

DRAFT

INVITATION FOR BIDS (IFB) 9-1354

LEASE AND FULL SERVICE OF BUS TIRES



**ORANGE COUNTY TRANSPORTATION AUTHORITY
550 South Main Street
P.O. Box 14184
Orange, CA 92863-1584
(714) 560-6282**

Key IFB Dates

Issue Date:	September 10, 2019
Pre-Bid Conference and Job Walk Date:	September 19, 2019
Question Submittal Date:	September 26, 2019
Bid Submittal Date:	October 29, 2019

TABLE OF CONTENTS

SECTION I: INSTRUCTIONS TO BIDDERS.....	1
SECTION II: KEY CONTRACTUAL TERMS	10
SECTION III: PROJECT SPECIFICATIONS.....	19
SECTION IV: BID PACKAGE.....	20
EXHIBIT A: BID FORM.....	22
EXHIBIT B: PRICE SUMMARY	25
EXHIBIT C: INFORMATION REQUIRED OF BIDDER.....	26
EXHIBIT D: SAFETY SPECIFICATIONS	28
SECTION V: STATUS OF PAST AND PRESENT CONTRACTS.....	50



**SUBJECT: NOTICE OF INVITATION FOR BIDS
IFB 9-1354: "LEASE AND FULL SERVICE OF BUS TIRES"**

TO: ALL BIDDERS

**FROM: CONTRACTS ADMINISTRATION AND MATERIALS
MANAGEMENT DEPARTMENT**

The Orange County Transportation Authority (Authority) invites bids from qualified contractors for lease and full service of bus tires.

Bids must be received in the Authority's office at or before 11:00 a.m. on October 29, 2019.

The budget for this project is \$12,000,000 for a five-year term.

Bids delivered in person or by a means other than the U.S. Postal Service shall be submitted to the following:

**Orange County Transportation Authority
Contracts Administration and Materials Management
600 South Main Street, (Lobby Receptionist)
Orange, California 92868
Attention: Sue Ding, Sr. Contract Administrator**

Bids delivered using the U.S. Postal Service shall be addressed as follows:

**Orange County Transportation Authority
Contracts Administration and Materials Management
P.O. Box 14184
Orange, California 92863-1584
Attention: Sue Ding, Sr. Contract Administrator**

Bids and amendments received after the date and time specified above will be returned to the bidders unopened.

Bidders interested in obtaining a copy of this IFB may do so by downloading the IFB from CAMM NET at <https://cammnet.octa.net>.

All bidders interested in doing business with the Authority are required to register their business on-line at CAMM NET. The website can be found at <https://cammnet.octa.net>. From the site menu, click on CAMM NET to register.

To receive all further information regarding this IFB, bidders and sub-contractors must be registered on CAMM NET with the following commodity codes for this solicitation selected as part of the vendor's on-line registration profile:

Category:

Buses; Parts, Components,
Vehicles

Commodity:

Bus Parts - Tires & Wheels

A pre-bid conference will be held on September 19, 2019, at 10:00 a.m., at the Authority's Garden Grove Bus Base, located at 11790 Cardinal Circle, Garden Grove, California 92843, in Conference Room 160.

A job walk will immediately follow the pre-bid conference. All prospective bidders are encouraged to attend the pre-bid conference and job walk.

All participants for the job walk must provide and wear their own reflective safety vests. Participants not wearing a reflective safety vest will not be able to attend the job walk. The Authority will not provide reflective safety vests during the job walk.

Bidders are encouraged to subcontract with small businesses to the maximum extent possible.

All bidders will be required to comply with all applicable equal opportunity laws and regulations.

The award of this contract is subject to receipt of federal, state and/or local funds adequate to carry out the provisions of the agreement including the project specifications.

SECTION I: INSTRUCTIONS TO BIDDERS

SECTION I. INSTRUCTIONS TO BIDDERS**A. PRE-BID CONFERENCE/SITE VISIT**

A pre-bid conference will be held at 10:00 a.m. on September 19, 2019 at the Authority's Garden Grove Bus Base, located at 11790 Cardinal Circle, Garden Grove, California 92843, in Conference Room 160. A job walk will immediately follow the pre-bid conference. All prospective bidders are encouraged to attend the pre-bid conference and job walk.

All participants for the job walk must provide and wear their own reflective safety vests. Participants not wearing a reflective safety vest will not be able to attend the job walk. The Authority will not provide reflective safety vests during the job walk.

B. EXAMINATION OF BID DOCUMENTS

By submitting a bid, bidder represents that it has thoroughly examined and become familiar with the work required under this IFB and that it is capable of performing quality work to achieve the Authority's objectives.

C. ADDENDA

Any Authority changes to the requirements will be made by written addendum to this IFB. Any written addenda issued pertaining to this IFB shall be incorporated into the terms and conditions of any resulting Agreement. The Authority will not be bound to any modifications to or deviations from the requirements set forth in this IFB as the result of oral instructions. Bidders shall acknowledge receipt of addenda in their bids. Failure to acknowledge receipt of Addenda may cause the bid to be deemed non-responsive to this IFB and be rejected.

D. AUTHORITY CONTACT

All questions and/or contacts with Authority staff regarding this IFB are to be directed to the following Contract Administrator:

Sue Ding, Sr. Contract Administrator
Contracts Administration and Materials Management Department
550 South Main Street
P.O. Box 14184
Orange, CA 92863-1584
Phone: 714.560.5631, Fax: 714.560.5792
Email: sding@octa.net

E. CLARIFICATIONS**1. Examination of Documents**

Should a bidder require clarifications of this IFB, the bidder shall notify the Authority in writing in accordance with Section D. Should it be found that the point in question is not clearly and fully set forth, the Authority will issue a written addendum clarifying the matter which will be sent to all firms registered on CAMM NET under the commodity codes specified in this IFB.

2. Preference for Materials

In accordance with the California Public Contract Code Section 3400, reference to any equipment, material, article or patented process, by trade name, make, or catalog number, shall not be construed as limiting competition. In those cases where the specifications call for a designated material, product, or service by specific brand or trade name and there is only one brand or trade name listed, the item involves a unique or novel product application required to be used in the public interest or is the only brand or trade name known to the Authority.

Where the specifications or drawings identify any material, product or service by one or more brand names, whether or not "or equal" is added, and the bidder wishes to propose the use of another item as being equal, approval shall be requested as set forth below.

3. Submitting Requests

- a. All questions, clarifications, requests for approved equals, or comments, including questions that could not be specifically answered at the pre-bid conference must be put in writing and must be received by the Authority no later than 5:00 p.m., on September 26, 2019.
- b. Requests for clarifications, questions and comments must be clearly labeled, "Written Questions". The Authority is not responsible for failure to respond to a request that has not been labeled as such.
- c. Any request for an approved equal must be fully supported with technical data, test results, or other pertinent information as evidence that the substitute offered is equal to or better than the specification requirements. The burden of proof as to the equality, substitutability, and compatibility of proposed alternates or equals shall be upon the bidder, who shall furnish all necessary information at no cost to the Authority. The Authority shall be the sole judge as to the equality, substitutability, and compatibility of proposed alternates or equals.
- d. Any of the following methods of delivering written questions are

acceptable as long as the questions are received no later than the date and time specified above:

- (1) U.S. Mail: Orange County Transportation Authority, 550 South Main Street, P.O. Box 14184, Orange, California 92863-1584.
- (2) Personal Delivery: Contracts Administration and Materials Management Department, 600 South Main Street, Lobby Receptionist, Orange, California 92868.
- (3) Facsimile: (714) 560-5792.
- (4) Email: sdng@octa.net

4. Authority Responses

Responses from the Authority will be posted on CAMM NET, no later than five (5) calendar days before the scheduled date of bid opening. Bidders may download responses from CAMM NET at <https://cammmnet.octa.net>, or request responses be sent via U.S. Mail by emailing or faxing the request to Sue Ding, Sr. Contract Administrator.

To receive email notification of Authority responses when they are posted on CAMM NET, bidders and their subcontractors must be registered on CAMM NET with the following commodity codes for this solicitation selected as part of the vendor's on-line registration profile:

Category:

Buses; Parts, Components,
 Vehicles

Commodity:

Bus Parts - Tires & Wheels

Inquiries received after 5:00 p.m. on, September 26, 2019, will not be responded to.

F. BRAND NAMES

It should be understood that specifying a brand name, components, and/or equipment in this IFB shall not relieve the bidder from their responsibility to produce the product in accordance with the performance warranty and contractual requirements. The bidder is responsible for notifying the Authority of any inappropriate brand name, component, and/or equipment substitute for consideration by the Authority.

Brand names and model number, when used, are for the purpose of identifying a standard of requirement and are not to be construed as restricting the procurement to those brand names and model numbers called out. Refer to above Paragraph E 3.

G. SUBMISSION OF BIDS

1. Date and Time

Bids must be received in the Authority's office at or before 11:00 a.m. on October 29, 2019.

Bids received after the above-specified date and time will be returned to bidders unopened.

Bids will be publicly opened in the Authority's Administration and Contracts office at the submission time indicated above.

2. Address

Bids delivered in person or by a means other than the U.S. Postal Service shall be submitted to the following:

**Orange County Transportation Authority
Contracts Administration and Materials Management (CAMM)
600 South Main Street, (Lobby Receptionist)
Orange, California 92868
Attention: Sue Ding, Sr. Contract Administrator**

Or bids delivered using the U.S. Postal Services shall be addressed as follows:

**Orange County Transportation Authority
Contracts Administration and Materials Management (CAMM)
P.O. Box 14184
Orange, California 92863-1584
Attention: Sue Ding, Sr. Contract Administrator**

3. Identification of Bids

Bidder shall submit its bid in a sealed package, addressed as shown above, bearing the bidder's name and address and clearly marked as follows:

"IFB No. 9-1354"

Bidder shall be entirely responsible for any consequences, including disqualification of the bid, resulting from any inadvertent opening of unsealed or improperly identified packages. It is the bidder's sole responsibility to see that its bid is received as required.

4. Acceptance of Bids

- a. The Authority reserves the right to postpone bid openings for its own convenience.
- b. Bids received and opened by Authority are public information and must be made available to any person upon request.
- c. Submitted bids are not to be copyrighted.

H. PRE-CONTRACTUAL EXPENSES

The Authority shall not, in any event, be liable for any pre-contractual expenses incurred by bidder in the preparation of its bid. Bidder shall not include any such expenses as part of its bid.

Pre-contractual expenses are defined as expenses incurred by bidder in:

- 1. Preparing a bid in response to this IFB;
- 2. Submitting that bid to the Authority;
- 3. Negotiating with the Authority any matter related to this bid; or
- 4. Any other expenses incurred by bidder prior to date of award, if any, of the Agreement.

I. JOINT BIDS

Where two or more firms desire to submit a single bid in response to this IFB, they should do so on a prime-subcontractor basis rather than as a joint venture. The Authority intends to contract with a single firm and not with multiple firms doing business as a joint venture.

J. TAXES

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

K. PROTEST PROCEDURES

The Authority has on file a set of written protest procedures applicable to this solicitation that may be obtained by contacting the Contract Administrator responsible for this procurement. Any protests filed by a bidder in connection with this IFB must be submitted in accordance with the Authority's written procedures.

L. DELIVERY

The items described herein are to be delivered to the following facilities:

1. Anaheim Maintenance Base
1717 E. Via Burton
Anaheim, CA 92806
2. Garden Grove Maintenance Base
11790 Cardinal Circle
Garden Grove, CA 92843
3. Irvine Construction Circle Base
16281 Construction Circle West
Irvine, CA 92606
4. Santa Ana Maintenance Base
4301 W. MacArthur Ave.
Santa Ana, CA 92704
5. Irvine Sand Canyon Base
14736 Sand Canyon Rd.
Irvine, CA 92618

M. CASH DISCOUNTS

Cash/payment discounts will not be considered in the evaluation of bids.

N. APPENDICES

Information considered by bidder to be pertinent to this project and which has not been specifically solicited in any of the aforementioned sections may be placed in a separate appendix section. Bidders are cautioned, however, that this does not constitute an invitation to submit large amounts of extraneous materials; appendices should be relevant and brief.

O. HAZARDOUS SUBSTANCES

1. CAL-OSHA Requirements

All flammable, corrosive, toxic, or reactive materials being bid must have a complete CAL-OSHA Safety Data Sheet (SDS) accompanying the submitted bid.

2. South Coast Air Quality Management District (SCAQMD)

All materials (paints, coatings, inks, solvents, and adhesives) shall comply with the volatile organic compounds (VOC) content requirements of the

applicable SCAQMD rules.

3. Notice of Hazardous Substances

Title 8, California Code of Regulations, Section 5194 (e) (c), states that the employer must inform any contractor employers with employees working in the employer's workplace of the hazardous substances to which their employees may be exposed while performing their work. In compliance with this requirement, the Authority hereby gives notice to all bidders that the following general categories of hazardous substances are present on the Authority's premises:

- Adhesives, sealant, patching, and coating products
- Antifreezes, coolants
- Cleaners, detergents
- Paints, thinners, solvents
- Pesticides, Petroleum products (diesel and unleaded fuel, oil products)
- Printing, photocopying materials
- Propane Welding materials/compressed gases (e.g., acetylene, oxygen, nitrogen)

More specific information may be obtained from the Authority's Safety and Benefits office at (714) 560-5854, and from Safety Data Sheets (SDS) for individual products.

4. Hazardous Waste Labels

Containers containing hazardous substances must be labeled with the following information:

- Identity of hazardous substance-chemical name, not manufacturer or trade name;
- Appropriate health warning relative to health and physical hazard; and
- Name and address of manufacturer or other responsible party. All containers containing hazardous substances may be rejected unless containers are properly labeled. Containers of 55 gallons or larger must have either weather resistant labels or the information should be painted directly on the containers.

P. CONTRACT AWARD

Any contract awarded as a result of this IFB, will be awarded to the lowest responsive and responsible bidder and shall be on a lump sum basis, in accordance with the requirements in this IFB. However, Authority reserves the right to award its total requirements to one bidder, or to apportion those requirements among several bidders, as the Authority may deem to be in its best interests.

Q. AUTHORITY'S RIGHTS

1. The Authority reserves the right to accept or reject any and all bids, or any item or part thereof, or to waive any informalities or irregularities in bids.
2. The Authority reserves the right to withdraw or cancel this IFB at any time without prior notice. The Authority makes no representations that any contract will be awarded to any bidder responding to this IFB.
3. The Authority reserves the right to issue a new IFB for the project.
4. The Authority reserves the right to postpone the bid opening for its own convenience.
5. Each bid will be received with the understanding that acceptance by the Authority of the bid to provide the goods and services described herein shall constitute a contract between the bidder and Authority which shall bind the bidder on its part to furnish and deliver at the prices given and in accordance with conditions of said accepted bid and specifications.
6. The Authority reserves the right to investigate the qualifications of any bidder, and/or require additional evidence of qualifications to perform the work.

R. PUBLIC RECORDS AND INFORMATION

Bids received by Authority are considered public information and will be made available to the public if requested to do so.

S. STATUS OF PAST AND PRESENT CONTRACTS FORM

Bidder is required to complete and sign the form entitled "Status of Past and Present Contracts" provided in this IFB and submit as part of the bid. Bidder shall identify the status of past and present contracts where the firm has either provided services as a prime vendor or a subcontractor during the past five (5) years in which the contract has been the subject of or may be involved in litigation with the contracting authority. This includes, but is not limited to, claims, settlement agreements, arbitrations, administrative proceedings, and investigations arising out of the contract. Bidder shall have an ongoing obligation to update the Authority with any changes to the identified contracts and any new litigation, claims, settlement agreements, arbitrations, administrative proceedings, or investigations that arise subsequent to the submission of the bid.

A separate form must be completed for each identified contract. Each form must be signed by the Bidder confirming that the information provided is true and accurate. Bidder is required to submit one copy of the completed form(s) as part of its bid.

SECTION II: KEY CONTRACTUAL TERMS

SECTION II. KEY CONTRACTUAL TERMS

The following terms and conditions are highlighted to make bidders aware of the contractual parameters of this procurement.

A. ACCEPTANCE OF ORDER

Bidder will be required to accept a written Agreement or Purchase Order in accordance with and including as a part thereof the published notice of Invitation For Bids, the requirements, conditions and specifications, with no exceptions other than those specifically listed in the written Agreement or Purchase Order.

B. CHANGES

By written notice or order, Authority may, from time to time, make changes including but not limited to drawings, designs, specifications, delivery schedules, property and services furnished by Authority. If any such change causes an increase or decrease in price of this Agreement or Purchase Order or in the time required for its performance, the bidder shall promptly notify Authority thereof and assert its claim for adjustment within thirty (30) days after the change is ordered, and an equitable adjustment shall be negotiated. However, nothing in this clause shall excuse the bidder from proceeding immediately with the Agreement or Purchase Order as changed.

C. INVOICE AND PAYMENT

A separate invoice shall be issued for each shipment. Unless otherwise specified in the Agreement or Purchase Order, no invoice shall be issued prior to shipment of goods. Payment due dates, including discount period, will be computed from date of receipt of goods or of correct invoice (whichever is later) to date Authority check is mailed. Any discount taken will be taken on full amount of invoice, unless other charges are itemized and discount thereon is specifically disallowed.

D. WARRANTIES

1. Bidder warrants to Authority that, for a period of one year following Authority's inspection and acceptance of each item delivered hereunder, each item shall conform to the requirements hereof and will be free from defects. In addition to other remedies, which may be available, the Authority may, at its option, return any nonconforming or defective items to bidder and/or require correction or replacement of said item at the location of the item when the defect is discovered, all at bidder's risk and expense. If Authority does not require correction or replacement of nonconforming or defective items, bidder shall repay such portion of the payment specified herein or such additional amount as is equitable under the circumstances. Authority's rights hereunder are in addition to, but not limited by, bidder's standard warranties. Inspection and acceptance of items by Authority, or

payment therefore, shall not relieve bidder of its obligations hereunder.

2. Any supplies or parts thereof corrected or furnished in replacement pursuant to this clause shall also be subject to all the provisions of this clause to the same extent as supplies initially delivered.

E. INSURANCE

- a. Contractor shall procure and maintain insurance coverage during the entire term of this Agreement. Coverage shall be full coverage and not subject to self-insurance provisions. Contractor shall provide the following insurance coverage:
 1. Commercial General Liability, to include Products/Completed Operations, Independent Contractors', Contractual Liability, and Personal Injury Liability, and Property Damage with a minimum limit of \$1,000,000.00 per occurrence and \$2,000,000.00 general aggregate;
 2. Automobile Liability Insurance to include owned, hired and non-owned autos with a combined single limit of \$1,000,000.00 each accident;
 3. Workers' Compensation with limits as required by the State of California including a waiver of subrogation in favor of AUTHORITY, its officers, directors, employees or agents;
 4. Employers' Liability with minimum limits of \$1,000,000.00; and
 5. Professional Liability with minimum limits of \$1,000,000.00 per claim.
- b. Proof of such coverage, in the form of a certificate of insurance, with the Authority, its officers, directors, employees and agents, designated as additional insureds as required by contract. In addition, provide an insurance policy blanket additional insured endorsement. Both documents must be received by Authority prior to commencement of any work. Proof of insurance coverage must be received by Authority within ten (10) calendar days from the effective date of this Agreement. Such insurance shall be primary and non-contributive to any insurance or self-insurance maintained by the Authority. Furthermore, Authority reserves the right to request certified copies of all related insurance policies.
- c. Contractor shall include on the face of the certificate of insurance the Purchase Order Number C-9-1354; and Sue Ding, Senior Contract Administrator.
- d. Contractor shall also include in each subcontract the stipulation that subcontractors shall maintain insurance coverage in the amounts required from Contractor as provided in this Purchase Order.

- e. Contractor shall be required to immediately notify Authority of any modifications or cancellation of any required insurance policies.

F. EXCESS REPROCUREMENT LIABILITY

Bidder shall be liable to Authority for all expenses incurred by Authority in reprocurring elsewhere the same or similar items or services offered by bidder hereunder, should bidder fail to perform or be disqualified for failure to meet the terms and conditions set forth herein.

G. PACKING AND SHIPPING

All items shall be prepared for shipment and packed to prevent damage or deterioration and shipped at the lowest transportation rates in compliance with carrier tariffs. All shipments to be forwarded on one day, via one route, shall be consolidated. Each container shall be consecutively numbered, and marked with the herein Agreement or Purchase Order and part numbers. Container and Agreement or Purchase Order numbers shall be indicated on bill of lading. Two copies of packing slips, showing Agreement or Purchase Order number, shall be attached to No. 1 container of each shipment. Items sold F.O.B. origin shall be shipped prepaid. No charges will be paid by Authority for preparation, packing, crating, cartage or freight.

H. TITLE AND RISK OF LOSS

Unless otherwise provided in the Agreement or Purchase Order, bidder shall have title to and bear the risk of any loss of or damage to the items purchased hereunder until they are delivered in conformity with this Agreement or Purchase Order at the F.O.B. point specified herein, and upon such delivery title shall pass from bidder and bidder's responsibility for loss or damage shall cease, except for loss or damage resulting from bidder's negligence. Passing of title upon such delivery shall not constitute acceptance of the item by Authority.

I. NEW MATERIALS

Except as to any supplies and components which this Agreement or Purchase Order specifically provides need not be new, the bidder represents that the supplies and components to be provided under this Agreement or Purchase Order are new and of recent manufacture (not used or reconditioned or recycled, and not of such age or so deteriorated as to impair their usefulness or safety). If at any time during the performance of this Agreement or Purchase Order, the bidder believes that the furnishing of supplies or components which are not new is necessary or desirable, bidder shall notify the Authority immediately, in writing, including the reasons therefore and proposing any consideration which will flow to the Authority if authorization to use such supplies is granted.

J. INSPECTION AND ACCEPTANCE

All items are subject to final inspection and acceptance by Authority at destination. Final inspection will be made within a reasonable time after receipt of items hereunder.

Payment will be made within a reasonable time after inspection and formal acceptance of the equipment by the Authority.

K. INDEMNIFICATION

Bidder shall indemnify, defend and hold harmless Authority, its officers, directors, employees and agents from and against any and all claims (including attorneys' fees and reasonable expenses for litigation or settlement) for any loss or damages, bodily injuries, including death, damage to or loss of use of property caused by the negligent acts, omissions or willful misconduct by bidder, its officers, directors, employees, agents, subcontractors or suppliers in connection with or arising out of the performance of this Agreement or Purchase Order.

L. INFRINGEMENT INDEMNITY

In lieu of any other warranty by Authority or bidder against infringement, statutory or otherwise, it is agreed that bidder shall defend at its expense any suit against Authority based on a claim that any item furnished under this Agreement or Purchase Order or the normal use or sale thereof infringes any United States Letters Patent or copyright, and shall pay costs and damages finally awarded in any such suit, provided that bidder is notified in writing of the suit and given authority, information and assistance at bidder's expense for the defense of the suit. Bidder, at no expense to Authority, shall obtain for Authority the right to use and sell said item, or shall substitute an equivalent item acceptable to Authority and extend this patent indemnity thereto.

M. SUBCONTRACTORS AND ASSIGNMENTS

Neither this Agreement nor Purchase Order, nor any interest herein, nor any claim hereunder, may be assigned by the bidder either voluntarily or by operation of law, nor may all or substantially all of this Agreement or Purchase Order be further subcontracted by the bidder without the prior written consent of the Authority. No consent shall be deemed to relieve the bidder of its obligations to comply fully with the requirements hereof.

N. DISPUTES

This Agreement or Purchase Order shall be construed and all disputes hereunder shall be settled in accordance with the laws of the State of California. Pending final resolution of a dispute hereunder, bidder shall proceed diligently with the performance of this Agreement or Purchase Order.

O. NOTICE OF LABOR DISPUTE

Whenever bidder has knowledge that any actual or potential labor dispute may delay this Agreement or Purchase Order, bidder shall immediately notify and submit all relevant information to Authority. Bidder shall insert the substance of this entire clause in any subcontract hereunder, as to which a labor dispute may delay this Agreement or Purchase Order.

P. NON-CONFORMING WORK

Nonconforming work rejected by Authority shall be removed and replaced so as to conform to the requirements of this Agreement, at Bidder's cost and without a time extension; and Bidder shall promptly take all action necessary to prevent similar deficiencies from occurring in the future. The fact that Authority may not have discovered the nonconforming Work shall not constitute an acceptance of such nonconforming Work. If Bidder fails to correct any nonconforming work within ten days of receipt of notice from Authority requesting correction, or if such nonconforming work cannot be corrected within ten days, and Bidder fails to (1) provide to Authority a schedule for correcting any such nonconforming work acceptable to Authority within such ten-day period, (2) commence such corrective work within such ten-day period and (3) thereafter diligently prosecute such correction in accordance with such approved schedule to completion, then Authority may cause the nonconforming work to be remedied or removed and replaced and may deduct the cost of doing so from any moneys due or to become due BIDDER and/or obtain reimbursement from Bidder for such cost. If Authority agrees to accept any Nonconforming Work without requiring it to be fully corrected, Authority shall be entitled to reimbursement of a portion of the Contract Price in an amount equal to the greater of the amount deemed appropriate by Authority to provide compensation for future maintenance and/or other costs relating to the Nonconforming Work, or 100% of bidder's cost savings associated with its failure to perform the Work in accordance with Contract requirements. Such reimbursement shall be payable to Authority within ten days after bidder's receipt of an invoice thereof. Bidder acknowledges and agrees that Authority shall have sole discretion regarding acceptance or rejection of Nonconforming Work and that Authority shall have sole discretion with regard to the amount payable in connection therewith.

Q. BIDDER INSPECTION SYSTEM

Bidder shall maintain an adequate inspection system and perform such inspections as will assure that the work performed under this Agreement conforms to the specified requirements, and shall maintain and make available to Authority adequate records of such inspections.

R. ALCOHOL AND DRUG POLICY

- A. Bidder agrees to establish and implement an alcohol and drug program that complies with 41 U.S.C. sections 701-707, (the Drug Free Workplace Act of

1988). Bidder agrees to produce any documentation necessary to establish its compliance with section 701-707.

B. Failure to comply with this Article may result in nonpayment or termination of this Agreement.

S. OTHER CONTRACTS

Authority may undertake or award other agreements for additional work, and Bidder shall fully cooperate with such other bidder's and Authority's employees and carefully fit its own work to such additional work as may be directed by Authority. Bidder shall not commit or permit any act, which will interfere with the performance of work by any other bidder or by Authority.

T. CLEANING UP

Bidder shall at all times keep the site area, including storage areas, free from accumulations of waste material or rubbish. Full compensation for conforming to the provisions in this Article, not otherwise provided for, shall be considered as included in price of this Agreement and no additional compensation will be allowed therefore.

U. AUDIT AND INSPECTION OF RECORDS

Bidder and/or subcontractors shall provide Authority, or other agents of Authority, such access to bidder's and/or subcontractor's accounting books, records, payroll documents and facilities as Authority deems necessary to examine, audit, and inspect all books, records, work data, documents and activities directly related hereto. Bidder shall maintain books, records, data and documents according to generally accepted accounting principles and shall clearly identify and make such items readily accessible to such parties during bidder's performance hereunder and for a period of four (4) years from the date of final payment by Authority hereunder.

V. PROHIBITED INTEREST

The bidder covenants that, for the term of this agreement, no member, director, officer or employee of the Authority during his/her tenure in office or for one year thereafter shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

W. RIGHTS IN DATA

Bidder agrees that all data including, but not limited to, drawings, tapes, software, photo prints and other graphic information required to be furnished under this Agreement or Purchase Order, together with any other information presented orally, shall be furnished with unlimited rights and as such, shall be free from proprietary restriction except as elsewhere authorized in this Agreement or

Purchase Order. Bidder further agrees that all such data are owned by Authority and that bidder shall have no interest or claim thereto, and that said data is subject to the provisions of the Freedom of Information Act, 5 USC 552.

X. FEDERAL, STATE AND LOCAL LAWS

Bidder warrants that in the performance of this Agreement or Purchase Order it shall comply with all applicable federal, state, and local laws and ordinances and all lawful orders, rules and regulations.

Y. EQUAL EMPLOYMENT OPPORTUNITY

If awarded an Agreement or Purchase Order resulting from this IFB, bidder shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age or national origin. The bidder shall take affirmative action to ensure that applicants are employed, and that employees are treated, during their employment, without regard to their race, religion, color, sex, age or national origin. 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.

Z. TERMINATION

Authority may terminate this Agreement for its convenience at any time, in whole or part, by giving successful bidder written notice thereof. Upon termination, the Authority may pay the successful bidder allowable costs incurred to date of termination, and those costs deemed reasonably necessary by the Authority to effect such termination. In addition, the Authority may pay the successful bidder a percentage of profit, which relates to Agreement work, accomplished to date of termination, which shall be the date of notice of termination.

The Authority may terminate the Agreement if a federal or state proceeding for the relief of debtors is undertaken by or against the successful bidder or if the successful bidder makes an assignment for the benefit of creditors, or in the event the successful bidder breaches the terms or violates the conditions of the Agreement, and does not within ten (10) days thereafter, cure such breach or violation, the Authority may immediately terminate the Agreement for default. The successful bidder shall be liable for any and all costs incurred by the Authority as a result of such default, including but not limited to procurement costs of the same or similar services defaulted by the successful bidder under this Agreement.

AA. CONFLICT OF INTEREST

All bidders responding to this IFB must avoid organizational conflicts of interest, which would restrict full and open competition in this procurement. An organizational conflict of interest means that due to other activities, relationships or contracts, a bidder is unable, or potentially unable to render impartial assistance

or advice to the Authority; a bidder's objectivity in performing the work identified in the Project Specifications is or might be otherwise impaired; or a bidder has an unfair competitive advantage. Conflict of Interest issues must be fully disclosed in the bidder's bid.

BB. CODE OF CONDUCT

All bidders agree to comply with the Authority's Code of Conduct as it relates to Third-Party contracts, which is hereby referenced and by this reference is incorporated herein. All bidders agree to include these requirements in all of its subcontracts.

SECTION III: PROJECT SPECIFICATIONS

PROJECT SPECIFICATIONS**LEASE AND FULL SERVICE OF
BUS TIRES****1. TIRES**

- 1.1 Tires shall be of high quality, radial tire design suitable for Orange County Transportation Authority (OCTA) used in Transit Operations.
- 1.2 The leased tires shall provide reliable transit bus service, free from excessive noise and vibration, and free from defects in material and construction.
- 1.3 ***All tires attached to the steering axle of all buses shall be equipped with original tread tires only.***
- 1.4 Contractor shall provide tires meeting all laws and regulations of the State of California and the Federal Government. Contractor shall maintain tires in a condition that meets or exceeds these laws and regulations at all times.
- 1.5 All tires provided are to be factory molded and Department of Transportation (D.O.T) approved for 55 mile per hour city and suburban use. All tires shall be capable of 55 miles per hour (MPH) sustained operation and at least 65 MPH intermittent operation. Intermittent operation is defined as continuous operation not exceeding one hour.
- 1.6 OCTA shall not be precluded during the life of the contract from including in the contract new or improved tires that may be developed by the industry. Contractor shall provide and service such tires that OCTA may add, at OCTA's sole discretion, to its fleet. The terms specified herein shall likewise be applicable to such additional tires, provided such tires are of the same size and type as hereinabove used.
- 1.7 If during the term of the contract, OCTA purchases new buses with leased tires, Contractor shall deliver to the North American bus manufacturer or port of demarcation the new tires required, if in Contractor's product line. OCTA shall give Contractor not less than a sixty (60) day written notification of tire quantities and delivery dates. Upon Contractor's delivery of such tires, OCTA agrees to assume responsibility for such leased tires in accordance with the Project Specifications.
- 1.8 If any such buses equipped with tires furnished by the Contractor shall be driven over land instead of being shipped by the manufacturer, OCTA shall pay the Contractor for use of the tires.

- 1.9 Any tires lost, stolen, or damaged while in the possession of the bus manufacturer, dealer or seller, or while the bus is being delivered shall be paid for by OCTA.
- 1.10 Terms shall be negotiated for any other make/model vehicles or different size and/or construction type of tire not currently shown in specifications, which are placed in service during the term of the contract.
- 1.11 OCTA will not transfer, sublet, or lend the tires furnished by, or permit the tires to be used by, anyone other than OCTA, or its agents, without the prior written approval of the Contractor.
- 1.12 All tires furnished for use by OCTA shall be delivered to OCTA and freight and delivery charges shall be paid by the Contractor.
- 1.13 Tires will be loaded and off-loaded at OCTA property by Contractor's personnel only. Contractor shall make prior arrangements to ensure staff is available to accept new tire deliveries and scrap tire disposal shipments. OCTA personnel will not accept or be responsible for deliveries or shipments.

2. **TIRE TYPE AND SIZE**

- 2.1 Estimated bus inventory for contract term:

Bus Series Type	Model	Tire Size	Pre-Torque (ft-lb)	Installation Torque (ft-lb)	Number of Buses
1100's	El Dorado Axess LF Hydrogen 40 ft	305/70R22.5	100 200	500+/-25	1
1111's	New Flyer LF Hydrogen 40 ft	305/70R22.5	100 200	500+/-25	10
5100's	New Flyer LF 40ft CNG	305/70R22.5	100 200	500+25	30
5300's	New Flyer 40ft Diesel	275/70R22.5	100 200	500+/-25	11
5400's	New Flyer 40ft Diesel	275/70R22.5	100 200	500+/-25	9
5500's	New Flyer LF 40ft CNG	305/70R22.5	100 200	500+/-25	99
5600's	New Flyer LF 40ft CNG	305/70R22.5	100 200	500+/-25	78
5700's	New Flyer LF 40ft CNG	305/70R22.5	100 200	500+/-25	99

5800's	New Flyer LF 40ft CNG	305/70R22.5	100 200	500+/-25	64
7500's	New Flyer LF 40ft CNG	305/70R22.5	100 200	500+/-25	92
7600's	New Flyer LF 60ft CNG	305/70R22.5	100 200	500+/-25	36

Cutaway Fleet

Bus Series Type	Model	Tire Size	Installation Torque (ft-lb)	Number of Buses
6300's	Aero Elite Chevrolet C-5500	245/70R19.5	405	18
6300's	Aero Elite Ford F-550	225/70R19.5	165	26
6800's	El Dorado Ford E-450	225/75R16.0	165	2
6900's	El Dorado Ford E-450	225/75R16.0	165	17
8500's	Glaval Ford E-450	225/75R16.0	165	98
8600's	StarTrans Ford E-450	225/75R16.0	165	99
8700's	StarTrans Ford E-450	225/75R16.0	165	31

Above quantities are projected and estimated quantities only and subject to change.

3. **RATES**

3.1 **Base Rate**

The Contractor shall invoice a separate **fixed tire mile rate for the contract term for both lease and service**. There will be no other rate adjustments allowed. A separate invoice will be used each month for the previous month's tire service charges and lease.

- 3.2 The Contractor shall be required to have properly trained employees who will be regularly assigned to OCTA property in order to perform all of the required tire services and safely operate the required vehicles. Any short term temporary or substitute employees brought in to replace regular assigned employees shall be under the direction of a qualified lead man or supervisory employee of the Contractor. Contractor's employees must be familiar with OCTA facilities, vehicles, and equipment; OCTA as well as

the Contractor's safety rules policies, and procedures apply. All employees, regular as well as temporary or substitute, must have a valid California Driver's License. A Department of Motor Vehicles current driver's license status report shall be available as requested by OCTA. **Contractor's employees must provide training for operation of OCTA vehicles and demonstrate the ability to operate buses when requested.**

- 3.2.1 A minimum of ten (10) employees plus a leadsman are required. The five (5) facilities require a 2-shift operation. Facility locations: 1. Anaheim Base, 2. Garden Grove Base, 3. Irvine Base Construction Circle, 4. Santa Ana Base, 5. Irvine Base Sand Canyon Road.
- 3.2.2 Hours are to be designated by mutual agreement of each Base Manager and Contractor. Contractor shall post a work schedule in the tire shop showing shifts, hours and employees assigned. Schedule must be kept current and updated as required. Employees will check in and out with the OCTA Supervisor on duty. The shifts may vary by location, but generally the hours are 6:00 p.m. to 2:30 a.m. to cover the morning pull out. The dayshift is generally 6:00 a.m. to 2:30 p.m. Tire personnel will be required on a five day work week basis, Monday through Friday. Sign-in sheets will be provided for Contractor's employees. Failure to sign in for a shift will lead to Contractor not being paid for the shift. This amount will be deducted from the monthly labor invoice.
- 3.2.3 The Contractor will be required to comply with OCTA's Holiday schedules. OCTA observes approximately seven (7) holidays annually. Contractor will be issued current year schedule each January.
- 3.2.4 OCTA will provide a shop area with compressed air, electricity, and a hydraulic lift. All other equipment and furniture necessary to perform the requirements of the tasks identified will be supplied by the Contractor. The equipment provided by the Contractor may be new or used, but must be properly maintained.
- 3.2.5 Contractor's employees must provide documentation demonstrating the ability to operate lifting equipment and operation of OCTA buses when requested. The Contractor shall provide a detailed list of the equipment provided at each shop to perform the duties as described in this scope of work.
- 3.2.6 The Contractor shall be responsible for proper tire securement, i.e., lock and chain of all mounted and unmounted tires and wheels. OCTA shall not be responsible for the loss of tires that are not

properly secured or lost. The Contractor will be provided a secure and enclosed storage either in buildings or storage containers for spare tire stock. Since the tire operation is not required on a 24/7 basis, OCTA personnel shall have access to mounted tire stock for times Contractor is not available to service buses requiring tires. This mounted tire stock can be secured via a lock and key as long as OCTA personnel has access to the mounted stock. Records will be provided to confirm the numbers used from this area so that Contractor can bill accordingly.

- 3.2.7 The Contractor is required to conduct criminal background checks for all personnel assigned to OCTA bases. The Contractor is required to determine those convictions that would disqualify personnel from working on OCTA property. Convictions that have been subsequently dismissed, sealed, expunged, pardoned or statutorily eradicated need not be listed. California residents need not list convictions for marijuana-related misdemeanor offenses that are more than two years old. *If an applicant states they have been convicted of a crime, the applicant is required to state nature of the crime(s), when and where convicted, and disposition of the case. *No applicant can be automatically denied employment with the Contractor solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.

3.3 Contractor shall be expected to perform the following functions:

- 3.3.1 Make all wheel changes.
- 3.3.2 Keep tires inflated to recommended pressure and provide a regular and routine fleet check of tire pressures. Reports must be submitted to OCTA at specified intervals. Reports will be required to be submitted on a weekly basis. *At a minimum, tires shall be checked and pressures recorded at least once a month.*

During the monthly tire check, if a tire is discovered to have been operated below 80 pounds per square inch (PSI), the tire shall be removed and inspected for damage caused by under-inflation to prevent incident.

- 3.3.3 Make any repairs to tires to keep them in proper running condition
- 3.3.4 Mount and dismount tires from wheels
- 3.3.5 Torque and re-torque wheels consistent with manufacturer's guidelines. (See 2.1 above).

- 3.3.5.1 Contractor will re-check torque on all wheels that have been removed and re-installed within 500 miles of installation.
- 3.3.5.2 OCTA employees will torque wheels after completing brake work and other work that requires wheel removal but may request that the Contractor performs a re-check of torque.
- 3.3.6 Paint or powder coat steel wheels as required or at the direction of OCTA personnel (all of the Cutaway bus series have steel wheels).
 - 3.3.6.1 Color: TCI Machine Tool Grey, Product Code 9810-70844 or approved equal water based paint.
 - 3.3.8.2 Wheel will be sandblasted, bead shot with metal or glass, cleaned, and checked for damage. Serviceable wheels shall be painted on both sides.
 - 3.3.8.3 Fasteners holes or wheel mating areas will be primed and not painted.

4. **DAMAGE, SALE OR PURCHASE OF TIRES**

- 4.1 Contractor assumes the risk of road damage. The cost for damaged tires shall be included in the rate per tire mile. "Normal damage" shall be defined as partial or total destruction of a tire by means of other than normal wear, including irregular wear, damage, or heat, curbing, road hazards, and misalignment. Tires which are damaged beyond repair resulting from accident and fire or have been lost, sold, or purchased shall be paid for by OCTA in accordance with 4.3. **Contractor shall have title to and bear the risk of any loss or damage to the tires leased until they are mounted on rims and installed on the vehicle, at which point risk of loss shall pass from Contractor and Contractor's responsibility for loss or damage shall cease, except for loss or damage resulting from Contractor's negligence. Contractor assumes the liability of tires that are stolen from OCTA's property.**
- 4.2 OCTA agrees to reasonably maintain vehicles' suspension and steering in accordance with the vehicle manufacturers' alignment specifications and keep brakes properly adjusted.
- 4.3 Tires which are lost by OCTA and sold or purchased by OCTA shall be paid for by OCTA by paying for any mileage remaining thereon at the lease rate then in effect. The remaining mileage shall be prorated by determining the tread rubber remaining multiplied by contract fixed cost per 32nd of an inch. A weekly and monthly damaged tire report shall be maintained and turned in to the maintenance supervisor's office.

A casing charge will apply to the various sizes required.

Example: <u>Tire size</u>	<u>Cost per 32nd</u>
305/70R22.5	\$ x. xx

- 4.4 When a tire is not available for inspection to apply the above formula due to loss or damage by OCTA, or complete destruction of tire by OCTA, OCTA shall not reimburse the Contractor in excess of fifty percent (50%) of the current value of a similar tire, unless the Contractor can provide an auditable accounting of the tire's accurate mileage prior to the loss. OCTA is not responsible for loss of tires that are in control of the Contractor. OCTA provides tunnel trailers that are lockable for the Contractor, which will control the keys for the trailers that are used for the Contractor's stock. Tires that are missing will not be paid for by OCTA.
- 4.5 When a bus is sold or removed from service for any reason, tires shall be removed from said vehicle by the Contractor and retained for future service. Scrap tires, if available, supplied by Contractor at no charge, will be used for surplus vehicles. Contractor should make every effort to use such scrap tires. In the event that such tires are in unsafe or unusable condition, or are not of a size or type which can be utilized on OCTA's current fleet, OCTA shall reimburse the Contractor for such tires as indicated in item 4.3, above. When possible, OCTA will provide thirty (30)-day advance notice when buses are to be removed from service.
- 4.6 Contractor agrees to remove used automotive and light truck tires and properly manifest and dispose of these tires of various brands and sizes.

5. **RESERVE TIRES**

- 5.1 Contractor agrees to keep a sufficient reserve supply of tires adequate to insure proper tire service on all buses operating from each of five (5) bus bases: Irvine (North and South locations), Garden Grove, Anaheim, and Santa Ana).
- 5.2 Contractor will be responsible for covering the stored tires to prevent storm water run off.
- 5.3 OCTA and OCTA's Contractor shall provide a safe and suitable area for the storage of spare tires and tires unfit for further service so that such tires may not be subject to damage by the elements. **Contractor shall be solely responsible for securing its storage area.** Contractor shall have title to and bear the risk of any loss or damage to the tires leased until they are mounted on rims and installed on the vehicle, at which point risk of loss shall pass from Contractor and Contractor's responsibility for loss or

damage shall cease, except for loss or damage resulting from Contractor's negligence.

- 5.4 Decision as to the number of reserve tires to be supplied at each operating base is to be in accordance with accepted practices in the industry, and to be in concurrence with the OCTA's Manager of Maintenance or his designated representative.

6. **TIRES UNFIT FOR SERVICE**

- 6.1 The Contractor will remove tires from service immediately when determined unfit by either the Contractor or OCTA. Such tires are to be removed from OCTA property within 30 days of determination of being unfit, in accordance with local, state and federal laws and regulations.

7. **WRITTEN INSTRUCTIONS**

- 7.1 After contract award, Contractor shall provide OCTA with written procedures setting forth the proper use, maintenance, and service of Contractor's tires.
 - 7.1.1 Include technical specifications of proposed tires, size, load, pressure, static radius, revolutions per mile, rim width, tread depth, mile per hour, etc.
 - 7.1.2 Tire characteristics relative to variety of road surfaces and conditions such as dry and wet.
 - 7.1.3 Detailed work plan to include Preventative Maintenance Plan, schedule, rotation, repair, wheel tightening, wheel painting, wheel inspection, etc.
 - 7.1.4 Organization structure including on-site tire personnel, lead person, supervisor, and area manager.

8. **TIRE TESTING**

- 8.1 OCTA, at its own expense, reserves the right to test tires other than the Contractor's on up to 10 percent of OCTA's fleet.

9. **REPORTS**

- 9.1 The Contractor shall submit reports, summarizing original tires and retread tires removed as required. Stationary, forms and miscellaneous office supplies to be provided by Contractor.

9.2 In addition, the Contractor shall provide the following information on a monthly basis. ***Samples of reports listed below shall be included as part of the bid submittal:***

9.2.1 Tires on – off - daily report required

9.2.2 Weekly fleet inspection report

9.2.3 Monthly Fleet Summary of Tire Condition, to include at minimum air pressure, tread depth, cuts, recap condition where applicable, sidewall damage, and obvious embedded objects.

9.3 OCTA will provide a monthly report listing individual vehicle numbers and total miles operated per month, no later than the 14th of the following month, plus records of any tire changes performed during unscheduled hours during bus maintenance or road calls, where conditions allow on the Contractor's forms.

10. **INDEPENDENT CONTRACTOR**

10.1 The Contractor's relationship to OCTA in the performance of this Agreement is that of an independent contractor. The personnel performing services under any resulting Agreement shall at all times be under the Contractor's exclusive direction and control and shall be employees of Contractor and not employees of OCTA. The Contractor shall pay all wages, salaries and other amounts due its employees in connection with this Agreement and shall be responsible for all reports and obligations regarding the employees including social security, income tax withholding, and unemployment compensation.

10.2 While on OCTA property, the Contractor will obey and follow all of OCTA's safety procedures and policies.

10.3 Contractor personnel will sign in and check in with the on-duty maintenance supervisor prior to starting shift. Contractor personnel will sign out when shift has ended. Failure to adhere to this requirement will lead to Contractor not being paid for the missed shift for the employee for the service portion of the bill.

10.4 Contractor personnel will conduct business in a professional manner and refrain from confrontations either physical or verbal. Contractor's personnel will adhere to the same rules and regulations that OCTA employees adhere to. Safety vests must be worn at all times while on OCTA property. Steel toe shoes must be worn at all times while Contractor's employees are on property. Contractor Personnel must refrain from cell phone use outside of buildings.

- 10.5 Contractor personnel shall at all times dress in uniforms with clear identifying logos and name badges and carry proper identification while on OCTA property. Contractor employees shall not display tattoos, body markings or piercings while on OCTA property.
- 10.6 Contractor shall post daily the labor schedule, which is agreed upon with base management that displays all personnel schedules with days, shifts, and days off.

11. DISPOSITION OF TIRES AT TERMINATION

- 11.1 At such time as any resulting contract or purchase order shall reach its expiration date, unless the parties enter into a new agreement to become immediately effective, OCTA shall either (a) within 30 days after submission of statement by Contractor, return all new and unused tires and retreads and pay for used, non-returnable tires in accordance with item 4.3 above, (b) make equal monthly payments over a 24-month period, exclusive of interest or any other additional charges, or (c) in the event OCTA wishes to change suppliers, continue to use all tires furnished by the tire Contractor under such agreements in OCTA's possession on the expiration date for a period of 36-months from the expiration of the current contract or purchase order.
- 11.2 In the event OCTA chooses to exercise option (c) above, the tire Contractor shall be relieved of any requirement to furnish OCTA with tires, flaps, service, equipment, wheel refinishing or repair material during said 36-month period, unless requested by OCTA and agreed to by the tire Contractor. The rate or rates per vehicle mile in effect during such 60-month period shall be the rate or rates in effect for the 12-month period immediately preceding the termination of such 60-month period, (or 36-month period depending on option selected in item 11.1). It is understood that OCTA shall continuously use such tires insofar as practicable on its highest mileage runs until such tires are rendered permanently unfit for service during said 60-month period, (or 36-month period depending on option selected in item 11.1).
- 11.3 The option contained in (c), above, would be exercised by OCTA upon 30 days written notice prior to the expiration date of the then current contract or purchase order. Upon the expiration of said 60-month period, (or 36-month period depending on option selected) OCTA shall pay for any then unused tire mileage in accordance with item 4.3 above. OCTA would then acquire each such used tire as is, and the tire Contractor would make no warranty as to the condition or fitness for continued use of such tires.

12. **MOUNTING AND DISMOUNTING TIRES**

The following are suggested guidelines for servicing, repairs and maintenance of tires. Contractor is responsible for maintaining tires consistent with industry standards and practices and manufacturer requirements.

- 12.1 Beads should be well lubricated before applying the tire to rim. Avoid petroleum-based compounds. Vegetable-based compounds are recommended. Excess lubricant must be removed from the tire and rim.
- 12.2 Replace the metal valve stem on every wheel before mounting new tires. If any looseness, cracking or otherwise damaged conditions of the valve stem is noted at any time, replace the metal stem. Replace the valve core and grommet on all metal stems each time a tire is dismounted. Use of rubber stems are forbidden on OCTA fleet.
- 12.3 A new valve cap made of metal should be applied to the valve. Do not use plastic valve caps.
- 12.5 ***Vendor must use mounting equipment that has been designed for use with aluminum rims.***
- 12.6 Safety inspection of each rim will be done at every mount and dismount for any discrepancy. If a discrepancy is found, that rim will be set aside, a new rim installed, and a Maintenance Supervisor notified.
 - 12.6.1 Lug holes shall be inspected for excessive wear, out-of-round condition or damage and defects reported to OCTA Supervisor.
- 12.7 Torque specifications will be set to wheel manufacturer specifications. All wheel nuts will be hand-torqued with a Ratchet Head (click type) or break away torque wrench. A Master Torque Wrench shall be certified annually, with all other torque wrenches to be checked monthly against the Master Torque Wrench. All torque wrenches shall be certified calibrated annually and the certificate shall be provided to OCTA shop supervisor's office annually.
- 12.8 Contractor will re-check torque on all wheels that have been removed and re-installed within 500 miles of installation. OCTA employees will torque wheels after completing brake work and other work that requires wheel removal but may request that Contractor performs a re-check of torque.

13. **TIRE INFLATION**

- 13.1 Initial Inflation

- 13.1.1 Recommended operation air pressure should be in accordance to the load per tire as shown in the load/inflation tables of the Tire and Rim Association, Inc. Year Book, or as recommended by the wheel manufacturer.
- 13.1.2 When new tires are initially inflated, they should be inflated two PSI higher than the recommended operating pressure. Mark initial inflation pressure on sidewall of tire with tire chalk.
- 13.1.3 When new mounted tires are applied, check inflation and adjust to two PSI higher than recommended operating pressure.
- 13.1.4 Recheck valve stem for proper seat and tightness. Reapply metal valve cap.

13.2 Inflation Maintenance

- 13.2.1 A cold inflation schedule should be maintained according to recommendation.
- 13.2.2 If inflation is checked while tires are warm or hot, allowance should be made for pressure build-up due to heat.
- 13.2.3 ***Do not bleed hot or warm tires.***
- 13.2.4 Accuracy of the tire inflation service gauge should be checked weekly with a “master” tire inflation gauge.
- 13.2.5 Gauge checking of all tires on all vehicles shall be done on a regular schedule. It is required that all tires on vehicles be checked at a minimum of once per month.
- 13.2.6 Remove and repair any tire found to have pressure below recommended pressure (80 PSI) than other tires on the same vehicle and inspect for damage thoroughly.
- 13.2.7 Maintain tire inflation pressure to vehicle manufacturer’s standards. Never exceed Gross Vehicle Weight Rating (GVWR) of vehicle.
- 13.2.8 Each time a tire is checked:
 - 13.2.8.1 Check valve core.
 - 13.2.8.2 Check valve cap for proper seal.
 - 13.2.8.3 Check valve and valve cap threads.

13.2.8.4 Make sure valve cap is tightened properly.

13.2.8.5 Check condition of tire for wear, cuts, curb snags, etc.

14. VALVE CAPS AND CORES

14.1 Valve Caps

14.1.1 When a new stem is applied, use core which is supplied.

14.1.2 Replace valve core each time a new tire is mounted.

14.1.3 Make certain valve stem is properly seated and tight.

14.1.4 Do not reuse old valve cores.

15. TIRE APPLICATION

15.1 Front Tires – will be pulled (removal depths) from the steer axle at 4/32nds.

15.1.1 New tires shall be applied to fronts in pairs.

15.1.2 Make sure tire pressure is same on both positions and at the proper recommended pressure.

15.1.3 Unusual wear patterns reflecting front end alignment problems must be reported to OCTA Supervisors via the tire on-off report.

15.1.3.1 Check also for worn out or loose suspension parts and report defects to OCTA Supervisor before putting the vehicle back into service.

15.1.4 Balancing of front tires is mandatory when new tires are applied.

15.1.5 Check and adjust tire pressure previous to being reapplied or being placed in spare stock.

15.2 Rear Tire Servicing – Rear tires will be pulled (removal depths) at 2/32.

15.2.1 If rib design tires are used on both front and rear positions, rear tires should be rotated from front positions. The need for rear tires should determine when front tires are removed and reapplied to rear positions.

15.2.2 All tires, whether applied to front or rear positions should have adequate tread design. Retread tires are only allowed on the rear of

large buses. ***Cutaway vehicles may NOT have any retread or regrooved tires installed at any position.***

15.2.3 Tires in dual assemblies should be matched with regard to design and dimensional tolerances. Improperly matched duals may result in irregular wear, rapid wear, vehicle mechanical problems and premature tire failure. Failure to match tires in a dual assembly may result in sudden tire destruction.

15.3 Any OCTA Defect Card (defines discrepancy with the tire) that is referred to the tire shop must be completed during the course of the shift. If unable to do so, proper notification must be made to OCTA's Supervisor on duty.

16. SPARE STOCK MANAGEMENT – Recommended Procedures

16.1 When tires are stored in rack, the brand number and size should be written on the tread of the tire to facilitate taking inventory. Place new tires in numerical order and use in numerical sequence (lowest first).

16.2 Use of tire change tags. The person who changes the tire must complete a change tag showing the brand number of the tire off the vehicle, tires on, date of change and vehicle number. With tire marking chalk, note the reason the tire has been pulled and circle the problem, i.e. nail hole.

SECTION IV: BID PACKAGE

SECTION IV. BID PACKAGE

The bidder should complete all the forms identified below. The bid shall not contain exceptions to or deviations from the terms or requirements of this IFB.

EXHIBIT A. BID FORM

The bidder must complete the Bid Form. In addition to providing the lump sum bid, the bidder affirms that the Bid Form statements are true and correct.

EXHIBIT B. PRICE SUMMARY

EXHIBIT C. INFORMATION REQUIRED OF BIDDER

Bidder must provide all the information requested in this form.

EXHIBIT A: BID FORM

BID FORM

INVITATION FOR BIDS NUMBER: 9-1354

DESCRIPTION: LEASE AND FULL SERVICE OF
BUS TIRES

BIDDER'S NAME AND ADDRESS _____

NAME OF AUTHORIZED REPRESENTATIVE _____

TELEPHONE NUMBER _____

FAX NUMBER _____

EMAIL ADDRESS _____

I acknowledge receipt of IFB and Addenda Numbers: _____

AUTHORIZED SIGNATURE TO BIND BID: _____

PRINT SIGNER'S NAME AND TITLE: _____

DATE SIGNED: _____

Effective May 1, 2020 to April 30, 2025, for the Authority's requirements on an "as-needed" basis, with no guaranteed usage as specified in Exhibit A entitled "Bid Form."

Quantities listed on the Price Summary Sheet are for evaluation purposes only and do not imply any guaranteed minimum or maximum usage by the Authority. Prices quoted shall remain firm for the term of the Purchase Order.

All freight costs to be included in the bidder's price as the terms shall be F.O.B. destination.

Deliveries will be made to the following addresses:

1. Anaheim Maintenance Base
1717 E. Via Burton
Anaheim, CA 92806
2. Garden Grove Maintenance Base
11790 Cardinal Circle
Garden Grove, CA 92843
3. Irvine Construction Circle Base
16281 Construction Circle West
Irvine, CA 92606
4. Santa Ana Maintenance Base
4301 W. MacArthur Ave.
Santa Ana, CA 92704
5. Irvine Sand Canyon Base
14736 Sand Canyon Rd.
Irvine, CA 92618

Enter the price for each of the items described in the Project Specifications, Section III. Prices shall include direct costs, indirect costs, and profits. The Authority's intention is to award a firm-fixed unit rates contract.

Cash discount allowable ____%____days: unless otherwise stated, payment terms are: Net 30 days. Cash/payment discounts will not be considered in the evaluation of bids.

This bid shall be in effect for 120 days after the bid close date.

EXHIBIT B: PRICE SUMMARY

PRICE SUMMARY SHEET

DESCRIPTION			Year One 5/1/20 - 4/30/21		Year Two 5/1/21 - 4/30/22		Year Three 5/1/22 - 4/30/23		Year Four 5/1/23 - 4/30/24		Year Five 5/1/24 - 4/30/25	
Item No.	One-Year Est. Total Miles	Tire Size	Rate	Extension	Rate	Extension	Rate	Extension	Rate	Extension	Rate	Extension
1	14,775,000	305/70R22.5 Lease Tire Rate Per Mile	/mile		/mile		/mile		/mile		/mile	
2	53,700,000	225/75R16.0 Lease Tire Rate Per Mile	/mile		/mile		/mile		/mile		/mile	
3	3,300,000	225/70R19.5 Lease Tire Rate Per Mile	/mile		/mile		/mile		/mile		/mile	
4	180,000	245/70R19.5 Lease Tire Rate Per Mile	/mile		/mile		/mile		/mile		/mile	
5	200,000	275/70R22.5 Lease Tire Rate Per Mile	/mile		/mile		/mile		/mile		/mile	
6	100	Auto and Light Truck Tires Disposal, as Described in Exhibit A, Scope of Work, 4.6	/each		/each		/each		/each		/each	
7	100	Painting of Steel Wheels as Described in Exhibit A, Scope of Work, 3.3.8	/wheel		/wheel		/wheel		/wheel		/wheel	
7.1	Annual Total: Items 1-7 (with Sales Tax 7.75%)		\$ _____		\$ _____		\$ _____		\$ _____		\$ _____	
8	Total yearly service for 11 employees including one lead person for five bases, per Exhibit A, Scope of Work, 3.2.1.		/yr		/yr		/yr		/yr		/yr	
9	TOTAL FOR FIVE YEARS (Sum of five years in items 7.1 and 8) \$ _____											
10	Total Cost of Condemned Tires, Page 2 of 2: \$ _____											
	TOTAL LUMP SUM FOR FIVE YEARS (Sum of items 9 and 10): \$ _____											
	California Tire Fee: \$1.75 or Effective Rate. Effective rate based on the ship date of the tire. Applies to initial delivery of the tire.											

- Note:** 1. The price evaluation will be based on Total Lump Sum for Five years.
2. OCTA will pay for California sales tax and tire fee.
3. The actual sales tax and tire fee invoiced will be based on "actual" not estimated total miles.

COST OF CONDEMNED TIRES - AS DEFINED IN SECTION III, PROJECT SPEDIFICATIONS, PARAGRAPH 4.3

	A	B	C	D	E	F	G	H
1	Tire Size	Total Number of 32nd on tire	Est. Five-year Q'ty	Casing Charge	Original Cost per 32nd	Retread Cost per 32nd	Total Cost per 32nd Original Tires (1)	Total Cost per 32nd Retread Tires (2)
2	305/70R22.5	27	900	\$_____	\$_____	\$_____	\$_____	\$_____
3	275/70R22.5	18	100	\$_____	\$_____	\$_____	\$_____	\$_____
4	245/70R19.5	19	50	\$_____	\$_____	\$_____	\$_____	\$_____
5	225/75R16.0	14	225	\$_____	\$_____	\$_____	\$_____	\$_____
6	225/70R19.5	14	50	\$_____	\$_____	\$_____	\$_____	\$_____
7	TOTAL COST OF CONDEMNED TIRES (3): \$_____							
8	Note: (1) Total Cost per 32nd Original Tires (G) = (BxCxE)+D							
9	(2) Total Cost per 32nd Retread Tires (H) = (BxCxF)+D							
10	(3) Total Cost of Condemned Tires = Column G + Column H							

EXHIBIT C: INFORMATION REQUIRED OF BIDDER

INFORMATION REQUIRED OF BIDDER

The bidder is required to supply the following information. Additional sheets may be attached if necessary.

1. Name of Bidder: _____
2. Business Address: _____
3. Telephone () _____ Fax () _____ E-Mail: _____
4. Type of Firm - Individual, Partnership or Corporation: _____
5. Corporation organized under the laws of state of: _____
6. Contractor's License No.: _____ Class _____ Years of Experience: ____
7. Expiration Date of License: _____
8. Is your firm a certified small business in California? Yes____ No____
9. List the names and addresses of all owners of the firm or names and titles of all officers of the corporation:
10. List at least three project references for services rendered in the last two years:

Type of Service/Product	Date Completed	Name and Address of Owner	Contact Name and Phone Number	Total Cost

EXHIBIT D: SAFETY SPECIFICATIONS

LEVEL 3 HEALTH, SAFETY AND ENVIRONMENTAL (HSE) SPECIFICATIONS

REQUIRED HSE SUBMITTAL SUMMARY

The contractor shall submit copies of the items listed below for contract scope work on OCTA projects and property. Copies shall be provided prior to contractor's mobilization onto OCTA projects and property. Contractor shall provide compliant written Health, Safety & Environmental (HSE) submittals within 30 days of the contract notice to proceed.

HSE submittals shall comply with the 1988 Drug Free Workplace Act, or the Department of Transportation (DOT), or the Federal Transportation Administration (FTA) requirements (according to OCTA procurement funding guidelines) and comply with the California Code of Regulations (CCR) Title 8 regulatory standards.

Contractor's established written programs/plans shall comply with CCR Title 8 regulatory standards. All HSE related programs/plans submitted to OCTA for acceptance shall be prepared and submitted by a qualified HSE professional who is recognized by an organization of industry standard (i.e., CSP, CIH, CHST, CHMM, etc.) and is experienced in developing compliant written HSE programs. The site safety HSE representative shall participate in the HSE submittal process.

1. Contractor shall provide a copy of Company's Injury Illness Prevention Program in accordance with CCR Title 8, Section 3203.
2. Contractor shall provide a copy of their Company HSE Policy/Procedure Manual, in compliance with CCR Title 8 Standards for awarded scope.
3. Contractor shall provide a copy of their Policy or Substance Abuse Prevention Program.
4. Contractor shall provide a copy of their Hazard Communication Program and MSDS Management Program in compliance with CCR Title 8, Section 5194, Hazard Communication Standard.

5. HSE Representative:

Facility Modification Projects, The Contractor shall submit a resume and their Professional Certification of the Company's HSE Representative that will oversee the scope task activities:

Certification from the Board of Certified Safety Professionals (BCSP)

- Certified Safety Professional (CSP), or,
- Associate Safety Professional (ASP), or
- Construction Health and Safety Technician (CHST), or,
- Safety Trained Supervisor (STS), or,
- Safety Trained Supervisor Construction (STSC)

Experience:

The Contractor's on-site HSE Representative(s) shall have a minimum of five (5) years of heavy construction or scope agreement experience in administering HSE programs on project sites, the last two years of which have been administering HSE compliance in a similar type of scope

(Construction, Rail, Industrial, etc.) for which Contractor is contracting with the Authority. The designated HSE Representative shall participate in all HSE related submittals through completion of the scope and administer the monthly safety report.

The Authority reserves the right to allow for an exception and to modify these minimum qualification requirements for unforeseen circumstances, at the sole discretion of the Authority Project Manager and OCTA the Health, Safety Environmental Compliance (HSEC) Department Manager.

On Capital Programs, The Contractor's on-site qualified HSE Representative shall be a Certified Safety Professional (CSP) with current standing from the Board of Certified Safety Professionals (BCSP) or a Construction Health and Safety Technician (CHST) with current standing from the (BCSP) or a Certified Industrial Hygienist (CIH) with current standing from the American Board of Industrial Hygiene (ABIH), or an equal professional HSE Certificate of standing from The National Examination Board in Occupational Safety and Health (NEBOSH), that is acceptable to the Authority. The Contractor's on-site HSE Representative(s) shall provide a resume and have a minimum of seven (7) years heavy construction experience in administering HSE programs on heavy construction project sites, the last two years of which have been administering HSE in the construction/scope discipline for which Contractor is contracting with the Authority.

6. A Detailed Site Specific HSE Work Implementation Plan:

This plan shall be prepared and submitted by a recognized HSE professional experienced in developing compliant written HSE programs. Indicate the methods and procedures and include the sequence of tasks as listed on the project schedule, include the hazards, tools and equipment, and the safe work practices to mitigate the hazards in a format acceptable OCTA. Specify safety measures in accordance with applicable Cal/OSHA standards, South Coast Air Quality Management District (SCAQMD) rules, National Fire Protection Association (NFPA), National Electric Code (NEC), American National Standards Institute (ANSI) codes and regulations, job hazard analysis, policies, procedures, HSE training requirements and known and potential hazards of Contractor's scope. Plans shall be prepared as specified above and may require as necessary a professional engineer licensed to practice in the state of California, when so required by the provisions of the California Board for Professional Engineer and Surveyors.

PART I – GENERAL

1.0 GENERAL HEALTH, SAFETY AND ENVIRONMENTAL REQUIREMENTS

- A. The Contractor, its subcontractors, suppliers, and employees have the obligation to comply with all Authority health, safety and environmental compliance department (HSEC) requirements of this safety specification, project site requirements, and bus yard safety rules, as well as all federal, state, and local regulations pertaining to scope of work or agreements with the Authority including California Department of Transportation safety requirements and special provisions. Additionally, manufacturer requirements are considered incorporated by reference, as applicable, to this scope of work.

- B. Observance of unsafe acts or conditions, serious violation of health and safety standards, non-conformance of Authority HSEC requirements, or disregard for the intent of these safety specifications to protect people and property, by Contractor may be reason for termination of scope or agreements with the Authority, at the sole discretion of the Authority.
- C. The Authority HSEC requirements, and references contained within this scope of work shall not be considered all-inclusive as to the hazards that might be encountered. Safe work practices shall be pre-planned and performed, and safe conditions shall be maintained during the course of this work scope.
- D. The Contractor shall specifically acknowledge that it has primary responsibility to prevent and correct all health, safety and environmental hazards for which it and its employees, or its subcontractors (and their employees) are responsible. The Contractor shall further acknowledge their expertise in recognition and prevention of hazards in the operations for which they are responsible, that the Authority may not have such expertise, and is relying upon the Contractor for such expertise. The Authority retains the right to notify the Contractor of potential hazards and request the Contractor to evaluate and, as necessary, to eliminate those hazards.
- E. The Contractor shall provide all necessary tools, equipment, and related safety protective devices to execute the scope of work in compliance with the Authority's HSEC requirements, CCR Title 8 Standards, and recognized safe work practices.
- F. The Contractor shall instruct all its employees, and all associated subcontractors under contract with the Contractor who works on Authority projects in the following; recognition, identification, and avoidance of unsafe acts and/or conditions applicable to its work.

PART II – SPECIFIC REQUIREMENTS

- 2.0 While these safety specifications are intended to promote safe work practices, Contractors are reminded of their obligation to comply with all federal (Code of Federal Regulations (CFR) Sections 1926 & 1910 Standards), state (CCR Title 8 Standards), local and municipal safety regulations, and Authority health, safety and environmental requirements applicable to their project scope. Failure to comply with these standards may be cause for termination of scope or agreements with the Authority, at the sole discretion of the Authority.

2.1 REQUIRED DOCUMENTATION / REPORTING REQUIREMENTS

The Contractor at a minimum shall provide the following documents to the Authority's Project Manager. Items A through E below shall be submitted and accepted by the Authority's Project Manager prior to Contractor mobilization. Item F upon each occurrence, and for items G through K, contractor shall verify the following documentation is in place, prior to and during contract scope and make the same available to the Authority upon request within 72 hours.

Contractor's established written programs/plans shall comply with CCR Title 8 regulatory standards. All new programs/plans shall be prepared and submitted by a qualified HSE professional who is recognized by an organization of industry standard (i.e., CSP, CIH, CHST, STS, CHMM, etc.) and is experienced in developing compliant written HSE programs. The site safety HSE representative shall participate in the scope submittal process.

- A. A Comprehensive Project Specific Health, Safety, and Environmental (HSE) Work Plan.
 - a. The Contractor shall develop a site project plan that may include, but is not limited to: Permits, Evacuation, Emergency Plan, Roles and Responsibilities, Scope and Construction Activity Details, Constructability Review, Contractor Coordination Process, Safe Work Methods, Hazard Identification & Risk Control, First Aid and Injury Management, Emergency Procedures, Public Protection, Authority and Contractor Site Rules, Incident Reporting and Investigation, Specialized Work or Licensing, Training and Orientation Requirements, Chemical Management, and Subcontractor Management.
 - b. A Detailed Site Specific HSE Implementation Plan: This plan shall be prepared and submitted by a recognized HSE professional (current BCSP Certification in good standing, i.e., CSP, CHST, OHST) experienced in developing compliant written HSE programs, acceptable to OCTA. Indicate the methods and procedures, and include the sequence of tasks as listed on the project schedule, include the hazards, tools and equipment, and the safe work practices to mitigate the hazards in a format acceptable OCTA. Specify safety measures in accordance with applicable Cal/OSHA standards, SCAQMD rules, NFPA, NEC, ANSI codes and regulations, job hazard analysis, policies, procedures, HSE training requirements and known and potential hazards of Contractor's scope. Plans shall be prepared as specified above, and may require if necessary a professional engineer licensed to practice in the state of California, when so required by the provisions of the California Board for Professional Engineer and Surveyors.
- B. Contractor shall provide a copy of their Company HSE Policy/Procedure Manual, in compliance with CCR Title 8 Standards for awarded scope.
- C. Contractor shall provide a copy of Company's Injury Illness Prevention Program in accordance with CCR Title 8, Section 3203.
- D. Contractor shall provide a copy of their Policy or Substance Abuse Prevention Program that complies with the 1988 Drug Free Workplace Act.
- E. Contractor shall provide the resume and qualifications/certifications of assigned project designated Onsite HSE Representative for this scope as identified in section 2.3 of this specification.

- F. Accident/Incident investigation report within 24 hours of event (immediate verbal notification to Authority Project Manager, followed by Written Report).

The following required documentation shall be provided to the Authority's Project Manager, upon Authority request, within 72 hours.

- G. A copy of Contractor weekly site safety inspection report with status of corrections, upon request, within 72 hours.
- H. Contractor shall provide a copy of the Contractors and subcontractors competent person list (submit to Authority Project Manager, upon Authority request, within 72 hours).
- I. Contractors and subcontractors training records for qualified equipment operators, electrical worker certification (NFPA 70E), confined space training, HAZWOPER training, and similar personnel safety training certificates as applicable to the agreement scope and as requested by the OCTA Project Manager and/or HSEC department, upon Authority request, within 72 hours and prior to starting or during the scope activity (submit to Project Manager).
- J. The Designated HSE Representative shall submit a monthly report that includes number of workers on project, a list of subcontractors, work hours (month, year to date, & project cumulative) of each contractor, labor designation, OSHA Recordable injuries and illnesses segregated by medical treatment cases, restricted workday cases, number of restricted days, lost workday cases, and number of lost work days, and recordable incident rate. Contractor shall provide to the Authority, upon request, within 72 hours.

K. TRAINING DOCUMENTATION

To ensure that each employee is qualified to perform their assigned work, when applicable to scope work, Contractor shall verify training documentation is in place, prior to and during contract scope, and make available to the Authority, upon request, within 72 hours. Training may be required by the Authority or CCR Title 8 Standards and required for activity on Authority's property and/or Authority projects. Contractor shall provide to Authority, upon request, within 72 hours.

2.2 HAZARD COMMUNICATION (CCR Title 8, Section 5194)

- A. Contractor shall comply with CCR Title 8, Section 5194 Hazard Communication Standard. Prior to chemical use on Authority property and/or project work areas the Contractor shall provide to the Authority Project Manager copies of Material Safety Data Sheet (MSDS) for all applicable products used, if any.
- B. All chemicals including paint, solvents, detergents and similar substances shall comply with SCAQMD Rules 103, 1113, and 1171.

2.3 DESIGNATED HEALTH, SAFETY, ENVIRONMENTAL (HSE) REPRESENTATIVE

- A. Before beginning on-site activities, the Contractor require their company HSE Representative to review the scope tasks to ensure compliance with Cal/OSHA Standards. This person shall be a Competent or Qualified Individual as defined by the Occupational, Safety, and Health Administration (OSHA), familiar with applicable CCR Title 8 Standards, and has the authority to affect changes in work procedures that may have associated cost, schedule and budget impacts.
- B. The Contractor's qualified HSE Representative for all Authority projects is subject to acceptance by the Authority Project Manager and the HSEC Department Manager. All contact information of the On-site HSE Representative (name, phone, and fax and pager/cell phone number) shall be provided to the Authority Project Manager.

QUALIFICATIONS – On Capital Programs, the Contractor shall submit a resume of the full time, on-site qualified HSE Representative(s) who reports directly to the Contractor's Project Manager or Superintendent, and who is responsible for HSE oversight for field operations on the project no later than ten (10) days after receipt of Notice to Proceed, and prior to mobilization. The Contractor's On-site HSE Representative(s) shall have a minimum of seven (7) years heavy construction experience in administering HSE programs on heavy construction project sites, the last two years of which have been administering HSE in the construction discipline for which Contractor is contracting with the Authority. The Contractor's On-site HSE Representative shall be a Certified Safety Professional (CSP) with current standing from the Board of Certified Safety Professionals (BCSP), or a Construction Health and Safety Technician (CHST) with current standing from the BCSP or a Certified Industrial Hygienist (CIH) with current standing from the American Board of Industrial Hygiene (ABIH), or an equal professional HSE Certificate of standing from The National Examination Board in Occupational Safety and Health (NEBOSH), that is acceptable to the Authority. The Contractor's On-site HSE Representatives(s) shall be on site during all operational hours. The On-site HSE Representative(s) shall set up, carry forward and aggressively and effectively maintain the project specific safety program and IIPP covering all phases of the work. If at any time the Contractor wishes to replace their On-site HSE Representative(s), the Contractor must provide written notice thirty (30) days prior to change of personnel to the Authority. The Contractor shall take all precautions and follow all procedures for the safety of, and shall provide all protection to prevent injury to, all persons involved in any way in the scope work and all other persons, including, without limitation, the employees, agents, guests, visitors, invitees and licensees of the Authority who may be involved. This requirement applies continuously and is not limited to normal working hours. The designated HSE Representative shall participate in all HSE related submittals. The Authority reserves the right to allow for an exception to modify these minimum qualification requirements for unforeseen circumstances, at the sole discretion of the Authority Project Manager and HSEC Department Manager.

Facility Modification Projects, The Contractor shall submit a resume of the designated HSE Representative and their Professional Certification:

Certification from the Board of Certified Safety Professionals (BCSP)

- Certified Safety Professional (CSP), or,
- Associate Safety Professional (ASP), or

- Construction Health and Safety Technician (CHST), or,
 - Safety Trained Supervisor (STS), or,
 - Safety Trained Supervisor Construction (STSC)
- Experience:

The Contractor's on-site HSE Representative(s) shall have a minimum of five (5) years of heavy construction or scope agreement experience in administering HSE programs on project sites, the last two years of which have been administering HSE compliance in a similar type of scope (Construction, Rail, Industrial, etc.) for which Contractor is contracting with the Authority. The designated HSE Representative shall participate in all HSE related submittals through completion of the scope and administer the monthly safety report.

The Authority reserves the right to allow for an exception and to modify these minimum qualification requirements for unforeseen circumstances, at the sole discretion of the Authority Project Manager and OCTA the Health, Safety Environmental Compliance (HSEC) Department Manager.

1. Capital Programs may include, but are not limited to, projects involving demolition and construction of; heavy construction, rail projects, highway projects, parking lots and structures, fuel stations, building construction, facility modifications, bus base construction, EPA/DTSC remediation, AQMD air or soil monitoring, fuel tank removal or modification, major bus base modifications, handling potential hazardous waste projects, and similar projects as deemed a Capital Program at the sole discretion by the Authority.
 2. Facility Modification Projects may include, but are not limited to, projects involving minor demolition and construction or improvement projects for transportation centers, bus base sites and/or building modifications, equipment and/or building upgrades, and similar projects as deemed a Facility Modification Project at the sole discretion by the Authority.
 3. Competent Individual means an individual who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees and/or property, and who has authorization to take prompt corrective measures to eliminate them.
 4. Qualified Individual means an individual who by possession of a recognized degree, certificate, certification or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems relating to the subject matter, the work, or the project.
- C. The Contractor shall designate a Competent Individual for each task, as required by Cal-OSHA standards or laws. The task Competent Individual shall be responsible for the prevention of accidents. If the Authority or any public agency with jurisdiction notifies the Contractor of any claimed dangerous

condition at the site that is within the Contractor's care, custody or control, the Contractor shall take immediate action to rectify the condition at no additional cost to the Authority. The Contractor shall be responsible for the payment of all fines levied against the Authority for deficiencies relating to the Contractor's supervision or conduct and/or control of the scope agreement.

- D. On Facility Modification Projects, the Authority Project Manager reserves the right to require the Contractor to provide one additional full-time safety representative with qualifications as identified in section 2.3 (C), above whenever the number of individuals from the Contractor, its subcontractors, suppliers, and vendors meets or exceeds 15 workers, there are multiple scope work sites, or as warranted by the scope of work at the sole discretion by the Authority.
- E. On Capital Programs, the Authority's Project Manager reserves the right to require the Contractor to provide one additional full-time safety representative with qualifications as identified in item 2.3 (C) above whenever the number of individuals from the Contractor, its subcontractors, suppliers, and vendors meets or exceeds 50 workers, or is warranted by the scope of work.

2.4 SITE HSE ORIENTATION

The Contractor shall conduct and document a project site safety orientation for all Contractor personnel, subcontractors, suppliers, vendors, and new employees assigned to the project prior to performing any work on Authority projects, a copy of the HSE orientation attendance list shall be provided to the Authority Project Manager. The safety orientation, at a minimum, shall include, as applicable, Personal Protection Equipment (PPE) requirements, eye protection, ANSI class 2 reflective vests, designated smoking, eating, and parking areas, traffic speed limit and routing, cell phone policy, and barricade requirements. When required by scope, additional orientation shall include fall protection, energy isolation lock-out/tag-out (LOTO), confined space, hot work permit, security requirements, and similar project safety requirements.

2.5 INCIDENT NOTIFICATION AND INVESTIGATION

- A. The Authority shall be promptly notified of any of the following types of incidents:
 - 1. Damage to Authority property (or incidents involving third party property damage);
 - 2. Reportable and/or recordable injuries (as defined by the U. S. Occupational Safety and Health Administration);
 - 3. Incidents impacting the environment, i.e. spills or releases on Authority property.
- B. Notifications shall be made to Authority representatives, employees and/or agents. This includes incidents occurring to contractors, vendors, visitors, or members of the general public that arise from the performance of Authority

contract work. An initial immediate verbal notification, followed by a written incident investigation report shall be submitted to Authority's Project Manager within 24 hours of the incident.

A final written incident investigative report shall be submitted within seven (7) calendar days, and include the following information. The current status of anyone injured, photos of the incident area, detailed description of what happened, the contributing factors that led to the incident occurrence, a copy of the physicians first report of injury for anyone injured, a copy of the company policy or procedure associated with the incident and evaluation of effectiveness, copy of the task planning documentation, and the corrective action initiated to prevent recurrence. This information shall be considered the minimum elements required for a comprehensive incident report acceptable to OCTA.

- C. A Serious Injury, Serious Incident, OSHA Recordable Injury / Illness, or Significant Near Miss shall require a formal incident review at the discretion of the Authority's Project Manager. The incident review shall be conducted within seven (7) calendar days of the incident. This review shall require a senior executive from the Contractors' organization to participate in the presentation. The serious incident presentation shall include action taken for the welfare of the injured, a status report of the injured, causation factors leading to the incident, a root cause analysis, and a detailed recovery plan that identifies corrective actions to prevent a similar incident, and actions to enhance safety awareness.
 - 1. Serious Injury: includes an injury or illness to one or more employees, occurring in a place of employment or in connection with any employment, which requires inpatient hospitalization for a period in excess of twenty-four hours for other than medical observation, or in which an employee suffers the loss of any member of the body, or suffers any serious degree of physical disfigurement.
 - 2. Serious Incident: includes property damage of \$500.00 or more, an incident requiring emergency services (local fire, paramedics and ambulance response), news media or OCTA media relations response, and/or incidents involving other agencies (Cal/OSHA, EPA, AQMD, DTSC, etc.) notification or representation.
 - 3. OSHA Recordable Injury / Illness: includes and injury / illness resulting in medical treatment beyond First Aid, an injury / illness which requires restricted duty, or an injury / illness resulting in days away from work.
 - 4. Significant Near Miss Incident: includes incidents where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.

2.6 REGULAR INSPECTIONS & THIRD PARTY INSPECTIONS

- A. Frequent and regular inspections of the project jobsite shall be made by the Contractor's On-site HSE Representative, or another Competent Individual

designated by the Contractor. Unsafe acts and/or conditions noted during inspections shall be corrected immediately.

- B. The Contractor is advised that representatives of regulatory agencies (i.e., CAL-OSHA, EPA, SCAQMD, etc.), upon proper identification, are entitled to access onto Authority property and projects. The Authority Project Manager shall be notified of their arrival as soon as possible.

2.7 ENVIRONMENTAL REQUIREMENTS

- A. The Contractor shall comply with Federal, State, county, municipal, and other local laws and regulations pertaining to the environment, including noise, aesthetics, air quality, water quality, contaminated soils, hazardous waste, storm water, and resources of archaeological significance. Expense of compliance with these laws and regulations is considered included in the agreement. Contractor shall provide water used for dust control, or for pre-wetting areas to be paved, as required; no payment will be made by OCTA for this water.
- B. The Contractor shall prevent pollution of storm drains, rivers, streams, irrigation ditches, and reservoirs with sediment or other harmful materials. Fuels, oils, bitumen, calcium chloride, cement, or other contaminants that would contribute to water pollution shall not be dumped into or placed where they will leach into storm drains, rivers, streams, irrigation ditches, or reservoirs. If operating equipment in streambeds or in and around open waters, protect the quality of ground water, wetlands, and surface waters.
- C. The Contractor shall protect adjacent properties and water resources from erosion and sediment damage throughout the duration of the contract. Contractor shall comply with applicable NPDES permits and Storm Water Pollution Prevention Plan (SWPPP) requirements.
- D. Contractor shall comply with all applicable EPA, Cal EPA, Cal Recycle, DTSC, SCAQMD, local, state, county and city standards, rules and regulations for hazardous and special waste handling, recycling and/ disposal. At a minimum, Contractor shall ensure compliance where applicable with SCAQMD Rule 1166, CCR Title 8, Section 5192, 29 CFR Subpart 1910.120, 49 CFR Part 172, Subpart H, 40 CFR Subpart 265.16 and CCR Title 22 Section 6625.16. Contractor shall provide OCTA a schedule of all hazardous waste and special or industrial waste disposal dates in advance of transport date. Only authorized OCTA personnel shall sign manifests for OCTA generated wastes. Contractor shall ensure that only current registered transporters are used for disposal of hazardous waste and industrial wastes. The Contractor shall obtain approval from OCTA for the disposal site locations in advance of scheduled transport date.
- E. If the Contractor encounters on the site material reasonably believed to be asbestos, polychlorinated biphenyl (PCB) or other Hazardous Substance (as defined in California Health and Safety Code, and all regulations pursuant thereto) which has not been rendered harmless, the Contractor shall immediately stop work in that area affected and report the condition to the

- Authority in writing. The work in the affected area shall not thereafter be resumed except by written agreement of the Authority and Contractor if in fact the material is asbestos or polychlorinated biphenyl (PCB) or other hazardous substance and has not been rendered harmless. The work in the affected area shall be resumed in the absence of asbestos or polychlorinated biphenyl (PCB) or other hazardous substance, or when it has been rendered harmless, by written agreement of the Authority and the Contractor, or in accordance with a final determination by an Environmental Consultant employed by the Authority.
- F. The Contractor shall not permit any hazardous substances to be brought onto or stored at the Project Site or used in the construction of the work, except for specified materials and commonly used construction materials for which there are no reasonable substitutes. All such materials shall be handled in accordance with all manufacturers' guidelines, warnings and recommendations and in full compliance with all applicable laws. All notices required to be given with respect to such materials shall be given by the Contractor. The Contractor shall not intentionally release or dispose of hazardous substances at the Project Site or into the soil, drains, surface or ground water, or air, nor shall the Contractor allow any Sub-Contractor, subcontractor or supplier or any other person for whose acts the Contractor or any subcontractor, vendor or supplier may be liable, to do so. For purposes of Contract Documents, "hazardous substance" means any substance or material which has been determined or during the time of performance of the work is determined to be capable of posing a risk of injury to health, safety, property or the environment by any federal, state or local governmental authority.

2.8 VEHICLE AND ROADWAY SAFETY REQUIREMENTS

- A. The Contractor shall ensure that all Contractor vehicles, including those of its subcontractors, suppliers, vendors and employees are parked in designated parking areas, are identified by company name and/or logo, and comply with traffic routes, and posted traffic signs in areas other than the employee parking lots.
- B. Personal vehicles belonging to Contractor employees shall not be parked on the traveled way or shoulders including any section closed to public traffic, or areas of the community that may cause interference or complaints
- C. The Contractor shall comply with California Department of Transportation safety requirements and special provisions when working on highway projects.
- D. The Contractor shall conform to American Traffic Safety Services Association (Quality Standard for Work Zone Control Devices 1992).

2.9 LANGUAGE REQUIREMENTS

For safety reasons, the Contractor shall ensure employees that do not read, or understand English, shall be within visual and hearing range of a bilingual supervisor or responsible designee at all times when on the Authority property or projects.

2.10 PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

Contractors, and all associated subcontractors, vendors and suppliers are required to provide their own personal protective equipment (PPE), including eye, head, foot, and hand protection, respirators, reflective safety vests, and all other PPE required to perform their work safely on Authority projects.

- A. RESPIRATORS (CCR Title 8, Section 5144) - The required documentation for training and respirator use shall be provided to the Authority's Project Manager upon request within 72 hours. All compliance documentation as required by CCR Title 8, Section 5144, Respiratory Protective Equipment.
- B. EYE PROTECTION – The Authority requires eye protection on construction projects and work areas that meet ANSI Z-87.1 Standards.
- C. BUS BASE – Minimum PPE required includes but is not limited to; Eye protection, class 2 reflective vest, steel toe or construction type footwear that meets ANSI Z41 1991 are recommended.
- D. CONSTRUCTION PROJECTS - Minimum PPE required includes but is not limited to; hard hat, eye protection, hand protection, class 2 reflective vest, safety toe footwear that meets ANSI Z41 1991 are recommended.
- E. HARD HATS: Approved hard hat that meet ANSI Z89. 1 (latest revision). Hard hats should be affixed with the company/agency logo and/or name. The bill shall be worn forward. Metal hard hats and cowboy style are forbidden on Authority projects.
- F. FOOTWEAR: Enclosed leather that covers the ankles, such as a construction type boot. Employees shall not wear casual dress shoes, open toe, sneakers, sandals, canvas-type shoes, or other shoes that have thin soles or heels that are higher than normal in construction work areas. Safety toe footwear that meets ANSI Z41 1991 are recommended on construction sites and in operating facilities.
- G. CLOTHING/SHIRTS: minimum or waist length shirts with sleeves (4" minimum).
- H. CLOTHING/TROUSERS: Cover the entire leg. If flare-legged trousers are worn, the trouser bottoms must be tied to prevent catching. No sweat pants, or trousers with holes.

2.11 AERIAL DEVICES (CCR Title 8, Section 3648)

Aerial devices are defined in CCR Title 8 as any vehicle-mounted or self-propelled device, telescoping extensible or articulating, or both, which is primarily designed to position personnel. If aerial devices are to be used, the required documentation in CCR Title 8, Section 3648 shall be provided to the Authority's Project Manager, upon request, within 72 hours.

2.12 CONFINED SPACE ENTRY (CCR Title 8, Section 5157)

Before any employee will be allowed to enter a confined space, the required documentation as required by CCR Title 8, Section 5157 shall be provided to the Authority's Project Manager, upon request, within 72 hours.

- A. RECOMMENDED: a copy of the most recent calibration record for each air monitoring unit, 3-gas monitor or "sniffer" to be used by the Entry Supervisor prior to entering permit-required confined spaces.

2.13 CRANES

- A. Crane activity shall comply with 29 CFR 1926.550, CCR Title 8 Standards, manufacture's recommendations and requirements, applicable American Society of Mechanical Engineers (ASME), and ANSI Standards. In addition, Contractor shall comply with the following requirements: Prior to using mobile cranes, the Contractor shall provide to the Authority Project Manager, items 1, 2 & 3 of the following documentation a minimum of seven (7) days prior to activity, and item 4 on each day of crane activity.
 1. Cranes require a submittal of the annual certification, and copy of the cranes most recent quarterly inspection.
 2. A copy of each crane operator's qualification (NCCCO or equivalent) of company-authorized crane operators that have been properly trained in the equipment's use and limitations. Operator certification as required by CCR Title 8, Section 5006.1.
 3. A rigging plan is required for all lifts. Critical lifts require an engineered plan designed by a registered professional engineer licensed in the State of California.
 4. Contractor shall provide the name and qualifications of each "Qualified Rigger" as defined by OSHA.
 5. Rigging scope activity shall comply with 29 CFR Subparts 1926.250, 1929.753 and CCR Title 8 Standards.
 6. All rigging equipment shall be free from defects, in good operating condition and maintained in a safe condition.
 7. Rigging equipment shall be inspected by a designated, competent employee prior to initial use on the project, prior to each use, and documented inspections performed regularly. Records shall be kept on jobsite of each of these inspections by contractor and be made available to the Authority upon request within 72 hours.
 8. Only one (1) sling eye should be in a hook, for multiple slings a shackle shall be used to prevent separation of slings, and prevent stress on weak points of the hook.

9. Contractor shall prepare a documented daily crane inspection report.

B. Pick and carry with rubber tired cranes is forbidden on Authority projects.

C. Engineered Critical Lifts

A critical lift is established where any one of the following conditions are created:

1. Where in the crane's current configuration at any point during the lift, a gross load weight exceeds 75% of the capacity of the crane.
2. A gross weight equal to, or greater than 10 tons.
3. Lifts over buildings, equipment, public roadways, structures, or power lines.
4. A single lift where two or more cranes are used, including tandem lifts and tailing cranes.
5. Lifts made in close proximity of power lines, as defined by CCR Title 8 voltage clearance specifications.
6. Lifts involving helicopters, and specialized or unique and complex rigging equipment.
7. Hoisting of suspended work platforms.
8. Static tower crane erection and dismantlement.
9. Making lifts below the ground level where the crane is positioned.
Note: Where the below the ground lift is minimal (evaluated by California registered professional engineer), a critical lift plan may not be required.

D. Critical Lift Plan

Where a critical lift will be performed, a written critical lift plan shall be submitted to the Authority Project Manager prior to commencing with the lift. The written plan shall include the following:

1. Crane manufacturer, capacity, and all specifications for the configuration to be used for the lift.
2. Load chart data for the crane to be used to make the lift. Total calculated weight of the load to be lifted including all rigging and other deductions consistent with the manufacturer's load chart.

3. Engineering data shall be provided on the hook assembly (manufacture's certification or independent laboratory testing and load testing within the past 60 days), below-the hook rigging, and all specialized below-the-hook lifting devices.
4. Diagrams of the lift that provides geometrical conditions of the load, rigging, and all crane positions during the lift. The drawing shall provide the following:
 - A. Locations of all components to be lifted prior, during and after the lift is completed.
 - B. Radius points.
 - C. Swing patterns.
 - D. In the event that the lift must be aborted, positions where the load may be safely landed.
 - E. Areas where any personnel, public, and vehicles must be evacuated during the lift.
5. Potential ground loading for each point of contact by the crane in selected locations in which the crane will perform the critical lift.
6. Soil and subsurface data and information pertaining to the location on which the crane used for the critical lift will be positioned. This information shall be procured from an authoritative source such as a geotechnical engineer or a professional civil engineer registered in the state of California.

Note: *This information may be available from the Authority for selected locations on some projects.*

7. An engineer shall use the data provided in #5 and #6 above to verify and confirm the following:
 - A. That the soil and subsurface conditions are capable of supporting all loads imposed during the critical lift.
 - B. That the designs of cribbing and other supports used under the crane load points are appropriate to safely transfer such loads.
8. Signature and stamp on the plan by a California registered professional engineer, evidencing review of the plan as meeting the requirements that all loads and load information and calculations contained in the plan are approved, acceptable and safe to perform.

9. Operator qualifications.

10. Method by which communication will be provided to the crane operator. (Designated signal person, two-way radio, hard wire phone system, etc.).

11. A critical lift hazard analysis which identifies the particular hazards (including weather, wind, obstructions, etc.) associated with the lift and the means and methods to reduce, mitigate, or eliminate the hazards.

12. Emergency action plan.

13. Documentation of lift and pre-job meeting shall be conducted by Contractor's Project Manager.

The written plan shall be submitted 7 days prior to any critical lift for review by the Authority Project Manager and the Authority HSEC department. No critical lifts shall be conducted prior to such review.

E. OVERHEAD CRANES

Before using the Authority overhead cranes, each Contractor shall designate a limited number of employees to attend a training session on the use and limitations of overhead cranes with designated Authority personnel.

2.14 DEMOLITION OPERATIONS (CCR Title 8, Section 1734)

Before starting demolition activities the required documentation shall be provided to the Authority's Project Manager, upon request, within 72 hours. Contractor shall provide all compliance documentation as required by CCR Title 8 Article 31.

- A. The Contractor shall be responsible for visiting and examining the project site to assess and personally determine the extent of demolition, associated work, debris removal, disposal and general work to be done under this section.
- B. The Contractor shall take possession of all demolished materials, except as noted otherwise in the Contract Documents, and be responsible for disposing of them in accordance with applicable laws and regulations. On-site burning or burial of demolition materials will not be permitted.
- C. Provide continuous noise and dust abatement as required, preventing disturbances and nuisances to the public, workers, and the occupants of adjacent premises and the surrounding areas. Dampen areas affected by demolition operation as necessary to prevent dust nuisance.
- D. Site demolition plan: Indicate methods, procedures, equipment, and structures to be employed. Specify safety measures in accordance with applicable codes

including signs, barriers, and temporary walkways. Plans shall be prepared by a qualified person (CSP, CIH, CHST, CHMM, etc.), or as necessary by a professional engineer licensed to practice in the State of California, when so required by the provisions of the California Board for Professional Engineer and Surveyors.

- E. Equipment, haul routes, and disposal sites to be used in the demolition and disposal work. Copy of manifests showing delivery of disposed materials in accordance with the plan and permit conditions. Certification that all demolished materials removed from the site have been disposed of in accordance with applicable laws and regulations.

2.15 EXCAVATION OPERATIONS (CCR Title 8, Section 1541)

Before starting excavation activities more than 5 feet deep into which people shall enter, the required documentation shall be provided to the Authority's Project Manager, upon request, within 72 hours. All compliance documentation shall comply with the following CCR Title 8, Section 1541 requirements:

- A. A copy of the Contractor's Excavation Permit.
- B. Attention is directed to the applicable sections of the Labor Code concerning trench excavation safety plans, "Trench Safety." Excavation for any trench 5 feet or more in depth shall not begin until the Contractor has received approval from the Engineer of the Contractor's detailed plan for worker protection from the hazards of caving ground during the excavation of that trench and any design calculations used in the preparation of the detailed plan. Excavations 20 feet or greater shall be engineered and plan stamped by a California registered professional engineer.
- C. The detailed plan shall show the details of the design of shoring, bracing, sloping or other provisions to be made for worker protection during the excavation. No plan shall allow the use of shoring, sloping or a protective system less effective than that required by the Construction Safety Orders of the Division of Occupational Safety and Health. If the plan complies with the shoring system standards established by the Construction Safety Orders, the plan shall be submitted at least five (5) days before the Contractor intends to begin excavation for the trench.
- D. Excavations and trenches shall be inspected by a "Competent Person" daily and after every rainfall to determine if they are safe. Daily inspections shall be recorded. Documentation is to be kept on site and available for review upon request.
- E. Excavations are considered class 'C' soil unless documented testing in accordance with 29 CFR Subpart P, Section 1926.650 and CCR Title 8 Standards supports a class 'B' soil classification and is confirmed and stamped

by a California registered professional engineer. In no case will excavations be classified as class 'A' soil.

2.16 FALL PROTECTION (CCR Title 8, Sections 1669-1671)

The following standards are required when performing work on Authority property. The required documentation shall be provided to the Authority's Project Manager, upon request, within 72 hours.

- A. Fall protection is required for workers exposed to falls in excess of six (6) feet.
- B. When conventional fall protections methods are impractical or create a greater hazard, a written plan in conformance with CCR Title 8, Article 24, shall be submitted to the Authority a minimum of seven (7) days in advance of the scheduled activity.

2.17 FORKLIFTS, BACKHOES AND OTHER INDUSTRIAL TRACTORS (CCR Title 8, Section 3664)

CCR Title 8 defines backhoes as "industrial tractors". All compliance documentation shall be provided as required by CCR Title 8, Section 3664. The following required documentation shall be provided to the Authority's Project Manager, upon request, within 72 hours:

- A. A copy of each operator's certificate or a list of company-authorized industrial tractor operators that have been properly trained in the equipment's use and limitations. Please state which equipment, and model each operator has been authorized to operate (i.e. forklifts, backhoe, bulldozer, front-end loader, etc.).

2.18 ELECTRICAL OPERATIONS

HIGH VOLTAGE (CCR Title 8, Sections 2700-2974)

Any work on electrical equipment defined by OSHA as high-voltage, at or above 600 volts, requires specialized training certifications and personal protective equipment. Before any high-voltage work commences, the Authority Project Manager must be notified and must provide approval. The following required NFPA 70E certification and a certificate of training from a recognized organization of a two day high voltage safety training course shall be provided to the Authority's Project Manager, upon request, within 72 hours:

- A. A list of the name(s) of the company-designated high voltage Qualified Electrical Worker(s)

LOW VOLTAGE (CCR Title 8, Sections 2299-2599)

Only qualified persons shall work on electrical equipment or systems.

- A. Electrical Certification of Training: Contractor employees working on or around electrical panels, wiring, motors, electrical energy sources or similar electrical devices shall have attended a NFPA 70E, Electrical Safety Course and provide

to the OCTA Project Manager a copy of employees' NFPA 70E qualification certificate of training for each employee assigned to electrical tasks on OCTA property or projects.

2.19 POWDER-ACTUATED TOOLS (CCR Title 8, Section 1685)

Before using tools such as "Hilti guns" or other powder-actuated tools, the following required documentation shall be provided to the Authority's Project Manager, upon request, within 72 hours.

- A. A copy of each qualified person's valid operator card.

2.20 SCAFFOLDS (CCR Title 8, Sections 1635.1-1677)

Scaffold erection shall be in compliance with CCR Title 8 Standards. All compliance documentation shall be provided as required by CCR Title 8, Sections 1635.1-1677. In addition, the Contractor shall comply with the following additional requirements.

- A. All scaffolds on Authority project shall be inspected by a competent person qualified for scaffolds in accordance with CCR Title 8 Standards.
- B. Contractor shall arrange for a third party inspection, at least quarterly, by a credentialed professional (insurance carrier, scaffold manufacturer representative, or similar) in addition to the contractors daily self inspections.
- C. A proper scaffold inspection and tagging system shall be maintained identifying compliance status (Example: Green/safe, Yellow/modified-fall protection required, Red/unsafe-do not use).
- D. Contractor shall have a fall protection plan that meets CCR Title 8 Standards for scaffold erectors, an erection/dismantling plan shall be submitted to Authority Project Manager for review prior to start of activity.
- E. Scaffold erection/dismantling shall install handrails beginning on the first level above ground erected, and erectors shall plan erection and dismantling in a manner to maximize handrail protection and minimize employees at unprotected areas.

2.21 WARNING SIGNS AND DEVICES

Signs, signals, and/or barricades shall be visible at all times when and where a hazard exists. Overhead tasks, roofing tasks, excavations, roadwork activity, demolition work, and other recognized hazards shall have guardrail protection, warning barricades, or similar protective measures acceptable to the Authority's Project Manager. Signs, signals, and/or barricades shall be removed when the hazard no longer exists.

2.22 STEEL ERECTION

Steel Erection scope activity shall comply with 29 CFR Subpart R, Section

1926.750, and CCR Title 8 Standards. In addition to OSHA Standards, Contractor shall comply with the following requirements.

- A. Erection planning should incorporate installation methods using aerial devices (man-lifts) and elevated work platforms (scissor lift) to minimize fall hazards of climbing steel where possible. A detailed written job safety analysis (JSA) shall identify installation methods, equipment, and control methods to minimize potential fall hazards.
- B. The Contractor shall not allow any employee to walk the steel unprotected from falls. Contractor employees must be tied-off and "coon" the beam until safety cables are provided to which employees shall use 100% tie-off protection. Two lanyards are required to ensure 100% tie-off protection.
- C. A safe means of access to the level being worked shall be planned. Climbing and sliding down columns are not considered safe access and are forbidden on Authority projects.
- D. A qualified rigger shall inspect the rigging prior to each shift and each lift.
- E. Multiple lift rigging (Christmas Treeing) lifts are forbidden on Authority property and controlled projects.

2.23 AUDITS

- A. The Authority may make periodic patrols of the project site as a part of its normal security and safety program. The Contractor shall not be relieved of its aforesaid responsibilities and the Authority shall not assume same, nor shall it be deemed to have assumed, any responsibility otherwise imposed upon the Contractor, as a result of safety patrols by the Authority.
- B. The Authority may audit the Contractor's safety program for HSE compliance at various intervals of the project, at the sole discretion of the Authority. Elements may include, but are not limited to: OSHA injury & illness records and logs, Job Safety Analysis and safety plans, equipment operator licenses and training records, incident reports, meeting minutes, engineered plans, safety meeting records, crane and rigging plans, equipment inspection records, qualifications of and interviews with key Contractor management personnel, and other similar information. The Contractor shall support and cooperate with these audits at no additional compensation or schedule impacts with this contract.

2.24 RAILWAY SAFETY PRECAUTIONS

- A. Work on operating railways shall be in compliance with 49 CFR, Part 214, CCR Title 8 Standards, and the Southern California Regional Rail Authority (SCRRA).

- B. New construction rail projects require that all employers and contractors are responsible to assure employees are trained and understand on-track safety procedures, and follow roadway worker rules identified in 49 CFR, Part 214, CCR Title 8, SCRRRA, the California Department of Transportation (CalTrans), and OCTA HSE Construction Management Requirements (i.e., item E references).
- C. Minimum PPE for workers include hard hat, safety glasses, orange (i.e., rail company approved color) class 2 reflective vest, safety toe footwear that meets ANSI Z41 1991 (lace-up type over the ankle) and hearing protection (on person and worn as necessary).

2.25 FINES

The Contractor shall be responsible for the payment of all fines levied against the Authority for HSE violations arising from or related to activities over which Contractor has responsibility per the contract..

2.26 COMPLIANCE COSTS

Compliance with Health, Safety and Environmental Compliance identified in these aforementioned Authority Safety Specifications shall be at the expense of the Contractor, and included in Bid Documents to the Authority for the Contractor's scope. The Authority shall incur no additional cost or schedule impacts by Contractor, for compliance with California Construction Safety Orders, CCR Title 8 Standards, Federal OSHA Standards, and the Authority Safety Specifications for the protection of persons and property.

2.27 REFERENCES

- A. CCR Title 8 Standards (Cal/OSHA)
- B. CFR Including 1910 and 1926 Standards
- C. NFPA, NEC, ANSI, NIOSH Standards
- D. USACE Construction Quality Management Manuel (EM-385-1-1)
- E. Construction Industry Institute (CII)
- F. OCTA Construction Management Procedures Manual
- G. OCTA Yard Safety Rules

END OF DOCUMENT

SECTION V: STATUS OF PAST AND PRESENT CONTRACTS

STATUS OF PAST AND PRESENT CONTRACTS FORM

On the form provided below, Offeror/Bidder shall list the status of past and present contracts where the firm has either provided services as a prime vendor or a subcontractor during the past five (5) years in which the contract has been the subject of or may be involved in litigation with the contracting authority. This includes, but is not limited to, claims, settlement agreements, arbitrations, administrative proceedings, and investigations arising out of the contract.

A separate form must be completed for each contract. Offeror/Bidder shall provide an accurate contact name and telephone number for each contract and indicate the term of the contract and the original contract value. Offeror/Bidder shall also provide a brief summary and the current status of the litigation, claims, settlement agreements, arbitrations, administrative proceedings, or investigations. If the contract was terminated, list the reason for termination.

Offeror/Bidder shall have an ongoing obligation to update the Authority with any changes to the identified contracts and any new litigation, claims, settlement agreements, arbitrations, administrative proceedings, or investigations that arise subsequent to the submission of the bid. Each form must be signed by an officer of the Offeror/Bidder confirming that the information provided is true and accurate.

Project city/agency/other:	
Contact Name:	Phone:
Project Award Date:	Original Contract Value:
Term of Contract:	
(1) Litigation, claims, settlements, arbitrations, or investigations associated with contract:	
(2) Summary and Status of contract:	
(3) Summary and Status of action identified in (1):	
(4) Reason for termination, if applicable:	

By signing this Form entitled "Status of Past and Present Contracts," I am affirming that all of the information provided is true and accurate.

Name

Signature

Title

Date