	Date:		
Address:				Trade and/or Professional Listing		Firm was not selected	Methods of Communication:		
City, State, Zip:				Business Outreach Events	Explain why this firm was not selected as a proposed participant:				
Phone Number:				E-mail blast					
Number of Employees:				Other					
Range of Gross Receipts:									
Number of Years in Business:									

Attachment A

CONTRACT FOR PROFESSIONAL SERVICES BETWEEN MESA COUNTY AND

RECITALS

WHEREAS, Mesa County, Colorado (hereinafter referred to as "County") desires to enter into a Contract for elderly and disabled, welfare-to-work, and public transit services with the private and/or non-profit sector; and,

WHEREAS, _____ (hereinafter referred to as "Contractor"), a _____ corporation, desires to perform community transit services in accordance with the terms and conditions set forth herein; and,

WHEREAS, the County has certain vehicles it is willing to lend and/or lease, according to the terms of this Contract, to assist in the provision of community transit; and,

WHEREAS, this program shall be guided by the Mesa County Regional Transportation Planning Office (RTPO) 2040 Regional Transportation Plan and any subsequent updates and/or amendments, which are incorporated herein by this reference. This program shall also be guided by the policy direction of the Grand Valley Regional Transportation Committee (GVRTC).

NOW, THEREFORE, the County and the Contractor, in consideration of the premises, premises, covenants, and conditions herein, hereby agree to the following:

1.0 TERM OF CONTRACT

1.1 Base Term

The effective date of this Contract shall be January 1, 2017, 12:01 A.M., prevailing local time through December 31, 2019, 12:00 midnight, prevailing local time, (and as extended by Section 20.1 of this Agreement).

1.2 Option Terms

Contractor hereby grants the below option, exercisable in writing at County's sole election, anytime on or before the date specified herein and as follows:

- A. Description - County may extend the service provided by Contractor under this Contract for up to seven (7) option periods of one year duration.
- B. Price – The monthly invoice shall be arrived at upon the basis of negotiations and mutual agreement, but shall be limited so that the maximum increase in the Contract budget for each option period, after adjustment for any changes in the level of vehicle revenue hours to be provided, shall be no more than what is reflected in the Contractors bid for that option year.

Attachment A

C. Extension of Contract by Exercising Option Terms: The County may extend the term of the Contract for an Option Term on an annual basis by written notice to the Contractor of the County's intent to exercise its option to extend the Contract (the "Option Notice") within 60 calendar days prior to expiration of the Base Term or then current Option Term. It is mutually understood and agreed that all work performed and services provided during any Option Term shall be in strict compliance with all of the requirements of this Contract as such may be amended from time to time by mutual agreement. It is mutually understood and agreed that the County is under no obligation whatsoever to exercise the extension of this Contract for any Option Term, and that no representations have been made by the County committing it to such exercise of any Option Term, and that the County may procure transit services from the source of the County's choosing for any period after the expiration this Contract.

2.0 FUNDING

2.1 Activities under this Contract are primarily funded by monies from the Federal Transit Administration (FTA) up to annually allocated levels, and may be supplemented by either grants or monies from other sources. The Parties acknowledge that the total cost of providing the services specified in this Contract is approximately \$_____ for the three year Base Term.

This Contract is subject to and contingent upon availability of funds, the budgeting and appropriation of funds by the County, the City of Fruita, the Town of Palisade, and the City of Grand Junction, (as outlined in GVRTC Resolution 2014-004, **Contract Exhibit A** attached hereto and made a part hereof) the availability of funds from the U.S. Department of Transportation's Federal Transit Administration and/or receipt of financing and revenues to the County on an annual basis, or as otherwise set forth in this Contract. If there comes a time when the Federal or Local funds are not available or appropriated for the purposes of this Contract, the County, in its sole discretion, may renegotiate the Contract upon mutual agreeable terms with the Contractor, or the County may supplement for the unavailable or unappropriated funding, or the County may terminate this Contract.

2.2 Contractor shall provide to the Contract Administrator a full accounting of FY 2017 local match commitments from Grand Junction, Fruita, Palisade, and any other funding source in addition to 2.1 above for the purpose of executing this Contract no later than January 31, 2018 and by January 31st for each subsequent year of the Contract or more often, if requested.

3.0 CONTRACT PRICE AND ADMINISTRATION

3.1 The parties agree that the total County funding from County budgets under this Contract shall not exceed the sum of \$_____ for operating and capital funds, plus any additional eligible Federal funds allocated in the Fiscal Year 2017-2019 FTA Grants, which sums shall be payable as provided in Section 8.0

Attachment A

below.

- 3.2 County has appointed the RTPO Director or designee as Contract Administrator to coordinate terms of this Contract with Contractor. All communications regarding this program will be directed to the Contract Administrator.
- 3.3 County is the "designated recipient" of federal formula funds from the FTA, and Contractor's responsibility for this Contract is to County. Contractor shall coordinate any required communication with the FTA through the Contract Administrator. County shall furnish Contractor with any time-sensitive, and/or FTA grants related, materials as soon as practically possible.
- 3.4 By the act of accepting federal funding, in any amount, Contractor is bound by, and agrees to comply with, all regulations, requirements, terms, and conditions as set forth in the U.S. Department of Transportation, Federal Transit Administration Master Agreement, (dated October 1, 2015), and any revisions thereto, insofar as these regulations, requirements, terms and conditions apply to a "Third Party Contractor" as defined in the Federal Transit Administration Master Agreement dated October 1, 2015. A copy of this document is attached as **Contract Exhibit B** attached hereto and made a part hereof. Contractor further agrees to bind all Third Party Sub-Contractors to these same conditions. Contractor further agrees to be subject to and bind any Third Party Sub-Contractors to requirements of any future grants used in this program, where County is the recipient or designee.

This Contract is subject to the terms and conditions of FTA grant number _____ and all subsequent grants for the length of the contract, which is incorporated herein by this reference.

- 3.5 The program covered by this Contract shall be operated according to the directives contained in the FTA Program Guidance Circulars. County shall deliver pertinent procedural manuals, books, documents and/or new publications regarding the FTA grant to Contractor for its use during the term of this Contract, as is requested. In addition, such information may be available on the internet.

4.0 SERVICE PROGRAM

- 4.1 County shall purchase services for FY 2017 from the Contractor at a level outlined in the Request for Proposal (RFP) _____, which is attached hereto and incorporated herein by this reference as **Contract Exhibit C** ("RFP"). In addition, the levels of service may be set out in the 2040 Transit Element of the Regional Transportation Plan, and any amendments, or updates, thereto, hereafter 2040 Plan, and as may be amended.
- 4.2 Upon prior approval of the Contract Administrator, Contractor may structure service delivery to conform to the RFP and the 2040 Plan in the manner most appropriate to provide dependable, cost effective, passenger efficient service. Individual services

Attachment A

may be combined or re-arranged to facilitate better utilization of vehicle resources and to respond to changing user needs. Any proposed reduction in service by Contractor must be submitted to the County and the Grand Valley Regional Transportation Committee (GVRTC) for review sixty (60) days in advance of implementation.

- 4.3 The primary service area for this program is the Grand Junction Urbanized Area, as defined by the Grand Junction/Mesa County Metropolitan Planning Organization (MPO). However, trips to and from the Grand Junction Urbanized Area to other municipalities and unincorporated areas of Mesa County may also be provided within the scope of this Contract following review by GVRTC and if both County and Contractor agree. Other municipalities and unincorporated areas may include, but are not limited to, the City of Fruita, Town of Palisade, Town of DeBeque and Town of Collbran.
- 4.4 Contractor shall exercise reasonable care in the operation of equipment and passenger assistance. Accepted transit methodologies shall be employed, along with sound business and management techniques and safety practices.
- 4.5 Contractor will be required to perform, in coordination with the FY 2016-2017 Unified Planning Work Program (UPWP), all transit related short-range planning activities including, but not limited to, route timing and placement, bus stop placement, and all other activities commonly associated with transit operations. A copy of the UPWP shall be provided by County to Contractor, upon request.

5.0 FARES, DONATIONS

- 5.1 Fares for transit services provided under this Contract shall be determined by the GVRTC. All fares, contributions, and donations for transit services shall be set, modified and managed according to the FTA requirements.
- 5.2 Cash collections from program participants are the property of Contractor, but must be utilized first to off-set operational costs. Such monies collected may not be used for capital expenditures as prohibited by FTA regulations.

6.0 INSURANCE

- 6.1 The Contractor and its subcontractors must provide to the County within seven (7) business days after receiving notice of Contract award, a certificate of insurance acceptable to the County in the amounts and form specified below. These Certificates shall be endorsed to specify the following:

"Mesa County, Colorado, its officers, officials, employees and volunteers are covered as Insured's as respects liability on behalf of the Contractor arising out of this Contract."

The coverage shall contain no special limitations on the scope of protection afforded

Attachment A

to Mesa County, its officers, officials, employees, agents or volunteers.

Failure of the Contractor or any of its subcontractors to maintain the required insurance during the Base Term of the Contract, and any Option Terms, may result in immediate termination of this Contract without notice. Insurance requirements are subject to periodic review and adjustment by the County.

The Contractor and its subcontractors must procure and maintain until all of their obligations have been discharged, including any warranty periods under the Contract are satisfied, insurance against claims which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

These insurance requirements are minimum requirements for the Contract and in no way limit the indemnity covenants contained in the Contract, or otherwise limit the liability of the Contractor. The County in no way warrants that the minimum limits contained in this section are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under the Contract by the Contractor, its agents, representatives, employees or subcontractors, and the Contractor is free to purchase additional insurance as may be determined necessary.

The Contractor may satisfy these requirements with a combination of insurance or self- insurance. If the Contractor elects to self-insure any part or all of these requirements, it must disclose to the County the level of self-insurance elected prior to entering into the Contract. The County may require the Contractor to produce evidence of financial stability and ability for any level of self-insurance.

Contractor shall maintain in force during the duration of this Contract, and shall provide certificates of insurance as attachments to this Contract, indicating not less than the following levels of insurance:

a) Commercial General Liability – Occurrence Form

Policy must include bodily injury, property damage and broad form contractual liability coverage.

- General Aggregate \$ 5,000,000
- Products – Completed Operations Aggregate \$ 5,000,000
- Personal and Advertising Injury \$ 5,000,000
- Fire Damage (Damage to Rented Premises) \$ 5,000,000
- Each Occurrence \$ 5,000,000

The policy must be endorsed to include the following additional insured language:

"Mesa County, Colorado is named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor and with respect to Contractor's occupancy and use of the County's premises."

Attachment A

b) Automobile Liability

Bodily Injury and Property Damage Liability for any owned, hired, and non-owned vehicles used in the performance of the contract.

- Combined Single Limit (CSL) \$ 5,000,000
- UM/UIM Per Person Limit \$ 1,000,000
- UM/UIM Per Accident Limit \$ 1,000,000

The policy must be endorsed to include the following additional insured language: **"Mesa County, Colorado is named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the CONTRACTOR, including automobiles owned, leased, hired or borrowed by the CONTRACTOR"**.

c) Worker's Compensation and Employers' Liability

Workers' Compensation-Limits as required by the laws of the state of Colorado.

- Employers' Liability \$ 5,000,000

Policy must contain a **waiver of subrogation** against Mesa County.

d) Property Insurance – Contractor's Property and Equipment

The Contractor must maintain all risk property insurance for the Contractor's personal property. The County will have no responsibility for any damage to the Contractor's personal property and the Contractor's property insurance must be endorsed to include a waiver of subrogation against the County.

e) Fidelity Bond or Crime Insurance

- Bond or Policy Limit \$ 25,000

- a. The bond or policy must be issued with limits based on the amount of cash being handled by the Contractor.
- b. The bond or policy must include coverage for all directors, officers, agents and employees of the Contractor.
- c. The bond or policy must include coverage for third party fidelity, i.e. property of third parties that is held by the Insured in any capacity, or property for which the Insured is legally liable.
- d. The bond or policy must include but not be limited to coverage for theft of property located on the Insured's premises or while in transit, loss due to forgery or alteration of negotiable instruments (e.g. securities, checks) or loss due to electronic funds transfer fraud.
- e. The bond or policy must not contain a condition requiring an arrest and conviction.

6.2 Contractor's insurance under this Contract shall be primary insurance, as respects the County and all the parties mentioned above.

Attachment A

- 6.3 All such insurance shall insure Contractor and all its subcontractors, and sub-subcontractors, as their interests may appear. But any vehicle damage loss, if any, shall be payable to the County, as trustee, except as may be necessary to permit payment of all or a portion of such insurance to a mortgagee as his interest may appear. The County shall hold the funds related to the vehicle damage until such time as the repairs have been completed, at which time the funds will either go to the Contractor, if the repairs have already been paid by the Contractor, or to the person who has conducted the repairs.
- 6.4 Insurance is to be placed with insurers with a A.M. Best's rating of no less than A, Category VII unless approved by County. The County in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.
- 6.5 Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees, agents and volunteers; or Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses as approved by the County.
- 6.6 For each insurance policy required by the insurance provisions of this Contract, the policy shall require the insurer to provide the County with a notice of cancellation thirty (30) days prior to any cancellation or suspension of coverage for any reason. Such notice must be sent directly to: **Mesa County Regional Transportation Planning Office, Dept. 5093, PO Box 20,000, Grand Junction, CO 81502-5001**, and must be sent by certified mail or email to rtpo@mesacounty.us.
- 6.7 Contractor shall not commence work under this Contract until all insurance required under Paragraph 6.1 has been obtained by Contractor and approved by the County. Contractor shall not allow any subcontractor to commence work on any subcontract until all similar insurance has been obtained by any subcontractor and submitted to County for approval. Contractor shall maintain the necessary certificates and proofs-of-insurance documents on file for inspection by County.
- 6.8 County may request a full copy of the policies required in Section 6.1 of this Contract, at its discretion.

7.0 SAFETY REQUIREMENTS

- 7.1 Contractor is required to maintain a list of program drivers, including annual Motor Vehicle Reports (MVR) on each driver.
- 7.2 Any vehicular collision or injury to persons occurring while performing services within the scope of this Contract shall be reported to the Contract Administrator or

Attachment A

designee, as soon as practically possible. Accident forms shall be completed by Contractor and submitted to County within forty-eight (48) hours of the accident. Accident reports from the responsible law enforcement jurisdiction will be provided as soon as they are available.

- 7.3 Contractor shall develop and implement a safety policy for vehicle operation and safe driving techniques.
- 7.4 Contractor shall insure that all driving personal are provided professional training in the sense of driving and training on the handling of mobility devices and the elderly and persons with disabilities. See also Section 18, Drug and Alcohol Testing below.

8.0 BILLING AND PAYMENTS

- 8.1 Contractor shall bill the County monthly for reimbursement of actual service costs incurred. This fee may be withheld until the Contractor completes and delivers all documentation called for in this Contract. County will evaluate and pay all correct billings within thirty (30) days from date of receipt of up to the budgeted sum set out in 3.1 above.
- 8.2 Invoices for payment shall be marked to specify the service period covered, detailed according to the FTA Approved Program of Projects Budget and as agreed upon by Contract Administrator or designee and Contractor, and shall be accompanied by supporting documentation.
- 8.3 Invoices for payment shall be forwarded to:

Mesa County Regional Transportation Planning Office (RTPO)
Dept. 5093, PO Box 20,000
Grand Junction, CO 81502-5001
Or via email to: rtpo@mesacounty.us

- 8.4 Disputes shall be immediately addressed by Contractor and the Contract Administrator.

9.0 FINANCIAL AND REPORTING REQUIREMENTS

- 9.1 Contractor is responsible for collecting and maintaining the operational and financial data necessary to complete the FTA National Transit Database (NTD) Reports for FY 2017.
- 9.2 Contractor shall prepare the final data for the NTD Annual Report for FY 2017, and submit said data to County for review by February 1, 2017 and by February 1st for each subsequent year for the length of the Contract, and this requirement shall survive the termination of this Contract for the year during which termination may occur.

Attachment A

- 9.3 Contractor shall be responsible for any corrections and/or revisions to said FY 2017 NTD Annual Report that may be required by the FTA and/or NTD Contractor as well as each subsequent year for the length of the Contract, and this requirement shall survive the termination of this Contract for the year during which termination may occur.
- 9.4 Contractor will submit monthly to County a ridership summary of services covered in this Contract, provided by Contractor or its Subcontractors indicating number of passengers served, type of service, number of unlinked passenger trips, and number of one-way rides (on paratransit services) by service, average weekday passenger trip, average ridership per hour, average boarding per weekday, ridership for route totals, trip denials, untimely pick-ups, and missed trips for ADA complementary paratransit service. The reports will be prepared and submitted to County by the 10th calendar day and will cover the previous month.
- 9.5 Contractor will conduct, prepare and submit to County written progress detailing such items as operating cost per passenger, farebox recovery ratio, passenger trips per vehicle service mile, bi-annual on-time performance surveys, and an annual on-board customer satisfaction survey. The reports will be prepared and submitted to County by the 10th calendar day and will cover the previous month's data.
- 9.6 Upon request from the County, the Contractor shall prepare and submit a planning report to County, by September 1st of each contract year that includes: projected goals and objectives for the next operational year; financial information on operational budget and revenue sources; along with proposed use and distribution; and any suggestions, comments and recommendations regarding operational activities.
- 9.7 County, the U.S. Department of Transportation, the Inspector General of the U.S. Department of Transportation, or their designee(s), may perform audits during regular business hours, of the books, records, and accounts of Contractor. Contractor agrees to preserve, and to cause any Subcontractor to preserve and make available during the term of this Contract, and for a period of three years after completion of this Contract, any and all financial, operational, administrative, maintenance, capital and other records pertaining to or required by this Contract.

10.0 COMPLAINTS

- 10.1 Contractor is required to develop a process to respond to complaints against the program in accordance with the FTA.
- 10.2 Customer complaints will be received at the call center operated by the Contractor. Complaints originating on revenue service vehicles operated by the Contractor will be forwarded to the Contractor in writing for investigation and resolution by the Contractor.

Attachment A

- 10.3 Contractor will contact each customer by telephone, or follow up with written correspondence, as requested by the County or the customer.
- 10.4 If an investigation is required, Contractor will conduct an investigation and the caller will be contacted by telephone or written correspondence regarding the results of the investigation.
- 10.5 Contractor shall provide written responses to passenger complaints as required under Section 2.24 and 2.25 of RFP _____. A record of all responses will be kept on file and made available to the County, upon request.
- 10.6 Contractor shall notify the County immediately of any complaint alleging employee misconduct such as inappropriate conversation, touching, assault, (physical or verbal), etc. All complaints received directly by Contractor shall be recorded with documented action taken.
- 10.7 Contractor is required to receive and respond to customer contacts as reflect under Section 2.24 and 2.25 of RFP _____.

11.0 CONFIDENTIALITY OF CLIENT INFORMATION

- 11.1 All information regarding any individual person served by Contractor under the terms of this Contract is strictly confidential, and shall be handled according to Federal and State law, and the FTA regulations and guidelines.

12.0 CONTRACTOR'S PERSONNEL

- 12.1 Contractor is solely responsible for the provision of, and satisfactory work performance of, all employees required to carry out the terms of this Contract. Contractor shall designate an individual whose major duties include overall direction of the program according to the terms of this Contract, and who shall communicate and coordinate with County's Contract Administrator on matters concerning this Contract.
- 12.2 Contractor will provide all personnel necessary to perform the Scope of Services and all other goods and services needed to deliver the services described in the Scope of Services within the RFP.

12.3 CONTRACTED SERVICE PERSONNEL

- 12.3.1 The offices of all contractor personnel assigned to this Contract will be physically located at the County provided facility.
- 12.3.2 The principal function of the General Manager will be to oversee employees of Contractor and monitor operational activities associated with this Scope

Attachment A

of Service. The General Manager will be responsible to the County for the safe and reliable provision of all services referenced in this Scope of Service. The General Manager will supervise the daily activities of all operators, workers, and other personnel necessary to support system operations.

- 12.3.3 The General Manager will work cooperatively with the County in matters of assuring service quality, providing operational data, responding to comments from passengers and the general public, and responding to specific requests for other assistance as the need arises.
- 12.3.4 The County reserves the right to review the qualifications of the General Manager assigned to this Contract, and may request the removal of the General Manager from the contract at its discretion at any time prior to or during the duration of the Contract. The bidder must identify the proportion of the General Manager's paid full-time status that will be dedicated to this Contract, and that the County must be notified within 15 days if the contractor proposes to change this proportion.
- 12.3.5 The County must approve the General Manager as well as key staff. Key staff is identified as the person in charge of service operations. Contractor will replace any General Manager or key staff not approved by the County.
- 12.3.6 Should the General Manager be unavailable to perform his/her duties, the General Manager will appoint a staff member temporarily to serve in his/her place. Contractor will notify the County's Contract Administrator whenever such substitution will occur, prior to the event. If the General Manager will be unavailable for more than two weeks, Contractor will be required to provide a qualified General Manager as a substitute, subject to the County approval. Contractor may not use staff provided for this Contract outside of the County service area without prior approval of the County.
- 12.3.7 Contractor will assure the County that the General Manager assigned to this project will not be replaced without 90-day advance written notice to the County, unless the departing employee does not provide Contractor with such notice or the employee is removed for cause. Moreover, the County expects that any General Manager assigned will remain in his/her position for at least one year subject to County approval.
- 12.3.8 For all key staff, Contractor will fill vacated, permanent positions with County approved persons within fourteen (14) calendar days of its becoming open. It can be filled with an acting capacity person for a temporary basis up to sixty (60) calendar days. Failure to fill vacated permanent positions within 14 calendar days for acting capacity or permanent within 60 calendar days may result in a penalty of \$100.00 per day for each day the position is vacant or not filled by a permanent employee.

Attachment A

- 12.3.9 The General Manager and/or key staff must attend staff and performance meetings at the County's request.
- 12.3.10 Contractor shall provide continuous daily street supervision of contracted service including the monitoring of schedule adherence, on-street operation, and on-route compliance. This supervision will include conducting ride checks (on-board) to ensure operator adherence to procedures (i.e., fare collection, ADA compliance, and passenger relations). Such supervision will also include responses to investigation of accidents and customer complaints. Street supervision must be present at all times when services are scheduled to operate. The County also reserves the right to provide similar investigations and adherence checks of its own without notice to ensure Contractor's compliance with terms of the Contract.
- 12.3.11 Contractor shall implement a plan for periodic inspections of bus operator performance by outside persons otherwise not known to the workforce. Contractor shall prepare a written plan for this activity for the County's approval as part of the proposal process.
- 12.3.12 Contractor will provide adequate personnel to enable effective driver/vehicle assignments and prompt responses to all areas of operations that could impact Contractor service. The Contractor is responsible for providing window dispatching services.
- 12.3.13 Contractor will provide training for all personnel working on this Contract. It is the sole responsibility of Contractor to ensure that individuals are fully knowledgeable of their duties and responsibilities and that appropriate personnel can operate a bus in a safe manner. See RFP _____ Section 2.20, 2.21 and 2.23 for further information regarding operator training. Proposing Contractors are required to submit a detailed account of their proposed training program for drivers, dispatchers, driver trainers and road supervisors including proposed job descriptions for each of these positions.
- 12.3.14 Contractor will, at a minimum, conduct biannual reviews of driving records and background checks to ensure that the preceding qualifications are still met by all employees. Employees failing to meet these qualifications may not be used to perform services under this Contract.

13.0 VEHICLES, EQUIPMENT, FURNISHINGS AND SUPPLIES

- 13.1 County agrees to lease to Contractor during the term of this Contract, the vehicles described in **RFP Exhibit B**. Contractor is solely responsible for the care maintenance, and proper use of these items by its employees, agents and/or its Subcontractors. It is believed the equipment has been maintained in accordance

Attachment A

with federal regulations and normal good practices set forth in the Grand Valley Transit Maintenance Policies and Procedures, attached hereto and incorporated herein as **RFP Exhibit F**.

- 13.2 The project property shall be operated by the Contractor to serve the best interest and welfare of the County and the public.
- 13.3 A default by the Contractor under Section 4 shall be a default under Section 13.
- 13.4 The Contractor shall not execute any transfer of title, lease, lien, pledge, mortgage, encumbrance, third party contract, subagreement, grant application note, alienation, innovative finance arrangement, or any other obligation pertaining to project property that in any way would affect the continuing Federal interest in that project property without written County and FTA approval.
- 13.5 County agrees to lease to Contractor during the term of this Contract, the equipment described in **RFP Exhibit E**. Contractor is solely responsible for the proper storage, care maintenance, and proper use of these items by its employees, agents and/or its Subcontractors.
- 13.6 All vehicles, equipment and furnishings utilized for the program under the terms of this Contract shall remain the property of County until disposed of in accordance with FTA regulations.
- 13.7 Vehicles leased from County by Contractor are maintained by the County and City at a level at least equal to the standards contained in the Grand Valley Transit Maintenance Policy and Procedures. All preventive maintenance of the vehicles shall be performed by Mesa County or City of Grand Junction Fleet Maintenance shop.
- 13.8 Unless otherwise provided for by County, vehicles and equipment leased to Contractor by County are to be used solely for the provision of services specified in this Contract. Personal or other use is prohibited.
- 13.9 The Contractor, in cooperation with the County, will assure compliance with and the County will cooperate to assure that all federal, state and local laws, regulations, ordinances, licenses, or inspections governing vehicles in this type of service are in compliance before service is begun and all times during service.
- 13.10 Contractor shall perform regular safety inspections of vehicles during the term of this Contract, and shall require daily safety inspections by its drivers.
- 13.11 All damage to vehicles shall be repaired in a high quality manner as soon as practically possible at Contractor's expense.
- 13.12 All vehicles provided to the Contractor by the County under this Contract shall be

Attachment A

stored at a facility provided by the County.

14.0 FACILITIES

14.1 The County is providing suitable administrative and operations facilities from which to operate the service specified in this Contract. These facilities do include space for the storage of the County's vehicles as provided to the Contractor under this Contract.

15.0 TERMINATION

15.1 **Termination for Convenience:** The Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim to the County to be paid the Contractor. If the Contractor has any property in its possession belonging to the County, the Contractor will account for the same, and dispose of it in the manner the County directs.

15.2 **Termination for Default/Cause/Breach:** 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 County may terminate this contract for default. Termination shall be effected by serving a notice of termination on the contractor setting forth the manner in which the Contractor is in default. The Contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the Contract.

If it is later determined by the County 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 County, after setting up a new performance schedule, may allow the Contractor to continue work, or treat the termination as a termination for convenience.

15.3 **Contractor in Possession of County Property:** If this Contract is terminated while the Contractor has possession of property belonging to the County, the Contractor shall, upon direction of the County, protect and preserve the property until surrendered to the County or its agent. The Contractor and the County shall agree on payment for the preservation and protection of goods. Failure to agree on an amount will be resolved under the Dispute clause.

15.4 **Opportunity to Cure:** The County in its sole discretion may, in the case of a termination for cause/default/breach, allow the Contractor ten (10) calendar days 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

Attachment A

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

- 15.5 **Waiver of Remedies for any Breach** In the event that the County elects to waive its remedies for any breach by Contractor of any covenant, term or condition of this Contract, such waiver by the County shall not limit the County's remedies for any succeeding breach of that or of any other term, covenant, or condition of this 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 shall be the same as if the termination had been issued for the convenience of the County.

16.0 SPECIAL PROVISIONS, TERMS AND CONDITIONS

- 16.1 In order to meet the changing transit needs of the citizens of Mesa County, this Contract may, by mutual consent of the parties, be modified; however, modifications or amendments to this Contract shall be effective only if made in writing and executed by the parties with the same formality as, and by making reference to, this Contract.

- 16.3 **Indemnification:** Contractor ("Indemnitor") must indemnify, defend, save and hold harmless Mesa County and its officers, officials, agents, and employees (collectively "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (collectively "Claims") caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors in connection with this Contract. This indemnity includes any Claims arising out of, or recovered under, the Workers' Compensation Law or arising out of the failure of Contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that Indemnitee will, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by the Indemnitor from and against any and all Claims. The Indemnitor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this Contract, Contractor agrees to waive all rights of subrogation against the County, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the County.

Attachment A

- 16.4 Contractor shall be responsible for compliance with all applicable Federal, State and Local laws, ordinances, and regulations during the performance of this work. Contractor shall indemnify the County for fines, penalties, and corrective measures that result from the acts of commission or omission of Contractor, its subcontractors (if any), agents, employees, and assigns and their failure to comply with such safety rules and regulations.
- 16.5 This Contract is deemed to be performable in the Mesa County, Colorado, and venue for any court action hereunder shall be in the District Court of the Mesa County, Colorado. In the event that any court action is brought by either party, the substantially prevailing party shall be entitled to recover its reasonable costs and reasonable attorney's fees for such action.
- 16.6 Contractor shall require every sub-contractor providing services or procurement to be utilized in the program be bound by the FTA and insurance requirements of this Contract, unless otherwise exempted in writing by County.
- 16.7 Contractor is responsible for securing all appropriate licenses for the work contained in this Contract, as may be required. The cost for such licenses is the responsibility of Contractor. Contractor is liable for any and all taxes due as a result of this Contract.
- 16.8 There shall be no assignment or transfer of this Contract, without prior, written approval of the other party.
- 16.9 Under the terms of this Contract, Contractor is an independent contractor with full control and supervision of the services performed. Contractor has full control over employment, supervision, compensation and discharge of all persons, except employees of County, involved in delivering service specified in this Contract. The County may request the Contractor to remove an employee from this contract.
- 16.10 All notices pursuant to this Contract shall be deemed to be delivered when in writing and sent by mail, email, return receipt requested, to:

COUNTY:

RTP Director
Mesa County RTPO
P.O. Box 20,000-5093
Grand Junction, CO 81502-5093
rtpo@mesacounty.us

CONTRACTOR:

Notice of change of address shall be effective upon notice pursuant to this section.

- 16.11 If any party is rendered unable, wholly or in part, by force majeure to carry out its

Attachment A

obligations under this Contract, that party shall give to the other party prompt written notice of the force majeure with reasonably full particulars concerning it; thereupon, the obligations of the party giving the notice, so far as they are affected by the force majeure, shall be suspended during, but no longer than, the continuance of the force majeure. The affected party shall use all possible diligence to remove the force majeure as quickly as possible. The term "force majeure" as here employed shall mean an act of God, strike, lockout, or other industrial disturbance, act of the public enemy, war, blockade, public riot, lighting, fire, storm, flood, explosion, governmental restraint, unavailability of equipment, and any other cause, whether of the kind specifically enumerated above or otherwise, which is not reasonably within the control of the party claiming suspension.

16.12 The parties to this Contract hereby acknowledge that numerous collateral documents have been identified in this Contract, and are incorporated by reference into this Contract. These collateral documents are necessary because of the nature of the programs and services contemplated by the parties under the Federal Transit Administration and the United States Department of Transportation. The following list includes many of the documents which are incorporated by reference into this Contract and control this Contract. County will provide these documents upon request, or these documents are available on the internet:

- a. The FTA Program Guidance Circulars.
- b. The RTPO 2016-2017 Unified Planning Work Program.
- c. The RTPO 2016-2019 Transportation Improvement Program.
- d. United States of America Department of Transportation Federal Transit Administration Master Agreement dated October 1, 2015
- e. Grand Valley Transit Maintenance Policy and Procedures.
- f. 2040 Regional Transportation Plan.
- g. FTA Best Practices Procurement Manual

The parties further acknowledge and agree that revisions, updates, later or subsequent information or versions may become available and that such information which is directed to County as designated FTA funds recipient by FTA or DOT will be forwarded to Contractor, upon request.

16.13 The Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of Department of Transportation assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as Mesa County deems appropriate.

16.14 The County acknowledges and agrees that the services provided for in this

Attachment A

Contract are to be operated by the Contractor according to the policies established by the Grand Valley Regional Transportation Committee (GVRTC). Additionally, the County acknowledges that it is the responsibility of the GVRTC and the staff of the RTPO to provide policy guidance to the Contractor in relevant operational areas, particularly with respect to ADA Paratransit Service.

17.0 RIGHTS IN DATA, DOCUMENTS, AND COMPUTER SOFTWARE (COUNTY OWNERSHIP) PATENT, COPYRIGHT, AND TRADEMARK LAW

17.1 The Contractor, its subcontractors, and agents, are expressly prohibited from pursuing the exclusivity of protection of Federal and State patent, copyright, and trademark law on the GVT logo. The protection of Federal and State patent, copyright, and trademark law on the GVT logo, along with the GVT symbol, GVT name, and all documents, negatives, drawings, illustrations, materials, and writings of any kind relating to the GVT name or logo, shall be the exclusive property of the County and all such materials shall be delivered to the County by the Contractor upon completion, termination, or cancellation of this Contract. Contractor may, at its own expense, keep copies of all its writings for its personal files. Contractor shall not use, willingly allow, or cause to have such materials used for any purpose other than the performance of Contractor's obligations under this Contract without the prior written consent of the County; provided, however, that Contractor shall be allowed to use non-confidential materials for writing samples in pursuit of the work. The ownership rights described herein shall include, but not be limited to, the right to copy, publish, display, transfer, prepare derivative works, or otherwise use the works.

18.0 USE OF GVT MATERIALS, LOGO, AND INFORMATION ON WEBSITE

18.1 The official website for Grand Valley Transit shall be operated by Mesa County and listed at www.gvt.mesacounty.us. The Contractor shall not operate any website for GVT.

19.0 DRUG AND ALCOHOL TESTING

19.1 The Contractor agrees to establish and implement a drug and alcohol testing program that complies with 49 CFR Part 29, 49 CFR Part 40, 49 CFR Parts 653, 654 and 655, produce any documentation necessary to establish its compliance with Part 29 40, 653, 654 and 655, and permit any authorized representative of the United States Department of Transportation or its operating administrations, the State Oversight Agency of Colorado, or the County, to inspect the facilities and records associated with the implementation of the drug and alcohol testing program as required under 49 CFR Part 655 and review the testing process. The Contractor agrees further to certify annually its compliance with Part 655 before March 1st of each contract year and to submit the Management Information System (MIS) reports before March 1st of each contract year and to the Mesa County RTPO, Dept. 5093, PO Box 20,000, Grand Junction, CO 81502-5001. To certify compliance the contractor shall use the "Substance Abuse Certifications"

Attachment A

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

20.0 EXTENSIONS

20.1 Yearly Extensions of this Contract: CONTRACTOR MUST INITIAL: _____ . In exchange for ten dollars \$10.00 and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Contractor grants to County the right to extend this Contract beyond the Base Term of this Contract for up to a maximum of seven (7) consecutive, Option Terms of one (1) year each. All other terms and conditions of the Contract shall remain as written. The County may extend the term of the Contract for an Option Term on an annual basis by written notice to the Contractor of the County's intent to exercise its option to extend the Contract (the "Option Notice") within 60 calendar days prior to expiration of the Base Term or then current Option Term. Mesa County reserves the right to extend the contract beyond the initial 3 year contract renewed annually. If an extension of the Contract is approved by the County, the amount of the Contract shall be:

First Option Term \$ _____

Second Option Term \$ _____

Third Option Term \$ _____

Fourth Option Term \$ _____

Fifth Option Term \$ _____

Sixth Option Term \$ _____

Seventh Option Term \$ _____

21.0 EXHIBITS: INCORPORATED BY REFERENCE

The RFP _____, addenda and Contractor's Proposal are incorporated into this Contract by reference.

22.0 CERTIFICATIONS¹

22.1 By signing this Contract, the Contractor agrees to provide, comply with, and, if applicable, execute the certifications set forth in the following **Contract Exhibits D through G**, incorporated herein by reference and attached hereto:

¹ If the Contractor is unable to certify to any of the statements in this section of the Contract, then the Contractor shall attach an explanation to this Contract explaining why the Contractor cannot provide or otherwise comply with a given certification.

Exhibit B

LEASE AGREEMENT BETWEEN MESA COUNTY and (CONTRACTOR)

THIS LEASE is made and entered into at Grand Junction, Colorado, as of the ____ day of _____ 2016, by and between the County of Mesa, Colorado, a political subdivision of the State of Colorado, hereinafter referred to as "Lessor", and the Contracted Operator for Grand Valley Transit, duly authorized to do business in the State of Colorado, hereinafter referred to as "Lessee"

RECITATIONS:

Whereas, Lessor is the owner of certain real property known as the Grand Valley Transit (GVT) Operations Facility whose address is 525 S. 6th Street, 1st Floor, Grand Junction, Colorado, 81501 and GVT West Transfer Facility whose address is 612 24 ½ Road, Grand Junction, Colorado, 81505.

Whereas, Lessor desires to lease and Lessee desires to rent said premises upon the terms and conditions herein set forth.

Now, Therefore, in consideration of the payment of the rent and the keeping and performance of the covenants and agreements of the Lease hereinafter set forth, Lessor hereby leases unto Lessee 1391 sq. ft. (GVT Operations Facility) and 216 sq. ft. (GVT West Transfer Facility) (Lease Agreement-Exhibit A) in the above-described premises hereinafter referred to as the "Premises".

Lease Administrator for the lessee shall be the Director of (CONTRACTOR) or their designee. Lease Administrator for the County shall be the Director of Facilities with approval of the Regional Transportation Planning Office (RTPO) Director designees.

TO HAVE AND TO HOLD the same for the term of this Lease as hereinafter defined.

ARTICLE I - TERM OF LEASE

This Lease shall run for twelve (12) months commencing on January 1, 2017 and shall end on December 31, 2017, unless extended or terminated in accordance with the terms and conditions set forth in Article X of this lease.

ARTICLE II - RENT AND UTILITIES

2.1- For the initial term of this Lease, Lessee, as the Contracted Operator of Grand Valley Transit (GVT), agrees that the lease payments due shall be paid in the form of a credit against payments due the Lessee from the Lessor. The total for 2017 is

Exhibit B

\$24,000.00 and shall be deducted from payments owed from Lessor to Lessee in monthly installments of \$2,000.00 as indicated on the monthly billing for the operations of GVT. The 1391 sq ft lease space is outlined in Lease Agreement-Exhibit A and by this reference made a part of this lease.

2.2 - Lessee agrees that all furniture, fixtures and appliances supplied as part of the "Premises" shall at all times be the property of the Lessor. The furniture, fixtures and appliances are detailed in Lease Agreement-Exhibit B and by this reference made a part of this lease.

2.3 - Lessee shall pay the actual cost of telephone/data line/s installation and monthly charges associated with telephone, fax and data service beyond what is already provided.

ARTICLE III- INDEMNIFICATION

The Lessee agrees to save, hold harmless and protect Lessor, and its officers, agents, employees, invitees, volunteers and guests free from any and all loss, damage, claims, or expenses, including court costs and attorney fees, to which either party may be subjected as a result of and/or arising out of Lessee's occupancy of the Premises, or caused by Lessee's failure to properly perform any of its responsibilities required hereunder.

ARTICLE IV - INSURANCE

4.1 - By Lessee: At all times during the Lease Term, Lessee shall procure and maintain theft, fire and extended coverage insurance for its equipment and contents on the Premises; and Lessee may procure tenant/renters insurance and maintain theft, fire, and extended coverage insurance on the improvements and contents of the Premises.

4.2 - Each party shall have the right to insure and maintain the insurance coverages required by this Lease under blanket insurance coverages covering other premises so long as such blanket insurance policies specify a stated value for the premises and comply with the amounts of insurance and other requirements hereof.

4.3 - All insurance policies required hereunder shall include a 30-day notification of cancellation clause. In addition, the County Contract Administrator shall be notified in writing 30 days prior to any material changes in the insurance policy(s) (without limitation) such as cancellation, non-renewal, reduction in coverage or alteration of coverage. Further, each party shall deliver to the other party certificates of insurance on Accord Form 25-S certifying the above-described insurance is in full force and effect upon signing of this contract. Such delivery shall be made within 30 days after commencement of this lease.

4.4 - Lessor shall not be responsible for any damages arising from fire or flood.

ARTICLE V - FIRE AND CASUALTY DAMAGE

Exhibit B

5.1 - If the demised premises should be damaged or destroyed by fire, tornado or other casualty, Lessor shall give immediate written notice to Lessee.

5.2 - If the demised premises should be so damaged that rebuilding or repairs cannot reasonably be completed within ninety (90) days from the date of written notification by Lessor to Lessee of the happening of the damage, this Lease shall terminate, effective as of the date of the happening of the damage.

5.3 - If the demised premises should be damaged by fire, tornado or other casualty but not to such an extent that rebuilding or repairs cannot reasonably be completed within ninety (90) days from the date of written notification by Lessee to Lessor of the happening of the damage, this Lease shall not terminate, but Lessor shall, if the casualty has occurred prior to the final eighteen (18) months of the Lease term, at its sole cost and risk proceed forthwith to rebuild or repair such demised premises, including leasehold improvements, to substantially the condition in which they existed prior to such damage. In the event that Lessor should fail to complete such rebuilding or repairs within ninety (90) days from the date of written notification by Lessor to Lessee of the happening of the damage, Lessee may at this option terminate this Lease by written notification at such time to Lessor, whereupon all rights and obligations hereunder shall cease.

ARTICLE VI - REPAIRS, MAINTENANCE USE AND ALTERATIONS

Lessee shall:

6.1 - Accept the Premises on an "as is" basis and keep the improvements presently upon the Premises, and those that may be installed by Lessee or Lessor, in good repair, and at the expiration of this Lease to surrender and deliver up the Premises in good condition, ordinary wear excepted.

6.2 - Neither permit nor suffer said Premises, or the walls or floors thereof, to be endangered by overloading, nor said Premises to be used for any purpose that would render the insurance thereon void or the insurance risk more hazardous.

6.3 - Make no improvements, additions or alterations to the facility, interior or exterior, without approval by Mesa County Facilities in agreement with RTPO Administrator.

6.4 - Any maintenance will be processed in coordination with the Assistant to the Director of the RTPO through the Facilities work order system.

6.5 - Be in compliance with federal laws pertaining to the use, storage, generation or disposal of any hazardous materials or wastes on said Premises.

Lessor shall:

6.6 - Make timely repairs to major items on the Premises such as, but not limited to: walls, foundation, roof, sidewalks and exterior of the building, and all floors, sewer

Exhibit B

and water connections, electrical and gas services, plumbing, wiring, lighting, glass and the heating and cooling equipment as the need for such repairs may arise; to test and repair and to maintain the building safe for occupancy and fit for Lessee's uses; save and except ordinary wear and tear, loss by fire or other insured peril.

6.7 - Make available, as reasonably needed, for the (CONTRACTOR), the use of Conference Rooms. All conference rooms should be scheduled through Mesa County Regional Transportation Planning Office at (970) 255-7188 in advance of the required meeting date.

6.8 - Provide access for business and after-hours use of building and Premises in accordance with existing security provisions by which Lessee shall abide as set forth by Mesa County.

ARTICLE VII - INSPECTION OF PREMISES BY LESSOR

Lessee agrees to permit Lessor or the authorized representative of the Lessor to enter the premises at all times during usual business hours and/or after normal business hours, for the purpose of inspecting the premises and making such necessary repairs to the Premises and performing any work therein which may be necessary. Lessor may, during the progress of any work on the Premises, keep and store thereon any necessary materials, tools and equipment in a reasonable manner so as not to interfere with Lessee's occupancy of premises.

ARTICLE VIII - PEACEFUL ENJOYMENT; EXCEPTIONS

8.1 - Lessor shall guarantee the peaceful and quiet enjoyment of the Premises to the extent the Lessor is able during the full term of this Lease by Lessee.

8.2 - Lessor's promise contained in Section 8.1 is subject to the provisions of Article VII.

ARTICLE IX - PURPOSE, SUBLET AND ASSIGNMENT

9.1 - The Premises are leased to Lessee for the expressed and exclusive purpose of operating the Grand Valley Transit office. If any attempt is made to utilize the Premises for any other purposes, this Lease may be immediately terminated by the Lessor at its sole option. If such attempt changes or alters the Premises, Lessee shall be liable for any and all costs, repairs and other damages that are incurred by Lessor in returning the Premises to the previous condition.

9.2 - This Lease shall not be assigned or sublet, in whole, or in part. Any attempt to assign or sublet this lease without prior written approval of the Lessor shall render the assignment of sublease void.

ARTICLE X - RENEWAL, TERMINATION, DEFAULT

Exhibit B

10.1- At the County's discretion the parties may negotiate renewal or extension of this Lease beyond the termination date specified herein, subject to the availability of the property. This lease is for twelve (12) months with nine (9) one (1) year renewal options. Terms for each optional year will be negotiated at time of extension. Lessee shall notify Lessor, ninety days in advance of termination date, of its intent to extend or terminate Lease Agreement.

10.2 - Notwithstanding Section 10.1, this Lease may be terminated at any time during the term or extension thereof by either party without cause upon advance notice of ninety (90) days, in the manner of giving notice as provided herein.

10.3 - This lease and all rights of Lessee hereunder with respect to the Premises shall terminate and be forfeited forthwith and without notice at the option of Lessor if:

- (i) Any delinquent installment of rent is not paid within thirty (30) days after Lessor has notified Lessee by certified mail that the same is delinquent;
- (ii) Lessee shall default in the performance or observation of any conditions, act or thing required that is specifically mentioned in sub-paragraph (i) immediately above and shall fail to remedy or cure such default within thirty (30) days after receipt from Lessor or written notice of the existence of such default.

10.4 - No assent, expressed or implied, to any breach of any one or more of the covenants or agreements contained in this Lease shall be deemed or taken to be a waiver of any succeeding or other breach.

10.5 - This Lease is subject to immediate termination by the Lessor in the event Lessor determines that the health, safety or welfare of the community may be in jeopardy. Additionally, Lessor may immediately terminate this Lease upon verifying that the Lessee has engaged or is about to participate in fraudulent acts.

ARTICLE XI - ADDITIONAL PROVISIONS

11.1 - It is further understood and agreed that, except as otherwise expressly provided herein, all of the covenants and agreements contained in this Lease shall extend to and be binding upon the executors, legal representatives, successors and assigns of the parties hereto.

11.2 - The duties contemplated by Article III shall survive the term or expiration of this Lease.

11.3 - Any notice, correspondence, remittance or payments required under the terms of this Lease shall be given in writing, postage prepaid addressed as follows:

LESSOR:
Mesa County Colorado

LESSEE:
(CONTRACTOR)

Exhibit B

Regional Transportation Planning Department
Dept. 5093, P.O. Box 20,000
Grand Junction, CO 81502-5001

11.4 - The parties hereto agree that no amendment or modification of this Lease shall be valid or binding unless in writing and executed by the parties hereto in the same manner as the execution of this Lease.

11.5 - This lease agreement is and shall be deemed to be performable in the County of Mesa, Colorado, and venue for any dispute hereunder shall be in the District Court of the County of Mesa, Colorado.

IN WITNESS WHEREOF, this Lease has been duly executed by the parties hereto in duplicate as of the day and year first above written.

LESSEE

By: Date

LESSOR:
Mesa County

By: Todd Hollenbeck Date

GRAND VALLEY TRANSIT
MAINTENANCE POLICIES AND PROCEDURES



GRAND VALLEY TRANSIT

Exhibit D

PROGRAM GOAL & OBJECTIVES

It is the objective of the vehicle maintenance program to assure safe, reliable, and clean vehicles for operation in the GRAND VALLEY TRANSIT (GVT) fixed route and paratransit service. The goal of GVT is to have maintenance performed in the most efficient and cost effective manner possible, utilizing preventative maintenance in lieu of unscheduled maintenance, thereby minimizing the number of preventable mechanical failures which would result in a disruption of GVT fixed route and paratransit service.

PROGRAM DESCRIPTION

SCHEDULED MAINTENANCE

The preventive maintenance program is performed in cycles as follows:

A INSPECTIONS

- Performed at 3,000 miles on all cutaway vehicles and includes lube, oil, filter, check all fluids, tires, lights and all safety equipment.
- CNG buses: Replace spark plugs and run engine overhead @ 21,000 miles (every 7th A - level interval).
- CNG buses: Drain, disassemble and inspect coalescing (high pressure fuel filters every 3,000 miles. Replace if contaminated.
- CNG buses: Replace fuel filter every 3,000 miles.
- CNG buses: Test cooling system @ 30,000 miles and service system if SCA is over 3 units (every 10th A - level interval).
- CNG buses: Annually remove PRD vent line and drain water.
- Performed at 6,000 miles on low-floor buses and includes the same as cutaway vehicles.
- At every A inspection on the Low Floor 30'-35' buses, an engine oil sample is drawn and submitted to CTC Analytical Services of Phoenix Arizona for analysis. A sample of transmission fluid is drawn from the buses at the D inspection every 48,000 miles and is also sent to CTC for analysis. CTC furnishes GVT Fleet Management a document of the analysis results.

B INSPECTIONS

- Performed at 6,000 miles on the cutaway vehicles and includes lube, oil, filter, rotate tires, check brake systems and check all fluids, tires, lights and safety equipment. Service wheelchair lift.

Exhibit D

- CNG buses: Replace fuel filters @ 6,000 miles.
- Performed at 12,000 miles on low-floor buses and includes the same as the cutaway vehicles

C INSPECTIONS

- Performed every 15,000 miles on the cutaway vehicles and includes lube, oil, and filter. Replace fuel system filter, replace air cleaner element and check all fluids, tires, lights and safety equipment.
- CNG buses: Engine fan gear box fluid change and lube fan drive line joints, unless equipped with electric fans @ 15,000 miles.
- Performed at 24,000 miles on the low-floor buses and includes the same as above as well as tire rotation and brake check, service lift, check ride height and tighten front and rear u-joints.
- CNG buses: Service hydraulic system and filters @ 24,000 miles.

D INSPECTIONS

- Performed every 30,000 miles on the cutaway vehicles and includes lube, oil, filter, tire rotation, brake check and service wheelchair lift. Replace fuel system filter and repack non-drive wheel bearings and replace seals. Service transmissions, flush cooling system, and check A/C. Replace air cleaner element and check all fluids, lights, and safety equipment.
- Performed at 48,000 miles on low-floor buses and includes the same as cutaway vehicles with the addition of: adjust ride height, tightens front and rear u-bolts and sample transmission fluid.

E INSPECTIONS

- Performed every 60,000 miles on the cutaway vehicles and includes lube, oil, and filter as well as tire rotation and brake check. Service wheelchair lift, replace fuel system filter. Repack non-drive wheel bearings; replace seals and service transmission. Flush cooling system and check A/C system. Replace air cleaner element, tune-up, spark plugs, scope and timing. Check all fluids, lights and safety equipment.
- Performed every 96,000 miles on low-floor buses and includes lube, oil, and filter as well as tire rotation and brake check. Service wheelchair lift, replace fuel system filter, check and adjust ride height, tightens front and rear u-bolts and inspect/replace brake actuators if needed and run engine overhead.
Three Year (36 months): CNG fuel tank certifications.

All PM maintenance intervals have been established based on work-experience by GVT or

Exhibit D

by manufactures recommendations to optimize the life of the vehicle and its components. All intervals fall within manufacturer recommended levels.

It is the policy of the maintenance department to inspect and repair all items and or components during PM maintenance, thereby minimizing unscheduled maintenance. Components are rebuilt to OEM specifications to ensure equal or better life.

A computer system provides accurate up-to-date mileage and data for each vehicle on a daily basis and triggers the preventative maintenance program in addition to tracking the GVT fleet and fuel use.

UNSCHEDULED MAINTENANCE

Unscheduled maintenance is any work necessary due to premature failure, and items that are impractical or impossible to include on a preventative maintenance schedule. These items may include electrical components, turn signals flashers, wiper motors, relays, valves, door motors, glass, and light bulbs. Although many of these items are checked during the PM inspections and are repaired/replaced when it is determined the useful life is nearing completion, many items have minimal indicators or none at all.

A daily review of inspection sheets submitted by vehicle operators, and all occurrences of mechanical failures are analyzed. The analysis serves as the basis for unscheduled vehicle maintenance beyond that which is required for the actual repair of failed vehicles. The daily monitoring of individual vehicle mechanical performance can be effectively accomplished manually. The monitoring identifies deviations from expected component failure rates so adjustments can be made to inspection intervals. In most cases, timely inspections will detect the failure before they occur on the road.

PROGRAM PERFORMANCE

GVT operates ten (10) Low Floor transit buses and seventeen (17) Body-On-Chassis vehicles in revenue service. All running repairs, minor electrical repairs, inspections, and maintenance work is performed by GVT Fleet Management with the exception of body work and some technical component work. GVT uses Fleet Management facilities to wash vehicles twice weekly. Each night buses are fueled, fluids checked and cleaned (windows, floors, and seating) by vehicle operators.

All of the buses have wheelchair lifts or ramps to comply with the needs of the disabled that make use of mobility aids such as wheelchairs. GVT Fleet Management mechanics perform the majority of the maintenance on the vehicles with the exception of some overhaul work on engines and transmissions are sublet out to private sector shops which are qualified for type of repair.

QUALITY CONTROL

Quality control is accomplished through OEM suggestion, report data, and GVT Management input. No time frames are established for work performance while a vehicle component is worked on. It is GVT's policy that all jobs are completed in a reasonable

Exhibit D

amount of time based on problems found, and the amount of work required to complete the task that will enable the vehicle to be placed into revenue service in a safe, and reliable condition without the necessity of further repairs prior to the next scheduled maintenance. It is also GVT's policy that the vehicle is inspected each and every time it is brought into the shop for any reason as time permits. All items in need of attention/repair are evaluated and either repaired or noted and scheduled for repair at a future date.

GVT Fleet Management utilizes journeymen mechanics with extensive training both from OEM's, Transit/Vendor classes, and years of on-hands experience. All vehicle engine and transmission overhauls are sublet out to private sector shops which are qualified for type of repair. GVT Fleet Management mechanics do all AC work, electrical work, brake jobs, wheelchair and or ramp repairs, and both scheduled and unscheduled work.

MAINTENANCE PROTECTION AND REVIEWS

The GVT Operations Supervisor, and the GVT Fleet Supervisors meet as needed to discuss equipment problems, workloads, and the scheduling of major repairs. A formal operations report is filed with GVT's Management on a daily basis summarizing the past days major maintenance activities and future maintenance needs. Budget needs are addressed on an annual basis or as unanticipated needs dictate. Labor needs are analyzed on a yearly basis also.

NON-REVENUE VEHICLES

Non-Revenue vehicles operated by the Contractor but owned by Mesa County will be maintained by GVT Fleet Management.

MAINTENANCE BUDGET

The Maintenance Budget consists of salaries, maintenance services, lubricants, fuels, parts, tires, and maintenance operating supplies, tools, training, safety equipment/supplies and building upkeep.

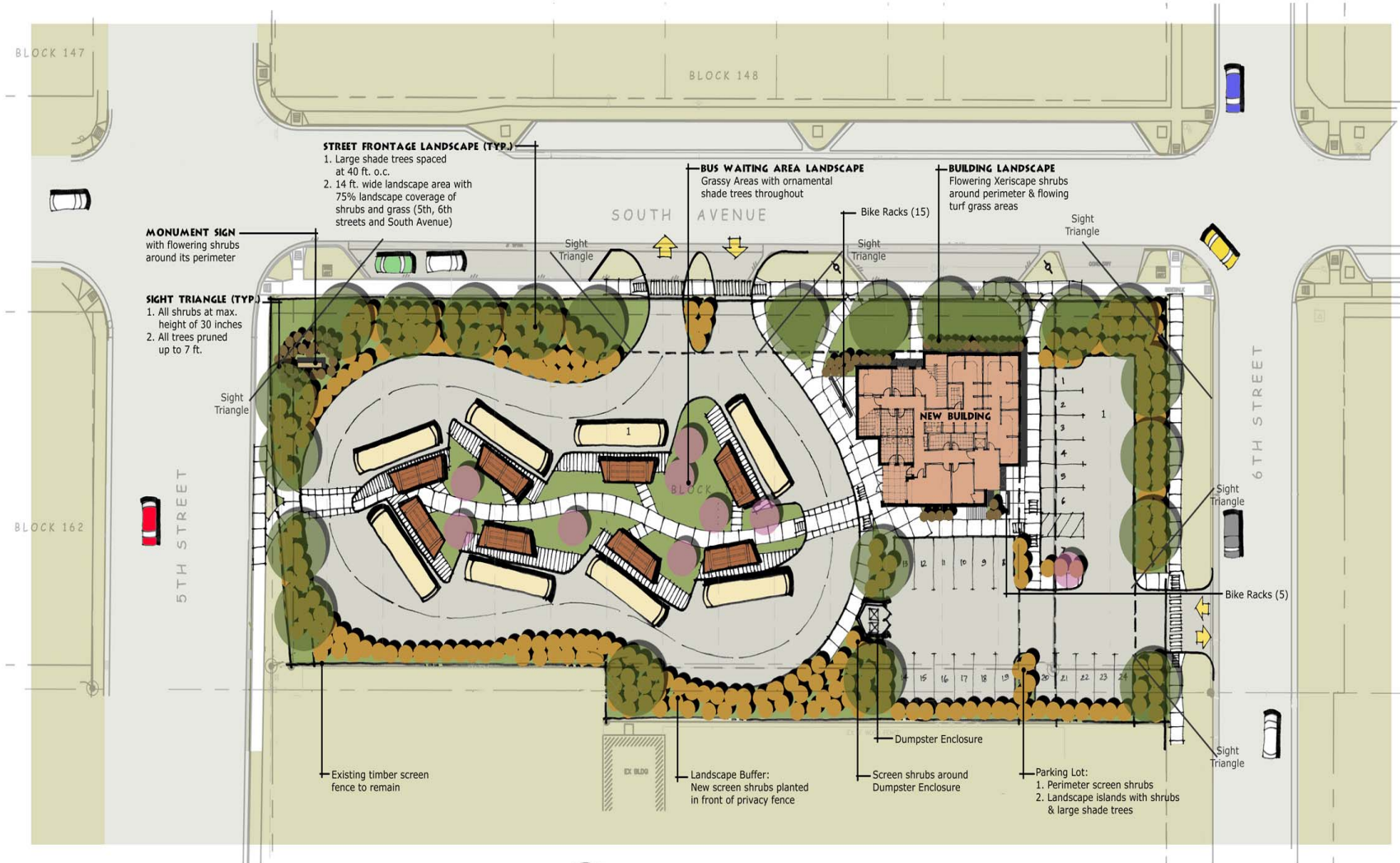
2016 GVT Maintenance Budget				
Fuel	Parts	Labor	Sublet	Misc
\$381,000	\$260,000	\$156,000	\$61,000	\$8,700

WARRANTY PROGRAM

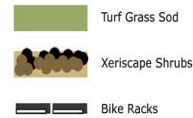
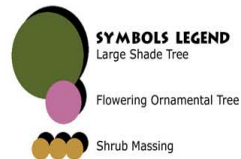
When GVT receives a new vehicle a separate file is set up to record and store any and all warranty work performed on the vehicle during the warranty period. It is GVT's goal to maximize the use of the warranty on each vehicle as stated by the OEM. If a local warranty outlet in Grand Junction is available an appointment is made with the outlet to have the work done and a copy of work order is obtained and filed in the Warranty Folder for the vehicle. If the GVT Fleet Management shop performs warranty work GVT Fleet Management contacts the OEM for reimbursement for parts and labor. GVT actively pursues the use of vehicles warranties to see that they are utilized to the fullest extent possible.

Exhibit E

Downtown Transfer Facility Site Plan



CONCEPTUAL SITE LAYOUT & LANDSCAPING PLAN



PLANTING REQUIREMENTS

59,691 sf (1.37 acres) improved area

Trees:	Required	Provided
59,691 / 2500 =	24	31
59,691 / 300 =	199	199



Transit Transfer & Operations Center
SWC 6th Street & South Avenue
Grand Junction, CO

DECEMBER 5, 2007



Exhibit A

Downtown Transfer Facility
Contractor Area (1st Floor)



■ Building Common Area
■ Office area

1 FIRST FLOOR AREA PLAN
SCALE 1/8" = 1'-0"

GRAND VALLEY TRANSIT

525 SOUTH 6TH STREET
GRAND JUNCTION, CO

VAUGHT · FRYE



ARCHITECTS

ARCHITECTURE · INTERIOR DESIGN
401 West Mountain Avenue Suite 200 Fort Collins, CO 80521
fax 970724-1662 phone 970724-1191 www.vaughtfraye.com



GRAND VALLEY TRANSIT AUTHORITY	OWNER
LINDAUER DUNN	STRUCTURAL
BIGHORN CONSULTING ENGINEERS	MEP
RIVER CITY CONSULTANTS	CIVIL
JULEE WOLVERTON	LANDSCAPE

Issues		
No.	Description	Date
1	SCHEMATIC DESIGN	03-30-08
2	DESIGN DEVELOPMENT	04-04-08
3	100% REVIEW SET	05-04-08
4	PERMIT/BID SET	05-14-08
5	CONSTRUCTION SET	06-19-08

Revisions		
No.	Description	Date

CONSTRUCTION SET

Sheet

Project No: 2007-53 Drawn by: IRH
Reviewed by: IRH

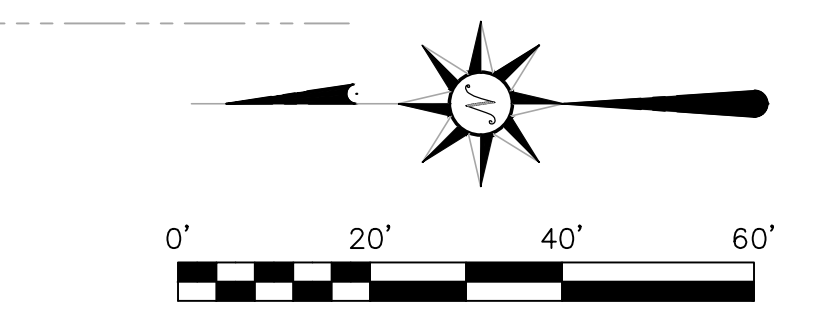
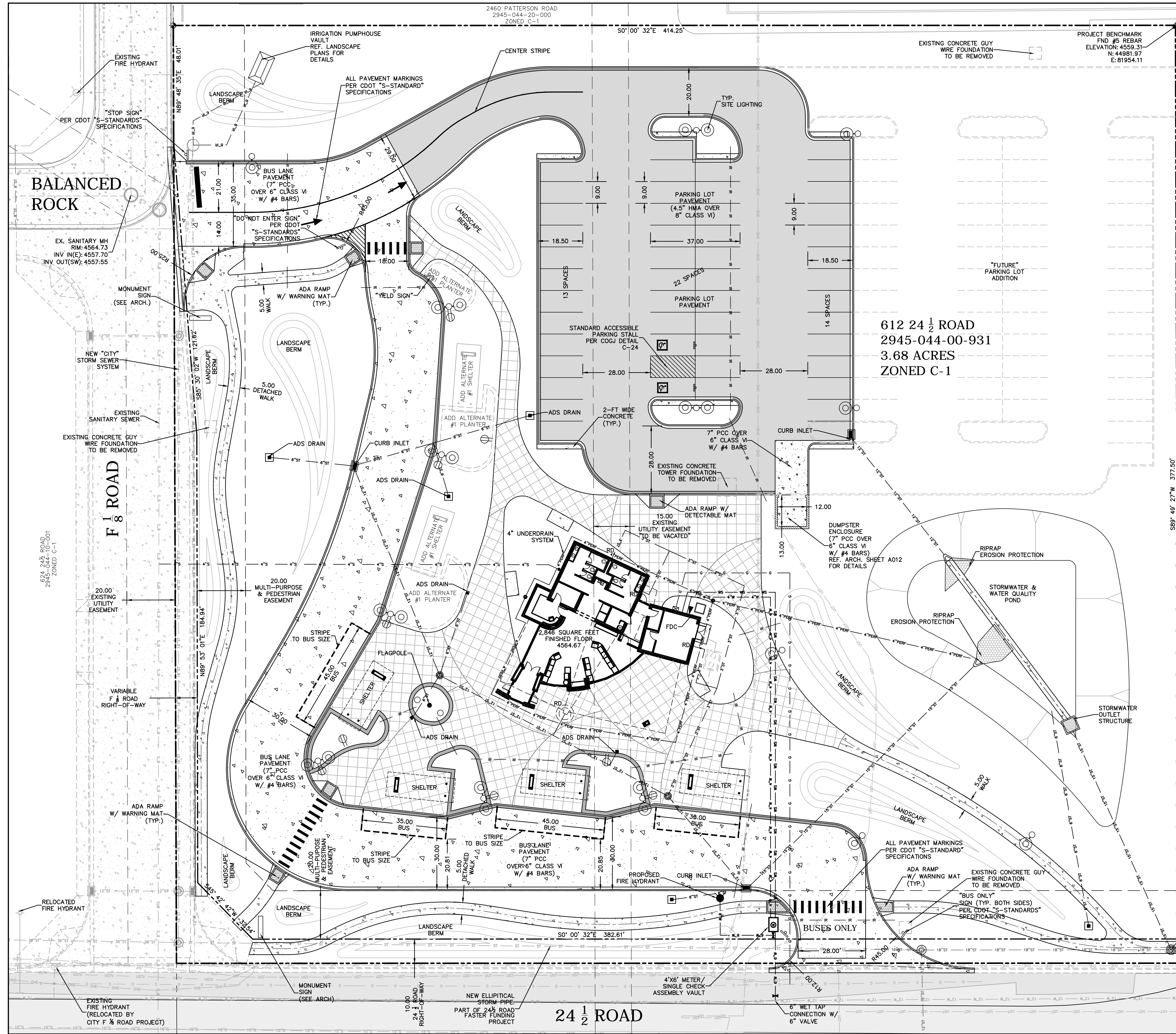
FIRST FLOOR AREA PLAN

Scale Accordingly if Reduced

Drawing Number

AA-1

West Transfer Facility Site Plan



UTILITIES AND AGENCIES

CITY OF GRAND JUNCTION SANITARY SEWER	UTILITIES	244-1579
UTE WATER	DAVID PRISKE	242-7491
GRAND VALLEY IRRIGATION	PHIL BERTRAND	242-2762
CITY OF GRAND JUNCTION PUBLIC WORKS	UTILITIES	244-1579
KCEL ENERGY	JOHN SALAZAR	244-2781
QWEST	BOB SHARPE	244-4333
BREXWAN COMMUNICATIONS	GLEN VANDL	245-8750

LAND USE SUMMARY

612 24 1/2 ROAD - #2945-044-00-931
C-1 ZONING

USE	AREA (ACRES)	PERCENT
BUILDING	0.06	1.64%
IMPERVIOUS	1.43	38.86%
LANDSCAPE	1.41	38.31%
UNDEVELOPED	0.62	16.85%
ROW	0.16	4.34%
TOTAL	3.68	100%

PARKING REQUIREMENTS
PARKING SPACES PROVIDED
TOTAL SPACES : 49 SPACES

CHAMBERLIN ARCHITECTS
ENHANCING EVERYDAY LIVING THROUGH DESIGN

CHAMBERLIN ARCHITECTS
437 Main St.
Grand Junction, Colorado 81501
T 970.242.6804
725 Saint Joseph St., Suite B1
Rapid City, South Dakota 57701
T 605.355.6804
www.chamberlinarchitects.com

A C G
AUSTIN CIVIL GROUP, INC.
Land Planning • Civil Engineering • Development Services
338 Main Street, Suite 203 Grand Junction, Colorado 81501
(970) 242-7540

GVT WEST TRANSFER STATION
612 24 1/2 ROAD
GRAND JUNCTION, COLORADO

SITE PLAN

CITY OF GRAND JUNCTION COMMUNITY DEVELOPMENT

BY: _____ DATE: _____

CITY OF GRAND JUNCTION ENGINEERING

APPROVED FOR CONSTRUCTION FOR ONE YEAR FROM THIS DATE.

BY: _____ DATE: _____

ACCEPTED AS CONSTRUCTED

BY: _____ DATE: _____

"All details, construction, inspections, and testing shall conform to the City of Grand Junction Standard Contract Documents for Capital Improvements Construction. Contractor shall have a copy of the accepted plans and current City of Grand Junction Standard Documents for Capital Improvements Construction on site and available at all times."



NO: _____ ISSUED FOR: _____ DATE: _____

PROJECT STATUS: 100% CD

DRAWN BY: STS CHECKED BY: _____

DATE: 10/12/12 SHEET NO: _____

PROJECT NO: 1164 **C003**

Exhibit E Clifton Transfer Site Plan

REVISIONS				
No.	Date	By	Chk	Description
1	10/18/06	BT	BT	ELEC. NOTES, PULLBOXES, 6080W



MESA COUNTY
DEPARTMENT OF PUBLIC
WORKS
ENGINEERING DIVISION

HORIZONTAL CONTROL
SITE IMPROVEMENT PLAN

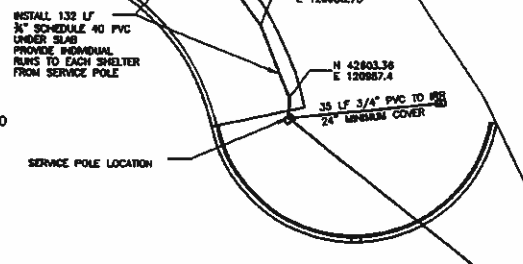
Grand Valley Transit
Transfer Site
I70 & Old 32 Road
Mesa County, Colorado

Date : 9/1/01
File : trnsfbase.dwg
Job # :
Drafting By : APEX
Designed By : wbt
Checked By : wbt
Scale : As Noted

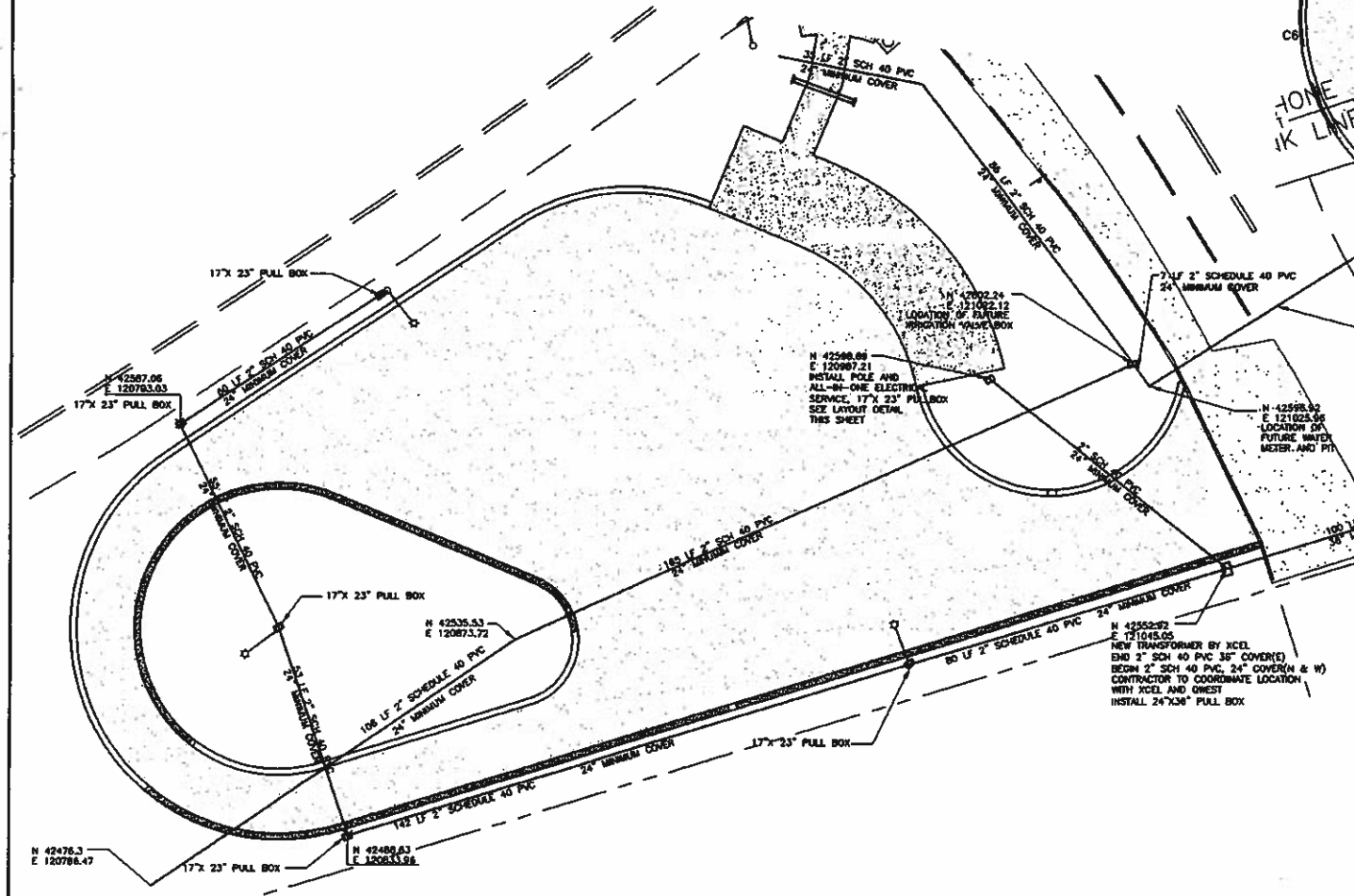
Sheet:
4
of 6

ELECTRICAL NOTES

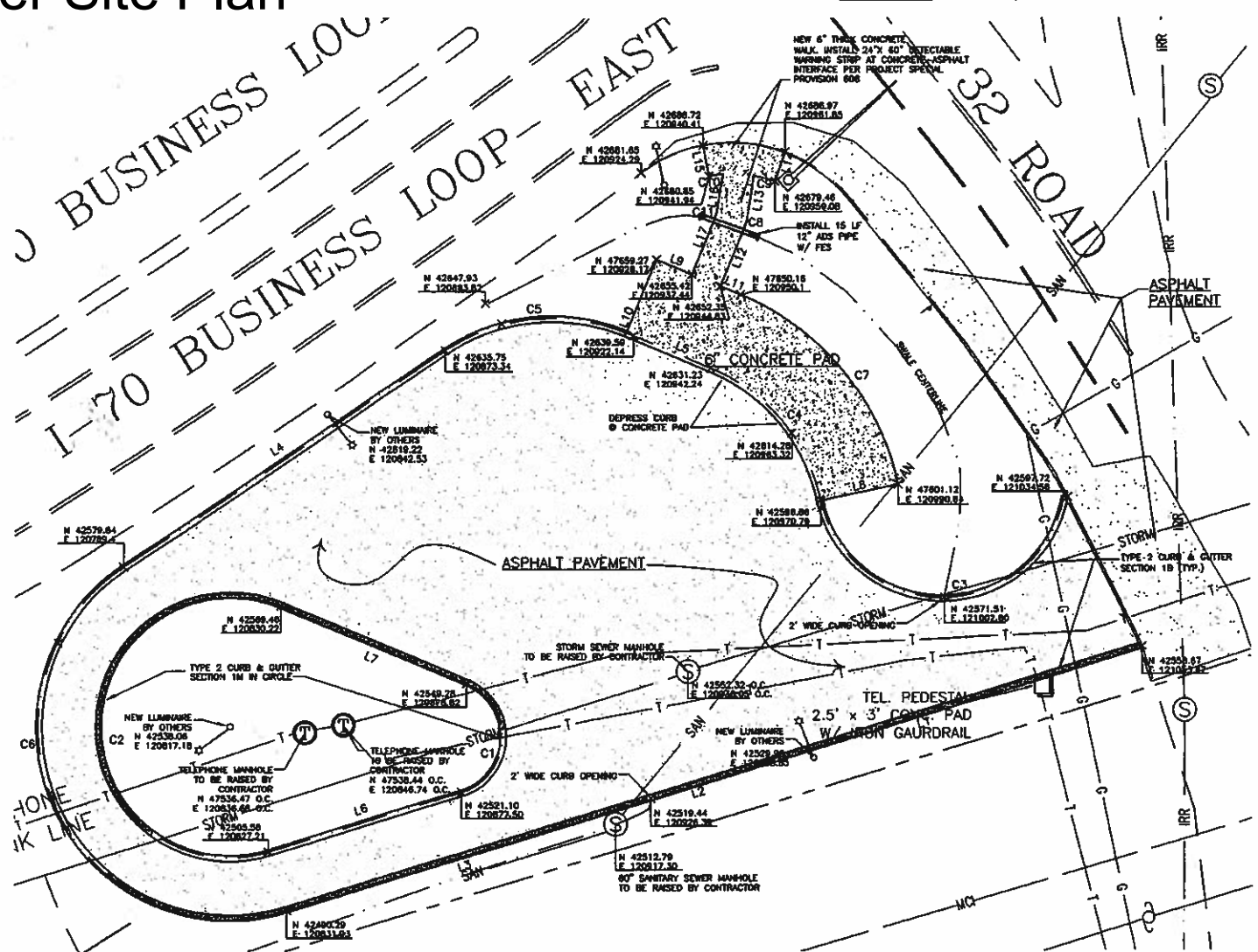
XCEL TO SUPPLY 90 DEG SWEEPS FOR PULL BOXES
ELECTRICAL SERVICE SHALL BE 100 AMP.
ALL-IN-ONE MAIN BREAKER BOX TO BE LOCKABLE, 100 AMP, WITH 6 -20 AMP BREAKERS.
INSTALL 1-120 VOLT GF WEATHERPROOF OUTLET ON POLE.
ALL CONDUIT SHALL BE METAL FROM THE BOX TO 6" BELOW FINISH GRADE.
INSTALL ELECTRICAL LINE TO XCEL'S TRANSFORMER.



3/4" ELECTRIC CONDUIT LAYOUT

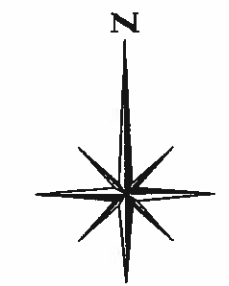


ELECTRIC AND WATER CONDUIT LAYOUT



HORIZONTAL CONTROL NOTES:

1. ALL DISTANCE/BEARING, AND NORTHING/EASTING CALL OUTS REFER TO FLOWLINE OR EDGE OF CONCRETE WHEN FLOWLINE IS NOT PRESENT.
2. HATCHED CURB AND GUTTER DENOTES "CATCH" GUTTER.



GRAPHIC SCALE
1" = 20'

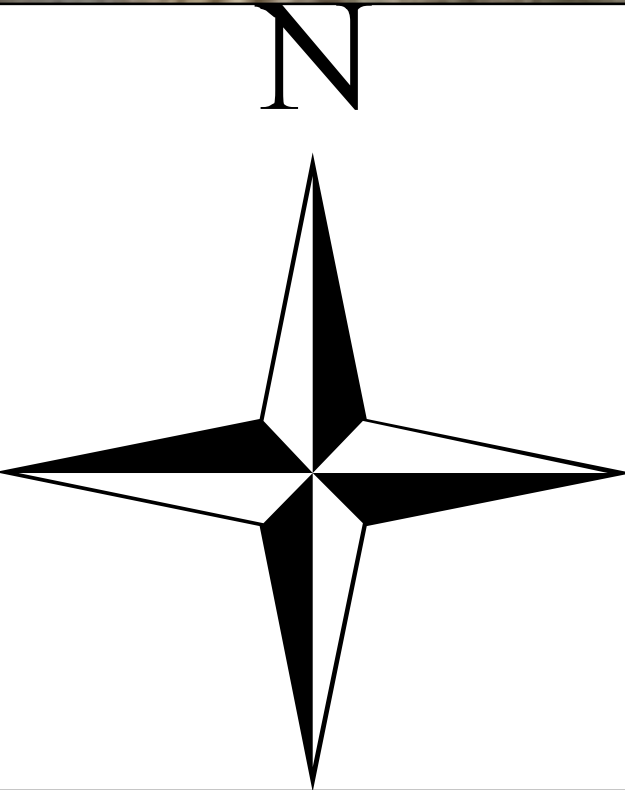
CURVE TABLE			
CURVE	LENGTH	RADIUS	CHORD
C1	36.73	15.00	N02°41'54"E
C2	130.37	34.00	S02°41'54"W
C3	86.17	32.00	N89°04'40"E
C4	46.47	48.00	N39°43'02"W
C5	48.13	50.00	S84°23'58"W
C6	142.59	50.00	S25°27'10"E
C7	66.31	68.50	N39°43'02"W
C8	3.52	15.00	N15°49'26"E
C9	5.66	32.00	N74°50'54"W
C10	3.68	32.00	S82°20'32"W
C11	3.52	15.00	N15°49'26"E

LINE TABLE		
LINE	LENGTH	BEARING
L1	130.00'	S72°50'47"W
L2	6.00'	S72°50'47"W
L3	95.86'	S72°50'47"W
L4	100.86'	N58°14'52"E
L5	23.75'	S67°26'59"E
L6	52.63'	S72°50'47"W
L7	52.63'	N67°26'59"W
L8	20.00'	N78°00'55"E
L9	10.04'	S67°26'59"E
L10	20.00'	N22°33'01"E
L11	3.71'	S67°26'59"E
L12	16.15'	S22°33'01"W
L13	10.42'	N08°05'51"E
L14	8.00'	N20°13'15"E
L15	8.00'	N10°57'02"W
L16	8.61'	N08°05'51"E
L17	15.20'	S22°33'01"W

CALL UTILITY NOTIFICATION
CENTER OF COLORADO
1-800-922-1987
CALL 2 BUSINESS DAYS IN ADVANCE
BEFORE YOU DIG, GRADE, OR EXCAVATE
FOR THE MARKING OF UNDERGROUND
MEMBER UTILITIES.

GVT Bus Storage & Maintenance Facility

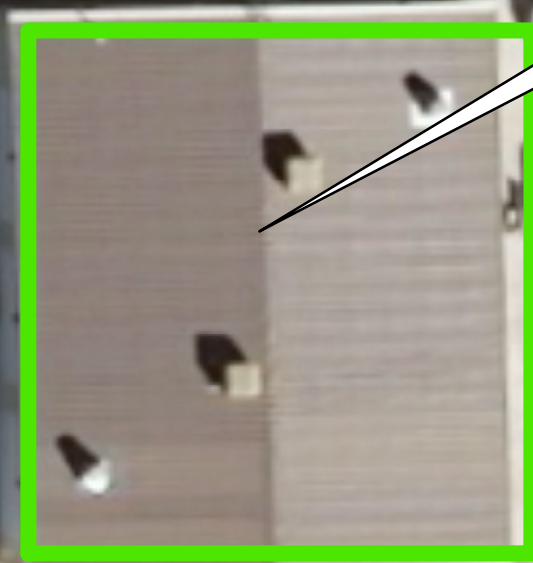
City Fleet Maintenance Site Plan



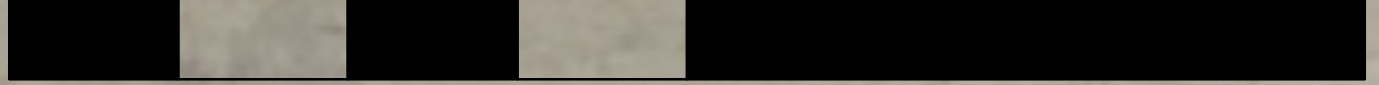
Bus Storage Area

Bus Storage Area

Bus Maintenance Facility

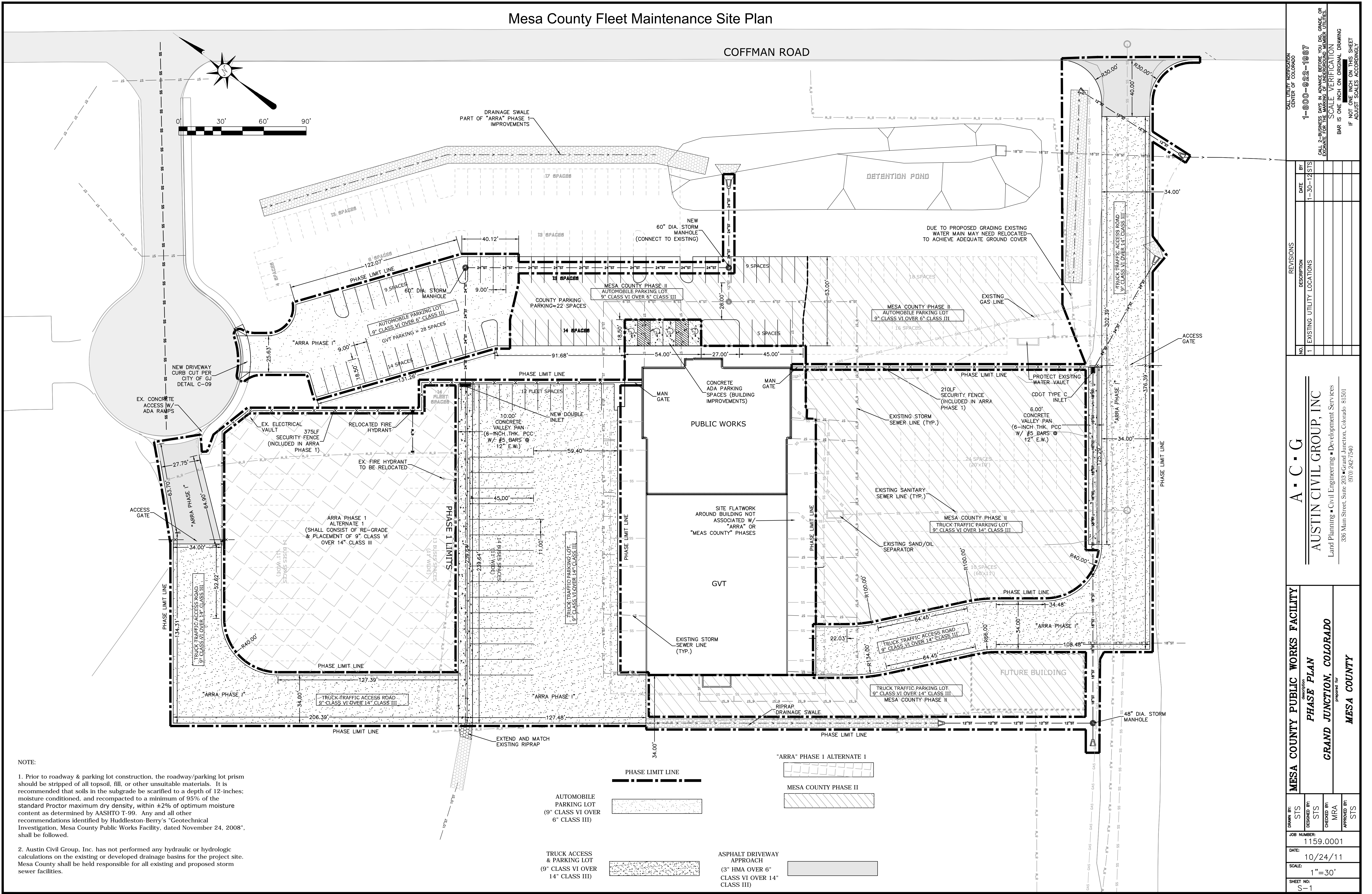


0.015 0.0075 0 0.015 Miles



Mesa County Fleet Maintenance Site Plan

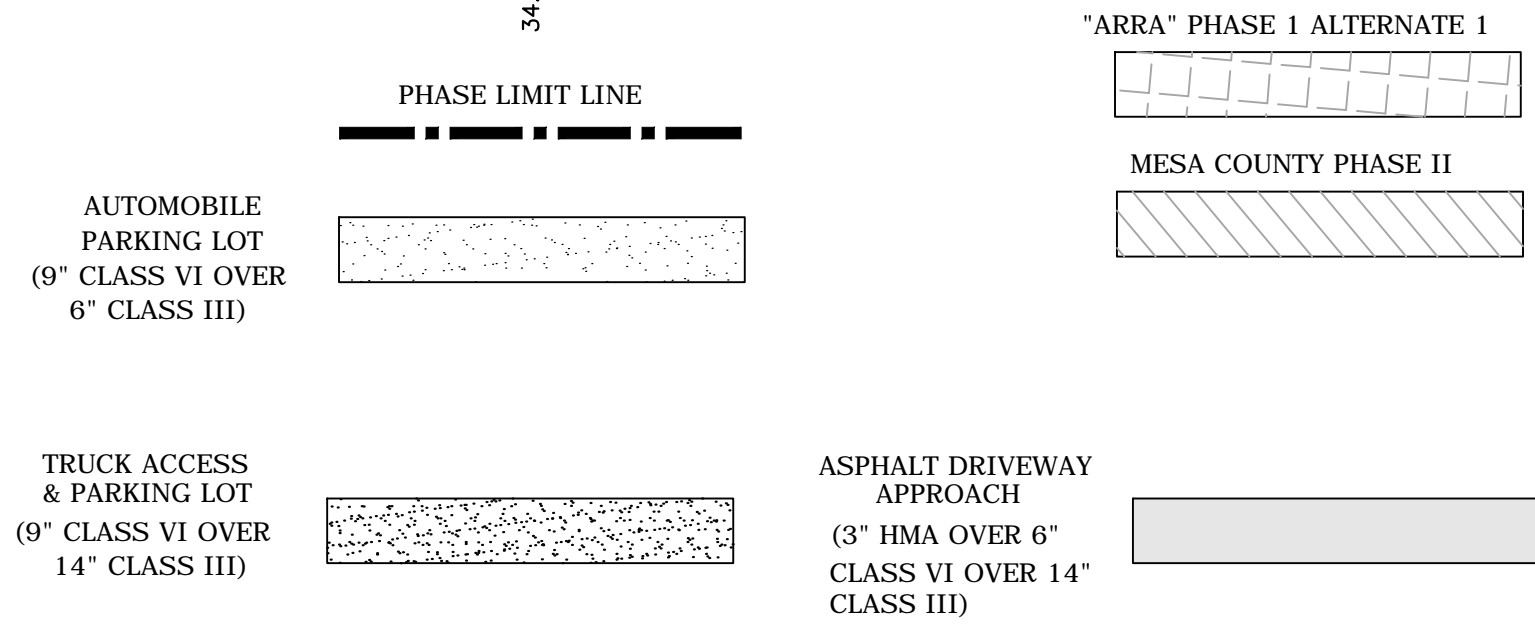
COFFMAN ROAD



NOTE:

1. Prior to roadway & parking lot construction, the roadway/parking lot prism should be stripped of all topsoil, fill, or other unsuitable materials. It is recommended that soils in the subgrade be scarified to a depth of 12-inches; moisture conditioned, and recompacted to a minimum of 95% of the standard Proctor maximum dry density, within ±2% of optimum moisture content as determined by AASHTO T-99. Any and all other recommendations identified by Huddleston-Berry's "Geotechnical Investigation, Mesa County Public Works Facility, dated November 24, 2008", shall be followed.

2. Austin Civil Group, Inc. has not performed any hydraulic or hydrologic calculations on the existing or developed drainage basins for the project site. Mesa County shall be held responsible for all existing and proposed storm sewer facilities.



MESA COUNTY PUBLIC WORKS FACILITY PHASE PLAN GRAND JUNCTION, COLORADO prepared for MESA COUNTY		A · C · G AUSTIN CIVIL GROUP, INC. Land Planning • Civil Engineering • Development Services 336 Main Street, Suite 203 • Grand Junction, Colorado 81501 (970) 242-7540
DRAWN BY: STS DESIGNED BY: STS CHECKED BY: MRA APPROVED BY: STS	REVISIONS NO. 1 DESCRIPTION: EXISTING UTILITY LOCATIONS	DATE: 1-30-12 BY: STS SCALE: 1"=30' SHEET NO.: S-1

CALL UTILITY NOTIFICATION CENTER OF COLORADO 1-800-922-1087
 CALL 2-BUSINESS DAYS IN ADVANCE BEFORE YOU DIG, GRADE, OR EXCAVATE FOR THE MARKING OF UNDERGROUND UTILITIES.
 SCALE VERIFICATION
 BAR IS ONE INCH ON ORIGINAL DRAWING
 IF NOT ONE INCH ON THIS SHEET ADJUST SCALES ACCORDINGLY

Exhibit F

MESA COUNTY

Building Maintenance Plan

Grand Valley Transit

Initial BMP: 10/21/2014

Revision I BMP: 10/22/2014

Edward Morgan

Building Maintenance Plan for Grand Valley Transit downtown, Grand Valley Transit Maintenance Facility and Grand Valley Transit transfer station Clifton.

Exhibit F Grand Valley Maintenance Plan

This following BMP is specified for Grand Valley Transit (GVT) and is designed to be utilized as a tool. Facilities staff and service vendors are expected to contribute to the ongoing growth and accuracy of this living document to ensure its success.

This document, along with the equipment service manuals are key instruments in maintaining conditions at GVT buildings.

Exhibit F

FACILITIES POLICIES AND PROCEDURES

MISSION STATEMENT: *Facilities – We provide, develop and preserve Mesa County’s physical assets to promote pride in our community.*

INTRODUCTION: Facilities is dedicated to maintaining and managing the physical assets of Mesa County and to serving the public and all Departments and Divisions of Mesa County government. These policies and procedures are to inform Mesa County staff of Facilities primary objectives, the services provided and to assist the various County Departments in requesting and obtaining services.

Corrective work is initiated by using the on-line work order web request system. Each department has a contact person authorized to input work requests. Detailed records are maintained within the Computerized Maintenance Management System (CMMS) for historical reference and the scheduling of all preventive and corrective maintenance performed on County real property and equipment. CMMS database is backed-up and stored for a minimum of five years.

PREVENTIVE MAINTENANCE: The major objective of Facilities mission is preventive maintenance (PM) of the County's physical assets. A major component of this work entails scheduled preventive maintenance on all building and equipment. PM work orders for inspections, repair/maintenance are internally generated on specified schedules, e.g. weekly, monthly, quarterly, annually, etc. via our Computerized Maintenance Management System. The PM management is a dynamic and on-going endeavor.

THE CORRECTIVE WORK ORDER: Departments/Divisions are responsible for designating a representative authorized to use the CMMS web request system to input work requests for their building and/or department. Work requests should be as specific as possible so Facilities clearly understands the nature of the work request. It is important that you anticipate forthcoming needs to eliminate crisis requests and provide enough lead-time for Facilities to schedule your request in the Department’s work flow. Emergency work such as overflowing water, burning odors, etc. should be called in immediately using the Department’s main number: 244-3230. We ask that routine work be entered into the web request system, rather than verbally requesting work when you see a maintenance technician, this way your request is **not** lost or forgotten.

Work priorities for Facilities fall into the following categories:

- Priority 1: Health, safety and welfare problems;
- Priority 2: Preventive maintenance items;
- Priority 3: Accommodations for new FTE's;
- Priority 4: Disruption of daily work, e.g. power problems;
- Priority 5: Matters that increase productivity;
- Priority 6: Matters of convenience.

In the event that a work request is found to involve more than routine work, it may be classified as a project. A project means new construction or remodeling, extensive use of subcontractors, extensive

Exhibit F

coordination among Divisions/Departments, and contractors, multi-phased work processes, specialty tools, or one that requires formal bidding for services and materials in conformance with published Mesa County Purchasing Policies. In that event, the requestor will be contacted directly by Facilities personnel to discuss the request and a mutually agreed upon course of action, schedule, etc.

SUMMARY OF SERVICES

<u>SECTION</u>	<u>SERVICE PROVIDED</u>
1.01	Cabling
1.02	Carpet Cleaning and Replacement
1.03	Communications
1.04	Computer Services
1.05	Construction Services
1.06	Custodial Services
1.07	Electrical Rooms and Telephone Rooms
1.08	Emergency Services
1.09	Environmental Services
1.10	Equipment Maintenance
1.11	Furniture
1.12	Grounds Administration
1.13	Moving Services
1.14	Painting
1.15	Parks Administration
1.16	Projects
1.17	Real Estate Leases
1.18	Repair and Maintenance
1.19	Security
1.20	Signs
1.21	Snow Removal
1.22	Surplus Property
1.23	Window Washing

1.01 CABLING: It is the policy of Facilities to provide electrical, communication, and data cabling services in Mesa County Facilities in cooperation with the Information Technology Department. Upon receipt of a request, Facilities will coordinate with I.T, as necessary to perform minor cabling with in-house personnel in conformance with applicable building codes. If the work is extensive or cannot be performed in-house in a reasonable time, Facilities will retain a third-party contractor to perform the requested work. All electrical connections will be done by qualified, licensed contractors in conformance with applicable building codes.

1.02 CARPET CLEANING AND REPLACEMENT: It is the policy of Facilities to maintain all carpets in a clean and well-kept manner and to replace carpets past their useful life. Facilities will schedule routine carpet cleaning in all buildings, respond to specific cleaning requests and schedule

Exhibit F

annual carpet replacement on an as-needed basis. All carpet cleaning and replacement will be performed by outside third-party contractors whose services will be obtained in conformance with published Mesa County purchasing procedures. Facilities requests that all County personnel notify Facilities, via the web request system, of any tripping hazards, worn, dirty or damaged carpet areas as soon as they are detected.

1.03 COMMUNICATIONS: It is the policy of Facilities to provide support to Mesa County I.T. in providing communications services. All work order requests for these services will be coordinated with I.T. as the lead Department.

1.04 COMPUTER SERVICES: Although Facilities does not directly provide computer services, it is the policy of Facilities to provide support to I.T. as needed for maintenance of the County computer network units, and for cabling, furniture, and other services necessary to support implementation of Mesa County's Automation Plan. Any request to move computers or related equipment must be approved by I.T. and Facilities Divisions.

1.05 CONSTRUCTION SERVICES: It is the policy of Facilities to provide construction services to meet the dynamic space needs of Mesa County Divisions and Departments within the bounds of the Mesa County Strategic Facilities Plan.

All requests for new construction and remodeling will be evaluated by Facilities as to their consistency with the strategic and tactical plans; their effect on overall operating costs; Departmental operating efficiency; and enhancement of public service. Facilities will also prepare detailed construction cost and time estimates either in-house or with the assistance of outside professionals. Facilities will provide the requestor with the cost estimates, time frame and recommendations. Cost estimates will include all anticipated construction, communications, land, environmental, operating, regulatory costs, etc. It is the responsibility of the requesting Department to prepare whatever budget requests are necessary, and to present their request to the Administration and Mesa County Commissioners.

All outside contractors or material suppliers will be procured in conformance with published Mesa County bidding, contracting and purchasing procedures, and all electrical, plumbing, mechanical and structural work will be performed by qualified licensed contractors in accordance with applicable local, state and federal code regulations.

1.06 CUSTODIAL SERVICES: It is the policy of Facilities to maintain all Mesa County buildings in a clean and presentable condition by:

- 1) Contracting with qualified third-party, bonded contractors in conformance with published Mesa County bidding and contracting procedures;
- 2) Designating a Facilities contract administrator to supervise all custodial contractors and cleaning operations. Please call 244-3230 for custodial problems;

Exhibit F

- 3) Performing, in conjunction with the Mesa County Sheriff's Office, a security check on all contractor personnel working in Mesa County Facilities;

1.07 ELECTRICAL ROOMS AND TELEPHONE ROOMS: It is the policy of Facilities to maintain electrical and telephone rooms in a clean and safe manner. These areas are **not** to be used as storage closets, any party using electrical or telephone rooms for storage will be requested to remove all articles stored in these Facilities. Fire code dictates the safe, clean and clear maintenance of electrical and telephone rooms.

1.08 EMERGENCY SERVICES: It is the policy of Facilities to promptly respond to any emergency situation upon notification of each event. These would include, but not be limited to: Fire, water breaks, power outages, etc. Emergency service may be obtained by calling the Facilities main number (244-3230) 8:00-5:00 p.m. or "911" after hours or on weekends for emergencies.

1.09 ENVIRONMENTAL SERVICES: It is the policy of Facilities to conduct all work in an environmentally sound manner and to ensure, to the extent practicable, that all Mesa County subcontractors and vendors do the same. Facilities will also provide, via third-party contractors, or state and federal agencies, environmental audits and air quality surveys, or underground storage tank removal services on an as-needed basis. Facilities requires all Facilities vendors and subcontractors to provide "material safety data sheets" on all products, e.g. cleaning materials, used in Mesa County Facilities.

1.10 EQUIPMENT MAINTENANCE AND REPAIR: It is the policy of Facilities to perform routine preventive maintenance, and breakdown repair on all County mechanical equipment, boilers, refrigerated air systems, water coolers, air handlers, exhaust fans, etc. in conformance with sound maintenance practices. Facilities is also responsible for such devices as door accesses, metal detectors, etc. Facilities is **not** responsible for repair of computers, telephones, fax machines, copy machines or other office equipment of this kind, or any personal property. However, Facilities, upon receipt of a work request, may assist in moving or connecting of such equipment as time allows

1.11 FURNITURE: It is the policy of Facilities to standardize Mesa County furniture systems and acquisition procedures to maximize office productivity, comfort, safety, ergonomic functionality and furniture system flexibility by:

- 1) Working in concert with the Mesa County Purchasing and Risk to evaluate available furniture systems and present acquisition procedures;
- 2) Developing work place standards as a part of the Mesa County Strategic Facilities Plan;
- 3) Assisting departments in analyzing their specific furniture needs;
- 4) Repairing broken furniture, as practical or possible;

Exhibit F

1.12 GROUNDS ADMINISTRATION: It is the policy of Facilities to maintain all Mesa County-owned grounds in a clean, safe and aesthetically pleasing condition:

Facilities requests that all employees notify Facilities, via a work request, of any hazardous or unkempt conditions which may exist on Mesa County owned property by calling 244-3230.

1.13 MOVING SERVICES: It is the policy of Facilities to assist all Mesa County Divisions and Departments with moving physical assets such as furniture, surplus property, files, etc. in the following fashion:

- 1) Upon receipt of the work request, Facilities personnel will usually meet with the requesting party to determine the size, complexity and schedule for the move;
- 2) If the move involves a single item such as a desk, Facilities will usually handle the move internally as a part of the normal work flow;
- 3) If the move involves several pieces of furniture, cabling, new electrical, phone moves, etc., Facilities will coordinate the work with other affected divisions, e.g. I.T. and outside contractors;
- 4) Facilities will typically use a third-party moving contractor for multiple-item moves, heavy or specialty items, or if the move must be performed on a tight schedule.

1.14 PAINTING: It is the policy of Facilities to perform routine painting of all Mesa County Facilities by using both in-house personnel as time allows and qualified, licensed third-party contractors. Painting priorities are:

- 1) All public areas;
- 2) All restrooms and other high traffic employee areas;
- 3) All exterior areas that are showing sufficient wear that non-painting will exacerbate deterioration;
- 4) All offices showing significant deterioration, vacancy, being remodeled, recarpeted or otherwise being remodeled.

Facilities will select and use consistent colors for all areas.

1.15 PARKS ADMINISTRATION: It is the policy of Facilities and Parks to maintain active parks in a safe, clean and aesthetically pleasing manner by:

- 1) Contracting with a licensed, bonded landscape contractor for necessary services in conformance with published Mesa County bidding and contracting procedures;
- 2) Designating a Facilities contract administrator to supervise all parks contractors and park operations. Please call 244-3230 for parks-related problems;
- 3) Together with the homeowners association or area park patrons, designate an area resident to monitor the park condition and report to Facilities any deficiencies or hazardous conditions;

Exhibit F

- 4) Using the CMMS, provide preventive maintenance on existing pump houses, playground equipment and transfer stations in safe, usable and aesthetically pleasing condition;

1.16 PROJECTS: It is the policy of Facilities to analyze all work order requests to determine if the request may be handled as routine work or be designated as a project. Projects may be defined by one or a combination of the following tasks:

- 1) Any task other than routine maintenance requiring multiple-days to complete;
- 2) Any task requiring third-party consulting or other professional services;
- 3) Any task which alters the envelope of existing County Facilities;
- 4) Any tasks requiring the hiring of a third-party contractor, i.e. electrician, plumber, etc.
- 7) Any task requiring a significant dollar amount which requires formal bidding or contracting in conformance with published Mesa County purchasing procedures, or Mesa County Commissioner approval at public hearing;
- 8) Any task requiring significant interdepartmental or interdivisional coordination.

All work order requests for construction services will be evaluated by Facilities personnel and if the determination is made that the work order falls into the project category, a cost estimate for the work will be prepared. If the job has already been budgeted, it will be scheduled and work will be performed. If it is not budgeted and it has been determined that Facilities staff are able to schedule the project within the annual time constraints, the requesting party will be responsible for preparing, submitting and presenting the appropriate budget request.

All outside contractors or material suppliers will be procured in conformance with published Mesa County bidding; contracting and purchasing procedures and all electrical, plumbing, mechanical and structural work will be performed by qualified licensed contractors in accordance with applicable local, state and federal code regulations.

1.17 LEASES: It is the policy of Facilities to both lease property to third parties and lease property from third parties where such leases are in the best interest of Mesa County and the public. All leases will be presented to the Mesa County Commissioners and Administration for approval at public hearing. Specifically:

- 1) Standard form leases approved by the Mesa County Attorney will be used by Facilities in leasing Mesa County property to third parties;
- 2) Leases for property, where Mesa County is the lessor, will be drafted by Facilities in conjunction with the Mesa County Attorney's office;
- 3) Facilities will endeavor to ensure that all leases are negotiated at current or below market rates;

Exhibit F

- 4) Facilities will maintain comprehensive files on each leased property.

1.18 REPAIR AND MAINTENANCE: It is the policy of Facilities to perform necessary, routine preventive maintenance on all County Facilities in conformance with manufacturer's recommendations and sound preventive maintenance practices so that all equipment and Facilities may safely and efficiently reach or exceed their design life. Facilities will use automation, third-party contractors, maintenance agreements, in-house expertise, professional third-party assistance, and assistance from other governmental entities to ensure that the stated policy is met. Generally, preventive maintenance falls into two categories: Mechanical equipment, and building structure and finishes. Facilities is structured to allow these two separate but interdependent functions to occur simultaneously and efficiently through interdisciplinary teamwork between the H.V.A.C. Group and Building Group within the Facilities Division. The stated policy will be met specifically by:

- 1) Creating equipment and building records within the CMM System for each piece of mechanical equipment, and each building system, linking items to a scheduled preventive maintenance task, and performing each task as scheduled;
- 2) Conducting building inspections and noting building deficiencies for entry into the budgeting and scheduling processes;
- 3) Performing all work in conformance with applicable local, state and federal codes, regulations and laws;
- 4) Ensuring that preventive maintenance remains the priority within the Division;
- 5) Soliciting the assistance of all employees in finding and reporting hazards and areas of deterioration within all of our Facilities.

1.19 SECURITY: It is the policy of Facilities, in conjunction with the Mesa County Sheriff's Office, to provide security services, to the extent practicable, within the limits of the existing Facilities, specifically, Facilities will:

- 1) Provide electronic access control, intercommunication devices, electronic strike, etc. in those areas where such devices will enhance security by limiting access to authorized personnel only;
- 2) Provide access to Mesa County employees and other facility patrons, e.g. the 21st Judicial System. All access systems will be provided by Facilities, via a third-party electronic controls vendor, and utilize monitoring systems to the extent required,
- 3) With the assistance of M.C.S.O. perform security checks on all third-party contractors and vendors performing work in areas containing sensitive materials and/or in instances where work is performed after hours or on weekends;
- 4) Provide area and security lighting as needed;

Exhibit F

1.20 SIGNS: It is the policy of Facilities to provide signage services to all Mesa County Departments/Divisions. Sign types include, but are not limited to, employee office plaques, directional signage, safety signage, and specialty signage, e.g. elections. Facilities will endeavor to maintain sign uniformity to the extent practicable through the use of consistent materials, type-size and style and location. Facilities will **not** allow the use of sticky-backed tape or other adhesives that damage existing surfaces. Facilities will procure and hang signs upon receipt of work order request.

1.21 SNOW REMOVAL: It is the policy of Facilities to provide snow removal services at Mesa County Facilities to provide safe ingress and egress from each building for the general public and for Mesa County employees. Specifically, Facilities will:

- 1) Begin snow removal service at 6:30 a.m. each working day and endeavor to have all walks, ramps, stairs, entries, etc. cleared by 7:30 a.m. the same day;
- 2) Apply snow melting compounds in amounts sufficient to ensure proper ice clearing, but with care so as to not damage concrete, vegetation, or building floor coverings. This operation will occur both mornings and evenings;
- 3) Contract with qualified third-party contractors to clear snow from parking lots. Facilities will endeavor to have parking lot snow removed before the start of the working day after the snow has accumulated;
- 4) Continue snow clearing operations throughout the day on especially heavy snowfalls;
- 5) Provide 24-hour snow removal service to selected areas of the Mesa County Detention Facility and Sheriff's Office.

Facilities encourages each employee to look for and report areas of ice/snow accumulation to Facilities as soon as it is identified.

1.22 SURPLUS PROPERTY: Facilities in conformance with policies established by the Finance Department and Purchasing Department Policies and Procedures, coordinates the, storage, disposal, or sale of fixed assets.

1.23 WINDOW WASHING: It is the policy of Facilities to keep all exterior windows and screens clean and operable. Facilities will:

- 1) Incorporate all interior windows and both interior and exterior store-front entry glass into its custodial contracts as stipulated in the specific agreements;
- 2) Contract with a bonded, qualified third-party vendor for all exterior window and screen cleaning not included in the custodial contract.

Facilities encourages the web request contact personnel to report non-operational windows as soon as they are identified.

Exhibit F

1.24 WARRANTY: Facilities follows the manufactures warranty. Facilities requests warranty repairs directly from the installer and supplier. Warranty request are tracked through the CMMS software system.

- 1) Typical one year warranty on installation on most equipment
- 2) One to Five year warranty on parts and material
- 3) Fifteen to Twenty year warranty on roofing systems
- 4) Seven to Ten year warranty on heat exchangers

Exhibit F

Component Number	Component	Task	RTPO/GVT Downtown, 525 S. 6th			GVT Maintenance Facility, 971 Coffman Rd			Clifton Transfer Station, 3235 I-70B		
			Rating	Inspection Date	Inspection Date	Rating	Inspection Date	Rating	Inspection Date		
1	Roof	Inspect rubber membrane, roof tiles, gravel, flashing, hardware and painted or coated surfaces.	4	9/16/2014	4	9/18/2014	4	9/22/2014	4		Edward with Facilities
2	Shell (e.g., exterior structure, walls)	Inspect downspouts, doors, and windows. Inspect walls, foundations, columns and pillars. Inspect paint, coatings, siding, concrete or masonry.	4		4		4		4		Edward with Facilities
3	Interior	Inspect lighting, electrical conduit and boxes, plumbing, signage, doors and windows. Inspect walls, floors, ceiling stairs, and foundations. Inspect flooring, drywall, ceiling tiles, paint and other coatings.	4		4		4		4		Edward with Facilities
4	Conveyance (e.g., elevators, escalators, wheelchair lifts)	Check elevator operation. Ensure the elevator doors open and close freely. Inspect the interior of any escalators. Look at the condition of the floors, glass and ceiling. Check the condition of the paint and look for signs of deterioration. Inspect escalators, lifts and other conveyance assets. Check equipment operation.	4	Elevator inspection completed in August 2014	N/A		N/A		N/A		Edward with Facilities
5	Plumbing	Inspect any pipes for damage or leaks including any drainage.	4		4		4		4		Edward with Facilities
6	HVAC	Inspect coils, housing, drains, and wiring. Evaluate overall performance of the system.	4		4		4		4		Edward with Facilities
7	Fire Protection	Evaluate fire alarms, and overall protection system.	4	Fire system inspection completed in October 2013, scheduled to be inspected again in October 2014	4	Fire system inspection completed in October 2013, scheduled to be inspected again in October 2014	4	Fire system inspection completed in October 2013, scheduled to be inspected again in October 2014	N/A		Edward with Facilities

Exhibit F

Component Number	Component	Task	Rating	RTPO/GVT Downtown, 525 S. 6th Inspection Date 9/16/2014	GVT Maintenance Facility, 971 Coffman Rd Inspection Date 9/18/2014	Clifton Transfer Station, 3235 I-70B Inspection Date 9/22/2014	Inspected By
8	Electrical	Inspect electrical assets including conduit, boxes, solar panels and mountings for any damage wire chaffing or loose or corroded connections. Evaluate overall performance of the system.	4	4	4	4	Edward with Facilities
9	Equipment (e.g., lifts, washing systems)	Inspect major pieces of equipment permanent to the facility, such as lifts, fueling systems, and bus washing systems.	N/A	N/A	4 1208 hours on power washer	N/A	Edward with Facilities
10	Site (e.g., sidewalks, parking lot, grounds)	Inspect paved areas outside the facility. Look for cracking or settling of the concrete or asphalt. Look for signs of drainage problems such as flooded areas, eroded soil and water damage to the asphalt and clogged storm drain inlets. Inspect the curbing and ramps for cracking, settling, holes, uneven surfaces and trip hazards. <u>Pay special attention to the wheelchair ramp areas.</u>	3	4	4	4	Edward with Facilities
		Inspect lighting, signage, fencing and gates. Look for corrosion, structural integrity and condition of paint. Visually inspect the irrigation system, if installed. Look for signs of leaks, such as sagging areas in grass and/or pooling water. Look for dead spots in the grass which would indicate lack of water possibly caused by a mechanical failure. Inspect the passenger huts and benches for corrosion, paint condition, glass condition and damage.	4	4	4	4	Edward with Facilities

Exhibit F

Mesa County Facilities and Parks

315 N. Spruce Street
Grand Junction, CO 81501
Phone: 970-244-3230

Fax: 970-244-3240

Work Order 21506

Service Equipment (Elevator Inspections), 8/1/2014
Property RTPO Campus Issued 8/4/2014 4:19:55 PM Std Hrs 1
Shop Building Due 9/5/2014 Priority 6
Supervisor Morgan, Edward A. Status Open Type Preventive
Account RTPO Substatus Taken By SM
Description Annual Inspection of all elevators in each county building.
PM'S

Asset	RTPO GJ GVT/Trns Site-525 So. 6th St.	Department	RTPO
Description	02082		
Location			
Building	RTPO GJ GVT/Trns Site-525 So. 6th St.	Requested	8/4/2014 4:18:32 PM
Parent		Requester	Phone
<input type="checkbox"/> Shutdown <input type="checkbox"/> Lockout/Tagout <input checked="" type="checkbox"/> Safety <input type="checkbox"/> Warranty <input checked="" type="checkbox"/> Inspection			

Labor	Activity	Category	Hours: Est.	Reg.	O.T.	Dbl.	Other
Medina, Steve	PM'S	Elevator	1.00				

Parts	Description	Location	Aisle/Shelf/Bin	Qty Est.	Qty Used
-------	-------------	----------	-----------------	----------	----------

Other Costs	Description	Est. Cost
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Primary Failure: _____ Secondary Failure: _____
Downtime: _____ Lost Time: _____
Comments: _____
Date Completed: _____ Charge to: _____

Mesa County Facilities and Parks

Exhibit F

315 N. Spruce Street
 Grand Junction, CO 81501
 Phone: 970-244-3230

Fax: 970-244-3240

Work Order 21530

Service	Equipment (Fire protection and detection), 8/1/2014	Issued	8/4/2014 4:24:16 PM	Std Hrs	2
Property	RTPO Campus	Due	11/14/2014	Priority	3
Shop	Building	Status	Open	Type	Preventive
Supervisor	Morgan, Edward A.	Substatus		Taken By	TM
Account	RTPO				

Description Test and inspect the following systems
 Wet systems
 Dry systems
 Pre-Action systems
 Notification system
 Detection systems
 Fire Extinguishers
 Halon systems

Asset	RTPO GJ GVT/Trns Site-525 So. 6th St.	Department	RTPO
Description	02082		
Location			
Building	RTPO GJ GVT/Trns Site-525 So. 6th St.	Requested	8/4/2014 4:18:32 PM
Parent		Requester	Phone
<input type="checkbox"/> Shutdown <input type="checkbox"/> Lockout/Tagout <input checked="" type="checkbox"/> Safety <input type="checkbox"/> Warranty <input type="checkbox"/> Inspection			

Labor	Activity	Category	Hours: Est.	Reg.	O.T.	Dbl.	Other
Morfin, Tim A.		<none>	2.00				

Parts	Description	Location	Aisle/Shelf/Bin	Qty Est.	Qty Used
-------	-------------	----------	-----------------	----------	----------

Other Costs	Description	Est. Cost
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Primary Failure: _____ Secondary Failure: _____
 Downtime: _____ Lost Time: _____
 Comments: _____
 Date Completed: _____ Charge to: _____

Exhibit F

Mesa County Facilities and Parks

315 N. Spruce Street
 Grand Junction, CO 81501
 Phone: 970-244-3230

Fax: 970-244-3240

Work Order 22368

Service	Light Bulb Replacement	Issued	10/20/2014 12:54:06 PM	Std Hrs	0
Property	RTPO Campus	Due	10/20/2014 9:20:20 AM	Priority	0
Shop		Status	Open	Type	Demand
Supervisor		Substatus		Taken By	SM
Account	RTPO				
Description	Hello! The light bulb above Route 1 bus loading area is out at the downtown transfer station. Please replace. Thank you!				

Asset	RTPO GJ GVT/Trns Site-525 So. 6th St.	Department	RTPO
Description	02082		
Location	lights above Route 1 bus pickup		
Building	RTPO GJ GVT/Trns Site-525 So. 6th St.	Requested	10/20/2014 9:20:20 AM
Parent		Requester	Biz Collins
<input type="checkbox"/> Shutdown	<input type="checkbox"/> Lockout/Tagout	<input type="checkbox"/> Safety	<input type="checkbox"/> Warranty
<input type="checkbox"/> Inspection		Phone	970 683-4339

Labor	Activity	Category	Hours:	Est.	Reg.	O.T.	Dbl.	Other
Medina, Steve		<none>		0.00				

Parts	Description	Location	Aisle/Shelf/Bin	Qty Est.	Qty Used

Other Costs	Description	Est. Cost

Primary Failure: _____	Secondary Failure: _____
Downtime: _____	Lost Time: _____
Comments: _____	
Date Completed: _____	Charge to: _____

Exhibit F

Mesa County Facilities and Parks

315 N. Spruce Street
 Grand Junction, CO 81501
 Phone: 970-244-3230

Fax: 970-244-3240

Work Order 22341

Service	Furnishings	Issued		Std Hrs	1
Property	Courthouse And Annex Campus	Due	10/23/2014 4:02:22 PM	Priority	4
Shop	Building	Status	Requested	Type	Demand
Supervisor	Morgan, Edward A.	Substatus		Taken By	
Account	Human Resources				

Description -hang pictures in HR area and Franks office.
 -move tagged furniture from 2nd floor (old finance area to Shelley Vehiks office 3rd floor HR
 -Move big conference room table from HR to Finance work room

Asset	Courthouse and Annex	Department	Human Resources
Description			
Location	HR		
Building	Courthouse and Annex	Requested	10/16/2014 4:02:22 PM
Parent		Requester	Cindy Barnett
<input type="checkbox"/> Shutdown	<input type="checkbox"/> Lockout/Tagout	<input type="checkbox"/> Safety	<input type="checkbox"/> Warranty
<input type="checkbox"/> Inspection		Phone	970/244-1856

Labor	Activity	Category	Hours: Est.	Reg.	O.T.	Dbl.	Other
-------	----------	----------	-------------	------	------	------	-------

Parts	Description	Location	Aisle/Shelf/Bin	Qty Est.	Qty Used
-------	-------------	----------	-----------------	----------	----------

Other Costs	Description	Est. Cost
-------------	-------------	-----------

Primary Failure: _____ Secondary Failure: _____
 Downtime: _____ Lost Time: _____
 Comments: _____

 Date Completed: _____ Charge to: _____

POLICY 5.0 – FARE POLICY

ARTICLE I: PURPOSE

The fare policy is used to provide direction in making decisions about changes in Grand Valley Transit's (GVT) fare structure. The policy is composed of objectives and guidelines. The objectives indicate the general goals that the GVT fare structure should achieve. The guidelines provide more specific direction on the various aspects of a fare structure. The intent of each of the guidelines is to further explain in a discussion section that follows each statement.

This Fare Policy applies to the fixed-route system.

ARTICLE II: OBJECTIVES

1. To promote fixed-route ridership by making the fare structure attractive to users
2. To improve the farebox recovery ratio
3. To improve the efficiency of fare collection
4. To promote equality of fare payment among patrons
5. To promote the most independent, appropriate and cost effective service option for people with disabilities.

ARTICLE III: APPLICATION

This policy applies to all recommendations for changes to the fare structure.

ARTICLE IV: GUIDELINES

1. Recommendations for changes in the fare will be developed by the Regional Transportation Planning Office (RTPO) and GVT staff. Decisions on fare changes are made by the Grand Valley Regional Transportation Committee (GVRTC). A public hearing is required for any increase in fares.

2. When making recommendations for changes to the fare, staff will consider the inflation rate, ridership and revenue trends, local economic trends, trends in automobile-related costs such as gas, service changes, the value of the service to the rider, market conditions and opportunities, GVT financial situation, GVRTC goals and objectives, and GVRTC policy. This policy statement lists the most important factors to be considered in making recommendations for changes to the fare structure. The list of factors to be evaluated is not meant to be exclusive; other factors will need to be considered from year to year. It is further recommended that staff continue and maintain a ridership model in order to more accurately predict the effects of changes in the fare structure.

3. Increases to the Group Pass rates will be based on guidelines included in the Group Pass section of this policy.

Exhibit H

4. Increases in the farebox recovery ratio should be pursued primarily by improving the ridership productivity of the system and by improving internal operating efficiency. There are three ways to improve farebox recovery ratio: by increasing the fare (in real terms); by improving internal operating efficiency; and by improving ridership productivity. Improvements in internal operating efficiency should be pursued whenever possible. Improvements in ridership productivity are likely to provide the greatest potential for a significant improvement to the farebox recovery ratio. The average fare remains stable (in real terms); a 10 percent increase in ridership productivity would achieve a 10 percent improvement in the farebox recovery ratio.

5. Prepayment of fares on the fixed-route system shall be encouraged. Accordingly, passes should be priced below the cash fare. Prepayment of fares benefits GVT in a number of ways: It improves the cash flow situation; it guarantees ridership and revenue by the customer; it reduces the chance of nonpayment or underpayment; and it speeds boarding. Prepayment mechanisms also tend to encourage increased ridership by customers since the cost of the ride is not required at the time the decision to take the ride is made. Riders making the longest-term commitment to use the system should receive the greatest discount. For example, someone buying a one month pass should receive a bigger discount than someone buying a one week pass.

6. Fare payment options that effectively attract a different market segment or encourage increased use of the bus by current riders shall be developed. The fare payment options should be made conveniently available to customers. GVT currently offers customers the choice of paying cash, day, eleven ride, monthly, student semester, six-month, and annual passes. Each of these fare payment options is attractive to a different segment of the market. Other fare payment options that attract additional riders, increase bus use among current riders, or are more convenient forms of current options should be investigated and, if feasible, implemented. Convenient access to all fare payment options will tend to make the system more attractive to customers and thus will increase ridership.

7. The design and number of fare payment instruments shall consider the ease of enforcement by bus operators and ease of understanding by customers. Bus operator enforcement of fares is necessary to ensure adherence by customers to the fare policies. The ease of enforcement is dependent upon the design of the fare payment instrument and the quantity of different fare payment options available. These two factors should be considered when making decisions on the implementation of a new fare option or the redesign of an existing fare instrument. Fare enforcement programs should be evaluated periodically to ensure that they are appropriate.

Exhibit H

ARTICLE V: PUBLICATION AND POSTING

All revisions to this policy will be subject to Policy 2.0 –Public Participation Process.

The fare structure will also be included as a part of all future GVT maps, schedules, and brochures and will become part of the GVT website.

ARTICLE VI: MAINTENANCE

The Regional Transportation Planning Office will monitor application of this policy as it relates to cash fares, and standard passes, and propose revisions as necessary.

PRIVATE NONPROFIT, HUMAN SERVICE AND GOVERNMENT AGENCIES

OBJECTIVES

The GVRTC offers private nonprofit, human service and government agencies the opportunity to purchase GVT fare media at a 50 percent discount. This discount is granted in recognition of a community need for transportation services for individuals and families who are working with these agencies to seek employment, housing, and medical services.

APPLICATION

This policy applies to any private non-profit (501-3-c), human service and government agencies who wishes to purchase fare media from GVT.

PROGRAM GUIDELINES

Eligibility determination is conducted by GVT. Agencies wishing to participate may complete the necessary application at GVT. Upon successful certification, agency staff may call GVT to place a fare media order. Agencies are eligible for a 50 percent discount toward the purchase of fare media.

MAINTENANCE

The GVT Operator is responsible for monitoring and making recommendations for modifications to this policy. A semi-annual report of program use will be produced and forwarded to the RTPO for review.

DISTRICT 51 AND LOCAL HIGHER EDUCATION INSTITUTIONS WHOLESALE DISCOUNT PROGRAM

OBJECTIVES

The GVRTC offers School District 51 and local higher education institutions a wholesale discount on the purchase of fare media. This discount recognizes that the School District and the local higher education institutions play an important role in the ridership and distribution of fare media to GVT customers.

Exhibit H

APPLICATION

This policy applies to all District 51 High/Middle Schools that choose to contract with GVT for the sales of fare media as well as all local higher education institutions. All Schools will be issued passes according to the same discount structure.

PROGRAM GUIDELINES

GVT offers a \$60 Student Pass per student per semester.

MAINTENANCE

The GVT Operator is responsible for monitoring and making recommendations for modifications to this policy.

GROUP PASS PROGRAM

OBJECTIVES

The GVRTC offers a Group Pass Program for agencies to have the opportunity to purchase GVT fare media at a 50 percent discount. The employer enters into an annual contract for services with GVT. In this way, the cost per person for the service is significantly reduced, and ridership within the group can be expected to increase significantly.

Group pass programs attempt to:

1. Increase ridership and ridership productivity (rides per service hour);
2. Maintain or increase the farebox to operating cost ratio; and
3. Decrease the cost per trip.

The establishment of these programs is based on the premise that increased use of transit, as a replacement to the single-occupancy vehicle, is a goal established by our community because it will provide numerous benefits. In order to meet that goal, GVT should aggressively pursue fiscally responsible programs that increase use of the bus, particularly in areas with traffic congestion, parking or air quality problems, or where there is a transportation need that can be effectively addressed with public transit.

APPLICATION

The following guidelines apply to all group pass programs established by the GVRTC.

PROGRAM GUIDELINES

Qualifying Organizations

The GVT will consider any organization, public or private, for a group pass program. Organizations wishing to participate may complete the necessary application at GVT. Upon successful certification, organization staff may call GVT to place a fare media order. Organizations are eligible for a 50 percent discount toward the purchase of fare media if it:

Exhibit H

1. Includes at least 25 individuals
2. Is financially capable and legally empowered to enter into a contract with GVT and meet the financial obligations dictated by that contract.
3. GVT will consider qualifying organizations on a first-come/first-served basis, only if GVT has the service and equipment capacity to serve that organization.

Term of the Contract

Contracts will normally be for a one-year period, with annual renewals. Yearly evaluation, at a level appropriate for the size of the organization, is to be conducted of each group pass program prior to renewing the contract to determine if the pricing criteria are still being satisfied.

Operational Issues

Group pass participants are to have a GVT pass that is easily verified by the bus driver. The GVT pass must have been issued and approved by GVT. Participating organizations will be responsible for administering the program within their organizations.

Marketing

GVT will provide trip planning assistance for the individuals of a group pass organization. Marketing of the service to individuals of a group pass organization will be conducted where it is determined to have a significant impact on ridership.

Maintenance

The GVT Operator is responsible for monitoring and making recommendations for modifications to this policy.

HALF-FARE PROGRAM

OBJECTIVE

To provide reduced fares for seniors and people with disabilities in cooperation with the Federal Transit Administration's (FTA) half-fare requirements. FTA grantees are required to implement a half fare schedule during off-peak hours of service. Grantees must ensure that elderly persons and persons with disabilities, or an individual presenting a Medicare card, will be charged during off-peak hours for transportation services financed under FTA Section 5307 funds not more than 50 percent of the peak hour fare.

BACKGROUND

Urbanized Area Formula Grant Program (Section 5307) grantees must allow elderly persons, persons with disabilities, and Medicare card holders to ride fixed route services during the off-peak period for a fare that is not more than one-half the base fare charged other persons during the peak period.

Exhibit H

This requirement is for fixed-route service only. It is not applicable to demand responsive service open to the general public.

APPLICATION

This program applies to all qualified individuals who are eligible according to the guidelines contained in the Half-Fare program.

PROGRAM GUIDELINES

GVT's Half-Fare program provides half-price discounted bus fares to people aged 65 and older, people who receive Medicaid or Medicare and persons with disabilities, 10:15 a.m. until 2:15 p.m. Monday-Friday and all day Saturday.

Who qualifies for the half-fare program?

1. Persons aged 65 and older
2. Persons who receive Medicaid or Medicare
3. Persons with disabilities
4. People who meet the FTA definition of disabled:
"disabled person means any individual who, by reason of illness, injury, age, congenital malfunction, or other permanent or temporary disability, are unable, without special facilities or special planning or design to utilize mass transportation and services as effectively as persons who are not so affected."

OTHER DEFINITIONS

ELDERLY: "Elderly" by FTA regulations is to "at a minimum, include all persons 65 years of age or over."

DISABLED: Persons with disabilities are defined by FTA as persons "who by reason of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including any individual who is a wheelchair user or has semi-ambulatory capabilities), cannot use effectively, without special facilities, planning, or design, mass transportation service or a mass transportation facility."

MEDICARE CARD HOLDER: The definition of Medicare card holder is self-explanatory. Though most Medicare card holders are elderly, it is important to recognize that Medicare cards can be issued to non-elderly persons with a disability. A Medicare card can be issued to anyone over 20 years of age who has received Social Security or Railroad Retirement Board disability benefits for more than 24 months or is a kidney dialysis or kidney transplant patient.

Eligibility: FTA regulations state that a Medicare card may be used as proof of eligibility for the elderly and persons with disabilities to qualify for the half fare. Anyone with authorized possession of a Medicare card may show the Medicare card to the bus driver to access the half fare rate during posted half fare scheduled times.

Exhibit H

In order to ensure that the person presenting a Medicare card is the authorized individual, GVT may request additional proof of identity (i.e. another card with a photograph) for checking the validity of the Medicare card and not as further proof of eligibility.

What do I need to have to show that I qualify?

1. Medicaid or Medicare Card
2. Official verification of age (valid driver's license, passport, State ID card)

MAINTENANCE

The GVT Operator is responsible for monitoring and making recommendations for modifications to this policy.

FARE STRUCTURE	
Fare Category	Price
Cash Fare	\$1.50
ADA Paratransit	\$3.00
Medicaid/Medicare, Persons with Disabilities and Senior Persons (65 years & older)*	\$0.75
Day Pass	\$3.75
11 Ride Pass	\$15.00
1 Month Youth/Senior	\$22.50
1 Month Pass	\$45.00
Student Semester Pass	\$60.00
6 Month Youth/Senior	\$115.00
6 Month Pass	\$150.00
12 Month Youth/Senior	\$195.00
12 Month Pass	\$275.00

Exhibit H

*10:15 a.m. until 2:15 p.m. Monday-Friday and all day Saturday.

Exhibit I

FAREBOX SCHEDULED MAINTENANCE

The preventative maintenance (PM) programs for farebox components are described below. PMs will be conducted by Mesa County or its designee.

1. Automated Farebox Units will receive the preventative maintenance described in Appendix A of this document and in Odyssey Validating Farebox Operation & Service Manual M-24003-4SM, pages 285-290.
 - a. Farebox PM Reports should also be used to track maintenance. Procedure is included as Appendix B in this document but can also be found in Data System Operation & Service Manual M-25682-2.05.09V, pages 1-28, 1-29, 8-22, & 8-23.
 - b. Cashbox PM on Vaulting Reports should also be used to track maintenance. Procedure is included as Appendix C in this document but can also be found in Data System Operation & Service Manual M-25682-2.05.09V, pages 8-18 & 8-19.
2. The Revenue Collection System Stationary Vault will receive the preventative maintenance described in Appendix D but can also be found in Revenue Collection System Stationary Vault Operators & Service Manual #M-00544-SM, page 7-1.

Chapter 17. PREVENTATIVE MAINTENANCE

17.1 Recommended Schedules

Periodic inspections and preventative maintenance are the keys to trouble-free farebox operation. Schedules below are a guide for your PM program. Adjust intervals per your Agency's experience.

WARNING: Before performing any inspection or maintenance functions that require removing components or subassemblies from the farebox, turn the *master power switch* inside the farebox to OFF (see Figure 5-3).

CAUTION: ONLY DURING PREVENTIVE MAINTENANCE (every 6 months) - If you remove/replace a Coin or Bill Validator from the Odyssey during PM, you must reset the cumulative totals as follows: 1) Run a Probing Summary Report from the data system to verify the particular farebox was probed. 2) If it wasn't probed, probe the farebox now to capture the stored data. 3) Memory-clear the farebox with a white jumper (refer to Sect. 6.1). (Memory-clearing erases cumulative counts, revenue/ridership data, if present.)

NOTE: If the Farebox is being repaired while it's in service, do NOT memory clear.

WARNING: When removing plugs from sockets, pull on the PLUG, not the WIRES. Pulling on plugs may loosen contact points, break wires, or pull wire out of plug.

WARNING: When cleaning rubber or plastic components, do not use any cleaners not recommended by Genfare.

NOTE: Genfare suggests changing cashbox locks and keys every three years as part of the PM program. This assures proper operation and a high level of security.

NOTE: Odysseys with the D25718 logic board can be put into TRiM cleaning mode without a magnetic "cleaning" card. First access the maintenance menu on the OCU by holding down the green (dump) button and pressing the # key. In the maintenance menu, press the down arrow key until the word "MAINTENANCE" is highlighted, then enter the maintenance code 123456, and press the # key again.

TABLE 17-1. ODYSSEY PREVENTATIVE MAINTENANCE SCHEDULE			
Module	Component	Task	Material Required/Comment
MONTHLY CLEANING			
Magnetic swipe card reader		4 swipes with cleaning card	Cleaning card, GFI part #A14243-0004
Coin/token insertion cup		Clean	Sponge & isopropyl alcohol
QUARTERLY CLEANING AND INSPECTION – The above plus:			
Farebox exterior	Sheet metal, windows	Clean as needed	Mild detergent
OCU	Keypad	Clean as needed	Mild detergent
Passenger display and buttons		Clean as needed	Soft damp cloth

Exhibit I

ODYSSEY VALIDATING FAREBOX MAINTENANCE MANUAL

TABLE 17-1. ODYSSEY PREVENTATIVE MAINTENANCE SCHEDULE			
Module	Component	Task	Material Required/Comment
Passenger display and buttons		Clean as needed	Soft damp cloth
Coin validator		Clean, remove lint, debris REV. A	Externally – mild detergent on damp cloth; internally, compressed air or isopropyl alcohol
		Clean, remove lint, debris	Externally – mild detergent on damp cloth; internally, compressed air or isopropyl alcohol
	Solenoid	Inspect, clean	Cotton swab and isopropyl alcohol
Coin/token return cup		Clean	All-purpose cleaner or mild detergent & water
Bill validator		Clean as needed	Externally – mild detergent on damp cloth; internally – compressed air or damp cloth
Bill transport	"O" rings	Clean as needed	Mild detergent
	Belts & pulleys	Inspect for wear; replace if needed	
Cashbox	Lock mechanism	Inspect	
SEMIANNUAL OVERHAUL – All the above plus:			
Bill transport	Idler posts and drive pulleys	Lubricate	Dow Corning 200 fluid oil GFI part #A24914-0001
	20-tooth spur drive	Lubricate	Molykote 33 lubricant, GFI part #A01417-0003
Cashbox	Lock mechanism	Clean, lubricate slide and coin/bill strippers	Mild detergent Molykote 33 lubricant, GFI part #A01417-0003
Locking bar		Lubricate	Molykote 33 lubricant, GFI part #A01417-0003
Electronic lock	Drive gears & drive stud	Lubricate	Molykote 33 lubricant, GFI part #A01417-0003
Coin bypass mechanism		Inspect, clean, lubricate	Molykote 33 lubricant, GFI part #A01417-0003
THREE-YEAR OVERHAUL – All the above plus:			
Cashbox		Replace cashbox ID battery	Cashbox ID battery, GFI part #D03825-0001

Exhibit I

PART III - MAINTENANCE

TABLE 17-1. ODYSSEY PREVENTATIVE MAINTENANCE SCHEDULE			
Module	Component	Task	Material Required/Comment
Farebox, cashbox, cashbox receiver	Magnetic locks and keys	Replace all with new key combination	Optional but recommended by GFI for security
Pedestal floor and base casting		Clean	Scotchbrite™ and wire brush. Clean underside of pedestal and top edges of base casting

The following procedure is recommended when performing quarterly maintenance on the TRiM:

- 1) Unplug the TRiM and remove it from the farebox.
- 2) Remove the *ticket cassette*. Blow dust out of cassette and ticket path using compressed air; run cleaning card to clean rollers.
- 3) Turn the TRiM upside down and inspect the yellow feed roller. If white with paper dust, this indicates heavy usage – perform a semiannual overhaul.

TABLE 17-2. TRIM PREVENTATIVE MAINTENANCE SCHEDULE		
Component	Task	Material Required/Comment
MONTHLY CLEANING		
Ticket path	(Tell TRiM that cleaning card is coming by pressing green & # keys on OCU. In Maint. Menu, press down arrow key to highlight MAINTENANCE, enter Maint. code 123456 & press # key.) 4 passes with cleaning card	Cleaning card, GFI part #A14243-0004
QUARTERLY CLEANING AND INSPECTION – The above plus:		
Drive belt	Inspect for damage or wear	
Feed (yellow) roller	Inspect/clean – remove cards, turn TRiM upside down to expose roller. Use stiff bristle brush; expose roller.	Lint-free tissue or cotton swab; isopropyl alcohol
Rubber (black) rollers	Clean/inspect	Cleaning card
Optical sensors (6)	Clean – remove conveyor board, unscrew and remove sensors, wipe; use compressed air on bottom sensors	Lint-free tissue or cotton swab; isopropyl alcohol; compressed air

Exhibit I

ODYSSEY VALIDATING FAREBOX MAINTENANCE MANUAL

SEMIANNUAL OVERHAUL – All the above plus:		
Magnetic heads	Clean/inspect	Cleaning card <i>or</i> lint-free tissue or cotton swab; isopropyl alcohol
Print head	Clean	Cleaning card <i>or</i> lint-free tissue or cotton swab; isopropyl alcohol

TABLE 17-3. TRIM PREVENTATIVE MAINTENANCE SCHEDULE		
Component	Task	Material Required/Comment
Print head	Clean	Cleaning card <i>or</i> lint-free tissue or cotton swab; isopropyl alcohol
Solenoids	Inspect; clean if necessary	Lint-free tissue or cotton swab; isopropyl alcohol
Gears	Clean/inspect	Damp rag
Edge guides	Clean/inspect	Damp rag
Drive belt	Clean/inspect/replace if necessary. Loosen 2 screws on idler assembly (Figure 15-5), press tension roller down to remove belt	Damp rag
Belt pulleys	Inspect/clean 2 belts in conveyor	Damp rag
Ticket cassette	Inspect cassette; adjust stripper gap if required	Replace cassette if damaged; adjust gap using feeler gauge
ANNUAL OVERHAUL – All the above plus:		
Print head	Replace	Or every 125,000 cycles if sooner
Bearings, bushings and motor	Inspect – replace if worn	
FIVE YEAR OVERHAUL – All the above plus:		
TRiM battery	Replace	

17.2 Cleaning Exterior Surfaces

CAUTION: When cleaning the bus, cover Odyssey top with a farebox cover (GFI part #B24984-0001). Never spray water directly onto farebox. Failure to do so may damage internal components and void GFI's warranty.

17.2.1 STAINLESS STEEL SURFACES

Normally, minimum care is required to maintain a stainless steel surface. Light routine cleaning is the most practical procedure. Dirt, grease, and markings may be removed without harming the finish. A mild detergent and water make a satisfactory cleaning solution. Stubborn dirt may require an abrasive cleaner. When using such a cleaner, always rub in the direction of the brush lines to preserve the finish.

When cleaning stainless steel surfaces, follow these guidelines:

- **DO NOT** use abrasives on any plastic parts.
- **DO** use the mildest cleaning procedure that will do the job effectively.
- **DO** follow the polish lines when using abrasive cleaners.
- **DO** rinse with water thoroughly after each cleaning operation.
- **DO NOT FLOOD THE FAREBOX WITH WATER.** Do not use a hose, pour water over the top of the farebox, or allow direct pressure against the farebox.
- **DO** wipe the surfaces dry to avoid water marks.
- **DO NOT** use steel scrapers or steel wool pads in removing heavy dirt deposits. This leaves small steel particles in the brushed surface and causes rust spots. If necessary, use plastic pads, such as 3M® Scotchbrite™.

17.2.2 CLEANING FAREBOX PEDESTAL FLOOR

Every three to five years the pedestal should be removed from the base and cleaned to remove any corrosion that could inhibit electrical grounding. Follow these steps:

- 1) Open *cashbox door* with a data probe and remove *cashbox*.

WARNING: The cashbox is heavy and must be firmly supported during the removal process.

WARNING: Always turn off the power before working inside the farebox.

- 2) With a 9/16" socket, remove four (4) 3/8-16 x 3/4" bolts from inside the pedestal attaching the base to the farebox pedestal. Remove the pedestal from the base.
- 3) Use a plastic pad such as 3M® Scotchbrite™ to clean the bottom underside of the pedestal. Use a wire brush to clean the top edge of the base casting.
- 4) Reverse the above steps to replace the pedestal on the base.

Exhibit I

17.2.3 TRANSPARENT PLASTIC INSPECTION WINDOWS

The windows are made of polycarbonate plastic, which may be cleaned using a mild detergent, warm water, and a clean sponge or cloth. Always rinse well with warm water after cleaning.

Grease or oil spots may be removed by rubbing lightly with a soft clean cloth and naphtha, isopropyl alcohol, or butyl cellosolve. Rinse with warm water – do not flood with water. Dry with a chamois cloth or moist cellulose sponge to prevent scratching and water spotting.

To remove or minimize hairline scratches and minor abrasions, use a mild automotive polish. Test the polish prior to extensive use. Two products that GFI has found useful in filling scratches are Johnson's Paste Wax (S.C. Johnson & Son, Racine, WI) and Mirror Glaze Plastic Polish M.G.H.10 (Mirror Bright Polish Company, Pasadena, CA).

In cleaning plastic surfaces, follow these steps:

- **DO** use the mildest detergent solution that will do the job effectively.
- **DO** rinse with water thoroughly after each cleaning.
- **DO NOT FLOOD WITH WATER**, do not use a hose or pour water over the farebox top.
- **DO** wipe the surfaces dry to avoid water marks.
- **DO NOT** use abrasive cleaners, highly alkaline cleaners, or powdered cleaners of any kind.
- **DO NOT** scrape the windows with blades or sharp objects.
- **DO NOT** use benzene, gasoline, acetone, or carbon tetrachloride, or products containing these.
- **DO NOT** clean windows in the hot sun or at elevated temperatures.

17.2.4 PAINTED SURFACES

Additional care is required to maintain the appearance of the painted components on the farebox's top lid. The epoxy-based paint used on the top lid is very durable and should provide many years of satisfactory service. Normal accumulations of dirt, grease, or film may be removed with a solution of mild detergent and water. Observe the following guidelines:

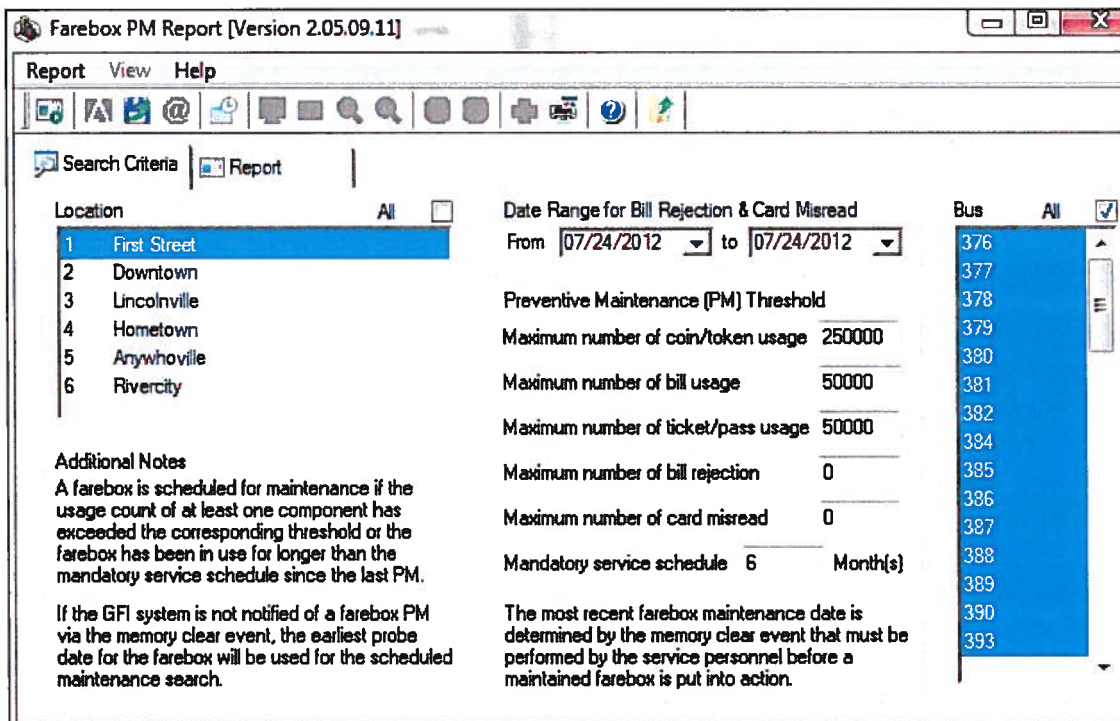
- **NEVER USE ABRASIVES** on painted surfaces; they remove the surface luster of the finish.
- Stubborn stains and spots may be removed by applying a high quality automotive polish. Apply according to the manufacturer's recommendations.
- In the event of a severe scratch, sand and prime the affected area, then apply matching enamel to cover the area.
- **DO** use the mildest detergent solution that will do the job effectively.
- **DO** rinse with water thoroughly after each cleaning.
- **DO NOT FLOOD WITH WATER**, do not use a hose or pour water over the farebox top.
- **DO** wipe the surfaces dry to avoid water marks.
- **DO NOT** use petroleum or alcohol-based solvents; this removes the finish and leaves dull spots.

1.13 Step 13 – Run Farebox PM Report

The Farebox PM Report shows which fareboxes are due for preventive maintenance, based on designated cycle thresholds. Supervisors use this for scheduling PM.

REFERENCE: Sect. 8.1.10 – Farebox PM Report.

ACCESS: Main menu > Supervisor > Farebox PM Report



1. Choose:

Locations.

Date Range.

PM Thresholds - (maximum number of fare processing component usage cycles or bill/ card rejections occur - before PM service is required).

Buses.

2. Select **Report** tab.

Exhibit I

FAREBOX PM REPORT AS OF WEDNESDAY NOVEMBER 07, 2012 GENFARE TRANSIT

A farebox is scheduled for maintenance if any of the following conditions has occurred since the last PM:



- Coin and token usage count exceeds 250,000
- Bill usage count exceeds 50,000
- Ticket and pass usage count exceeds 50,000
- The farebox has been in use for longer than 6 months

or any of the following conditions has occurred on July 24, 2012:

- Bill rejection count exceeds 0
- Card misread count exceeds 0

If the GFI system is not notified of a farebox PM via the memory clear event, the earliest probe date for the farebox will be used for the scheduled maintenance search.

Bus	Farebox ID	Most Recent PM	Earliest Probing	Usage Count				
				Coin & Token	Bill	Ticket & Pass	Bill Rejection	Card Misread
1 - First Street								
0	0		June 04, 2012	263	468	11	1	0
393	34124		June 26, 2012	147	323	10	1	0
394	34137		June 17, 2012	175	370	13	8	0
427	34139		July 11, 2012	103	245	46	2	0
435	34157		June 01, 2012	425	903	44	3	0
442	34168	January 01, 1970		61	82	3	5	0
536	34099	January 01, 2000		12	14	0	0	0
541	34147		June 03, 2012	136	513	26	10	0
547	34183		June 02, 2012	61	529	62	1	9

3. Print report -  or .

8.1.10 FAREBOX PM REPORT

<p>Location All <input type="checkbox"/></p> <p>1 Main Street Garage</p> <p>2 1st Street Garage</p>	<p>Date Range for Bill Rejection & Card Misread</p> <p>From <input type="text" value="07/24/2012"/> to <input type="text" value="07/24/2012"/></p> <p>Preventive Maintenance (PM) Threshold</p> <p>Maximum number of coin/token usage <input type="text" value="250000"/></p> <p>Maximum number of bill usage <input type="text" value="50000"/></p> <p>Maximum number of ticket/pass usage <input type="text" value="50000"/></p> <p>Maximum number of bill rejection <input type="text" value="0"/></p> <p>Maximum number of card misread <input type="text" value="0"/></p> <p>Mandatory service schedule <input type="text" value="6"/> Month(s)</p>	<p>Bus All <input checked="" type="checkbox"/></p> <p>376</p> <p>377</p> <p>378</p> <p>379</p> <p>380</p> <p>381</p> <p>382</p> <p>384</p> <p>385</p> <p>385</p> <p>387</p> <p>388</p> <p>389</p> <p>390</p> <p>393</p>
<p>Additional Notes</p> <p>A farebox is scheduled for maintenance if the usage count of at least one component has exceeded the corresponding threshold or the farebox has been in use for longer than the mandatory service schedule since the last PM.</p> <p>If the GFI system is not notified of a farebox PM via the memory clear event, the earliest probe date for the farebox will be used for the scheduled maintenance search.</p> <p>The most recent farebox maintenance date is determined by the memory clear event that must be performed by the service personnel before a maintained farebox is put into action.</p>		

PURPOSE: The *Farebox PM Report* can be used by supervisors to identify fareboxes that are due for preventive maintenance.

ACCESS: Supervisor > Farebox PM Report

OPTIONS: Select the garage location; date range; bus(es) and PM threshold (in minutes).

**FAREBOX PM REPORT
AS OF THURSDAY JUNE 22, 2006
TRANSIT AUTHORITY**

A farebox is scheduled for maintenance if any of the following conditions has occurred since the last PM:

- Coin and token usage count exceeds 250,000
- Bill usage count exceeds 50,000
- Ticket and pass usage count exceeds 50,000
- The farebox has been in use for longer than 24 months

or any of the following conditions has occurred on August 28, 2005:

- Bill rejection count exceeds 0
- Card misread count exceeds 0

If the GFI system is not notified of a farebox PM via the memory clear event, the earliest probe date for the farebox will be used for the scheduled maintenance search.

Bus	Farebox ID	Most Recent PM	Earliest Probing	Usage Count				
				Coin & Token	Bill	Ticket & Pass	Bill Rejection	Card Misread
1 - Location 1								
2005	9962		July 01, 2005	7,494	1,519	8,065	12	0
2013	9939		July 01, 2005	6,107	1,271	7,342	24	0
2015	10034		July 01, 2005	4,374	921	5,557	5	0
2016	9879		July 01, 2005	5,980	1,125	7,061	3	0
2019	10095		July 01, 2005	6,027	1,218	7,450	16	0
2024	10113	July 19, 2005		5,892	1,141	6,854	4	0
2027	9946	July 11, 2005		5,313	1,192	6,394	13	0
2028	10062		July 01, 2005	6,465	1,418	7,444	4	0
6003	9901		July 01, 2005	3,841	732	4,492	9	0
6005	10182		July 01, 2005	4,702	820	5,594	6	0
6006	10523	July 15, 2005		10,839	2,256	13,766	1	0
6007	10519		July 18, 2005	2,482	530	3,063	4	0

8.1.8 CASHBOX PM ON VAULTING REPORT

PURPOSE: The *Cashbox PM on Vaulting Report* can be used by supervisors to identify which cashboxes need preventive maintenance (PM) based on how long it's been in service. It lists the last time PM was performed on each cashbox, last probe times, and vault counts.

ACCESS: Supervisor > Cashbox PM on Vaulting Report

OPTIONS: Select the garage Location and PM thresholds.

<p>Location All <input type="checkbox"/></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20px;">1</td> <td>Main Street Garage</td> </tr> <tr> <td>2</td> <td>1st Street Garage</td> </tr> </table>	1	Main Street Garage	2	1st Street Garage	<p>Additional Notes</p> <p>A cashbox is scheduled for maintenance if it has been vaulted more than the specified threshold or in use for longer than the mandatory service schedule since the last PM.</p> <p>If the GFI system is not notified of a cashbox PM via the maintenance event (code 1001), the earliest probe date for the cashbox will be used to determine how long the cashbox is in service.</p>
1	Main Street Garage				
2	1st Street Garage				
<p>Preventive Maintenance (PM) Thresholds</p> <p>Maximum number of vaultings allowed <input type="text" value="1000"/></p> <p>Mandatory service schedule <input type="text" value="24"/> Month(s)</p> <p>The most recent cashbox maintenance date is determined by the cashbox PM event (code 1001) that must be recorded by the service personnel immediately after a maintained cashbox is inserted into an active farebox.</p>					

CASHBOX PM ON VAULTING REPORT
AS OF WEDNESDAY JUNE 28, 2006
TRANSIT AUTHORITY 1

A cashbox is scheduled for maintenance if it has been vaulted more than 1,000 times or in use for longer than 24 months since the last PM.

If the GFI system is not notified of a cashbox PM via the maintenance event (Code 1001), the earliest probe date for the cashbox will be used for the scheduled maintenance search.

Cashbox ID	Bus	Most Recent PM	Earliest Probing	Vault Count	Cashbox ID	Bus	Most Recent PM	Earliest Probing	Vault Count
78	8909		June 08, 2004	74	188	7044		June 10, 2004	41
135	7051		June 08, 2004	72	294	9305		March 04, 2004	37
106	7438		June 09, 2004	72	314	13		June 08, 2004	32
33	8930		June 08, 2004	68	279	9305		June 22, 2004	30
88	8837		June 09, 2004	67	264	9306		June 08, 2004	29
169	8918		June 09, 2004	66	311	2		June 09, 2004	28
330	7427		March 03, 2004	65	85	8844		June 16, 2004	22
158	8920		June 09, 2004	64	355	3		March 04, 2004	20
178	7403		June 08, 2004	63	316	20		June 09, 2004	20
157	9126		June 08, 2004	63	218	7425		March 03, 2004	15
60	7050		June 08, 2004	63	349	7038		March 04, 2004	15
22	7424		June 08, 2004	63	211	7043		March 03, 2004	13
205	7048		June 09, 2004	63	234	7025		March 03, 2004	12
162	7017		June 09, 2004	63	236	8943		March 03, 2004	12
54	7043		June 10, 2004	63	284	2017		March 04, 2004	12
283	9114		March 03, 2004	62	350	9128		March 03, 2004	11
136	8948		June 09, 2004	62	263	7031		March 03, 2004	11
21	7039		June 08, 2004	61	132	7052		March 03, 2004	11
180	7040		June 11, 2004	61	201	8907		March 03, 2004	11
297	7437		June 12, 2004	61	345	9102		March 03, 2004	11
324	2004		March 03, 2004	60	319	7030		March 03, 2004	11
28	7007		June 08, 2004	60	221	9104		March 03, 2004	10
83	9116		June 09, 2004	60	332	9112		March 03, 2004	10
149	7410		June 09, 2004	60	235	8908		March 03, 2004	10
117	7005		June 10, 2004	60	389	1816		March 04, 2004	10
150	2013		June 11, 2004	60	376	1810		March 03, 2004	9
333	8845		June 08, 2004	59	280	2019		March 03, 2004	9
255	7434		June 09, 2004	59	20	19		June 18, 2004	9
70	7444		June 09, 2004	58	378	1824		March 03, 2004	8
200	7019		June 08, 2004	57	258	2012		March 03, 2004	8
125	7011		June 09, 2004	54	363	1815		March 03, 2004	8
195	9101		June 08, 2004	52	385	1812		March 03, 2004	8
154	2005		June 09, 2004	52	365	1829		March 04, 2004	8
207	7426		June 17, 2004	52	340	7434		March 04, 2004	8
57	7043		June 11, 2004	50	310	7045		March 03, 2004	7
325	9303		June 08, 2004	49	367	1826		March 03, 2004	7
126	7002		June 23, 2004	49	248	8906		March 03, 2004	6
304	9301		June 10, 2004	44	183	7440		June 08, 2004	6
					356	3406		June 18, 2004	5

7. PREVENTIVE MAINTENANCE

The table that follows contains the recommended intervals for cleaning and maintenance of the receiver subassemblies.

NOTE: Use of the wrong grease or oil to lubricate the locks could cause damage to the lock mechanisms. Recommended grease and oil are listed below the chart.

ASSEMBLY	TASK	MATERIALS REQUIRED	INTERVAL IN MONTHS
Door Lock Mechanisms	Lubricate	Grease	6
Receiver Door Interlock	Check operation and adjust if necessary. Lubricate after adjustment.	Section 6 of this manual. Grease.	6
Clutch Mechanism	Lubricate in bearing area.	Oil	6
Brake Mechanism	Lubricate.	Oil	6
Timer Mechanism	Adjust, clean, and lubricate air cylinder.	Section 6 of this manual. Oil.	6
Miter Gears & Take-up Gear and Rack	Lubricate.	Grease.	6
Cashbox Key Mechanism	Lubricate sliding surface.	Oil.	6

Materials and Sources of Supply:

1. Grease, high/low temperature silicone: Silicon Molykote #33, GFI Part Number A01417-0001.
2. Spindle Oil: Sunex #138, GFI Part Number A00933-0001
SOURCE: Sunnyside Corp., Wheeling, IL.
3. LPS 1 Cleaner/Lubricant GFI Part Number A00483-0001.

6.1.6 MAINTENANCE REPORT

PURPOSE: This report lists buses with fareboxes that have suspected malfunctions and those requiring preventative maintenance. Print a Maintenance Summary whenever the Daily Summary indicates that bus maintenance is required. This provides more detail on the reason(s) why a particular bus was listed as requiring maintenance and what should be done to correct the problem. A date range is requested. Problems are sorted by bus number and repeat offenders are easy to find.

The Maintenance report contains the following items:

- Select a Location on the report screen.
- Set the Threshold to trigger the reporting of each condition.
- Reset the thresholds for report use. Select RESTORE DEFAULT to reset the thresholds to standard recommended GFI settings.

ACCESS: Report >Maintenance Report

OPTIONS: Condition thresholds (numbers) may be changed (or restored to defaults) to trigger what appears on the report.

Location	All <input type="checkbox"/>	Date Range	
1 Main Street Garage		From 07/24/2012	to 07/24/2012
2 1st Street Garage		Preventive Maintenance Threshold	
		<input checked="" type="checkbox"/> Cold start	15
		<input checked="" type="checkbox"/> Warm start	50
		<input checked="" type="checkbox"/> Cashbox removal	2
		<input checked="" type="checkbox"/> Pedestal door opening	2
		<input checked="" type="checkbox"/> Current coin count	250000
		<input checked="" type="checkbox"/> Current coin misreads (%)	1
		<input checked="" type="checkbox"/> Cumulative coin count	250000
		<input checked="" type="checkbox"/> Cumulative coin misreads (%)	100
		<input checked="" type="checkbox"/> Current pass count	50000
		<input checked="" type="checkbox"/> Current pass misreads (%)	5
		<input checked="" type="checkbox"/> Cumulative pass count	50000
		<input checked="" type="checkbox"/> Cumulative pass misreads (%)	100
		<input checked="" type="checkbox"/> Cumulative bill count	50000
		<input checked="" type="checkbox"/> Current bill count	500
		<input checked="" type="checkbox"/> Current ticket count	20
		<input checked="" type="checkbox"/> Memory clear	
		<input checked="" type="checkbox"/> Invalid farebox software version	
		<input checked="" type="checkbox"/> Hardware clock failure	
		<input checked="" type="checkbox"/> Coin mechanism error	
		<input checked="" type="checkbox"/> Bill mechanism error	
		<input checked="" type="checkbox"/> Door alarm (Door opened unauthorized)	
		<input checked="" type="checkbox"/> Cashbox alarm	
		<input checked="" type="checkbox"/> Bypass alarm	
		<input checked="" type="checkbox"/> Event overflow	
		<input checked="" type="checkbox"/> Time discrepancy	
		<input checked="" type="checkbox"/> Bus number or farebox ID not set	
		<input checked="" type="checkbox"/> All	
		<input type="button" value="Restore Default"/>	

Exhibit I

DATA SYSTEM MANUAL M-25682-2.05.09V

DESCRIPTION: The Maintenance Report tracks the following indicators described in the chart below.

INDICATOR	EXPLANATION
Farebox was Memory Cleared	A farebox was memory-cleared may indicate a security breach that may have been intentionally hidden or data may have been erased. Match it against maintenance records.
More than 15 Cold Starts Since Last Probed	The farebox has experienced more than 15 complete losses of power. Bus and farebox power should be examined for repeat offenders. The farebox ground strap should be examined.
Invalid Farebox Software Version Number	A farebox has an incorrect software version compared to what is expected by the Data System. Until the farebox is upgraded with the latest software, this message will appear each time the bus is probed.
More Than 50 Warm Starts Since Last Probed	The farebox has experienced more than 50 brownouts. This may indicate that bus power is marginal, maintenance on the bus battery may be necessary. Note Marginal Power may interfere with farebox counting accuracy and data accuracy.
Cashbox Removals	Excessive cashbox removals may indicate an intermittent cashbox ID component.
Hardware Clock Failures	The farebox tests its battery-powered clock periodically to verify that it is tracking time properly. If it is not, an error indication is generated.
Pedestal Door Openings	Openings of the pedestal door are highlighted and could indicate a switch that requires adjustment.
Any Coin Mech Failures	Excessive Coin Mechanism failures indicate a need for maintenance.
P/M Due on Coin Mechanism	More than 250,000 coins have been processed by the coin mechanism. Preventative maintenance should be performed. The farebox must be memory-cleared to eliminate the warning.
Excessive Coin Misreads	A small percentage of overlapping coin situations is normal for the coin mechanism. This accounts for its accuracy of 99.8% for a sample of \$500. If the number of overlapping coins (D/D, D/P, etc.) exceeds 1% of total coins, the coin mechanism requires maintenance. This calculation is based on cumulative counts.
P/M Due on Pass Reader	More than 50,000 passes have been processed by the magnetic card reader. Preventative maintenance should be performed. The farebox must be memory-cleared to eliminate the warning.
Excessive Pass Misreads	If the number of pass misreads exceeds 5% of total passes read, the pass reader requires maintenance. This calculation is based on cumulative counts.
P/M Due on Bill Transport	More than 50,000 bills have been processed by the bill mechanism. Preventative maintenance should be performed. The farebox must be memory-cleared to eliminate the warning.
Any Bill Transport Failures	Excessive Bill Transport failures indicate a need for maintenance.
Any Door Alarms	Door open unauthorized can mean security breaches.

Exhibit I

DATA SYSTEM MANUAL M-25682-2.05.09V

MAINTENANCE REPORT

TUESDAY JULY 24, 2012

GENFARE TRANSIT

Bus	Event Time	Maintenance Condition
1 - 123 Street Elk Grove,IL 60007		
4	07/24/2012 19:11:00	Excessive pass misreads (current) (1/14=7.1%).
12	07/24/2012 10:46:00	Preventive maintenance due on coin mechanism (cumulative) (Cumulative coin count: 268,926).
15	07/24/2012 17:00:00	Preventive maintenance due on coin mechanism (cumulative) (Cumulative coin count: 347,870).
18	07/24/2012 19:23:00	Excessive coin misreads (current) (28/237=11.8%).
19	07/24/2012 10:25:00	Excessive coin misreads (current) (2/44=4.5%).
20	07/23/2012 18:55:00	Hardware clock failure (Farebox Number: 2995).
20	07/24/2012 19:00:00	Preventive maintenance due on pass reader (cumulative) (Cumulative pass count: 60,554).
20	07/24/2012 19:00:00	Excessive coin misreads (current) (1/66=1.5%).
21	07/24/2012 10:05:00	Preventive maintenance due on pass reader (cumulative) (Cumulative pass count: 59,125).
27	07/24/2012 18:00:00	Excessive coin misreads (current) (4/318=1.3%).
27	07/24/2012 18:00:00	Excessive pass misreads (current) (2/32=6.3%).
404	07/24/2012 18:01:00	Preventive maintenance due on coin mechanism (cumulative) (Cumulative coin count: 358,197).
407	07/24/2012 18:00:00	Excessive coin misreads (current) (1/39=2.6%).
409	07/24/2012 22:00:00	Preventive maintenance due on pass reader (cumulative) (Cumulative pass count: 52,349).
409	07/24/2012 22:00:00	Preventive maintenance due on bill transport (Cumulative bill count: 53,701).
409	07/24/2012 22:00:00	Excessive coin misreads (current) (10/639=1.6%).
410	07/24/2012 12:07:00	Bypass alarm (Farebox Number: 2909).
410	07/24/2012 23:00:00	Preventive maintenance due on pass reader (cumulative) (Cumulative pass count: 56,660).
410	07/24/2012 23:00:00	Excessive coin misreads (current) (22/757=2.9%).
413	07/24/2012 17:00:00	Preventive maintenance due on pass reader (cumulative) (Cumulative pass count: 53,949).
413	07/24/2012 17:00:00	Excessive coin misreads (current) (2/163=1.2%).
414	07/24/2012 18:00:00	Excessive pass misreads (current) (15/256=5.9%).

MAINTENANCE REPORT

TUESDAY JULY 24, 2012

GENFARE TRANSIT

Bus	Event Time	Maintenance Condition
1 - 123 Street Elk Grove,IL 60007		
915	07/24/2012 18:00:00	Excessive coin misreads (current) (5/462=1.1%).

Search Criteria:

Location: 1

Threshold: Memory clear>0; Invalid farebox software version>0; Cold start>15; Warm start>50; Cashbox removal>2; Hardware clock failure>0; Pedestal door opening>2; Coin mechanism error>0; Cumulative coin count>250000; Cumulative coin misreads (%)>100%; Cumulative pass count>50000; Cumulative pass misreads (%)>100%; Bill mechanism error>0; Cumulative bill count>50000; Door alarm (Door opened unauthorized)>0; Current bill count>500; Current ticket count>20; Cashbox alarm>0; Bypass alarm>0; Event overflow>0; Time discrepancy>0; Current coin count>250000; Current coin misreads (%)>1%; Current pass count>50000; Current pass misreads (%)>5%; Bus number or farebox ID not set