



valleyregionaltransit

700 NE 2nd Street, Suite 100 • Meridian, Idaho 83642

RFP Number	RFP ST-BASE-25-1
RFP Title (“Project”)	Acquisition of Services
Item Description	Valley Regional Transit (VRT) is seeking proposal from qualified and experienced respondents (individuals or firms) to establish a “Service Agreement.” The services will provide transportation for older adults and persons with disabilities as described in this Acquisition of Services RFP and are more fully described in Exhibit A.
Term	The successful Offeror shall provide the service as described herein for an initial term of three (3) years commencing on approximately April 16, 2025, and expiring on April 15, 2028, with an option to renew upon mutual agreement of both parties under the same terms and conditions for two (2) additional one-year terms.
Deadline for Submittal	Proposals Due: March 7, 2025 @ 4:00 p.m. Mountain Time
Direct Inquiries and Send Submittals to	Kevin Womack, Procurement/Contract Specialist, procurement@ridevrt.org 208.258.2737
Format of Submittals	<ol style="list-style-type: none"> 1. Electronic submittals in PDF format must be received by VRT by the date and time in the “Deadline for Submittals” section above. No exceptions. <ol style="list-style-type: none"> a. Total page limit is 7 single sided pages. The Coversheet, Introductory letter and resumes will not count toward the 7-page limit. The page limit shall not include the Offeror’s Price Proposal exhibit (see Exhibit B to this RFP) and the acknowledgments/certifications pages required by Sections 11-16 below. b. Front and back cover pages are acceptable and do NOT count in the submittal. Cover pages shall only identify the RFP, the Offeror’s name, and Project. 2. Send electronic submittals to Kevin Womack, Procurement/Contract Specialist: procurement@valleyregionaltransit.org 3. Respondents are responsible for verifying receipt by VRT of the submittals.
Clarification of Submittals	<p>During the evaluation of submittals, VRT reserves the right to the following:</p> <ul style="list-style-type: none"> • Contact any or all Offerors for additional information for clarification purposes, • Discard submittals which contain errors, or • At its sole discretion, waive disqualifying errors or gain clarification of error or information.
RFP Calendar	These dates are for planning purposes and represent the agency’s desired timeline for this project. Any revision to the “Deadline for Submittals” will be made by addendum. All other dates may be adjusted without notice as needs or circumstances dictate.

OFFERORS NAME: _____

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**REQUEST FOR PROPOSAL
RFP ST-BASE-OPS-25-1
For Acquisition of Services**

RFP TIMELINE ACTIVITY	TIMELINE
RFP Issue Date	February 7, 2025
Questions Due	February 19, 2025 @ 4:00 p.m. Mountain Time
Proposals Due	March 7, 2025 @ 4:00 p.m. Mountain Time
Submittal Review and Selection	March 10 – March 13, 2025
Notification of Intent to Award	April 7, 2025
Notice to Proceed	April 16, 2025

1. BACKGROUND AND PROJECT DESCRIPTION

Valley Regional Transit is a Regional Public Transportation Authority in southwest Idaho with a 29-member Board, made up of local and government representatives, in Ada and Canyon counties in southwestern Idaho. VRT was created as a single authority to be responsible for providing, aiding, and assisting public transportation within its two-county jurisdiction. VRT supports the fixed-route bus system, City Go, a transportation demand management association, a passenger information call center, and works with a variety of populations to provide specialized transportation to targeted populations. VRT may contract for services with public and private entities to carry out the purposes of Idaho Code §40-2109(4).

2. EXHIBIT TO RFP

The following Exhibits are included with this RFP:

- Exhibit A – Statement of Objective
- Exhibit B – Price Proposal
- Exhibit C – Submittal Requirements
- Exhibit D – Evaluation Criteria
- Exhibit E – Sample Service Agreement

3. RESTRICTION OF CONTROL

From the issue date of this RFP until the date the VRT Board approves the awarding of the contract, Kevin Womack will be the sole point of contact concerning this RFP. Any violation of this condition may be cause for VRT to reject the Offeror’s proposal. If VRT later discovers that the Offeror has engaged in any violations of this condition, VRT may reject the offending Offeror’s proposal or rescind its award. Offerors must agree not to distribute any part of their proposals beyond the allowed VRT contact individual. An Offeror who shares information contained in its proposal with other VRT personnel and/or competing Offeror personnel may be disqualified.

4. PROCUREMENT QUESTIONS

Prospective Offerors are encouraged to submit questions concerning the RFP in writing no later than 4:00 p.m., February 19, 2025. Questions concerning this RFP are to be submitted via email to Kevin Womack at procurement@ridevrt.org with “RFP ST-BASE-OPS-25-1, Acquisition of Service” listed in the subject line.

VRT will answer all questions in writing and make those answers available to other Offerors via addenda posted with the original RFP on VRT's website. It is the Offerors' responsibility to monitor the website for updated information. VRT shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the RFP or formally issued as an addendum by VRT. VRT does not consider questions to be a protest of the requirements or of the solicitation.

5. PROPOSAL CONDITIONS

Proposals must be received via email by 4:00 p.m. on March 7, 2025. Each Offeror shall submit to VRT the information and forms required, which forms and information shall become the property of VRT and will not be returned to Offerors, unless a written request to withdraw is received prior to the opening of proposals.

Data contained in the submittal and all documentation provided therein becomes property of VRT and the data becomes public information. If a Offeror wishes to have any confidential or proprietary information withheld from the public, such information must fall within the definition of "trade secret" contained within the Idaho Public Records Act, Idaho Code § 74-101 et seq. All "trade secret" information a Offeror wishes VRT to withhold must be clearly marked "Trade Secret," with each page of such information being clearly marked. Failure to mark such information as "Trade Secret" shall deem such information open to public inspection. Should VRT be challenged in court by a third party for a decision to withhold or redact information so identified by Offeror, Offeror agrees, by submitting its proposal or bid, to indemnify, defend, and hold harmless VRT for any judgments, attorney fees, and/or court costs associated with asserting the documents contain "trade secret" information. VRT reserves the right to make an independent discretionary decision whether or not the documents marked as "Trade Secret" qualify as such pursuant to the Idaho Public Records Act. All documents not marked as "Trade Secret" are subject to release in compliance with the Idaho Public Records Act.

Offeror understands that information furnished by VRT may be proprietary to VRT, may include information that is not part of the public domain and therefore not subject to the Idaho Public Records Act, and/or may be information that is best not circulated beyond those responding to this RFP. In that regard, Offeror agrees that it will keep confidential and not use any material or information furnished by VRT for any purpose whatsoever other than as herein specified without prior written consent of VRT.

6. SIGNATURES REQUIRED

The proposals *must* be signed where signatures are required, including the Offeror's Price Proposal, as described in Exhibit B to this RFP, as well as the information required by Sections 11-16 below. In cases of a corporation or limited liability company, the signature must be that of a duly authorized officer of the corporation or authorized representative of the LLC and the signator's title must be stated. In cases of partnerships, the signature of a general partner must follow the firm name, using the term "A Member of Firm." In cases of an individual, use the term "dba" (Company Name) or sign as sole owner. Signatures submitted will be taken as evidence of authority to sign. Signatures by an individual not authorized to sign will be grounds for proposal rejection.

7. GENERAL EXPECTATIONS

Offeror must be registered to do business in the State of Idaho.

Offeror will provide documentation of work relevant to transit authority.

Offeror will provide documentation that it is properly licensed to do the work or perform the services requested by this RFP. See Section 11 below.

8. SUBMITTAL REQUIREMENT – See Exhibit C

9. EVALUATION CRITERIA AND AWARD OF CONTROL

In addition to the criteria set forth in Exhibit D to this RFP, the award of the contract will be made to most responsive and responsible Offeror that is demonstrated to be the most advantageous to VRT. Award may be made without negotiation or discussion of proposals received; proposals should be submitted initially on the most favorable terms possible.

- A. Selection of the successful Offeror will be based on information provided in response to the RFP including evaluation of proposals according to VRT specified criteria including cost, consideration of any exceptions taken to VRT proposed contract terms and conditions, and may include qualifications and experience of the Offeror and information provided by any required references for whom work of a similar nature has been done.
- B. If a single proposal is received in response to this RFP; VRT will be required to perform a detailed cost/price analysis in order to award the contract. A Proposal Evaluation/Negotiation Committee will perform the overall evaluation process.
- C. VRT may, following receipt and evaluation of proposals and any allowed Best and Final Offer procedures, negotiate with any or all of the responsive and responsible Offerors until VRT determines which proposal provides the best value/most advantageous for VRT. In addition to any other negotiation criteria described herein, VRT may negotiate to ensure the submitting Offerors have a clear understanding of the objectives required and requirements that must be met, ensure that the Offerors will make available the required personnel and facilities to satisfactorily perform the contract, or agree to any clarifications regarding statement of work or other contract terms.

10. SPECIAL TERMS AND CONDITIONS OF RFP

- A. SILENCE OF SPECIFICATION: The apparent silence of this specification and supplemental specifications as to any detail, or the apparent omission from it of a detailed description concerning any point shall be regarded as meaning that only best commercial practice is to be used. Any exception to this specification shall be cause for rejection. VRT reserves the right to verify specification compliance and other information with published sources as deemed necessary.
- B. TAXES: VRT is exempt from Federal and State taxes and will execute the required exemption certificates.
- C. SUBCONTRACTING: Offeror will not subcontract with any entity to perform in whole or in part the services required hereunder without the express written approval of VRT. In addition,

neither this Agreement nor any interest herein may be transferred, assigned, conveyed, hypothecated, or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of VRT. In the event of any such unapproved transfer, including any bankruptcy proceeding, this Agreement will be void. No approved transfer will release the Offeror or any surety of Offeror of any liability hereunder without the express consent of VRT.

- D. OFFEROR will be required to demonstrate their proposed solutions “proof of concept.” The “proof of concept” must be demonstrated to a satisfactory level as determined by VRT whereby all features and functions of the Offeror’s proposed solution is demonstrated prior to contract award.
- E. PROTEST OF OFFEROR SELECTION OR CONTRACT AWARD: If any participating Offeror objects to such award, said Offeror shall respond in writing to the notice from VRT within seven (7) calendar days of the date of transmittal of the notice, setting forth in such response the express reason or reasons that the award decision of the governing board is in error. Thereafter, staying performance of any procurement until after addressing the contentions raised by the objecting bidder, VRT shall review its decision and determine whether to affirm its prior award, modify the award, or choose to re-bid, setting forth the reason or reasons therefore. After completion of the review process, the political subdivision may proceed as it deems to be in the public interest. Idaho Code § 67-2806 (2)(j).
- F. VALLEY REGIONAL TRANSIT PREROGATIVE: VRT reserves the right to contract with any single firm or joint venture responding to this RFP (without performing interviews), based solely upon its evaluation and judgment of the firm or joint venture in accordance with the evaluation criteria. This RFP does not commit VRT to negotiate a contract, nor does it obligate VRT to pay for any costs incurred in preparation and submission of bids or proposals or in submission of a contract. VRT reserves and holds at its discretion the following rights and options in addition to any others provided by VRT: (1) to reject any or all of the bids or proposals; (2) to issue subsequent requests for bids or proposals; (3) to elect to cancel the solicitation; (4) to waive minor informalities and irregularities in bids or proposals received; (5) to enter into a contract with any combination of one or more prime vendors, sub-vendors, or service providers; (6) to approve or disapprove the use of proposed sub-vendors and substitute sub-vendors; and (7) to negotiate with any, all, or none of the respondents to the RFP.
- G. NONDISCRIMINATION: VRT will not discriminate with regard to race, color, creed, national origin, sex, age, or disability in the consideration for award of contract.
- H. ALTERATION OF PROPOSAL DOCUMENT: Offeror must not alter this document so as to change any portion except as required in order to submit their pricing and their acknowledgement of acceptance of the terms and conditions included herein. Any changes other than those allowed will be grounds for non-acceptance and rejection of your proposal.
- I. OFFEROR RESPONSE, No Additional Terms and Conditions: VRT will not consider or allow any additional contractual terms, conditions, modifications or other changes to the contract attached hereto as Exhibit E.
- J. EXECUTION OF CONTRACT: All required bonds and insurance certificates (see Exhibit E below “Services Contract,” Section 18.21.1 and, as applicable, Section 18.21.2) must be received at VRT’s Administrative Office no later than ten (10) calendar days after the date of

notification of intent to award by VRT. In the event the apparently successful Offeror does not submit any or all of the aforementioned documents on or before the required deadline, VRT may award the contract to another Offeror; in such event, VRT shall have no liability and said party shall have no remedy of any kind against VRT.

- K. CONTRACT ADMINISTRATION: Kevin Womack at VRT shall assist in the central administration for this contract: 700 NE 2nd St. Suite 100 Meridian, ID 83642 (208) 258-2737.

11. OFFEROR ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA

ADDENDA	DATE
1.	
2.	
3.	
4.	

GENERAL INFORMATION OF OFFEROR

Legal Name of Company: _____

The undersigned certifies as follows:

1. That Offeror acknowledges that its authorized representative (he/she) has read the Services Agreement attached hereto as Exhibit E and agrees to the terms of the Agreement on behalf of Offeror.
2. That he/she has read and understands all requirements and specifications of the request for proposal; and
3. That he/she agrees to all requirements, specifications, terms, and conditions of the request for proposal referenced above; and
4. That he/she will furnish the designated item(s) and /or service(s) as proposed in the request for proposal; and
5. That he/she certifies under penalty of perjury that the Offeror is, to the best of his/her knowledge, not in violation of any Idaho tax law; and
6. That his/her company has been certified as one of the following registered business classifications:

DBE Corporation Other, identify: _____

Idaho Resident Bidder? Yes No

Federal Tax I.D. Number: _____

DUNS Number: _____

Required licenses and numbers: _____

Firm's Address: _____

Firms Contact Person: _____ Title: _____

Telephone: _____ Email: _____

Project Manager and Title if different from Contact Person: _____

Name: Title _____

Contact Phone: _____ Contact e-mail: _____

Address where correspondence should be sent:

Listing sub-vendors or joint venture partners proposed (if applicable), their phone numbers, and areas of responsibility (indicate which firms are DBE's):

Offeror understands and agrees that, by his/her signature, if awarded the contract for the project, he/she is entering into a contract with VRT that incorporates the terms and conditions of the entire Request for Proposals package, including the General Conditions section of the Request for Proposals.

Offeror understands that this proposal constitutes a firm offer to VRT that cannot be withdrawn for ninety (90) calendar days from the date of the deadline for receipt of proposals. If awarded the contract, Offeror agrees to deliver to VRT the required insurance certificates and performance bond if applicable within ten (10) calendar days of the notice of award.

Company Name: _____

By: _____

Title: _____

12. REQUIRED REFERENCES

THIS PAGE MUST BE COMPLETED AND RETURNED AS PART OF YOUR PROPOSAL RESPONSE
Responses received without the required references cannot be considered and will be rejected. Offeror is to provide a list of three (3) firms currently using your services and other services similar to those being required herein for VRT. For each reference provide a contact name and contact information sufficient to allow VRT to contact the firm and receive a reference.

OFFERORS (Company) Name: _____

REQUIRED REFERENCES

1. Company Name: _____
Address: _____

Contact Name: _____
Contact Phone: _____
Email: _____

2. Company Name: _____
Address: _____

Contact Name: _____
Contact Phone: _____
Email: _____

3. Company Name: _____
Address: _____

Contact Name: _____
Contact Phone: _____
Email: _____

13.CERTIFICATION & AFFIDAVIT

Offeror to complete as indicated below:

DEBARMENT AND SUSPENSION CERTIFICATION (LOWER TIER COVERED TRANSACTION)

(To be submitted with a proposal or offer exceeding the small purchase threshold for Federal assistance programs, currently \$100,000.)

The prospective lower tier participant (Offeror) certifies, by submission of this Offer, that neither it nor its “principals” as defined at 49 C.F.R. § 29.105(p) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

If the prospective lower tier participant (Offeror) is unable to certify to the statement above, it shall attach an explanation and indicate that it has done so, by placing an “X” in the following space:

THE OFFEROR, _____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF EACH STATEMENT OF ITS CERTIFICATION AND EXPLANATION, IF ANY. IN ADDITION, THE BIDDER OR OFFEROR UNDERSTANDS AND AGREES THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 ET SEQ. APPLY TO THIS CERTIFICATION AND EXPLANATION, IF ANY.

Company Name: _____

By: _____

Title: _____

14. CONFLICT OF INTEREST AFFIDAVIT

The undersigned, being first duly sworn on oath states on behalf of the Offeror:

Conflict of Interest – That the Offeror, by entering into this contact with VRT is to perform or provide work, services or materials to VRT, has thereby covenanted, and by this affidavit does again covenant any such interest, which conflicts in any manner or degree with the services required to be performed under this contract and that it shall not employ any person or agent having any such an interest. In the event that the Offeror, its agents, employees, or representatives, hereafter acquire such a conflict of interest, it shall immediately disclose such interest to VRT and take action immediately to eliminate the conflict or to withdraw from this contract, as VRT may require.

Contingent Fees and Gratuities – That the Offeror, by entering into this contract with VRT to perform or provide services or materials for VRT has thereby covenanted, and by this affidavit does again covenant and assure:

1. That no person or selling agency except employees or designated, agents or representatives of the Offeror has been employed or trained to solicit or secure this contract with an agreement or understand that a commission, percentage, brokerage, or contingent fee would be paid; and
2. That no gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Offeror or any of its agents, employees or representatives, to any official, member or employee of VRT or other governmental agency with a view toward securing this contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performance of this Contract.

Company Name: _____

By: _____

Title: _____

15.LOBBYING CERTIFICATION

LOBBYING CERTIFICATION

(To be submitted with a proposal or offer exceeding \$100,000)

The Offeror certifies, to the best its 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 a Federal department or agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. 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 thereof.

(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 instruction, as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96).

(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.

THE OFFEROR, _____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF EACH STATEMENT OF ITS CERTIFICATION AND DISCLOSURE, IF ANY. IN ADDITION, THE BIDDER OR OFFEROR UNDERSTANDS AND AGREES THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 ET SEQ. APPLY TO THIS CERTIFICATION AND DISCLOSURE, IF ANY.

Company Name: _____

By: _____

Title: _____

16. FTA REQUIREMENT

GENERAL: This Contract is subject to the terms of a financial assistance contract between VRT and the Federal Transit Administration (FTA) of the United States Department of Transportation.

A. NO GOVERNMENT OBLIGATION TO THIRD PARTIES

Applicability to Contracts - Applicable to all contracts.

Flow Down - Not required by statute or regulation for either primary vendors or sub-vendors, this concept should flow down to all levels to clarify, to all parties to the contract, that the Federal Government does not have contractual liability to third parties, absent specific written consent.

Model Clause/Language - While no specific language is required, FTA has developed the following language.

No Obligation by the Federal Government –

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

B. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENT AND RELATED ACTS

(031 U.S.C. 3801 et seq., 49 CFR Part 31 18 U.S.C. 1001, 49 U.S.C. 5307)

Applicability to Contracts - These requirements are applicable to all contracts.

Flow Down - These requirements flow down to vendors and sub-vendors who make, present, or submit covered claims and statements.

Model Clause/Language - These requirements have no specified language, so FTA offers the following language.

Program Fraud and False or Fraudulent Statements or Related Acts –

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

2. The Offeror also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. §§ 5307, the Government reserves the right to impose the penalties of 18 U.S.C. §§ 1001 and 49 U.S.C. §§ 5307(n)(1) on the Offeror, to the extent the Federal Government deems appropriate.
3. The Offeror agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the sub-vendor who will be subject to the provisions.

C. ACCESS TO RECORDS AND REPORTS

(49 U.S.C 5325, 18 CR 18.36 (i), 49 CFR 633.17)

Applicability to Contracts - Reference Chart "Requirements for Access to Records and Reports by Type of Contracts."

Flow Down - FTA does not require the inclusion of these requirements in subcontracts.

Model Clause/Language - The specified language is not mandated by the statutes or regulations referenced, but the language provided paraphrases the statutory or regulatory language.

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

1. Where the Purchaser is not a State but a local government and is the FTA Recipient or a sub-grantee of the FTA Recipient in accordance with 49 C. F. R. 18.36(i), the Offeror agrees to provide the Purchaser, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Offeror which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. Offeror also agrees, pursuant to 49 C. F. R. 633.17 to provide the FTA Administrator or his authorized representatives including any PMO Offeror access to Offeror's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. 5307, 5309 or 5311.
2. Where the Purchaser is a State and is the FTA Recipient or a sub-grantee of the FTA Recipient in accordance with 49 C.F.R. 633.17, Offeror agrees to provide the Purchaser, the FTA Administrator or his authorized representatives, including any PMO Offeror, access to the Offeror's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. 5307, 5309 or 5311. By definition, a major capital project excludes contracts of less than the simplified acquisition threshold currently set at \$100,000.
3. Where the Purchaser enters into a negotiated contract for other than a small purchase or under the simplified acquisition threshold and is an institution of higher education, a hospital or other non-profit organization and is the FTA Recipient or a sub-grantee of the FTA Recipient in accordance with 49 C.F.R. 19.48, Offeror agrees to provide the Purchaser, FTA Administrator, the Comptroller General of the United States or any of

their duly authorized representatives with access to any books, documents, papers and record of the Offeror which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions.

4. Where any Purchaser which is the FTA Recipient or a sub-grantee of the FTA Recipient in accordance with 49 U.S.C. 5325(a) enters into a contract for a capital project or improvement (defined at 49 U.S.C. 5302(a)1) through other than competitive bidding, the Offeror shall make available records related to the contract to the Purchaser, the Secretary of Transportation and the Comptroller General or any authorized officer or employee of any of them for the purposes of conducting an audit and inspection.
5. The Offeror agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
6. The Offeror agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Offeror agrees to maintain same until the Purchaser, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i)(11).
7. FTA does not require the inclusion of these requirements in subcontract.

D. FEDERAL CHANGES

(49 CFR Part 18)

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

E. EQUAL EMPLOYMENT OPPORTUNITY

EQUAL EMPLOYMENT OPPORTUNITY (not applicable to contracts for standard commercial supplies and raw materials): In connection with the execution of this Contract, the Offeror shall not discriminate against any employee or application for employment because of race, color, creed, national origin, sex, age, or disability. The Offeror shall take their employment, without regard to their race, religion, color, sex national origin, etc. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and, selection for training including apprenticeship. Offeror further agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

F. TITLE VI CIVIL RIGHTS ACT OF 1964

TITLE VI CIVIL RIGHTS ACT OF 1964: (The following requirements apply to the underlying contract)

Nondiscrimination – In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. §2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section

202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and federal transit law at 49 U.S.C. § 5332, the Offeror agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Offeror agrees to comply with applicable federal implementing regulations and other implementing requirements FTA may issue.

Equal Employment Opportunity – The following equal employment opportunity requirements apply to the underlying contract.

Race, Color, Creed, National Origin, Sex – In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and federal transit laws at 49 U.S.C. § 5332, the Offeror agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor,” 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, “Equal Employment Opportunity,” as amended by Executive Order No. 11246 Relating to Equal Employment Opportunity,” 42 U.S.C. § 2000e note), and with any applicable federal statutes, executive orders, regulations, and federal policies that may in the future affect construction activities undertaken in the course of the project. The Offeror agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Offeror agrees to comply with any implementing requirements FTA may issue.

Age – In accordance with Section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § § 623 and federal transit law at 49 U.S.C. § 5332, the Offeror agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Offeror agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Offeror agrees to comply with any implementing requirements FTA may issue.

Disability – In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Offeror agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, “Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act, “29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Offeror agrees to comply with any implementing requirements FTA may issue.

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

G. TERMINATION PROVISIONS

TERMINATION FOR IMPOSSIBILITY: Termination for Impossibility in the event that funding source fails in any fiscal year to appropriate or otherwise make available sufficient funds, or Termination for Default by diminished service or scheduling; requirement compliance, plan implementation or to perform in a timely manner.

TERMINATION FOR BEST INTEREST: VRT may terminate this contract, in whole or in part, at any time by written notice to the Offeror when it is in VRT's best interest:

1. If the Offeror fails to perform in the manner called for in the contract, or if the Offeror fails to comply with any other provisions of the contract, VRT may terminate this contract for default. Termination shall be effected by serving a notice of termination on the Offeror setting forth the manner in which the Offeror is in default. The Offeror will only be paid the contract price for services performed in accordance with the manner of performance set forth in the contract.

2. If it is later determined by VRT that the Offeror 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 Offeror, VRT, after setting up a new delivery of performance schedule, may allow the Offeror to continue work, or treat the termination as a termination for convenience.

3. VRT, in its sole discretion may, in the case of a termination for breach or default, allow the Offeror ten (10) 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.

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

5. In the event that VRT elects to waive its remedies for any breach by Offeror of any covenant, term or condition of this Contract, such waiver by VRT shall not limit VRT's remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.

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

H. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

Policy: It is the policy of the U.S. Department of Transportation that Disadvantaged Business Enterprises as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this Agreement. Consequently, the DBE requirements of 49 CFR Part 23 applies to this Agreement.

DBE Obligation: VRT and the Offeror agree to ensure that Disadvantaged Business Enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts under this Agreement. In this regard, VRT and Offeror shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to

ensure that Disadvantaged Business Enterprises have the maximum opportunity to compete for and perform Contracts. VRT and Offeror shall not discriminate on the basis of race, creed, color, national origin, age, or sex in the award and performance of DOT-assisted Contracts.

I. INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

(FTA Circular 420.1 F)

Incorporation of Federal Transit Administration (FTA) Terms - The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F, dated April 15, 1996 are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Offeror shall not perform any act, fail to perform any act, or refuse to comply with any VRT requests which would cause VRT to be in violation of the FTA terms and conditions.

PRIVACY ACT 5 U.S.C. 552

Applicability to Contracts

When a grantee maintains files on drug and alcohol enforcement activities for FTA, and those files are organized so that information could be retrieved by personal identifier, the Privacy Act requirements apply to all contracts.

Flow Down

The Federal Privacy Act requirements flow down to each third-party vendor and their contracts at every tier.

Model Clause/Language

The text of the following clause has not been mandated by statute or specific regulation, but has been developed by FTA.

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

1. The Offeror agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 U.S.C. § 552a. Among other things, the Offeror agrees to obtain the express consent of the Federal Government before the Offeror or its employees operate a system of records on behalf of the Federal Government. The Offeror understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract.
2. The Offeror also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA

J. AMERICANS WITH DISABILITIES ACT (ADA)

Americans with Disabilities Act (ADA). The Offeror agrees to comply with all applicable requirements of the Americans with Disabilities Act of 1990 (ADA), as amended, 42 USC § 12101 *et seq.*; Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC § 794; 49 USC § 5301(d); and any implementing requirements FTA may issue. These regulations provide that no handicapped individual, solely by reason of his or her handicap, be excluded

from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity included in or resulting from this Agreement.

K. DISPUTES

Performance During Dispute – Unless otherwise directed by VRT, Offeror shall continue performance under this Contract while matters in dispute are being resolved.

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

Remedies – Unless this contract provides otherwise, all claims, counterclaims, disputes, and other matters in question between VRT and the Offeror arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction in the State of Idaho.

Rights and Remedies – The duties and obligations imposed by the Contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights, and remedies otherwise imposed or available by law. No action or failure to act by VRT or Offeror shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any such action or failure to act constitute an approval of, or acquiescence in, any breach thereunder, except as may be specifically agreed in writing.

Ineligible Offerors - Neither Offeror, nor any officer or controlling interest holder of Offeror, is currently, or has been previously, on any debarred bidder list maintained by the United States government.

L. CLEAN AIR AND FEDERAL WATER POLLUTION CONTROL ACT

CLEAN AIR AND FEDERAL WATER POLLUTION CONTROL ACTS (applicable only to contracts in excess of \$100,000): Offeror shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 USC 1857[h]), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and environmental Protection Agency Regulations (40 CFR, Part 15), which prohibit the use under non-exempt federal contracts, grants, or loans of facilities included on the EPA list of Violating Facilities. Offeror shall report all violations to FTA and to the USEPA Assistant Administrator for Enforcement (EN0329).

M. BUY AMERICA

Buy America. Bidder shall follow the domestic preference procurement requirements of 49 U.S.C. § 5323(j), and FTA regulations, “Buy America Requirements,” 49 CFR Part 661, to the extent consistent with 49 U.S.C. § 5323(j);

N. BUILD AMERICA, BUY AMERICA ACT

Build America, Buy America Act. Construction materials used in the Project are subject to the domestic preference requirement of the Build America, Buy America Act, Pub. L. 117-58, div.

G, tit. IX, §§ 70911 – 70927 (2021), as implemented by the U.S. Office of Management and Budget, the U.S. Department of Transportation, and FTA.

O. TELECOMMUNICATION AND VIDEO SURVEILLANCE SERVICE AND EQUIPMENT

Bidder and any subcontractor or supplier to Bidder are prohibited from obligating or expending loan or grant funds to:

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

P. TRAFFICKING IN PERSONS

- (1) *Legal Authorities.* The Recipient agrees to comply and assures the compliance of each Subrecipient, with federal requirements and guidance, including:
 - (i) Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended, 22 U.S.C. § 7104(g); and
 - (ii) The terms of this section 4(f), which have been derived from U.S. OMB regulatory guidance, “Award Term for Trafficking in Persons,” 2 CFR Part 175, per U.S. OMB’s direction.
- (2) *Definitions.* The Recipient agrees that for purposes of this section 4(f):
 - (i) *Employee* means either an individual who is employed by the Recipient or a Subrecipient, and is participating in a Project or related activities as set forth in the Underlying Agreement, or another person who is participating in a Project or related activities as set forth in the Underlying Agreement and is not compensated by the Recipient, including, but not limited to, a volunteer, or an

individual whose services are contributed by the Recipient or Third Party Participant as an in-kind contribution toward the cost sharing requirements of the Recipient's Underlying Agreement.

- (ii) *Forced labor* means labor obtained by recruitment, harboring, transportation, provision, or other means of obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 - (iii) *Private entity* means any entity other than a state, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR § 175.25, and includes a for-profit organization, or a nonprofit organization, including any nonprofit organization of higher education, hospital, or tribal organization other than one included in the definition of Indian Tribe at 2 CFR § 175.25(b).
 - (iv) *Severe forms of trafficking in persons* has the meaning given at section 103 of the TVPA, as amended, 22 U.S.C. § 7102.
 - (v) *Commercial sex act* has the meaning given at section 103 of the TVPA, as amended, 22 U.S.C. § 7102.
 - (vi) *Coercion* has the meaning given at section 103 of the TVPA, as amended, 22 U.S.C. § 7102.
- (3) *Provisions Applicable to All Recipients.* The Recipient agrees to, and assures that its Subrecipients will:
- (i) *Provide Information.* Inform FTA immediately of any information it receives from any source alleging a violation of the prohibitions listed in section 4(f)(4) of this Master Agreement; and
 - (ii) *Subagreement Provision.* Include the following provision in any subagreement it enters into with a private entity as defined above in section 4(f)(2)(iii) of this Master Agreement:

Offeror agrees that it and its employees that participate in the Recipient's Award, may not:

Engage in severe forms of trafficking in persons during the period of time that the Recipient's Award is in effect, Procure a commercial sex act during the period of time that the Recipient's Award is in effect, or Use forced labor in the performance of the Recipient's Award or subagreements thereunder.

- (4) *Provisions Applicable to a Private Entity Recipient.* If the Recipient is a private entity, it agrees that:
 - (i) *Prohibitions.* It, its employees, its Subrecipients, and its Subrecipients' employees that participate in the Underlying Agreement will not:
 - (A) Engage in severe forms of trafficking in persons during the period of time that the Recipient's Underlying Agreement is in effect;
 - (B) Procure a commercial sex act during the period of time that the Recipient's Underlying Agreement is in effect; or
 - (C) Use forced labor in the performance of the Recipient's Underlying Agreement or subagreements.
 - (ii) *Termination of Federal Assistance.*
Section 106(g) of the TVPA, as amended, 22 U.S.C. § 7104(g), and U.S. OMB regulatory guidance, "Award Term for Trafficking in Persons," 2 CFR Part 175, provide FTA the right to unilaterally terminate the Underlying Agreement for a

violation of that Act without penalty to the Federal Government, if FTA determines that the private entity Recipient or its Subrecipient:

(A) Has violated a prohibition described above in section 4(g)(4)(i) of this Master Agreement; or

(B) Has an employee whose conduct is determined to have violated a prohibition described above in section 4(g)(4)(i) of this Master Agreement because that employee's conduct is either:

a. Associated with the performance of the Recipient's Underlying Agreement; or

b. Imputed to the Recipient or Subrecipient using the standards of due process for conduct of an individual to an organization provided in:

i. U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 CFR Part 1200; or

ii. U.S. OMB regulatory guidance, "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," 2 CFR Part 180.

(5) *Provisions Applicable to a Recipient That is Not a Private Entity.* A Recipient that is not a private entity agrees that section 106(g) of the TVPA, as amended, 22 U.S.C. § 7104(g), and U.S. OMB regulatory guidance, "Award Term for Trafficking in Persons," 2 CFR Part 175, provides FTA the right to unilaterally terminate the Underlying Agreement, without penalty to the Federal Government, for a violation of that Act if FTA determines that:

(i) A private entity that is the Subrecipient of the Recipient is determined to have engaged in severe forms of trafficking in persons during the period of time that the Recipient's Underlying Agreement is in effect; procured a commercial sex act during the period of time that the Recipient's Underlying Agreement is in effect; or used forced labor in the performance of the Recipient's Underlying Agreement or subagreements thereunder; or(ii) An employee of a private entity that is the Subrecipient has engaged in severe forms of trafficking in persons during the period of time that the Recipient's Underlying Agreement is in effect; procured a commercial sex act during the period of time that the Recipient's Underlying Agreement is in effect; or used forced labor in the performance of the Recipient's Underlying Agreement or subagreements thereunder, and whose conduct described above is associated with the performance of the Recipient's Underlying Agreement; or is imputed to the Subrecipient using the standards for due process to impute the conduct of an individual to an organization as provided in U.S. OMB regulatory guidance, "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," 2 CFR Part 180, and U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 CFR Part 1200.

(6) *Remedies Other Than Termination of Federal Assistance.* The Recipient agrees that FTA's right to terminate federal assistance as provided in the TVPA and in sections 4(f)(4)(ii) and 4(f)(5) are in addition to all other remedies for noncompliance available to the Federal

Government under this Master Agreement.

Q. FEDERAL TAX LIABILITY AND RECENT FELONY CONVICTIONS

(1) Transaction Prohibited.

- (i) Recipient agrees that, prior to entering into any Third Party Agreement with any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the Recipient will obtain from the prospective Third Party Participant a certification that the Third Party Participant—
 - (A) Does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
 - (B) Was not convicted of the felony criminal violation under any Federal law within the preceding 24 months.
- (ii) If the prospective Third Party Participant cannot so certify, the Recipient agrees to refer the matter to FTA and not to enter into any Third Party Agreement with the Third Party Participant without FTA's written approval.

(2) *Flow-Down.* The Recipient agrees to require all Third Party Participants to flow this requirement down to participants at all lower tiers, without regard to the value of any subagreement.

FTA REQUIREMENT ACKNOWLEDGEMENT SIGNATURE FORM

FTA REQUIREMENTS

OFFEROR'S ACKNOWLEDGMENT OF RECEIPT AND AGREEMENT TO FTA REQUIREMENTS:

Company Name: _____

By: _____

Title: _____

EXHIBIT A – STATEMENT OF OBJECTIVE

Statement of Objective

The Federal Transit Administration (FTA) Circular 9070.1G provides guidance on the administration of the transit program for older adults and persons with disabilities. VRT expects that multiple nonprofits will bid on the procurement to operate Beyond Access service for VRT. VRT will directly operate Beyond Access service if (1) not enough service providers submit bids or (2) no nonprofits submit bids.

Background

Beyond Access is a service operated in and between Ada and Canyon counties for older adults and persons with disabilities.

1. Service hours are Monday through Friday between the hours of 7:00 am and 6:00 pm
 - a. Service Provider must be available to provide trips during all service hours and cover entire service area. See Exhibit B for service area map.
2. Service Provider drivers will be required to complete all rides assigned to their vehicles, regardless of origin or destination.
3. VRT may contract with multiple Service Providers depending on the amount of service each provider can supply.

Purpose

This agreement pertains to the Beyond Access service for Ada and Canyon counties. The grant funds allocated will be utilized to subsidize transportation costs for adults aged 60 and older and persons with disabilities.

Location

VRT Administrative Office (Meridian) located at 700 NE 2nd Street, Suite 100, Meridian, Idaho 83642

Scope of Work

Provided in Item 2.

Schedule / Milestones

Provided in Item 2

Requirements / Deliverables

Provided in Item 2

Terms, conditions, and requirement

Provided in Item 2

Hours of Service:

Hours of Operation will be between 7:00 a.m. and 6:00 p.m., Monday through Friday, excluding VRT observed holidays.

ITEM – 1 BACKGROUND INFORMATION

1. For purposes of this Agreement, the phrase “highest professional standards” will mean those standards of practice recognized by one or more first-class firms performing similar work under similar circumstances.
2. All services rendered hereunder will be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of VRT and any Federal, State, or local governmental agency having jurisdiction in effect at the time service is rendered.
3. By executing this Agreement, Offeror warrants that Offeror (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the services should be performed, and (c) fully understands the difficulties and restrictions attending performance of the services under this Agreement. Should the Offeror discover any latent or unknown conditions, which will materially affect the performance of the services hereunder, Offeror will immediately inform VRT of such fact and will not proceed except at Offeror’s risk until written instructions are received from the Program Manager.
4. The Offeror will adopt reasonable methods during the life of the Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and/or other components thereof to prevent losses or damages, and will be responsible for all such damages, to persons or property, until acceptance of the work by VRT, except such losses or damages as may be caused by VRT’s own negligence.
5. Both parties agree to use reasonable care and diligence to perform their respective obligations under this Agreement. Both parties agree to act in good faith to execute all instruments, prepare all documents and take all actions as may be reasonably necessary to carry out the purposes of this Agreement. Unless hereafter specified, neither party will be responsible for the service of the other.
6. For the services rendered pursuant to this Agreement, the Offeror will be compensated in accordance with Item 2 incorporated herein by reference.
7. The time period(s) specified in this Agreement may be altered because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Offeror, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including VRT, if the Offeror will within ten (10) days of the commencement of such delay notify the Program Manager in writing of the causes of the delay. The Program Manager will ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Program Manager such delay is justified. The Program Manager’s determination will be final and conclusive upon the parties to this Agreement. In no event will Offeror be entitled to recover damages against VRT for any delay in the performance of this Agreement, however caused, Offeror’s sole remedy being extension of the Agreement pursuant to this Section.

8. The Offeror will be required to provide a designated representative authorized to act on its behalf with respect to the work specified herein and make all decisions in connection therewith.
9. It is expressly understood that the experience, knowledge, capability, and reputation of the Offeror representative were significant factors that led VRT to enter into this Agreement. Consequently, throughout the term of this Agreement, the Offeror representative is obligated to oversee all activities of the Offeror and dedicate sufficient time to personally supervise the services outlined herein. For the duration of this Agreement, the Offeror representative may not be replaced, nor may the responsibilities be significantly diminished by the Offeror without the express written approval of VRT.
10. The VRT Program Manager will be such person as designated by the Chief Executive Officer of VRT, and at the initiation of this Agreement, will be the Operations Manager. It will be the Offeror's responsibility to ensure the designated Program Manager is kept informed of the progress of the performance of the services and the Offeror will refer any decisions which must be made by VRT to the Program Manager. Unless otherwise specified herein, any approval of VRT required hereunder will mean the approval of the Program Manager.
11. Offeror will not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of VRT. In addition, neither this Agreement nor any interest herein may be transferred, assigned, conveyed, hypothecated, or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of VRT. In the event of any such unapproved transfer, including any bankruptcy proceeding, this Agreement will be void. No approved transfer will release the Offeror or any surety of Offeror of any liability hereunder without the express consent of VRT.
12. Offeror will perform the services as required by VRT regarding the manner, mode or means by which Offeror, its agents, or employees perform the services required herein, except as otherwise set forth. Offeror will perform all services required herein as an independent Offeror of VRT and will always remain a wholly independent Offeror with only such obligations as are consistent with that role. Offeror will not at any time or in any manner represent that it or any of its agents or employees are agents or employees of VRT.
13. VRT will have no voice in the selection, discharge, supervision or control of Offeror's employees, servants, representatives, or agents. VRT will not in any way, or for any purpose, become or be deemed to be a partner of Offeror in its business or otherwise or a joint venture or a member of any joint enterprise with Offeror. VRT reserves the right to engage in discussions with the Offeror regarding removal of Offeror employee from the Beyond Access service for just cause.
14. Offeror will prepare and submit to the Program Manager such reports concerning the performance of the services required by this Agreement. Offeror hereby acknowledges that VRT is greatly concerned about the cost of work and services to be performed pursuant to this Agreement. For this reason, Offeror agrees that if Offeror becomes aware of any facts, circumstances, or events that may or will materially increase or decrease the cost of the work or services contemplated herein, Offeror will promptly notify the Program Manager of said fact, circumstance, or event and the estimated increased or decreased cost related thereto. All reports required under this agreement have timelines that must be adhered to.

15. All reports, records, documents and other materials prepared by Offeror and submitted for the Beyond Access service will be the property VRT. VRT is subject to State of Idaho Public Records Laws as it pertains to VRT programs and services and will be required to participate in public records requests if necessary. Offeror understands that the documents it submits to VRT may be the subject of such public records requests and that VRT will be obligated to provide those records to the party who requested them.
16. The drawings, specifications, reports, records, documents, and other materials prepared by Offeror in the performance of services under this Agreement will not be released publicly without the prior written approval of the Program Manager.
17. This Agreement will be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of Idaho. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement will be instituted in the Superior Court of the County of Ada and Canyon County, State of Idaho, and Offeror agrees to submit to the personal jurisdiction of such court in the event of such action.
18. No officer or employee of VRT will have any financial interest, direct or indirect, in this Agreement nor will any such officer or employee participate in any decision relating to the Agreement which effects his financial interest or the financial interest of any corporation, partnership or association in which he is, directly or indirectly, interested, in violation of any State statute or regulation. The Offeror warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.
19. Any notice, demand, request, document, consent, approval, or communication either party desires or is required to give to the other party or any other person will be in writing and either served personally or sent by prepaid, first-class mail, in the case of VRT, to VRT and to the attention of the Program Manager, via email at jezell@ridevrt.org, and in the case of the Offeror, to the person at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing. Notice will be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.
20. The terms of this Agreement will be construed in accordance with the meaning of the language used and will not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

ITEM – 2 SCOPE OF WORK

1. Beyond Access is a service operated in and between Ada and Canyon counties for older adults and persons with disabilities.
 - a. Service hours are Monday through Friday between the hours of 7:00 am and 6:00 pm.
 - i. Service hours do not include pre-trip, post-trip, or travel time for first and last pick up.
 - ii. Offeror must be available to provide trips during all service hours and cover entire service area. See Item 3 for service area map.
 - b. Offeror drivers will be required to complete all rides assigned to their vehicles, regardless of origin or destination.
 - c. VRT may contract with multiple Offerors depending on the amount of service each provider can supply.
2. VRT will provide scheduling software and hardware that all Offerors shall be required to use for the Beyond Access service.
 - a. VRT shall be responsible to ensure hardware is installed in vehicles, at an agreed upon location with Offeror, at the start of this agreement.
 - i. VRT shall replace at no cost to the Offeror any hardware that fails.
 - ii. VRT will work with Offeror for an agreed upon date and time to allow VRT access to Offeror owned vehicles for any needed repairs or updates to hardware for the duration of this agreement.
 - b. VRT will provide initial training for all Offerors at the beginning of the first agreement year for all software programs used for the Beyond Access service.
 - i. Offeror will be responsible to ensure ongoing training for all Offeror administrative staff
 1. Offeror can request follow up training and VRT will schedule as needed.
 - ii. VRT shall provide driver training for tablet software during new hire training.
 - iii. Offeror will have access to view daily ride plan for all rides being performed by Offeror vehicle operators.
 - iv. Offeror will ensure employees use software scheduling system in vehicles, as trained, at all times.
 - c. Offeror will be responsible to pay for any repairs to hardware caused by Offeror staff.
 - d. VRT shall provide monthly service metrics for the previous month needed for billing and reporting no later than the 3rd business day following the month of service.
 - i. Reports provided to Offeror will include data needed to capture boardings, miles and hours. See Items 11 and 12.
3. Offeror will allow VRT to install radios in Offeror owned vehicles, at no cost to the Offeror
 - a. Offeror will be responsible for all expenses related to repairs to damaged equipment once installed in Offeror owned vehicles.
 - b. VRT will be responsible for all expenses related to installing, operating, and programming the radios installed on Offeror owned vehicles.
 - i. Offeror will make vehicles available to VRT Radio Provider when repairs or programming is needed
 - c. VRT will bear responsibility for all expenses associated with removing equipment from all Offeror owned vehicles upon termination of the contract.

- d. Offeror will ensure that employees use equipment when providing services for Beyond Access service and follow Item 4, VRT Radio Communication Procedures.
4. Offeror will be required to utilize Microsoft Teams for direct messaging services between staff and VRT.
 - a. Offeror will be responsible to purchase software and pay ongoing fees for Microsoft Teams.
 - b. VRT will assist Offeror in setting up Microsoft Teams as a communication tool with VRT staff at no additional charge.
 5. VRT will provide all customer service, driver dispatch, ride scheduling, and administrative support for daily operations for Beyond Access service.
 - a. VRT customer service support includes all ride reservations, cancellations and changes.
 - i. Offeror will direct all calls for same day changes or cancellations, future trips or cancellations, or changes to existing rider profiles to VRT customer service
 - b. VRT dispatch support includes daily service oversight and driver communications.
 - i. If Offeror wants a change to a driver's daily schedule or manifest, Offeror can call dispatch to discuss
 1. VRT dispatch will determine if requested change is feasible.
 2. No same day changes to a driver's manifest or schedule will be allowed without VRT dispatch approval
 - a. Any approved same day changes made to a driver's manifest will be communicated to driver by dispatch
 - b. Any approved same day changes made to a driver's schedule will be communicated to driver by dispatch
 - c. Offeror will not make any changes to the schedule, nor will they direct drivers while on route
 - d.
 - c. VRT ride scheduling support includes any rides to be scheduled on the Beyond Access service
 - i. Offeror will direct all calls to schedule a ride to VRT customer service
 - ii. Offeror will provide employee names and vehicle numbers operating shift at least five days in advance.
 - d. Administrative support includes Offeror management oversight; driver safety and training staff; maintenance staff for VRT-owned vehicles; and communications and marketing support for any relevant passenger communications.
 - i. VRT will conduct at a minimum, annual compliance audits.
 1. Offeror will be given a copy of each audit and expected to make corrective actions to any applicable findings
 - ii. VRT will do on-road observations that will be sent to Offeror.
 1. If any unsafe behaviors are noted, it will be the Offerors responsibility to administer corrective action to their employees
 2. VRT will administer corrective action to VRT employees
 - iii. VRT will provide clear instruction to Offerors on what expectations are for communications and marketing items.
 - e. Offeror will direct all service inquiries on the Beyond Access service to VRT customer service
 - f. Offeror will direct all calls for service complaints, commendations and recommendations to VRT customer service

6. Offeror will ensure that vehicle operators and staff follow daily manifest as provided, including performing trips in order as they appear in manifest and taking scheduled breaks.
 - a. Offeror will ensure that vehicle operators follow manifest daily and do not provide any trips not on a manifest, and in the correct order.
7. VRT will strive to provide Offeror next day of service start times for drivers by 4:30 pm Monday through Friday.
 - a. In cases when deadline of 4:30 cannot be met, VRT will ensure next day start times are provided by 5:30 pm.
 - b. Offeror will be responsible to cover rides assigned to Offeror's driver, once start times are provided. If Offeror cannot get the entire shift covered, Offeror shall call VRT Dispatch to work getting all rides not covered rescheduled. .
 - i. VRT Dispatch will try and reassign trips to other drivers.
 - ii. If VRT Dispatch and Offeror cannot get all rides covered and rides cannot be reassigned, Offeror will be responsible to call passengers to let them know their ride cannot be serviced.
8. Offeror will ensure all employees for the Beyond Access service are trained according to standards outlined in the VRT Operator Handbook. See Item 5.
 - a. All new hire training will be provided to all Offeror employees by VRT staff.
 - b. Offeror will ensure all drivers attend all mandatory safety and training meetings.
 - c. Offeror will ensure all drivers follow all procedures related to the Beyond Access service
 - i. VRT will ensure Offeror receives all current and future procedures, as well as any updates
9. Offeror will conduct positive check-in for drivers, before the start of each shift. Drivers shall not be given keys to any revenue vehicle without a positive check-in.
 - a. A positive check-in shall be done by Offeror staff trained in drug and alcohol reasonable suspicion only
 - b. Offeror shall follow the Reasonable Suspicion Determination Testing when applicable. See Item 6 for sample form.
10. Offeror will respond to road calls for all Offeror owned vehicles
 - a. VRT is required to report certain road calls to the National Transit Database (NTD).
 - i. Offeror will ensure all road calls are reported to VRT within 5 days of road call.
 - ii. If the road call is NTD reportable, VRT will obtain required information from Offeror.
 - b. If Offeror uses VRT owned vehicles for service, Offeror will follow reporting requirements listed in Shared Vehicle Agreement.
11. Any safety incident is required to be reported immediately via two-way radio to VRT Dispatch. Detailed reporting information for drivers can be found in Item 13, VRT Safety Event Reporting Procedures. VRT staff will immediately contact Offeror to respond.
 - a. VRT is required to report safety incidents to the National Transit Database (NTD)
 - i. Offeror will ensure all safety incidents are reported to VRT, no matter how minor.

12. Offeror will follow VRT brand standards for any outward facing materials used for the Beyond Access service.
 - a. Outward facing materials may include forms, mailers, and or electronic format.
 - b. Offeror will be provided VRT branded templates and are encouraged to work with VRT communications team with any questions.
13. VRT will provide all communication to existing and potential riders for the Beyond Access service to the Offeror.
 - a. VRT may request that the Offeror distribute materials to passengers or the general public, which could include handing out flyers as passengers board or hanging posters in bus for passengers to see.
 - b. VRT may request Offeror attend outreach events related to the Beyond Access service which could be held at senior centers, retirement villages, or other locations that has the potential to grow ridership
14. VRT will screen all potential riders using a third-party eligibility evaluation Offeror to ensure they are eligible
 - a. Offeror shall direct all new riders to ADA Ride at 877-232-7433 or the website, www.adaride.com, or to VRT at 208-345-7433.
15. Offeror will be responsible for all costs incurred to operate Beyond Access service.
16. VRT will provide operating budget to Offeror annually following Board approval of the fiscal year budget (typically done in the month of August).
 - a. Offeror will provide to VRT an itemized estimated operating budget annually in February that will be submitted to Board for approval.
 - i. Budget shall include all costs expected to be incurred in fiscal year by Offeror
 - ii. Allowed expenses are provided in Item 7.
17. The Offeror will receive a per revenue hour reimbursement for service within designated service area.
 - a. Revenue hour is considered from the first pick up time to the last drop off time.
 - b. Lunch breaks will be deducted from the revenue hours.
 - c. Any breaks over 30-minutes will be deducted from the revenue hours, if driver fails to remain in service for on-demand ride requests.
 - d. Fueling of vehicles shall occur before first pick up or after last drop off.
18. VRT will provide total operating revenue hours to Offeror annually following Board approval of the fiscal year budget (typically done in the month of August).
 - a. Offeror is responsible to operate within budgeted revenue hours annually.
 - i. Offeror will not be reimbursed for revenue hours that exceed annual budget without a signed contract amendment prior to operating service hours, no less than 60 days in advance.
19. Offeror will not be reimbursed any revenue hours for any trips provided outside of the designated service area.
 - a. All rides will be entered into scheduling software by VRT customer service.
20. If Offeror receives any non-federal grant funding to provide 5310 service to large urban, small urban or rural areas directly, the Offeror will provide the funding details, amount of

funding received directly, and will utilize grant funding as the local match VRT federal funding monthly.

- a. VRT is responsible for reimbursing Offeror for 80% of eligible expenses utilizing federal funds.
- b. Annually, Offeror will provide documentation of committed and anticipated non-federal or local match funding to establish annual budget.
- c. Annually, Offeror and VRT will meet to reconcile actual local match funding to budget.

21. Offeror will provide VRT a detailed income statement verifying actual transportation expenses for Beyond Access service.

- a. This report will include operations, maintenance and administration costs and breakout for any pro-rated expenses.
- b. This report is due annually to VRT by December 31 and shall cover the operating time period of October to September.

22. Offeror will submit an invoice for reimbursement no later than the 10th day of the following month.

- a. Invoice will be submitted via email to the Program Manager and payables@rideVRT.org.
- b. All data will be verified by the Program Manager within the software scheduling system.
- c. Offeror will include a backup document that includes, at a minimum, all data shown in Item 8, Sample Reimbursement Form.
- d. Offeror backup document shall include documentation for funds provided directly to Offeror for the Beyond Access service.

23. Offeror and VRT may reasonably modify the service to be provided or the customer base to be served and any changes will be documented in a contract amendment document. All negotiations shall be conducted in good faith.

24. Offeror shall provide a copy of the most recent Vehicle Maintenance Plan for any non-VRT owned vehicles used under this agreement and allow VRT to review maintenance records, when requested.

25. For all vehicles used in revenue service by Offeror, a daily vehicle inspection report is to be completed daily, by each driver

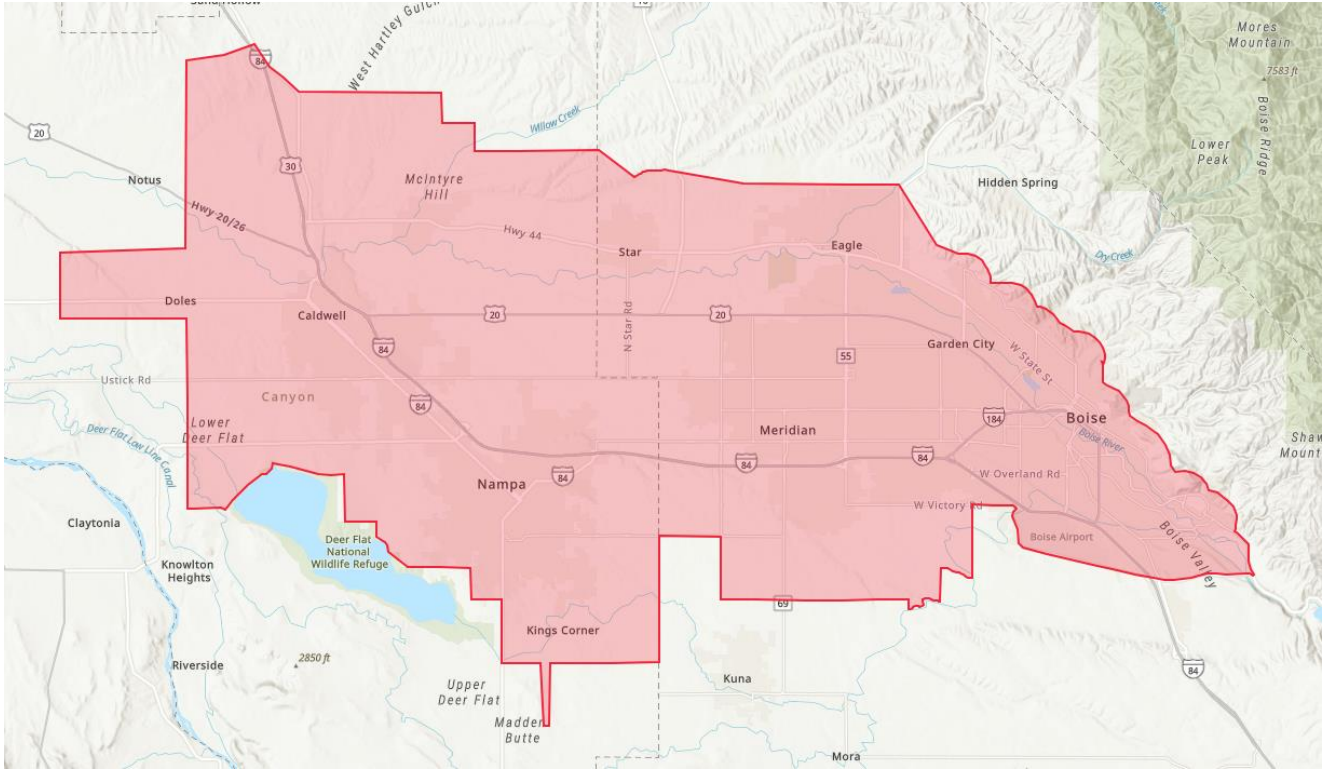
- a. VRT can provide Offeror revenue vehicle(s), if the Offeror does not have their own vehicle(s) to operate
 - i. A Shared Vehicle Agreement, Item 9, will be a separate agreement from this operating contract.
 - ii. VRT provides insurance for all VRT owned vehicles
 - iii. Pricing for Shared Vehicles is provided in Item 9.
- b. Offeror is responsible to ensure their vehicle operators follow the VRT Operator Handbook provided in Item 5.

26. Offeror will provide a copy of their Certificate of Insurance on an annual basis for any vehicle used under this agreement, by email to procurement@ridevrt.org or by mail to Valley Regional Transit
700 NE 2nd Street, Suite 100

Meridian, ID 83642
Attn: Procurement

27. As part of this agreement, all safety sensitive employees of the Offeror are required to participate in an FTA drug and alcohol testing program. Offeror can choose to have safety sensitive employees enrolled in the VRT Drug and Alcohol consortium or participate in their own drug and alcohol program.
- a. If enrolling safety sensitive employees in VRT Drug and Alcohol consortium, Offeror will be required to follow the VRT Drug and Alcohol Policy.
 - b. If Offeror participated in their own program, Offeror shall provide VRT a copy of its drug and alcohol policy annually. A sample of policy can be found in Item 10.
 - c. VRT will conduct annual drug and alcohol audits during the term of this agreement.
 - i. Offeror will be notified in advance of audit.
 - ii. Audit findings will be thoroughly documented, and the Offeror shall implement necessary corrections as determined during the audit.
 - d. Offeror will be required to provide documentation and be present during any state and/or federal drug and alcohol audits.
 - e. Failure to comply with FTA drug and alcohol testing requirements will result in termination of agreement.

ITEM – 3 BEYOND ACCESS SERVICE AREA MAP



ITEM – 4 VRT RADIO COMMUNICATIONS PROCEDURE



VRT Operations – Procedures

System: Beyond Access

Subject: Radio Communications

	
Signature of Department Head	Date
	
Signature of CEO	Date

STATEMENT OF POLICY

Valley Regional Transit, henceforth, "Authority," will ensure clarity, professionalism, and security in radio transmissions by establishing standardized and efficient communication protocol

DEFINITIONS

The following words and phrases, whenever used by the Authority, shall be construed as defined in this section unless, from the context, a different meaning is intended or unless a different meaning is specifically defined and more particularly directed to the use of such words or phrases:

Indecency – is defined as not conforming with generally accepted standards of behavior

Key Up – is defined as the act of activating a push-to-talk switch on a microphone to transmit radio communications

Malicious Interference – is defined as an interruption with the intent to cause harm

Obscenity – is defined as language that is disgusting, repulsive, offensive, rude or shocking

Profanity – is defined as language that is vulgar or obscene

Radio Transmission – is defined as the technology of communicating using radio waves

RESPONSIBILITY

The Radio Communications procedure applies to all Authority employees and employees of all Authority contractors who operate radio communication equipment for Beyond Access services. It includes guidelines, responsibilities, and tips. The procedures emphasizes the importance of adhering to these guidelines for effective and professional communication.

It is the responsibility of all radio operators to familiarize themselves with, and adhere to, the Radio Communication procedure. Radio operators must ensure effective, professional, and secure communication. Supervisors and administrators are responsible for enforcing compliance and providing necessary training to operators.

PROCEDURE

Guidelines

1. Always use the established Radio 10-Codes.
2. If the answer is no, respond with "Negative."
3. If the answer is yes, respond with "Affirmative."
4. To acknowledge a radio transmission, respond with "10-4 or Copy."
5. When ready to listen to radio transmission, respond with "Go Ahead."
6. To have a radio transmission repeated, respond with "10-9."
7. Know where the microphone is located.
8. Speak directly into the microphone with your lips about two inches away.
9. Speak at a moderate pace, not too slow or fast, and avoid slurring words.
10. Increasing the voice level will only distort the speaker's voice by the microphone.
11. The volume control affects only the volume of the speaker and not the sensitivity of the microphone.
12. If the receiver is still having difficulty hearing the message, move the microphone away from the source of noise or shield it from the wind.
13. Think before you speak to help ensure a clear message.
14. Ensure radio is clear of any communication before beginning any radio transmission.
15. Initiate the radio transmission by keying up microphone and providing operator identification by stating the vehicle number.
16. Wait briefly after hearing the beep before starting to talk. This allows the system to "key up" and avoid missing your first words.
17. Always begin your radio transmission with your bus number and the recipient you want to talk to. (*Example: ST312 to Dispatch.*)
18. Wait for the recipient to acknowledge they heard you and are ready for you to start the

next radio transmission before you start speaking. Wait, and try again if no response within 30 seconds. *(Example: GO AHEAD, ST312)*

19. Speak clearly and at an appropriate volume.
20. If you are the recipient of a radio transmission and are unable to answer the question immediately, reply with "Stand by" to acknowledge the caller and that you will reply later.
21. Keep the message simple, concise, and to the point.
22. Never transmit confidential information.
23. If you are not sure a message is for you, do not respond; wait until you hear your bus number again.
24. Be sure to always end a conversation, to let others know the radio is open.
25. Keep all radio transmission discussions focused on specific business details.
26. Avoid profanity, indecency, obscenity, malicious interference, unnecessary transmissions, and direct communication of personal messages.

Additional Tips

Acknowledge All Messages:

Confirm receipt of all directed messages, regardless of importance.

Remember to Release the Radio Microphone Key:

Always release the microphone button when done talking.

Only Speak When Necessary:

Prioritize safety information and only speak when necessary.

END OF PROCEDURE

Adoption Date: 03/01/2024

Effective Date: 03/01/2024

Last Revised Date: 01/09/2025

Last Reviewed Date: 03/01/2024, 01/09/2025

Replaced:

Supporting Documents: Radio 10-Codes



10-0	Radio check
10-1	Receiving transmission poorly
10-2	Good radio reception
10-4	Message received and understood
10-7	Lunch/Break and out of service
10-8	Back in service
10-9	Repeat message
10-10	Trouble on the vehicle—possible assistance needed
10-12	Police needed—able to give details
10-15	Police needed—unable to give details
10-17	Requesting Back up
10-19	Fueling & Returning to Base
10-20	Present location—state direction of travel
10-21	Call office by phone
10-22	Disregard
10-31	Clear all channels
10-37	Vehicle problems
10-44	Mobility Device - Must dispatch when mobility devise is secured w/ <u>4 point tie down</u>
10-45	Lap and shoulder belt refusal
10-47	Unruly or intoxicated passenger
10-84	Reporting accident—not involved
10-94	Reporting accident—involved
10-100	Personal break exiting the bus
10-33	EMERGENCY



ITEM – 5 VRT OPERATOR HANDBOOK

The link for the Operator's Handbook can be found at: [VRT Operator Handbook.docx](#)

ITEM – 6 REASONABLE SUSPICION DETERMINATION



VRT Reasonable Suspicion Determination Report

Employee Name: _____ Employee ID/SSN: _____

Date/Time of Observation: ____/____/____ _____AM/PM

Date/Time of Determination to Test: ____/____/____ _____AM/PM

Observed Indicators of Prohibited Drug Use/Alcohol Misuse

Reasonable Suspicion determinations must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odor of the safety-sensitive employee.

Check all indicators observed:

Physical Indicators	Behavioral Indicators	Speech Indicators
<input type="checkbox"/> Bloodshot or watery eyes	<input type="checkbox"/> Fidgety/agitated	<input type="checkbox"/> Slurred or slowed speech
<input type="checkbox"/> Flushed or very pale complexion	<input type="checkbox"/> Irregular breathing	<input type="checkbox"/> Loud, boisterous
<input type="checkbox"/> Extensive sweating/skin clamminess	<input type="checkbox"/> Nausea/vomiting	<input type="checkbox"/> Incoherent, nonsensical
<input type="checkbox"/> Dilated or constricted pupils	<input type="checkbox"/> Slow reactions	<input type="checkbox"/> Repetitious, rambling
<input type="checkbox"/> Disheveled clothing/unkempt grooming	<input type="checkbox"/> Unstable walking	<input type="checkbox"/> Rapid, pressured
<input type="checkbox"/> Unfocused, blank stare	<input type="checkbox"/> Poor coordination	<input type="checkbox"/> Excessive talkativeness
<input type="checkbox"/> Runny or bleeding nose	<input type="checkbox"/> Hand tremors	<input type="checkbox"/> Exaggerated enunciation
<input type="checkbox"/> Jerky eye movement	<input type="checkbox"/> Suspicious, paranoid	<input type="checkbox"/> Cursing, inappropriate speech
<input type="checkbox"/> Body odor	<input type="checkbox"/> Depressed, withdrawn	<input type="checkbox"/> Inability to concentrate
	<input type="checkbox"/> Lackadaisical attitude	<input type="checkbox"/> Impulsive, unusual risk-taking
	<input type="checkbox"/> Irritable, moody	<input type="checkbox"/> Delayed decision-making
	<input type="checkbox"/> Extreme fatigue	<input type="checkbox"/> Reduced alertness

Written Summary

Summarize the facts and circumstances surrounding the incident. Attach additional sheets as needed.

Testing Information:

Collection Site Location: _____ Time Arrived: _____ AM/PM

1. Was the **alcohol** test performed within **2** hours of the reasonable suspicion determination?

_____ YES

_____ NO, **Explain:** _____

2. Was the **alcohol** test performed within **8** hours of the reasonable suspicion determination?

_____ YES

_____ NO, **Explain:** _____

If the alcohol test is not conducted within 8 hours cease all efforts to administer the test.

The above documentation of the observed physical, behavioral, and performance indicators of the named employee was provided by:

Supervisor Name: _____

Phone No: _____

Signature: _____

Date: _____

ITEM – 7 ALLOWABLE BUDGET EXPENSES

Category	Description
Senior Staff Wages/Benefits	If you claim any of these three line items as an expense, please indicate how you arrived at the amount claimed. Ex: Sr Coordinator Wages/Benefits - 100% of the Sr Coordinators time is spent on transportation, or Accounting Staff Wages - 30% of their time is spent on transportation issues. This includes time cards/hours allocated to the service.
Accounting Staff Wages/Benefits	
Admin Staff Wages/Benefits	
Office Supplies	The allowable expense is for office supplies actually used in support of the transportation program. Keep back-up documentation on file as an acceptable expense.
Facilities/Utilities	Similar to what the IRS would allow for maintaining an office in your home, include a brief statement of how the transportation program uses 10% of the space available in your facility and therefore to run the program you are allocating 10% of the facility cost and 10% of the utilities as transportation expenses.
Professional Services	For example, if you use the services of a tax accountant or accounting firm throughout the year, indicate that the amount claimed as a percent of the total charged to your organization for services or include copies of actual journal entries indicating amounts charged to transportation for professional services. Keep back-up documentation on file as an acceptable expense.
Printing & Postage	Costs incurred for brochures, flyers, printing, etc and/or costs incurred for postage. Keep back up documentation or a statement indicating there is backup documentation on-file as an acceptable expense.
Driver Wages and Benefits	Be sure to include all hours worked and fully loaded hourly rate to arrive at your total Driver wages & benefits. This expense will be compared to driver revenue and non-revenue hours in scheduling software, if applicable, or keep back-up documentation on file as an acceptable expense.
Training	If you incur additional training expenses for driver safety/operational training (outside of training provided by VRT), you will include those expenses here. Keep back up documentation on file as an acceptable expense.
Insurance	Include vehicle insurance, if you are not using VRT shared vehicle(s) in the delivery of service. Include a corresponding percentage of your facility insurance here, only if it was not included with Facilities/Utilities budget line. Provide a brief statement explaining how the expense was calculated. Keep back up documentation on file as an acceptable expense.
Maintenance	Include vehicle maintenance, if you are not using VRT shared vehicle(s) in the delivery of service. Briefly describe how the maintenance expense was calculated. Keep back up documentation on file as an acceptable expense.
Tires	Include tire expenses, if you are not using VRT shared vehicle(s) in the delivery of service. Describe how the tire expense was calculated. Keep back up documentation on file as an acceptable expense.
Fuel	Fuel is not provided, even if using VRT shared vehicle(s). Be sure to cover expected costs of the anticipated operating miles. Keep back up documentation on file as an acceptable expense.
Vehicle Wash and Supplies	Bus wash is not provided, even if using VRT shared vehicle(s). Be sure to cover expected costs. Keep back up documentation on file as an acceptable expense.
Drug & Alcohol Testing	Include expenses to include your drivers and any other safety sensitive employees in a drug testing consortium or FTA approved self-administered drug & alcohol testing program
VRT Scheduling Software Expenses	This is a set cost determined by software vendor. Current cost is \$2,460 per vehicle, for the year.
Shared Vehicle	Include the annual cost if participating as a shared vehicle user. Rates are included as Exhibit D.
Include other costs if needed	Any other costs not included above are to be included in this section. Keep back up documentation on file as an acceptable expense.

ITEM – 8 SAMPLE REIMBURSEMENT FORM

Sample Reimbursement Form

VRT Reimbursement Request			
Month/Year:		Annual Budget:	
Fiscal Year:		Hourly Rate:	
RIDERSHIP		SERVICE METRICS	
AAA Qualified:		Area Agency on Aging qualified rides include riders who are over the age of 60 or are disabled	Total Revenue Miles:
Non AAA Qualified:		Non - Area Agency on Aging qualified rides include riders who are under 60 or Veterans	Total Revenue Hours
* AAA and Non-AAA qualified number should = Total Passenger Boardings			Total Passenger Boardings:
Rural		*Please fill out all cells in yellow *Invoices are due by the 5th business day of the following month	
Small Urban			
Large Urban			
*Rural and Small Urban ridership should = Total Passenger Boardings			
Total Reimbursement Request:		\$0.00	
I hereby certify that the amounts billed are in accordance with the terms of the AOS contract.			
Authorized Signature- Service Provider		Date	

ITEM – 9 SAMPLE SHARED VEHICLE AGREEMENT

MEMORANDUM OF AGREEMENT BETWEEN VALLEY REGIONAL TRANSIT AND (AGENCY NAME)

This Memorandum of Agreement ("MOA") is made by and between Valley Regional Transit (VRT), a regional public transportation authority authorized under Chapter 21, Title 40, Idaho Code, and (Agency Name), (description of agency). VRT and (Agency Name) are sometimes hereinafter collectively referred to as the "**Parties**," and individually as a "**Party**." Effective dates of this agreement are _____ to _____.

RECITALS

WHEREAS, Idaho Code § 40-2104 provides that the purpose of a regional public transportation authority is, among other things, to "encourage private transportation programs and coordinate both public and private transportation programs, services and support functions"; and

WHEREAS, VRT, as is within the purview of Idaho Code § 40-2104, proposes to provide (AGENCY NAME), without monetary or other consideration except as specifically set forth herein, the use of One VRT owned vehicle, together with insurance, preventive maintenance and certain training, the purpose of which is to facilitate a Vehicle Sharing opportunity for passengers of (AGENCY NAME) to be transported with the intended effect of which, among other benefits, will be to reduce the number of vehicles on the road, reduce fuel consumption and improve air quality; and

WHEREAS, (Agency Name) will (i) provide fuel for the Vehicle (note: *vehicles not returned full to VRT at the end of use are subject to a \$100.00 per occurrence non-reimbursable penalty*), (ii) ensure fuel is never less than one-quarter full at any time, (iii) follow reporting requirements as requested and directed by VRT, (vi) provide copies of each Daily Vehicle Inspection Report daily by email to dstanley@rideVRT.org, (v) ensure vehicles are kept clean on the interior and exterior at all times (note: *vehicles requiring VRT staff to clean may be subject to a \$100.00 per occurrence penalty*).

WHEREAS, (AGENCY NAME) agrees to use the shared vehicle to provide rides for Valley Regional Transit Beyond Access service; and

WHEREAS, (AGENCY NAME) agrees that only VRT certified drivers will be allowed to drive the vehicles once training through VRT is completed, at no charge to the participating member.

WHEREAS, (Agency Name) agrees all VRT certified drivers will be required to attend all mandatory safety meetings.

WHEREAS, (Agency Name) will ensure any safety incident involving a shared vehicle will be reported immediately to VRT following the procedures detailed in Exhibit A, VRT Operator Handbook.

ANNUAL SHARED VEHICLE MEMBERSHIP FEES

Base annual cost for each shared vehicle is listed in the table below. For the term of this agreement, (AGENCY NAME) shall pay upon invoice from VRT a participating member fee of (\$). This amount reserves (number or vehicles), (number of days per week). VRT will invoice (Agency Name) (\$) monthly for the (number of vehicles).

Annual Participating Member (Costs include maintenance and insurance, but not fuel)	
Days Per Week Member Uses Vehicle	Base Annual Cost
1	\$5,308
2	\$6,618
3	\$7,928
4	\$9,239
5	\$10,549
6	\$11,860
7	\$13,170

VRT will be responsible to provide all fluids that pertain to maintenance as well as all safety requirements, which include engine oil, transmission fluid, coolant, ice melt, ice scraper, seatbelt cutter, emergency triangles, first aid kit and restocked items, blood borne pathogen kit, broom, fire extinguishers, wheelchair securements straps and lap belts. All other needs will be the members' responsibility.

AGREEMENT

NOW, THEREFORE, in consideration of the terms and conditions hereof, the Parties agree as follows:

1. **RECITALS:** The Recitals set forth above are a part of the agreement of the Parties, and not mere recitals.
2. **TERM:** The term of this MOA shall be _____ to _____ for so long as (AGENCY NAME) is in any way affiliated with the VRT Vehicle Sharing Program; provided, however, that either Party, at any time, may earlier terminate this MOA by giving a thirty day (30) written notice of termination to the other Party, for any reason or no reason. If the notice of termination is given, the term of this MOA shall expire automatically upon the receipt of such termination notice by the other Party.
3. **INSURANCE:** For the term of this MOA, VRT's commercial general liability insurance policy will insure said vehicle; provided, however, that the limit of liability under such insurance policy with respect to (Agency Name) shall not exceed \$500,000.00, and nothing in this MOA is intended, nor shall be construed, to increase the limit of liability of VRT as capped by the Idaho Tort Claims Act (Idaho Code § 6-901 through § 6-929), or to otherwise lessen the protections afforded VRT under said Act. VRT will furnish (Agency Name) with certificates evidencing such insurance upon request.
4. **COOPERATIVE EFFORTS:** The Parties shall in all instances cooperate and act in good faith in compliance with the terms, covenants and conditions of this MOA and each shall deal fairly with the other.
5. **FTA CHARTER REGISTRATION:** As a participating Shared Vehicle member, (AGENCY NAME) agrees to complete the FTA Charter Registration form online at: <http://ftawebprod.fta.dot.gov/CharterRegistration/QHSO/QHSNew.aspx>.

Under provisions defined by the FTA, the VRT Shared Vehicle Program qualifies as a federally subsidized Charter service. To comply with FTA rules and regulations, all qualified for profit, nonprofit and human service organizations that do not receive Federal funding must register with the FTA Charter Registration website. VRT Shared Vehicles can be offered only to organizations that comply with FTA rules and regulations.

- (AGENCY NAME) does receive funding from a qualified Federal program and is exempt.
- (AGENCY NAME) does not receive funding from a qualified Federal program and has completed the online FTA Charter Registration form.

6. **NOTICE:** Notices, requests, demands, and other communications hereunder shall be in writing and delivered or mailed with postage prepaid, as follows:

To VRT at:	To (AGENCY NAME) at:
Valley Regional Transit	(Agency Name)
700 NE 2 nd Street, Suite 100	(Agency Address)
Meridian, ID 83642	(Agency Contact)
Attn: Operations Director	

Or at any other address which may be given by any Party to the other Parties in the manner provided above.

7. **MISCELLANEOUS:**

- (a) In any suit, action or appeal there from to enforce or interpret this MOA, the prevailing party shall be entitled to recover its costs incurred therein, including reasonable attorneys' fees.
- (b) This MOA is not intended to create, nor shall it in any way be interpreted or construed to create any third-party beneficiary rights in any person not a party hereto.
- (c) This MOA shall inure to and bind the successors, assigns, agents, and representatives of the parties hereto.
- (d) This MOA and any attachments hereto constitute the entire agreement between the Parties concerning the subject matter hereof.
- (e) If any provision of this MOA is held invalid, illegal, or unenforceable, the remainder shall be construed to conform to the intent of the parties and shall survive the severed provisions.
- (f) This MOA shall not be modified except as evidenced by a written amendment executed by the Parties.
- (g) This MOA may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Facsimile transmission of any signed original of this MOA and retransmission of any signed facsimile transmission shall be the same as delivery of an original and shall be binding upon the parties.
- (h) This MOA shall be governed by the laws of the State of Idaho.
- (i) Nothing contained in this MOA shall be deemed or construed as creating an employer/employee relationship between the Parties, a partnership or joint venture between or among the Parties, or with any other party, or cause any Party to be responsible in any way for the obligations of any other party or a non-party.
- (j) Each of the Parties shall be responsible for its own negligent errors and omissions and those of its officers, agents, employees, and contractors provided, however, that nothing contained herein shall extend the liability of any Party beyond that provided by applicable governing law.
- (k) The Parties hereby warrant that the person executing this MOA on behalf of each Party is, at the time of its execution, duly authorized to do so by its governing body, and is fully vested with the authority to bind that Party in all respects.
- (l) The terms and conditions of this MOA shall survive the termination of this MOA until such time an action by one Party against the other is fully and finally barred by the applicable statute of limitations.

SIGNATURES

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

VALLEY REGIONAL TRANSIT:

By: Elaine Clegg
Chief Executive Officer

(AGENCY NAME):

By: (Agency Representative)
(Title)

ITEM – 10 SAMPLE DRUG AND ALCOHOL POLICY

The link for the Drug and Alcohol Policy can be found at: [Drug & Alcohol Program | FTA](#)

Drug and Alcohol Policy

Effective as of [mm/dd/yyyy]

Adopted by: _____

Date Adopted:[dd/mm/yyyy]
Last Revised: [dd/mm/yyyy]

Table of Contents

1. Purpose of Policy Error! Bookmark not defined.

2. Covered Employees Error! Bookmark not defined.

3. Prohibited Behavior Error! Bookmark not defined.

4. Consequences for Violations..... Error! Bookmark not defined.

5. Circumstances for Testing..... Error! Bookmark not defined.

6. Testing Procedures..... Error! Bookmark not defined.

7. Test Refusals Error! Bookmark not defined.

8. Voluntary Self-Referral..... Error! Bookmark not defined.

9. Prescription Drug Use..... Error! Bookmark not defined.

10.Contact Person Error! Bookmark not defined.

Attachment A: Covered Positions58

1. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect Offeror Sample's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify [decide who to notify] no later than five days after such conviction.

2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

A volunteer is a covered employee if:

- (1) the volunteer is required to have a commercial driver's license to operate the vehicle; or
- (2) the volunteer performs a safety-sensitive function and receives remuneration in excess of his or her actual expenses incurred

See Attachment A for a list of covered positions by job title.

3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees required to take a post-accident test are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and provided with contact information for Substance Abuse Professionals (SAPs).

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of their next regularly scheduled duty period (but for not less than eight hours) unless a retest results in the employee's alcohol concentration being less than 0.02.

Zero Tolerance

Per Offeror Sample policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be terminated from employment.

5. Circumstances for Testing

Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Offeror Sample has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Offeror Sample using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (3) The vehicle is a rail car, trolley car or bus, or vessel, and is removed from operation, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Offeror Sample using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, Offeror Sample will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Offeror Sample guarantees that the split specimen test will be conducted in a timely fashion. **Employer decision- if employees will be required to pay for the test (may not condition analysis on employee payment).**

7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Offeror Sample.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to provide a specimen for a drug or alcohol test. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient specimen for a drug or alcohol test without a valid medical explanation.
- (6) Fail or decline to take a second drug test as directed by the collector or Offeror Sample.
- (7) Fail to undergo a medical evaluation as required by the MRO or Offeror Sample's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine drug test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and provided with contact information for SAPs.

8. Voluntary Self Referral

Any employee who has a drug and/or alcohol abuse problem and has not been notified of the requirement to submit to reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the [designated person or

department], who will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

9. Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to **[decide who to report to]**. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

10. Contact Person

For questions about Offeror Sample's anti-drug and alcohol misuse program, contact **[person, office, branch and/or position designated to answer questions]**.

Attachment A: Covered Positions

[Add list of job titles covered by this policy.]

ITEM – 11 SAMPLE RIDE REQUEST REPORT FROM SCHEDULING SOFTWARE FOR MONTHLY DATA REPORTING

The link to the Ride Request Report is at the following location:

<https://www.valleyregionaltransit.org/wp-content/uploads/2025/01/Sample-Ride-Request-Report.pdf>

ITEM – 12 SAMPLE DRIVE SHIFT REPORT FROM SCHEDULING SOFTWARE FOR MONTHLY DATA REPORTING

The link to the Drive Shift Report is at the following location:

<https://www.valleyregionaltransit.org/wp-content/uploads/2025/01/Sample-Driver-Shift-Report.pdf>

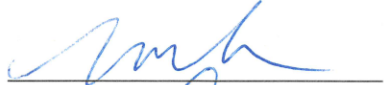
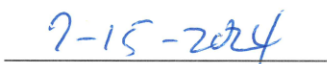

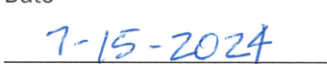
ITEM – 13 VRT SAFETY EVENT REPORTING PROCEDURE



VRT Operations – Procedures

System: Beyond Access

Subject: Safety Event Reporting

	
Signature of Department Head	Date
	
Signature of Chief Executive Officer	Date

PURPOSE AND SCOPE

The purpose of this procedure is to outline the steps and procedures necessary to deploy an effective response to reported safety events in the VRT operations department. The intent is to ensure that a prompt and proper response is deployed, notification is facilitated to the proper contacts and pertinent information is collected to facilitate a thorough investigation of all reported events.

DEFINITIONS

Safety Event: Any accident or incident that causes damage to a vehicle, property, or injury involving a VRT employee, contractor, or passenger.

GUIDELINES

RESPONSIBILITY

The Specialized Transit Coordinator is responsible for complying with this procedure and training all employees. Specific investigation and reporting procedures must be followed to meet requirements set forth by VRT. The following steps must be followed to successfully process a safety event from start to finish. The general procedural steps which are key to this process for the Specialized Transit Coordinator are as follows:

- (1) Respond to the scene
- (2) Collect all pertinent information related to the safety event
- (3) Inform all parties identified below
- (4) Complete documentation of the safety event in reporting data base

PROCEDURES

OPERATOR RESPONSIBILITY

If a safety event has occurred, the operator must stop the vehicle immediately as soon as it is safe to do so.

- Notification to dispatch must be made at the time of occurrence
- The exact location of the safety event, including the direction of travel and vehicle number

VRT Operations – Safety Event Reporting Procedures

- Report any injuries or passenger complaints
- Report condition of vehicles or property involved
- Must remain in contact with Dispatch until all necessary information has been obtained
- DO NOT leave the scene of the safety event
- DO NOT move the vehicle until released by the proper authority
 - Can move to safe place if immediate danger is present
- Take action to keep passengers and all those involved protected from further injury or harm
- Check the bus for potential hazards and evacuate passengers if necessary
- Check for injuries and provide medical assistance to injured passengers to the extent qualified or allowed
- Put out emergency triangles to notify and warn oncoming traffic of the safety event
- Distribute customer comment cards to passengers and witnesses, making sure they are filled out correctly and completely
- Keep passengers informed of the situation and steps to be taken
- Operators must strive to keep vehicle free from excessive or un-just liability claims
- Do not admit fault or guilt
- Be cooperative with police during their investigation
- Observe and document the events and individuals involved
 - Note individual behaviors, weather, traffic, and any other relevant factors
- Fill out Accident Report
 - Report is due before driver is released for the day.

DISPATCH RESPONSIBILITY

- Clear the radio 10-31
 - Speak slowly and clearly, remain calm
- *If more than one dispatcher in the room*
 - *Dispatcher handling the safety event will speak with driver using singular line for secure communication.*
 - *Have the second dispatcher make calls to VRT staff to respond to scene*
 - *Have the second dispatcher handle the other drivers*
 - *Have second dispatcher help with other tasks as needed*
- Tell Operator not to move the vehicle if possible
 - if not possible try to get reason why
 - If in roadway and vehicle is not disabled move directly to side of road
- Is the vehicle on fire/ smoke
 - If yes, evacuate passengers if able
- Get location of safety event
 - Landmarks, intersections nearside or farside, direction of travel, etc.
- Ask if driver is ok or if any injuries
 - If yes to injuries,
 - Ask if they need medical help, if yes, call 911
 - Ask driver if they can continue to help or if anyone is there that can assist the driver
- Ask if driver needs assistance from police, fire and/or ambulance
 - If yes, get details e.g. type of injuries, are they conscious or breathing, is there any sign of fire, etc.
 - Call 911
- Contact Specialized Transit Coordinator, Fleet Supervisor and Transit Services Manager
 - Relay all information you have gathered

VRT Operations – Safety Event Reporting Procedures

- If you need assistance and are unable to contact any staff listed above, contact Chief Operating Officer.
- Let the driver know that VRT personal are in route
- Coordinate with Fleet Supervisor to get a relief vehicle there as soon as possible, if needed
- Remind Operator
 - Set out Emergency Triangles
 - Activate Emergency Flashers/Hazards
 - Gather written statements of eyewitnesses
- If passengers are transported or you think it will be in the news contact Communications Director.

SAFETY EVENT RESPONDER RESPONSIBILITY:

- Proceed immediately to scene
- Locate officer on scene. Make yourself available for any information he/she might need.
- Assess scene to report any pertinent information to Dispatch
- Take photos of scene, Entire scene, close up of all vehicles, landmarks, damage, license plates
- Assist Operator with paperwork or any other needs.
- Make sure we get the police report.
- Decide as to whether the operator can continue to safely operate that day.
- If the event is a major safety event, follow post-accident drug testing procedures.
- Input Report into tracking software.

END OF PROCEDURE

Adoption Date: 2/4/2020

Effective Date: 2/4/2020

Last Revised Date: 7/10/2024

Last Reviewed Date: 4/9/2024

Replaced:

Supporting Documents:

EXHIBIT B – PRICE PROPOSAL

Offeror’s Price Proposal shall contain the information listed below as an Exhibit to Offeror’s proposal. Offeror’s Price Proposal Exhibit shall be a separate .pdf file included electronically and transmitted as a separate attachment in the email with Offeror’s proposal. Offeror’s Price Proposal Exhibit shall be signed by Offeror’s authorized representative.

Price Proposal must be in US Dollars.

Offeror’s Price Proposal will provide key personnel rates who will be working on this project.

Annual Price Increase:

Any annual price increase must be noted in Offeror’s Price Proposal.

The various components of Offeror’s Price Proposal may be adjusted on the anniversary date of the contract’s effective date. Offeror will give VRT at least thirty (30) days’ prior written notice of the effective date of such price increase. Any such price increase is subject to approval by VRT.

Offeror’s Price Proposal will provide key personnel rates who will be working on this project.

Service Rates:

Revenue Hour Reimbursement Rate

Proposal shall remain valid for a period of not less than ninety (90) days from the due date of the RFP solicitation.

Signed: _____ Date: _____

Company Name: _____

EXHIBIT C – SUBMITTAL REQUIREMENTS

In submitting responses, Offerors are to be aware that VRT strongly considers the completeness of the submittal to be the most important. Clear and effective presentations are preferred. The cover letter shall clearly contain the RFP title and the respondent's name. Submitted electronic RFP response must include the following information:

- A. **Coversheet** of this RFP, See Page # 1, above, with Offeror's name at bottom of summary page.
- B. **Cover Letter** addressed to Procurement Administrator, should serve as both an introduction of the Offeror and an overview of the proposal. Introduction should:
 - i. Identify the project manager.
 - ii. Provide contact information (physical address, telephone number, and email) and a statement confirming the commitment of key personnel identified in the submittal to meet VRT's quality and schedule expectations.
 - iii. No information shall be included in the cover letter.
 - iv. Include a statement to the effect that the proposal shall remain valid for a period of not less than ninety (90) days from the due date for proposal.
- C. **Written Responses** should include information below. Attach additional sheets in order to respond. Each response is to be appropriately headed with the corresponding item number. See written response format on page 1.
 - i. **Project Manager**: Identify the Project Manager who will be responsible for the execution of work and ensuring adequate personnel and other resources are made available and who is responsible for quality and timeliness of the Offeror's performance.
 - ii. **Key Personnel**: Identify key personnel for this project and each person's role and duties, their experience and qualifications as it pertains to providing these services.
 - iii. **Firm Qualifications and Relevant Experience**: Discuss the firm's qualifications, experience and history in working on projects or providing services similar to those that are the subject of this RFP. Please address the firm's project management systems including reporting, billing, and quality assurance (QA) quality control (QC) processes.
 - iv. **Method of Approach and Demonstrated Understanding of Statement of Objective**: Discuss the firm's approach to the RFP and understanding of the Statement of Objective.
- D. **Sub-vendors or Joint Venture Partners**: As applicable, list all key sub-vendors or joint venture partners that may be directly involved in this project.
 - I. Identify the role of the sub-vendor or joint venture partner.

- II. Include the qualifications and relevant experience as described in items III-C above. References and resumes are not required for sub-vendors or joint venture partners.
- E. **Project Manager**. Provide a resume summarizing qualifications and experience of the project manager and a brief resume of the key staff that will be directly involved in the project. Include a brief description of the role of individuals in the referenced projects.
- F. **Acknowledgment of Addenda and Certification**: Complete Section 11 with official signature(s) and date(s).
- G. **Price Proposal**: Complete Offeror's Price Proposal as described in Exhibit B to this RFP and submit as a separate attachment to Offeror's email submittal. Price Proposal must be in US Dollars. Any annual price increase must be noted in Offeror's Price Proposal. The various components of Offeror's Price Proposal may be adjusted on the anniversary date of the contract's effective date. Offeror will give VRT at least thirty days' prior written notice of the effective date of such price increase. Any such price increase is subject to approval by VRT,
- H. **References**: Complete Section 12 with references for three directly applicable projects with current contact information. Include references for sub-consultants, if applicable.
- I. **Debarment and Suspension Certification**: Complete Section 13 with official signature(s) and date(s) if applicable.
- J. **Conflict of Interest Affidavit**: Complete Section 14 with official signature(s) and date(s).
- K. **Lobbying Certificate**: Complete Section 15 with official signature(s) and date(s) if applicable.
- L. **FTA Requirements**. Complete Section 16 with official signature(s) and date(s).

English Language. Offers submitted in response to this **solicitation shall be in the English language**. Offers received in other than English shall be rejected.

EXHIBIT D – EVALUATION CRITERIA

PROPOSAL EVALUATION REQUIREMENTS

A. **Proposal Criterial Evaluation (Listed In Relative Order of Importance)**

1. Qualifications and Experience of the Firm
2. Project Manager and Key Personnel Experience
3. Method of Approach and Demonstrated Understanding of Statement of work.
4. Price Proposal
5. References
- 6.

B. **Price Proposal – See Exhibit B**

C. **General**

1. Shortlist:

VRT reserves the right to shortlist the Offerors on the stated criteria. However, VRT may determine that shortlisting is not necessary.

2. Interviews:

VRT reserves the right to conduct interviews with some or all of the Offerors at any point during the evaluation process. However, VRT may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating the stated criteria. The VRT shall not reimburse the Offeror for the costs associated with the interview process.

3. Additional Investigations:

The VRT reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any Offeror submitting a proposal.

EXHIBIT E – SAMPLE SERVICE AGREEMENT

THIS SERVICE AGREEMENT (“**Agreement**”) is made effective this (Month, Day, Year) (“**Effective Date**”) by and between **Valley Regional Transit** (hereinafter referred to as “**VRT**”) and (**Vendor Name**) (hereinafter referred to as “**Vendor**”).

WITNESSETH:

WHEREAS, the project contemplated by this Agreement is of mutual interest and benefit to Vendor and to VRT.

NOW, THEREFORE, in consideration of the premises and mutual covenants herein contained, the parties hereto agree to the following:

ARTICLE 1 - STATEMENT OF WORK

1.1 Vendor agrees to perform the tasks outlined in Statement of work, Exhibit A to the Request for Proposal _____ (attached herein). The work or services shall be performed under the direction and review of VRT’s Chief Executive Officer or designated person(s).

1.2 Vendor’s project manager shall be (Name of project manager), who is responsible for carrying out the provisions of this agreement and coordinating with sub-vendors, where appropriate.

1.3 Any substantive changes, supplements and/or additions to the Request for Proposal shall be covered by the provisions of Article 12 – Agreement Modification.

ARTICLE 2 – DURATION

2.1 This Agreement shall continue as follows:

Effective Date: Month, Day, Year:

End Date: Month, Day, Year :

By mutual agreement, the parties may extend the term of this Agreement for up to ___(X)___ additional terms of (1) year each.

ARTICLE 3 – PERFORMANCE OF THE SERVICES

3.1 Vendor will perform the work services required under this Agreement in a good and workman-like manner consistent with the applicable standard of performance and care in Vendor’s industry. The work or services shall be performed in a timely manner, according to the schedule established by VRT.

3.2 Vendor warrants and guarantees that the work or services performed under this Agreement will meet or exceed the minimum specification requirements set forth in the RFP or this Agreement. If VRT finds that the services provided do not conform to these specifications or subsequently falls out of compliance during the term of the Agreement, the Vendor will be required, at their expense, to make all corrections necessary to bring the items, services and/or equipment into compliance.

3.3 During the term of this Agreement, representatives of Vendor will meet with representatives of VRT at times and places mutually agreed upon to discuss the progress and results, as well as ongoing plans, or changes therein, of Project to be performed hereunder.

3.4 FORCE MAJEURE: Except as otherwise provided herein, neither Vendor nor VRT shall be liable to the other for any delay or failure of performance of any provisions herein, nor shall any

such delay or failure or performance constitute default hereunder, to the extent that such delay or failure is caused by force majeure. The term “force majeure,” as used herein shall mean without limitation: acts of God, such as pandemic; lightning; earthquake; fire; hurricanes; tornadoes; floods; washouts; droughts, or other severe weather disturbances; explosions; arrests; restraint of government and people; and other such events or any other cause which could not be reasonably foreseen in the exercise of ordinary care, and which is beyond the reasonable control of the party affected and said party is unable to prevent.

ARTICLE 4 – COSTS, BILLINGS, AND OTHER SUPPORT

4.1 It is agreed to and understood by the parties hereto that, subject to any modifications to this Agreement, Vendor will invoice VRT according to the Vendor’s Price Proposal attached as Exhibit B in this agreement. Further, the cost principals of 2 C.F.R. Part 200, Subpart E shall apply to the calculation and determination of allowable costs to be paid to Vendor or reimbursed to Vendor. The awarded vendor will be paid in US Dollars and can expect payment within 30 days after receipt of invoice.

4.2 Invoicing: All invoices, with supporting documentation need to be mailed to: VRT, Attn: Accounts Payable, 700 NE 2nd Street, Suite 100, Meridian, ID 83642, or email to: Payables@ridevrt.org. All Invoices are processed bi-weekly.

ARTICLE 5 – INDEPENDENT VENDOR

5.1 In the performance of all services hereunder:

5.1.1 Vendor shall be deemed to be and shall act as an independent vendor and shall assume and pay all liabilities and perform all obligations imposed with respect to the performance of this Agreement. VRT is not responsible for withholding, and shall not withhold FICA or other employment taxes of any kind from any payments which it owes Vendor. VRT shall issue Vendor a 1099 rather than a W-2 form. Vendor is not entitled to receive any benefit which employees of VRT are entitled to receive, if any, and Vendor shall not be entitled to workers’ compensation, unemployment compensation, medical insurance life insurance, paid vacations, paid holidays, pension, profit sharing, or Social Security on account of Vendor’s work for VRT. Vendor shall maintain Vendor’s own occupational licenses in any and all cities and counties, as may be required by applicable law. Vendor shall furnish VRT with current certificates and proofs of payment that Vendor has coverage for workers’ compensation insurance, general liability insurance, motor vehicle insurance and such other insurance as VRT may require of Vendor from time to time.

5.1.2 This Agreement does not create an employer-employee relationship between VRT and Vendor, and this Agreement is not a contract for future employment or future engagement.

5.1.3 Neither party is authorized or empowered to act as agent for the other for any purpose and shall not on behalf of the other enter into any contract, warranty, or representation as to any matter. Neither shall be bound by the acts or conduct of the other.

ARTICLE 6 - INDEMNIFICATION

6.1 Vendor shall indemnify, defend, and hold harmless VRT, its members, directors, officers, employees, and agents, from and against any and all claims, damages, liabilities, suites, administrative proceedings, and expenses, including attorney fees and costs, resulting from: (1) the performance of services under this Agreement by Vendor or any agent, employee, or sub-vendor of Vendor; (2) Vendor’s breach of this Agreement; or (3) any errors or omissions of Vendor or any agent, employee, or sub-vendor of Vendor.

6.2 If either party files an action to enforce this Agreement, or which arises out of this

Agreement, the prevailing party shall be entitled to an award of reasonable attorney fees and costs of suit including attorney's fees and costs of litigation, arbitration, and including appeals.

ARTICLE 7 – PROPRIETARY INFORMATION.

7.1 Vendor agrees it will keep confidential and not use any material or information furnished by VRT for any purpose whatsoever other than as herein specified without prior written consent of VRT.

ARTICLE 8 - DISCLOSE

8.1 Vendor shall not disclose information concerning work under this Agreement to any third party, unless such disclosure is necessary for the performance of the Agreement effort. No news release, public announcement, denial or confirmation of any part of the subject matter of this Agreement or any phase of any program hereunder shall be made without prior written consent of VRT. The restrictions of this paragraph shall continue in effect until completion or termination of this Agreement for such period of time as may be mutually agreed upon in writing by the parties. In the absence of a written established period, no disclosure is authorized. Failure to comply with the provisions of this paragraph may be cause for termination of this Agreement. This provision applies to periods during and after the Agreement Period.

ARTICLE 9 – GOVERNING LAW

9.1 This Agreement shall be governed and construed in accordance with the federal law, the laws of the state of Idaho, and any applicable local ordinances of governmental entities located within the VRT service area. The parties agree that the counties of either Ada or Canyon, State of Idaho, are the proper venue for any action arising out of this Agreement.

ARTICLE 10 – ASSIGNMENT/PIGGYBACKING

10.1 Except as provided in Section 10.2 below, this Agreement shall not be assigned by either party without the prior written consent of the parties hereto.

10.2 In accordance with FTA Circular 4220.1F, Appendix D, VRT's rights and obligations under this Agreement, may be assigned, in whole or in part, to other FTA recipients and Vendor shall remain obligated to perform under the terms of this Agreement for that other FTA recipient.

ARTICLE 11 – TERM

11.1 This Agreement shall become effective upon the date first herein above written and shall continue in effect for the full duration of the Agreement Period unless sooner terminated in accordance with the provisions of this Agreement. The parties hereto may, however, extend the term of this Agreement for additional periods as desired upon mutually agreeable terms and conditions, which the parties reduce to writing and sign.

ARTICLE 12 – AGREEMENT MODIFICATION

12.1 Any agreement to change the terms of this Agreement in any way shall be valid only if the change is made in writing and approved by mutual agreement of authorized representatives of the parties hereto. Any written amendment modifying this Agreement shall address cost increase or decrease and time of completion increase with reference to the final completion date and the date the final report is due.

ARTICLE 13 - DEFAULT

13.1 VRT may, by written notice of default to Vendor, terminate the whole or any part of this Agreement in any one of the following circumstances: (a) if Vendor fails to perform the services within the time specified herein or any extension thereof; or (b) if Vendor fails to perform any of the

other provisions of this Agreement in accordance with its terms, and in either of these two circumstances does not cure such default or commence curing the same within a period of ten days (or such longer period as VRT may authorize in writing) after receipt of notice from VRT specifying such failure.

13.2 Vendor shall continue performance of this Agreement to the extent not terminated. VRT shall have no obligations to Vendor with respect to the terminated part of this Agreement except as herein provided. In case of Vendor's default, VRT' rights as set forth herein shall be in addition to VRT' other rights although not set forth in this Agreement.

13.3 Vendor shall not be liable for damages resulting from default due to causes beyond Vendor's control and without Vendor's fault or negligence.

ARTICLE 14 – NON-WAIVER OF RIGHTS

14.1 The failure of VRT to insist upon strict performance of any of the terms and conditions in this Agreement, or to exercise any rights or remedies, shall not be construed as a waiver of its right to assert any of the same or to rely on any such terms or conditions at any time thereafter. The invalidity in whole or in part of any term or condition of this Agreement shall not affect the validity of other parts hereof.

ARTICLE 15 - TERMINATION

15.1 VRT may terminate this Agreement without cause, in whole or in part, for VRT's convenience or because of the failure of Vendor to fulfill its obligations under this Agreement. If VRT terminates this Agreement, VRT shall deliver to Vendor a Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, Vendor shall (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to VRT's Executive Director all data, drawings, specifications, reports, estimates, summaries, and other information and materials accumulated in performing this Agreement, whether completed or in process. If the termination is for the convenience of VRT, VRT may make an equitable adjustment in the payment for the services provided but shall not allow anticipated profit on unperformed services. If the termination is for failure of Vendor to fulfill this Agreement obligations, as set forth below, VRT may complete the work by contract or otherwise and Vendor shall be liable for any additional cost incurred by VRT. If, after termination for failure to fulfill contract obligations, it is determined that Vendor 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 VRT.

15.2 If Vendor fails to perform in the manner called for in this Agreement, or if Vendor fails to comply with any other provisions of this Agreement, VRT may terminate this Agreement for default. Termination shall be effected by serving a notice of termination on Vendor setting forth the manner in which Vendor is in default. Vendor will only be paid for services performed in accordance with the manner of performance set forth in this Agreement, less any offsets for amounts owed to VRT. If it is later determined by VRT that Vendor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of Vendor, VRT, after setting up a new performance schedule, may allow Vendor to continue work, or treat the termination as a termination for convenience.

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

15.4 In the event that VRT elects to waive its remedies for any breach by Vendor of any covenant, term or condition of this Agreement, such waiver by VRT shall not limit VRT's remedies for any succeeding breach of that or of any other term, covenant, or condition of this Agreement.

15.5 Termination of this Agreement by either party for any reason shall not affect the rights and obligations of the parties accrued prior to the effective date of termination of this Agreement. No termination of this Agreement, however effectuated, shall affect VRT's rights and duties or release the parties hereto from their rights and obligations under Articles 4 and 5.

15.6 If sufficient funds are not provided from applicable Federal, state, local or other sources to permit VRT in the exercise of its reasonable administrative discretion to continue this Agreement, or if VRT or the program for which this Agreement was executed is abolished, VRT may terminate this Agreement without further liability by giving Vendor not less than thirty (30) days written notice.

15.7 Vendor agrees to include the above clause in each subcontract in excess of \$10,000 which is financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the sub-consultants who will be subject to its provisions.

ARTICLE 16 – ENTIRE AGREEMENT

16.1 Upon acceptance of this Agreement, Vendor agrees that the provisions under this Agreement, including all documents incorporated herein by reference, shall constitute the entire Agreement between the hereto, and supersede all prior agreements relating to the subject matter hereof. This Agreement may not be modified or terminated orally, and no modification or any claimed waiver of any of the provisions hereof shall be binding unless in writing and signed by the party against whom such modification or waiver is sought to be enforced.

ARTICLE 17 – DISADVANTAGED BUSINESS ENTERPRISES (DBE) STATUS

17.1 It is the policy of VRT and the United States Department of Transportation ("DOT") that Disadvantaged Business Enterprises ("DBE's"), as defined herein and in the Federal regulations published at 49 C.F.R. part 26, shall have an equal opportunity to participate in DOT-assisted contracts. It is also the policy of VRT to:

- Ensure nondiscrimination in the award and administration of DOT-assisted contracts;
- Create a level playing field on which DBE's can compete fairly for DOT-assisted contracts;
- Ensure that the DBE program is narrowly tailored in accordance with applicable law;
- Ensure that only firms that fully meet 49 C.F.R. part 26 eligibility standards are permitted to participate as DBE's;
- Help remove barriers to the participation of DBEs in DOT assisted contracts;
- To promote the use of DBEs in all types of federally assisted contracts and procurement activities; and
- Assist in the development of firms that can compete successfully in the marketplace outside the DBE program

17.2 This Agreement is subject to 49 C.F.R. part 26 and 2 C.F.R. § 200.321. Therefore, Vendor must satisfy the requirements for DBE participation as set forth herein. These requirements are in addition to all other equal opportunity employment requirements of this Agreement. VRT shall make all determinations with regard to whether or not Vendor is in compliance with the requirements stated herein. In assessing compliance, VRT may consider during its review of Vendor's submission package and Vendor's documented history of non-compliance with DBE requirements on previous contracts with VRT.

17.3 Vendor shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include the following:

17.3.1 Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

17.3.2 Assuring the small and minority businesses and women's business enterprises are solicited whenever they are potential sources;

17.3.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

17.3.4 Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises:

17.3.5 Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and requiring all sub-vendors to take the affirmative steps above. (2 C.F.R § 200.321)

17.4 Vendor and its subrecipients and sub-vendors shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. Vendor shall carry out applicable requirements of 49 C.F.R. part 26 in the award and administration of DOT-assisted contracts. Failure by Vendor to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as VRT deems appropriate.

17.5 Should DBE status, as defined under Federal regulations, be claimed by Vendor, Vendor agrees to furnish written evidence of DBE certification from a governmental entity. Subsequent failure to furnish such proof may be considered by VRT as grounds for termination of this agreement.

17.6 When sub-agreements with other parties are required to fulfill the Work Program described in Request for Proposal, Vendor agrees to notify VRT of these contract opportunities and to seek qualified DBE firms from the published Idaho Transportation Department list (available from VRT) to perform the work. Vendor will notify VRT of the dollar value of the sub-agreement and the DBE status of any sub-vendor or service provider. When DBE status is claimed for these sub-vendors or service providers, Vendor shall provide VRT of written proof of DBE certification.

17.7 Vendor must promptly notify VRT, whenever a DBE sub-consultants performing work related to this Agreement is terminated or fails to complete its work, and must make good faith efforts to engage another DBE sub-consultants to perform at least the same amount of work. Vendor may not

terminate any DBE sub-consultants and perform that work through its own forces or those of an affiliate without prior written consent of VRT.

17.8 Vendor shall include this clause in each subcontract financing in whole or in part with Federal assistance provided by FTA and also a clause requiring the subcontractors to include this clause in any lower tier subcontract. It is further agreed that the clause shall not be modified, except to identify the sub-vendor who will be subject to the clause.

17.9 The provisions of this Section 17 are applicable if this Agreement is expected to exceed \$250,000. In the event that this Agreement is not expected to exceed \$250,000, the provisions of this Section 17 are inapplicable.

ARTICLE 18 – FEDERAL CONTRACTING REQUIREMENTS

18.1 All work performed under this Agreement shall meet the requirements of federal and state law including but not limited to the following:

18.2 Incorporation of Federal Transit Administration (“FTA”) Terms. The provisions of this Agreement include, in part, certain standard terms and conditions required by the United States Department of Transportation (“DOT”), whether or not expressly set forth in the preceding provisions of this Agreement. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1D, as revised, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. Vendor shall not perform any act, fail to perform any act, or refuse to comply with any request by VRT which would cause VRT to be in violation of the FTA terms and conditions.

18.2.1 Vendor shall include this clause in each subcontract financing in whole or in part with Federal assistance provided by FTA and also a clause requiring the subcontractors to include this clause in any lower tier subcontract. It is further agreed that the clause shall not be modified, except to identify the sub-vendor who will be subject to the clause.

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

18.4 Civil Rights. The following requirements apply to this Agreement:

18.4.1 Nondiscrimination. In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, Vendor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, Vendor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

18.4.2 Equal Employment Opportunity. The following equal employment opportunity requirements apply to this Agreement:

18.4.2.1 Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, Vendor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended

by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect activities undertaken in the course of providing the services contracted for under this Agreement. Vendor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, Vendor agrees to comply with any implementing requirements FTA may issue.

18.4.2.2 Age. In accordance with the Age Discrimination in Employment Act, 29 U.S.C. §§ 621 - 634, U.S. Equal Employment Opportunity Commission (U.S. EEOC) regulations, "Age Discrimination in Employment Act," 29 C.F.R. part 1625, the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101 et seq., U.S. Health and Human Services regulations, "Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance," 45 C.F.R. part 90, and Federal transit law at 49 U.S.C. § 5332, Vendor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, Vendor agrees to comply with any implementing requirements FTA may issue.

18.4.2.3 Disabilities In accordance with section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 et seq., the Architectural Barriers Act of 1968, as amended, 42 U.S.C. § 4151 et seq., and Federal transit law at 49 U.S.C. § 5332, Vendor agrees that it will not discriminate against individuals on the basis of disability. In addition, Vendor agrees to comply with any implementing requirements FTA may issue.

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

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

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

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

18.5.3 Vendor agrees to include the above two clauses in each subcontract financed

in whole or in part with Federal assistance provided by FTA and also a clause requiring the sub-vendor to include this clause in any lower tier subcontract. It is further agreed that the clauses shall not be modified, except to identify the sub-vendor who will be subject to the provisions.

18.6 No Obligation by the Federal Government.

18.6.1 VRT and Vendor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of this Agreement, absent the express written consent by the Federal Government, the Federal Government is not a party to this Agreement and shall not be subject to any obligations or liabilities to VRT, Vendor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from this Agreement.

18.6.2 Vendor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA and also a clause requiring the subcontractors to include this clause in any lower tier subcontract. It is further agreed that the clause shall not be modified, except to identify the sub-vendor who will be subject to its provisions.

18.7 Federal Privacy Act Requirements.

18.7.1 Vendor agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 U.S.C. § 552a. Among other things, Vendor agrees to obtain the express consent of the Federal Government before Vendor or its employees operate a system of records on behalf of the Federal Government. Vendor understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of this Agreement.

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

18.8 Records Disclosure.

18.8.1 Vendor will retain, and will require its sub-vendors of all tiers to retain, complete and readily accessible records related in whole or in part to this Agreement, including, but not limited to, data, documents, reports, statistics, sub-agreements, leases, subcontracts, arrangements, other third party agreements of any type, and supporting materials related to those records.

18.8.2 Vendor agrees to comply with the record retention requirements in accordance with 2 C.F.R. § 200.333. Vendor shall maintain all books, records, accounts and reports required under this Agreement for a period of at not less than three (3) years after the date of termination or expiration of this Agreement, except in the event of litigation or settlement of claims arising from the performance of this Agreement, in which case records shall be maintained until the disposition of all such litigation, appeals, claims or exceptions related thereto.

18.8.3 Vendor agrees to provide VRT, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of Vendor which are directly pertinent to this Agreement for the purposes of making audits, examinations, excerpts and transcriptions. Vendor also agrees to

provide the FTA Administrator or his/her authorized representatives including any PMO Vendor access to Vendor's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. 5307, 5309 or 5311.

18.8.4 Vendor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

18.8.5 Vendor agrees to permit VRT, FTA and their vendors access to the sites of performance under this Agreement as reasonably may be required.

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

18.9.1 Vendor shall include this clause in each subcontract financing in whole or in part with Federal assistance provided by FTA and also a clause requiring the subcontractors to include this clause in any lower tier subcontract. It is further agreed that the clause shall not be modified, except to identify the sub-vendor who will be subject to the clause.

18.10 Breaches and Dispute Resolution.

18.10.1 Disputes. Disputes arising in the performance of this Agreement which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of VRT's Chief Executive Officer. This decision shall be final and conclusive unless within ten (10) days from the date of receipt of its copy, Vendor mails or otherwise furnishes a written appeal to the Chief Executive Officer. In connection with any such appeal, Vendor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the Chief Executive Officer shall be binding upon Vendor and Vendor shall abide by the decision.

18.10.2 Performance During Dispute. Unless otherwise directed by VRT, Vendor shall continue performance under this Agreement while matters in dispute are being resolved.

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

18.10.4 Remedies. Unless this Agreement provides otherwise, all claims, counterclaims, disputes and other matters in question between VRT and Vendor arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State in which VRT is located

18.10.5 Rights and Remedies. The duties and obligations imposed by this Agreement and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by VRT or Vendor shall constitute a waiver of any right or duty afforded any of them under this Agreement, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

18.10.6 Vendor agrees to include the above clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA and also a clause requiring the subcontractors to include this clause in any lower tier subcontract. It is further agreed that the clauses shall not be modified, except to identify the sub-consultants who will be subject to the provisions.

18.11 Fly America.

18.11.1 Fly America Requirements. Vendor agrees to comply with 49 U.S.C. 40118 (the "Fly America" Act) in accordance with the General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients and sub-recipients of Federal funds and their vendors are required to use U.S. Flag air carriers for U.S Government financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. Vendor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. Vendor agrees to include the requirements of this section in all subcontracts that may involve international air transportation.

18.12 Water Pollution.

18.12.1 Vendor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq . Vendor agrees to report each violation to VRT and understands and agrees that VRT will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

18.12.2 Vendor shall include this clause in each subcontract financing in whole or in part with Federal assistance provided by FTA and also a clause requiring the subcontractors to include this clause in any lower tier subcontract. It is further agreed that the clause shall not be modified, except to identify the sub-vendor who will be subject to the clause.

18.12.3 The provisions of this Section 18.12 are applicable if this Agreement is expected to exceed \$150,000. In the event that this Agreement is not expected to exceed \$150,000, the provisions of this Section 18.12 are inapplicable.

18.13 Clean Air Act.

18.13.1 Vendor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq . Vendor agrees to report each violation to VRT and understands and agrees that VRT will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

18.13.2 Vendor shall include this clause in each subcontract financing in whole or in part with Federal assistance provided by FTA and also a clause requiring the subcontractors to include this clause in any lower tier subcontract. It is further agreed that the clause shall not be modified, except to identify the sub-vendor who will be subject to the clause.

18.13.3 Applicability. The provisions of this Section 18.13 are applicable if this Agreement is expected to exceed \$150,000. In the event that this Agreement is not expected to exceed \$150,000, the provisions of this Section 18.13 are inapplicable.

18.14 Lobbying Limitations and Certification.

By executing this Agreement, Vendor certifies that, to the best of his or her knowledge and belief, that:

18.14.1 No Federal appropriated funds have been paid or will be paid, by or on behalf of Vendor, 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.

18.14.2 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, Vendor 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).

18.14.3 Vendor shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

18.14.4 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.

18.14.5 Vendor agrees to include the above clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA and also a clause requiring the subcontractors to include this clause in any lower tier subcontract. It is further agreed that the clauses shall not be modified, except to identify the sub-consultants who will be subject to the provisions.

18.14.6 The provisions of this Section 18.14 are applicable if this Agreement is expected to exceed \$100,000. In the event that this Agreement is not expected to exceed \$100,000, the provisions of this Section 18.14 are inapplicable.

18.15 Contracts Involving Experimental, Development, Or Research Work

18.15.1 This Project is funded through a Federal award with FTA for experimental, developmental, or research work purposes. As such, certain Patent Rights and Data Rights apply to all subject data first produced in the performance of this Agreement. The Vendor shall grant the AGENCY intellectual property access and licenses deemed necessary for the work performed under this Agreement and in accordance with the requirements of 37 C.F.R. part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by FTA or U.S. DOT. The terms of an intellectual property agreement and software license rights will be finalized prior to execution of this Agreement and shall, at a minimum, include the following restrictions: Except for its own internal use, the Vendor may not publish or reproduce subject data in whole or in part, or in any manner or form, nor may the Vendor authorize others to do so, without the written consent of FTA, until such time as FTA may have either released or approved the release of such data to the public. This restriction on publication, however, does not apply to any contract with an academic institution. For purposes of this agreement, the term "subject data" means recorded information whether or not copyrighted, and that is delivered or specified to be delivered as required by this Agreement. Examples of "subject data" include, but are not limited to computer software, standards, specifications, engineering drawings and associated lists, process sheets, manuals, technical reports, catalog item identifications, and related information, but do not include financial reports, cost analyses, or other similar information used for performance or administration of this Agreement.

18.15.1.1 The Federal Government reserves a royalty-free, non-exclusive and

irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for "Federal Government Purposes," any subject data or copyright described below. For "Federal Government Purposes," means use only for the direct purposes of the Federal Government. Without the copyright owner's consent, the Federal Government may not extend its Federal license to any other party.

- (a) Any subject data developed under this Agreement, whether or not a copyright has been obtained; and
- (b) Any rights of copyright purchased by the Vendor using Federal assistance in whole or in part by the FTA.

18.15.1.2 Unless FTA determines otherwise, the Vendor performing experimental, developmental, or research work required as part of this Agreement agrees to permit FTA to make available to the public, either FTA's license in the copyright to any subject data developed in the course of this Agreement, or a copy of the subject data first produced under this Agreement for which a copyright has not been obtained. If the experimental, developmental, or research work, which is the subject of this Agreement, is not completed for any reason whatsoever, all data developed under this Agreement shall become subject data as defined herein and shall be delivered as the Federal Government may direct.

18.15.1.3 Unless prohibited by state law, upon request by the Federal Government, the Vendor agrees to indemnify, save, and hold harmless the Federal Government, its officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Vendor of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under that contract. The Vendor shall be required to indemnify the Federal Government for any such liability arising out of the wrongful act of any employee, official, or agents of the Federal Government.

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

18.15.1.5 Data developed by the Vendor and financed entirely without using Federal assistance provided by the Federal Government that has been incorporated into work required by the underlying Agreement is exempt from the requirements herein, provided that the Vendor identifies those data in writing at the time of delivery of the Contract work.

18.15.1.6 The Vendor agrees to include these requirements in each subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance.

18.15.2 Patent Rights. The following requirements apply to each contract involving experimental, developmental, or research work:

18.15.2.1 General. If any invention, improvement, or discovery is conceived or first actually reduced to practice in the course of or under this Agreement to which this Attachment has been added, and that invention, improvement, or discovery is patentable under the laws of the

United States of America or any foreign country, VRT and Vendor agree to take actions necessary to provide immediate notice and a detailed report to the party at a higher tier until FTA is ultimately notified.

18.15.2.2 Unless the Federal Government later makes a contrary determination in writing, irrespective of Vendor's status (a large business, small business, state government or state instrumentality, local government, nonprofit organization, institution of higher education, individual), VRT and Vendor agree to take the necessary actions to provide, through FTA, those rights in that invention due the Federal Government as described in U.S. Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," 37 C.F.R. Part 401.

18.15.2.3 Vendor also agrees to include the requirements of this clause in each subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance provided by FTA.

18.16 Debarment and Non procurement

18.16.1 Vendor shall comply and facilitate compliance with U.S. DOT regulations, "Nonprocurement Suspension and debarment," 2 C.F.R. part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," 2 C.F.R. part 180. These provisions apply to this Agreement and all related contract at any level irrespective of the contract amount. As such, Vendor certifies that its principals, affiliates, and sub-vendors are eligible to participate in this federally funded contract and are not presently declared by any Federal department or agency to be:

- 18.16.1.1** Debarred from participation in any federally assisted Award;
- 18.16.1.2** Suspended from participation in any federally assisted Award;
- 18.16.1.3** Proposed for debarment from participation in any federally assisted Award;
- 18.16.1.4** Declared ineligible to participate in any federally assisted Award;
- 18.16.1.5** Voluntarily excluded from participation in any federally assisted Award; or
- 18.16.1.6** Disqualified from participation in any federally assisted Award.

18.16.2 The certification in Section 18.16.1 is a material representation of fact relied upon by VRT. If it is later determined by VRT that Vendor knowingly rendered an erroneous certification, in addition to remedies available to VRT, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. Vendor agrees to comply with the requirements of 2 C.F.R. part 180, subpart C, as supplemented by 2 C.F.R. part 1200, during the term of this Agreement.

18.17 Vendor agrees to include the above two clauses in each subcontract expected to equal or exceed \$25,000 or subject to a federally required audited which is financed in whole or in part with Federal assistance provided by FTA and also a clause requiring the subcontractors to include this clause in any lower tier subcontract which satisfy either or both of these prerequisites. It is further agreed that the clauses shall not be modified, except to identify the sub-consultants who will be subject to the provisions.

18.18 Employee Protections.

18.18.1 Vendor represents and warrants that a copy of the current prevailing wage determination issued by the DOL has been provided to VRT in connection with the RFP.

18.18.2 Vendor shall comply with all federal laws, regulations, and requirements providing wage and hour protections for non-construction employees, in accordance with 40 U.S.C. § 3702, Contract Work Hours and Safety Standards Act, and other relevant parts of that Act, 40 U.S.C. § 3701 et seq., and U.S. DOL regulations, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction (also Labor Standards Provisions Applicable to Non-construction Contracts Subject to the Contract Work Hours and Safety Standards Act),” 29 C.F.R. part 5. Vendor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three (3) years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. Such records maintained under this paragraph shall be made available by Vendor for inspection, copying, or transcription by authorized representatives of the FTA and the Department of Labor, and Vendor will permit such representatives to interview employees during working hours on the job.

18.18.3 If this Agreement meets the definition of a prime construction, alteration or repair contract in excess of \$2,000 awarded by FTA, Vendor shall comply with the Davis-Bacon Act and the Copeland “Anti-Kickback” Act. Under 49 U.S.C. § 5333(a), prevailing wage protections apply to laborers and mechanics employed on FTA assisted construction, alteration, or repair projects. Vendor will comply with the Davis-Bacon Act, 40 U.S.C. §§ 3141-3144, and 3146-3148 as supplemented by DOL regulations at 29 C.F.R. part 5, “Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction.” In accordance with the statute, Vendor shall pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Vendor agrees to pay wages not less than once a week. Vendor shall also comply with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by DOL regulations at 29 C.F.R. part 3, “Vendors and Sub-vendors on Public Building or Public Work Financed in Whole or in part by Loans or Grants from the United States.” Vendor is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

18.18.4 If Vendor’s performance of this Agreement involves the employment of mechanics or laborers and the value of this Agreement is in excess of \$100,000,. Vendor shall comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 3701-3708), as supplemented by the DOL regulations at 29 C.F.R. part 5. Under 40 U.S.C. § 3702 of the Act, Vendor shall compute the wages of every mechanic and laborer, including watchmen and guards, on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or to contracts for transportation or transmission of intelligence. In the event of any violation of the clause set forth herein, Vendor and any sub-vendor responsible therefor shall be liable for the unpaid wages. In addition, Vendor and sub-vendor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages

shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of this clause in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by this clause.

18.18.5 These requirements extend to all third party vendors and their contracts at every tier and subrecipients and their subcontracts at every tier. The Davis-Bacon Act and the Copeland "Anti-Kickback" Act apply to all prime construction, alteration or repair contracts in excess of \$2,000. The Contract Work Hours and Safety Standards Act apply to all FTA funded contracts in excess of \$100,000 that involve the employment of mechanics or laborers.

18.19 Recovered Materials

18.19.1 Vendor agrees to provide a preference for those products and services that conserve natural resources, protect the environment, and are energy efficient by complying with and facilitating compliance with Section 6002 of the Resource Conservation and Recovery Act, as amended, 42 U.S.C. § 6962, and U.S. Environmental Protection Agency (U.S. EPA), "Comprehensive Procurement Guideline for Products Containing Recovered Materials," 40 C.F.R. part 247. 2 C.F.R. §200.322.

18.19.2 Vendor agrees to include the above clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA and also a clause requiring the subcontractors to include this clause in any lower tier subcontract. It is further agreed that the clauses shall not be modified, except to identify the sub-consultants who will be subject to the provisions.

18.20 Veterans Employment. 49 U.S.C. 5325 (k)

18.20.1 To the extent practicable, Vendor agrees that it:

18.20.1.1 Will give a hiring preference to veterans (as defined in 5 U.S.C. § 2108), who have the skills and abilities required to perform construction work required under a third-party contract in connection with a capital project supported with funds made available or appropriated for 49 U.S.C. chapter 53, and

18.20.1.2 Will not require an employer to give a preference to any veteran over any equally qualified applicant who is a member of any racial or ethnic minority, female, an individual with a disability, or a former employee, and

18.20.2 Vendor also assures that its sub-vendor will:

18.20.2.1 Will give a hiring preference to veterans (as defined in 5 U.S.C. § 2108), who have the skills and abilities required to perform construction work required under a third-party contract in connection with a capital project supported with funds made available or appropriated for 49 U.S.C. chapter 53, to the extent practicable, and

18.20.2.1. Will not require an employer to give a preference to any veteran over any equally qualified applicant who is a member of any racial or ethnic minority, female, an individual with a disability, or a former employee.

18.20 Insurance and Bonding Requirements.

18.21.1 Required Insurance Coverage: Vendor shall procure, maintain, and keep in force, at Vendor's expense, the Insurance Coverage as required below and shall cause VRT to be a named insured on all policies (except professional liability). Vendor shall provide Proof of Insurance to VALLEY REGIONAL TRANSIT prior to award. Proof of Insurance shall to include an additional insured endorsement. For the duration of the Agreement and until all work under the Agreement is completed, Vendor shall have and maintain, at Vendor's expense, the following types of insurance and shall comply with all limits, terms and conditions of such insurance.

Commercial General and Umbrella Liability Insurance: Commercial General Liability (CGL) Insurance and, if necessary, Commercial Umbrella covering bodily injury and property damage. This insurance shall be written on standard ISO occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent vendors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract. Combined single limit shall not be less than \$500,000 each occurrence and \$1,000,000 in the aggregate.

Workers' Compensation: Where required by law, the Vendor and its sub-vendors, if any, shall maintain all statutorily required Workers Compensation coverage. Coverage shall include Employer's Liability, at minimum limits of \$500,000 per Accident, \$500,000 Disease, \$1,000,000 Policy Limit. The Vendor must maintain coverage issued by a surety licensed to write workers' compensation insurance in the state of Idaho or from a surety issued an extraterritorial certificate approved by the Idaho Industrial Commission from a state that has a current reciprocity agreement with the Idaho Industrial Commission.

Automobile Liability: Automobile Liability Insurance covering owned or non-owned vehicles. Combined single limit per occurrence shall not be less than \$1,000,000.

18.21.2 Bonding. For all contracts with an estimated value of \$50,000 or more, the Vendor will provide a performance and payment bond in an amount equal to the estimated value of the work. Such performance and payment bond will be issued by a surety acceptable to VRT.

18.22 Seismic Safety. The vendor agrees that any new building or addition to an existing building will be designed and constructed in accordance with the standards for Seismic Safety required in Department of Transportation (DOT) Seismic Safety Regulations 49 C.F.R. part 41 and will certify to compliance to the extent required by the regulation. The vendor also agrees to ensure that all work performed under this contract, including work performed by a sub-vendor, is in compliance with the standards required by the Seismic Safety regulations and the certification of compliance issued on the project.

18.22.1 The Seismic Safety requirements flow down from FTA recipients and subrecipients to first tier vendors to assure compliance with the applicable building standards for Seismic Safety, including the work performed by all sub-vendors.

18.23 Safe Operation of Motor Vehicles.

18.23.1 Seat Belt Use. Vendor is encouraged to adopt and promote on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company rented vehicles, or personally operated vehicles. The terms "company-owned" and "company -leased" refer to vehicles owned or leased either by Vendor or VRT.

18.23.2 Distracted Driving. Vendor agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while using an electronic device supplied by an employer, and driving a vehicle the driver owns or rents, a vehicle Vendor owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the work performed under this Agreement.

18.23.3 Flow Down. Vendor agrees to include the above clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA and also a clause requiring the subcontractors to include this clause in any lower tier subcontract. It is further agreed that the clauses shall not be modified, except to identify the sub-consultants who will be subject to the provisions.

18.24 Buy America. Bidder shall follow the domestic preference procurement requirements of 49 U.S.C. § 5323(j), and FTA regulations, “Buy America Requirements,” 49 CFR Part 661, to the extent consistent with 49 U.S.C. § 5323(j);

18.25 Build America, Buy America Act. Construction materials used in the Project are subject to the domestic preference requirement of the Build America, Buy America Act, Pub. L. 117-58, div. G, tit. IX, §§ 70911 – 70928 (2021), as implemented by the U.S. Office of Management and Budget, the U.S. Department of Transportation, and FTA.

18.26 Telecommunications and Video Surveillance Services and Equipment. Bidder and any subcontractor or supplier to Bidder are prohibited from obligating or expending loan or grant funds to:

18.26.1 Procure or obtain;

18.26.2 Extend or renew a contract to procure or obtain; or

18.26.3 Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115–232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

18.26.3.1 For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

18.26.3.2 Telecommunications or video surveillance services provided by such entities or using such equipment.

18.26.3.3 Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

18.27 Trafficking in Persons.

18.27.1 Legal Authorities. The Recipient agrees to comply and assures the

compliance of each Subrecipient, with federal requirements and guidance, including:

18.27.1.1 Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended, 22 U.S.C. § 7104(g); and

18.27.1.2 The terms of this section 4(f), which have been derived from U.S. OMB regulatory guidance, “Award Term for Trafficking in Persons,” 2 CFR Part 175, per U.S. OMB’s direction.

18.27.2 *Definitions.* The Recipient agrees that for purposes of this section 4(f):

18.27.2.1 *Employee* means either an individual who is employed by the Recipient or a Subrecipient, and is participating in a Project or related activities as set forth in the Underlying Agreement, or another person who is participating in a Project or related activities as set forth in the Underlying Agreement and is not compensated by the Recipient, including, but not limited to, a volunteer, or an individual whose services are contributed by the Recipient or Third Party Participant as an in-kind contribution toward the cost sharing requirements of the Recipient’s Underlying Agreement.

18.27.2.2 *Forced labor* means labor obtained by recruitment, harboring, transportation, provision, or other means of obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

18.27.2.3 *Private entity* means any entity other than a state, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR § 175.26, and includes a for-profit organization, or a nonprofit organization, including any nonprofit organization of higher education, hospital, or tribal organization other than one included in the definition of Indian Tribe at 2 CFR § 175.26(b).

18.27.2.4 *Severe forms of trafficking in persons* has the meaning given at section 103 of the TVPA, as amended, 22 U.S.C. § 7102.

18.27.2.5 *Commercial sex act* has the meaning given at section 103 of the TVPA, as amended, 22 U.S.C. § 7102.

18.27.2.6 *Coercion* has the meaning given at section 103 of the TVPA, as amended, 22 U.S.C. § 7102.

18.27.3 *Provisions Applicable to All Recipients.* The Recipient agrees to, and assures that its Subrecipients will:

18.27.3.1 *Provide Information.* Inform FTA immediately of any information it receives from any source alleging a violation of the prohibitions listed in section 4(f)(4) of this Master Agreement; and

18.27.3.2 *Subagreement Provision.* Include the following provision in any subagreement it enters into with a private entity as defined above in section 4(f)(2)(iii) of this Master Agreement:

XXXCompany Name agrees that it and its employees that participate in the Recipient’s Award, may not:

Engage in severe forms of trafficking in persons during the period of time that the Recipient’s Award is in effect, Procure a commercial sex act during the period of time that the Recipient’s Award is in effect, or Use forced labor in the performance of the Recipient’s Award or subagreements thereunder.

18.27.4 *Provisions Applicable to a Private Entity Recipient.* If the Recipient is a private

entity, it agrees that:

18.27.4.1 Prohibitions. It, its employees, its Subrecipients, and its Subrecipients' employees that participate in the Underlying Agreement will not:

18.27.4.1.1 Engage in severe forms of trafficking in persons during the period of time that the Recipient's Underlying Agreement is in effect;

18.27.4.1.2 Procure a commercial sex act during the period of time that the Recipient's Underlying Agreement is in effect; or

18.27.4.1.3 Use forced labor in the performance of the Recipient's Underlying Agreement or subagreements.

18.27.4.2 Termination of Federal Assistance. Section 106(g) of the TVPA, as amended, 22 U.S.C. § 7104(g), and U.S. OMB regulatory guidance, "Award Term for Trafficking in Persons," 2 CFR Part 175, provide FTA the right to unilaterally terminate the Underlying Agreement for a violation of that Act without penalty to the Federal Government, if FTA determines that the private entity Recipient or its Subrecipient:

18.27.4.2.1 Has violated a prohibition described above in section 4(g)(4)(i) of this Master Agreement; or

18.27.4.2.2 Has an employee whose conduct is determined to have violated a prohibition described above in section 4(g)(4)(i) of this Master Agreement because that employee's conduct is either:

18.27.4.2.2.1 Associated with the performance of the Recipient's Underlying Agreement; or

18.27.4.2.2.2 Imputed to the Recipient or Subrecipient using the standards of due process for conduct of an individual to an organization provided in:

18.27.4.2.2.2.1 U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 CFR Part 1200; or

18.27.4.2.2.2.2 U.S. OMB regulatory guidance, "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," 2 CFR Part 180.

18.27.5 Provisions Applicable to a Recipient That is Not a Private Entity. A Recipient that is not a private entity agrees that section 106(g) of the TVPA, as amended, 22 U.S.C. § 7104(g), and U.S. OMB regulatory guidance, "Award Term for Trafficking in Persons," 2 CFR Part 175, provides FTA the right to unilaterally terminate the Underlying Agreement, without penalty to the Federal Government, for a violation of that Act if FTA determines that:

18.27.5.1 A private entity that is the Subrecipient of the Recipient is determined to have engaged in severe forms of trafficking in persons during the period of time that the Recipient's Underlying Agreement is in effect; procured a commercial sex act during the period of time that the Recipient's Underlying Agreement is in effect; or used forced labor in the performance of the Recipient's Underlying Agreement or subagreements thereunder; or

18.27.5.2 An employee of a private entity that is the Subrecipient has engaged in severe forms of trafficking in persons during the period of time that the Recipient's Underlying Agreement is in effect; procured a commercial sex act during the period of time that the Recipient's Underlying Agreement is in effect; or used forced labor in the performance of the Recipient's Underlying Agreement or subagreements thereunder, and whose conduct described above is associated with the performance of the Recipient's Underlying Agreement; or is imputed to the Subrecipient using the standards for due process to impute the conduct

of an individual to an organization as provided in U.S. OMB regulatory guidance, “Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” 2 CFR Part 180, and U.S. DOT regulations, “Nonprocurement Suspension and Debarment,” 2 CFR Part 1200.

18.27.6 Remedies Other Than Termination of Federal Assistance. The Recipient agrees that FTA’s right to terminate federal assistance as provided in the TVPA and in sections 4(f)(4)(ii) and 4(f)(5) are in addition to all other remedies for noncompliance available to the Federal Government under this Master Agreement.

18.28 Federal Tax Liability and Recent Felony Convictions.

18.28.1 Transactions Prohibited.

18.28.1.1 The Recipient agrees that, prior to entering into any Third Party Agreement with any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the Recipient will obtain from the prospective Third Party Participant a certification that the Third Party Participant—

18.28.1.1.1 Does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and

18.28.1.1.2 Was not convicted of the felony criminal violation under any Federal law within the preceding 24 months.

18.28.1.2 If the prospective Third-Party Participant cannot so certify, the Recipient agrees to refer the matter to FTA and not to enter into any Third Party Agreement with the Third Party Participant without FTA’s written approval.

18.28.2 Flow-Down. The Recipient agrees to require all Third Party Participants to flow this requirement down to participants at all lower tiers, without regard to the value of any subagreement.

[Signature page to follow]

IN WITNESS WHEREOF, THE PARTIES HAVE CAUSED THESE PRESENTS TO BE EXECUTED IN
DUPLICATE AS OF THE DAY AND YEAR FIRST ABOVE WRITTEN.

VENDOR: (VENDOR NAME)

Date: _____

By: _____

Vendor Signature

Address

City/State/ZIP Code

Federal Employer #SS#

DUNS # _____

VRT: VALLEY REGIONAL TRANSIT

Date: _____

By: _____

Elaine Clegg, Chief Executive Officer

SAMPLE