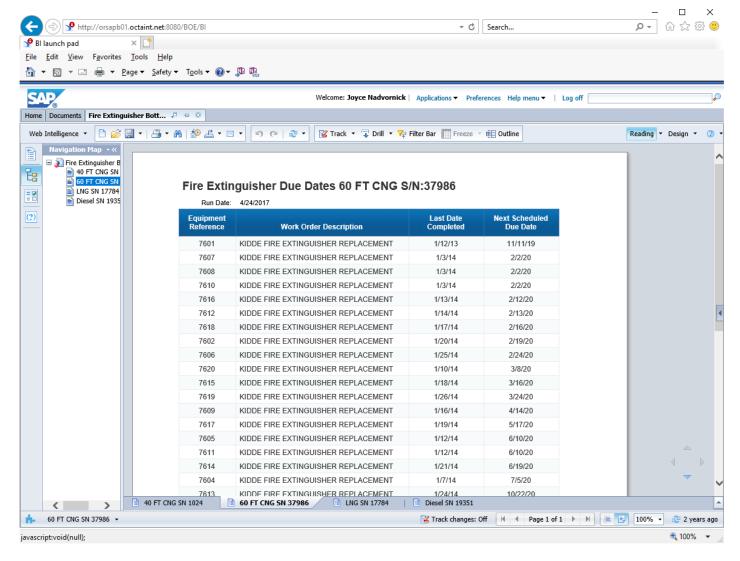
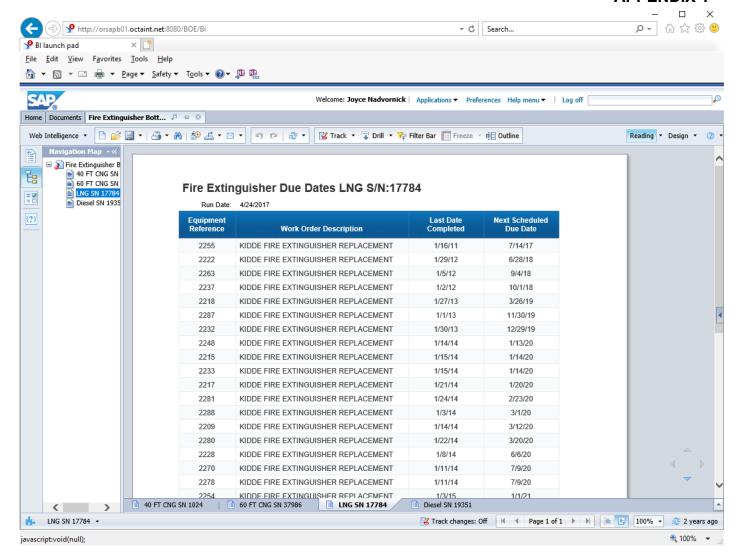
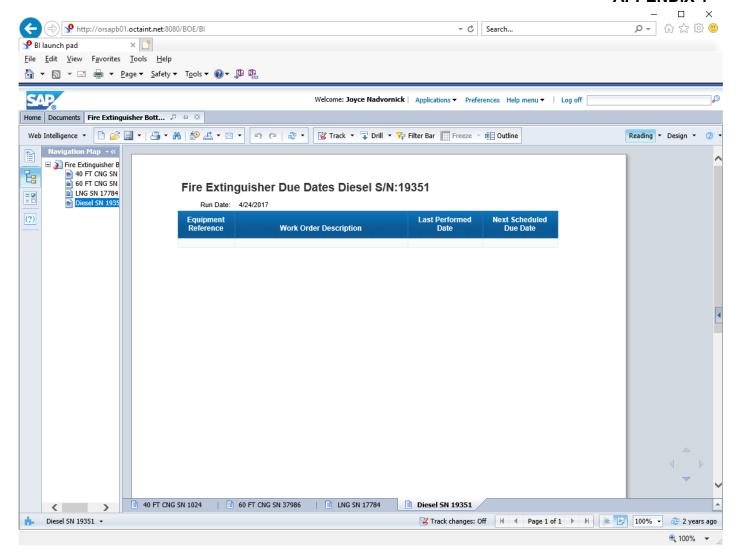
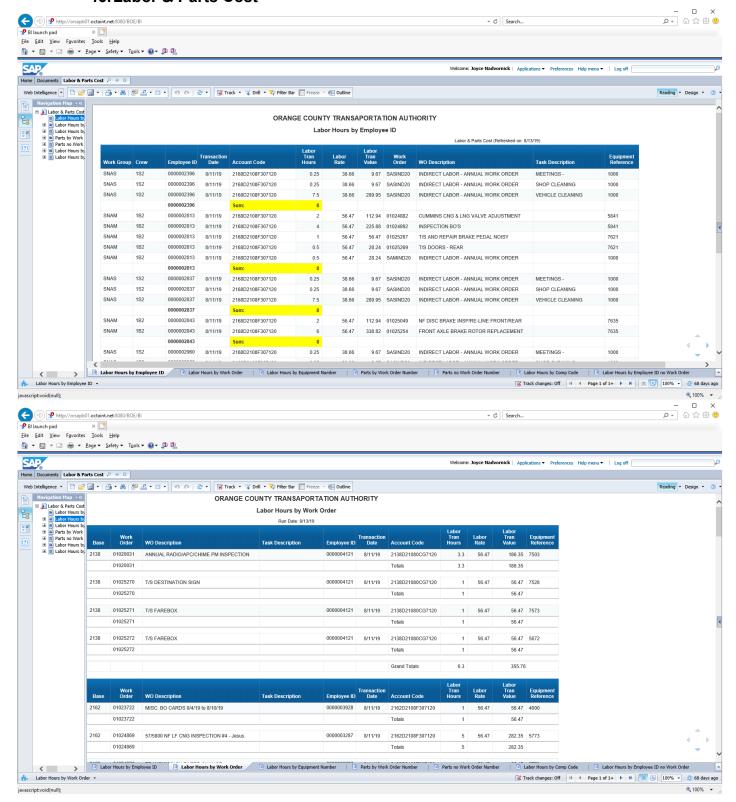
# ATTACHMENT A.2 RFP 0-2272

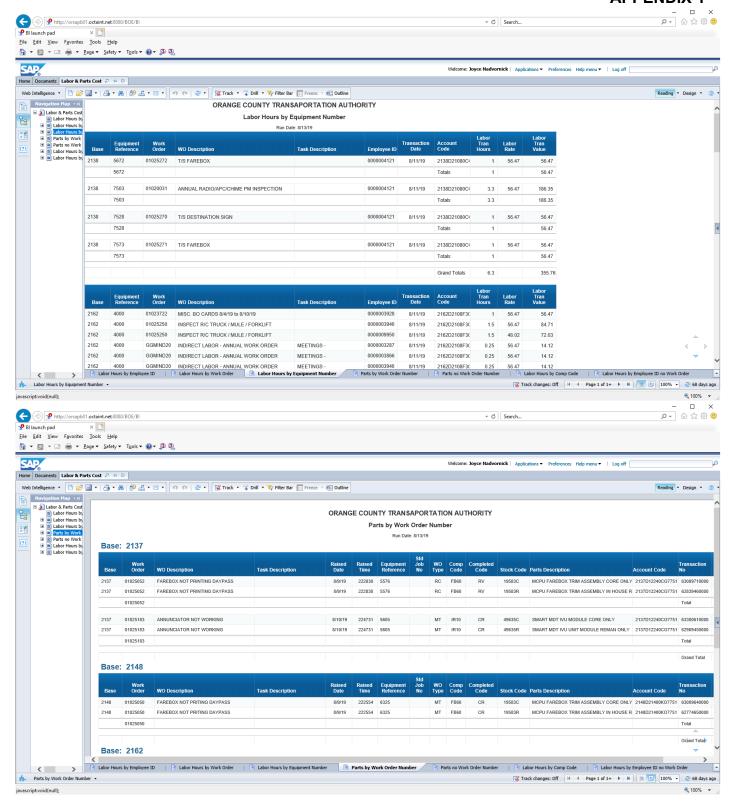


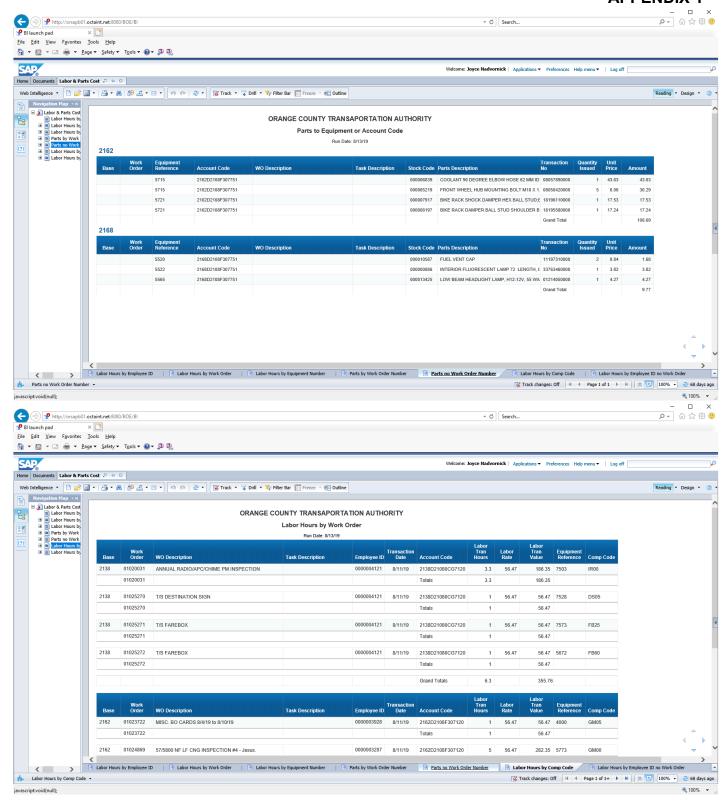


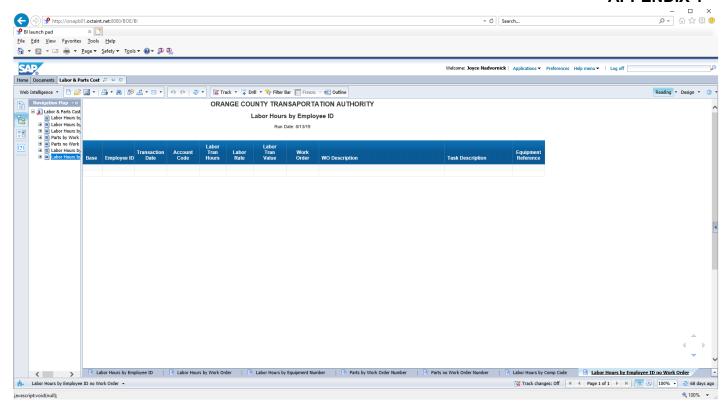


#### 46. Labor & Parts Cost

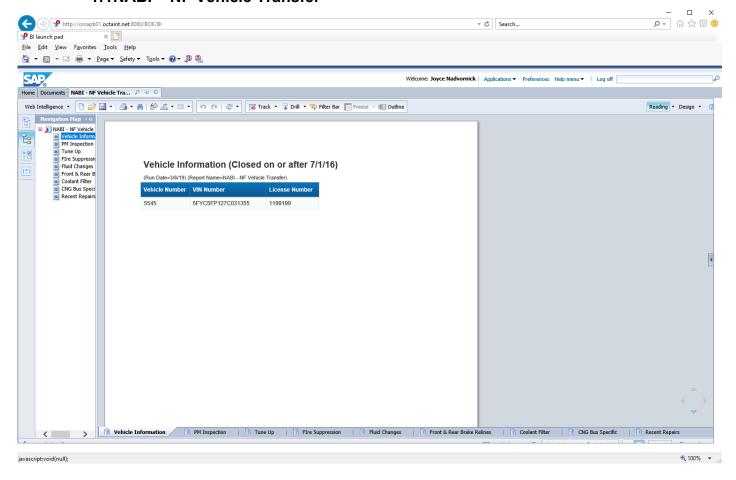


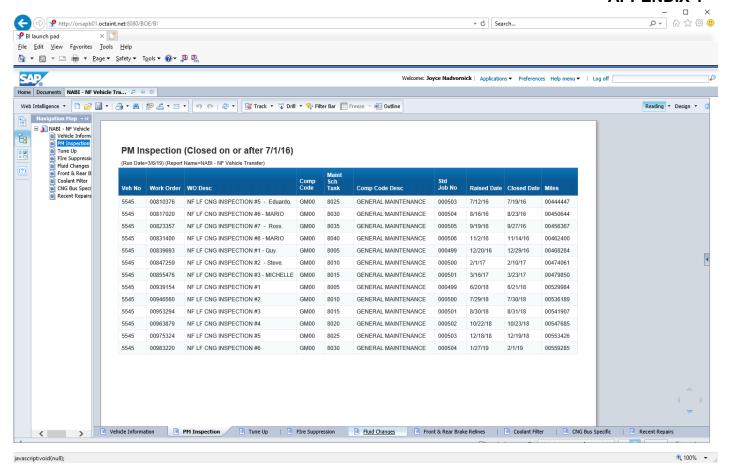


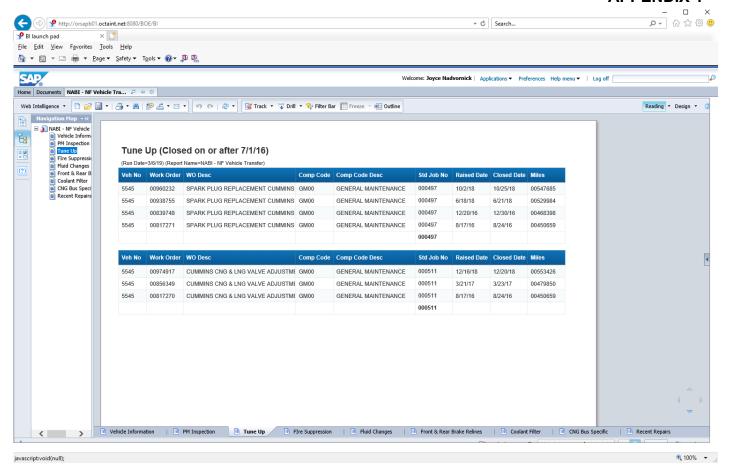


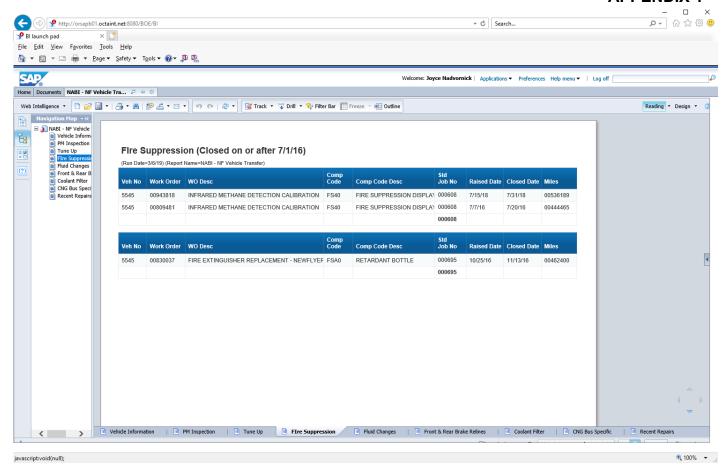


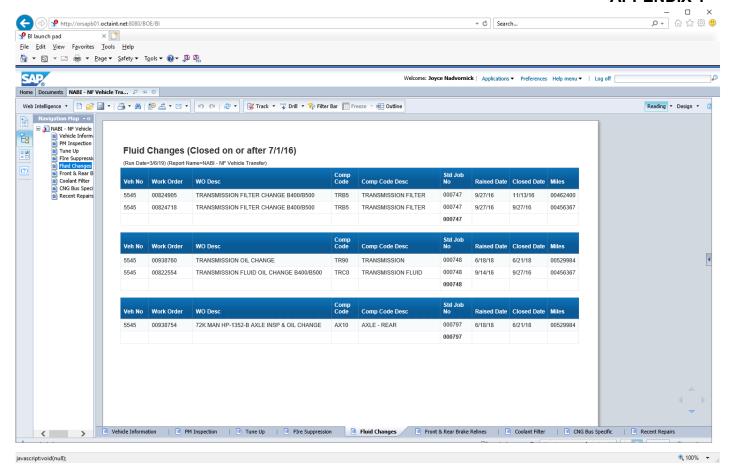
#### 47. NABI - NF Vehicle Transfer

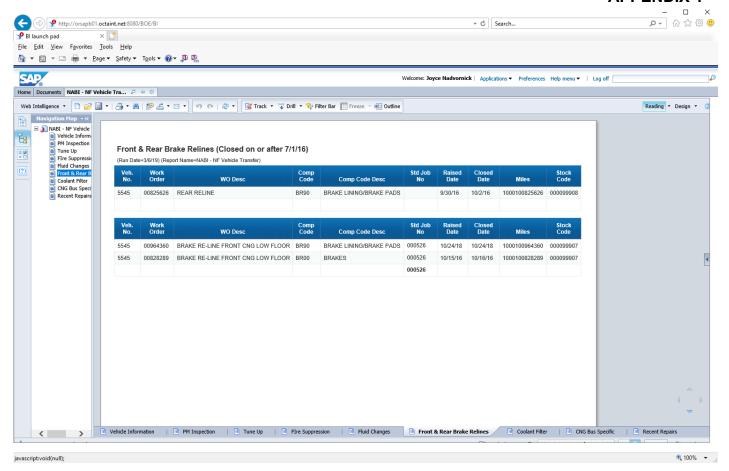


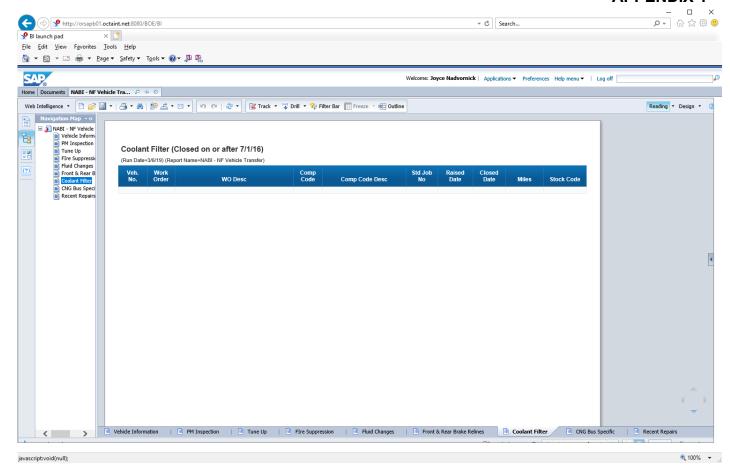


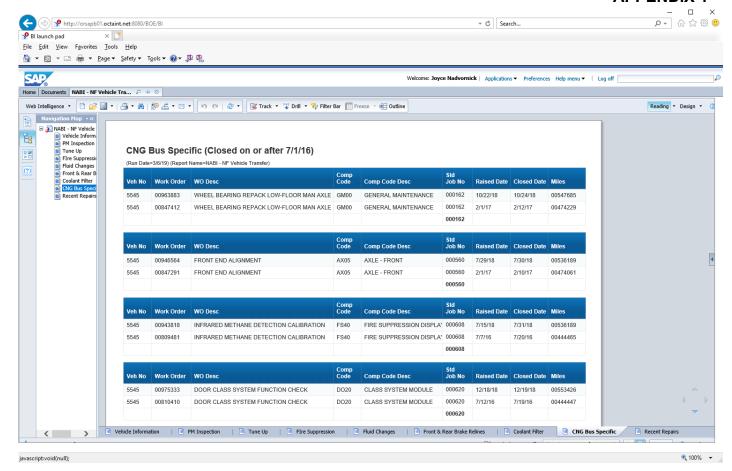


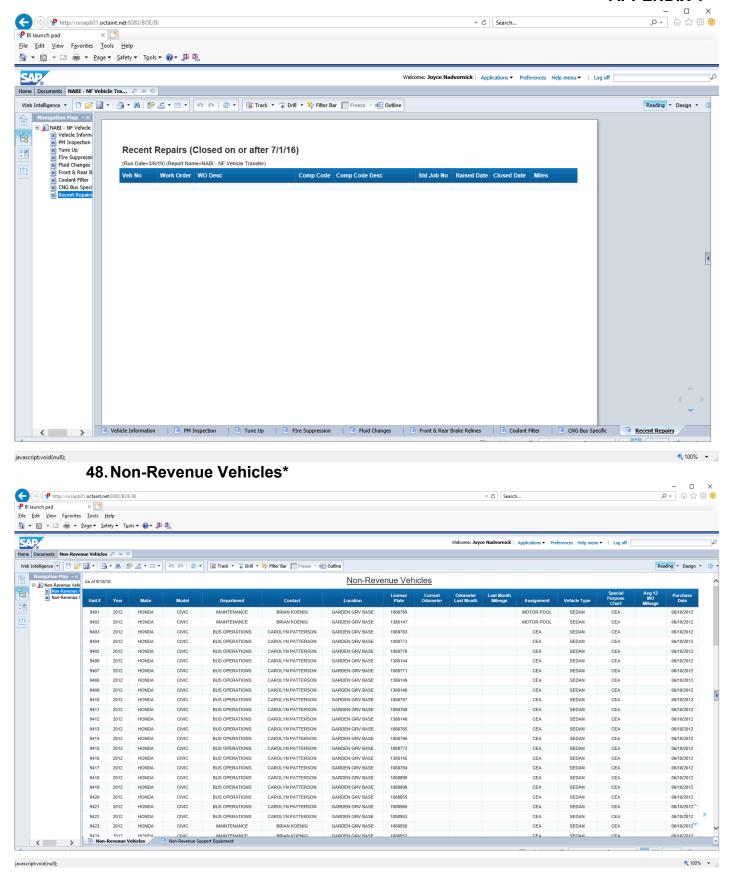


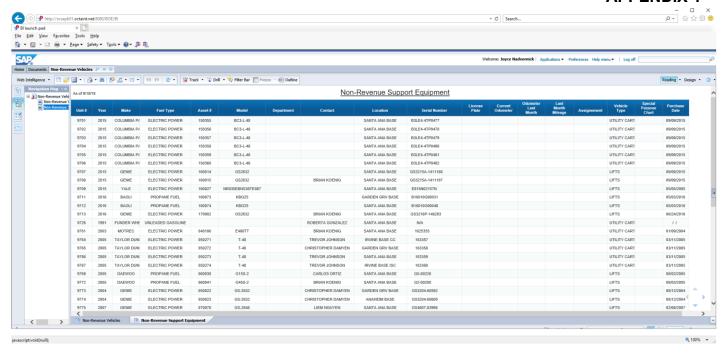




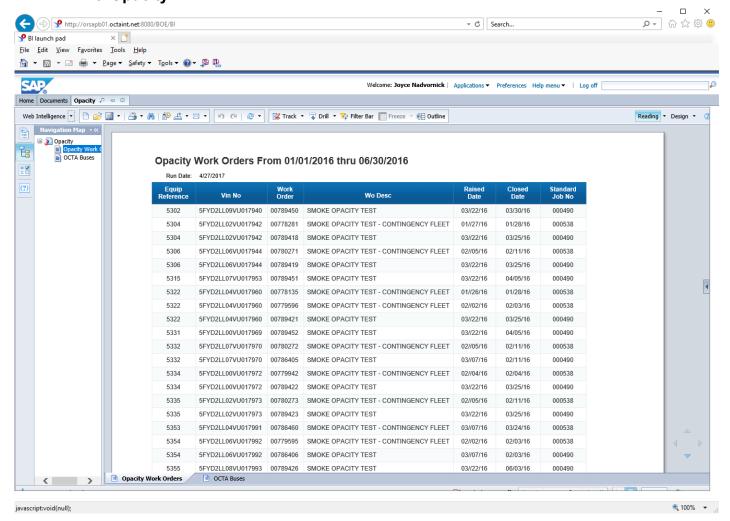


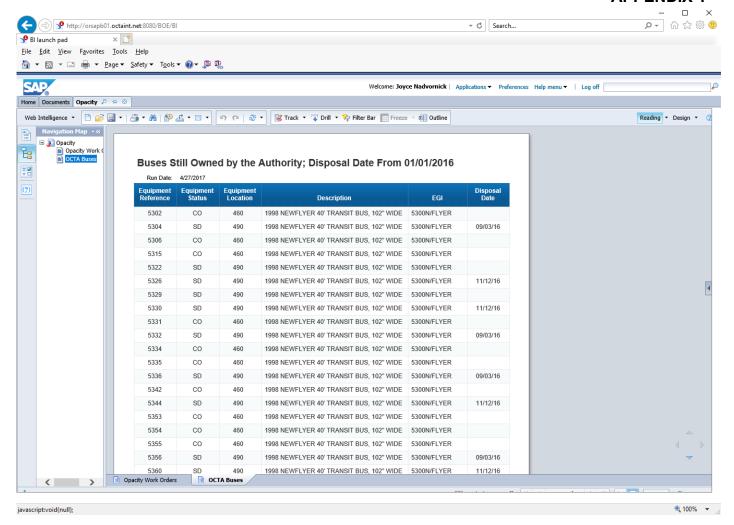




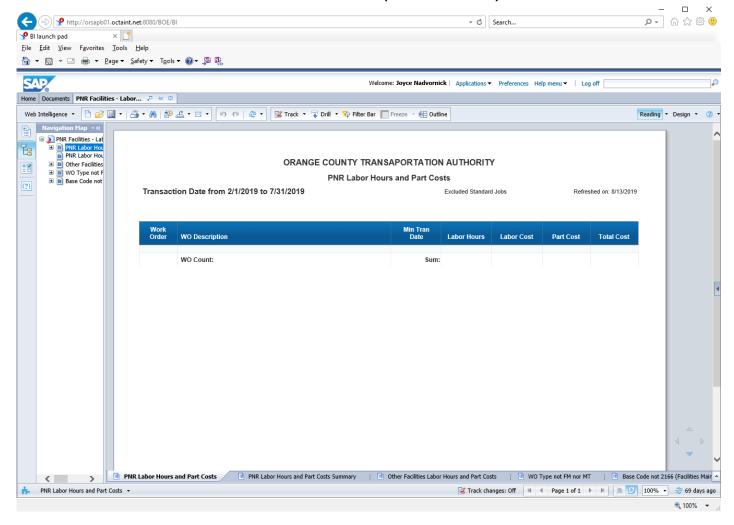


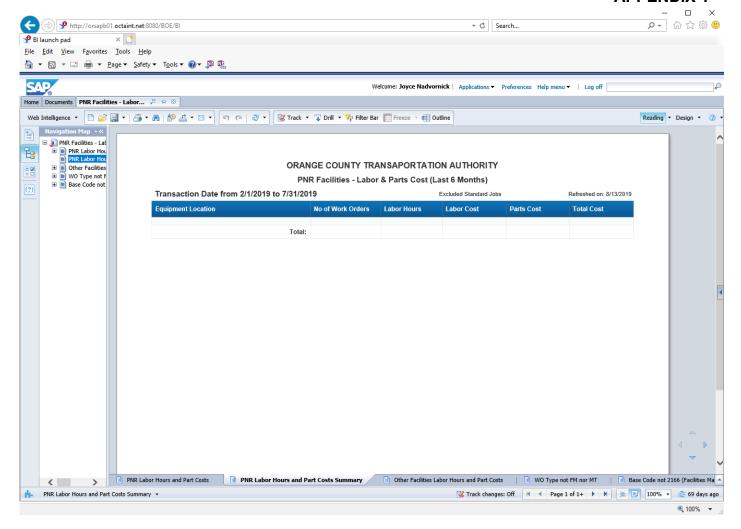
# 49. Opacity

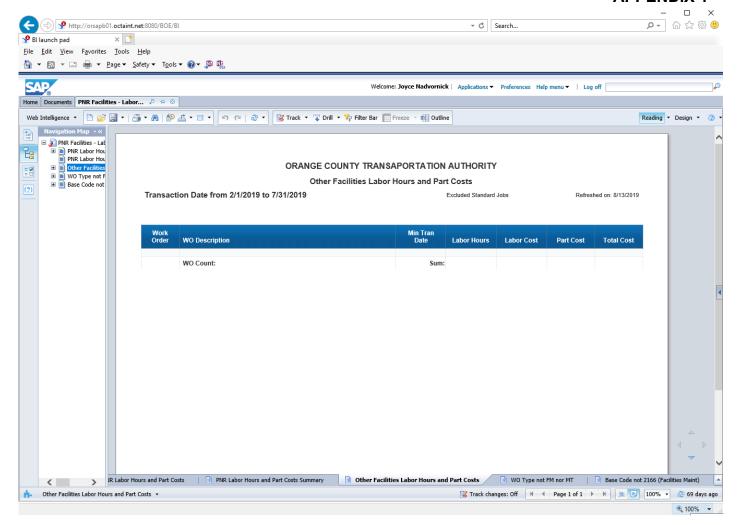


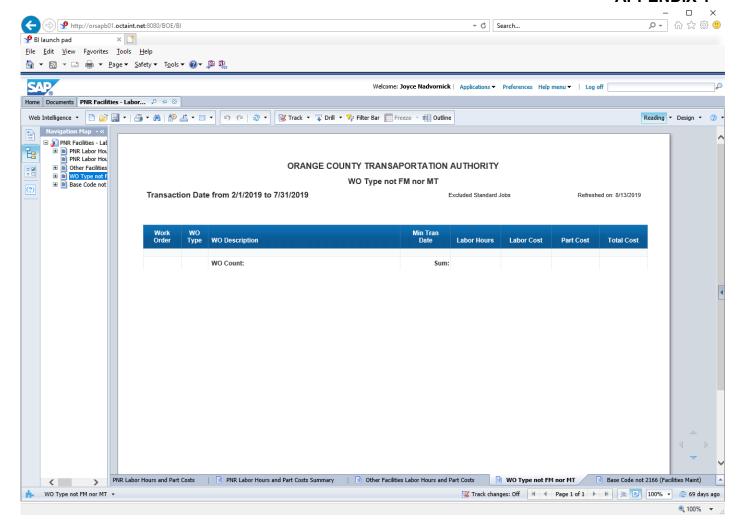


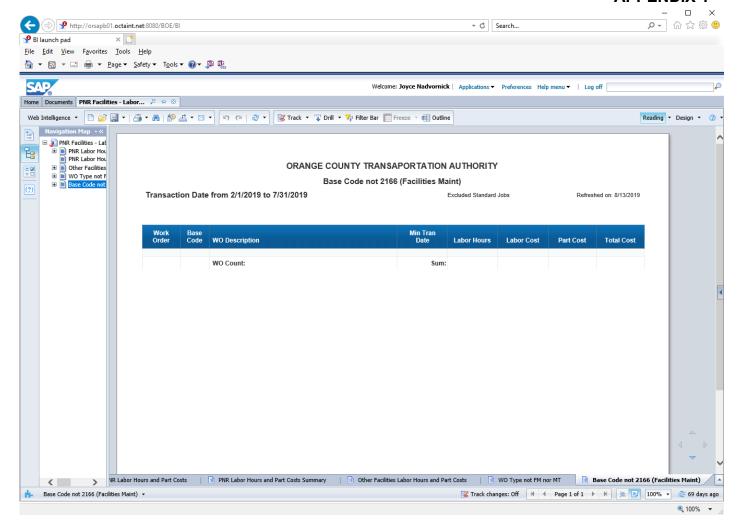
# 50. PNR Facilities - Labor & Parts Cost (Last 6 Months)



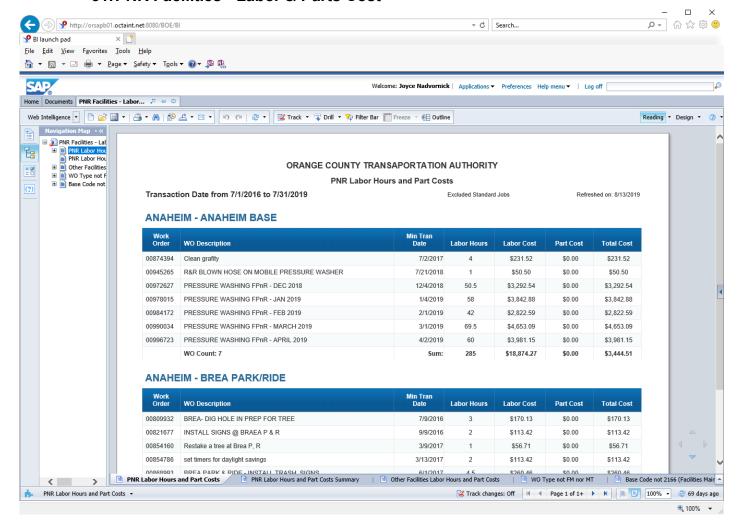


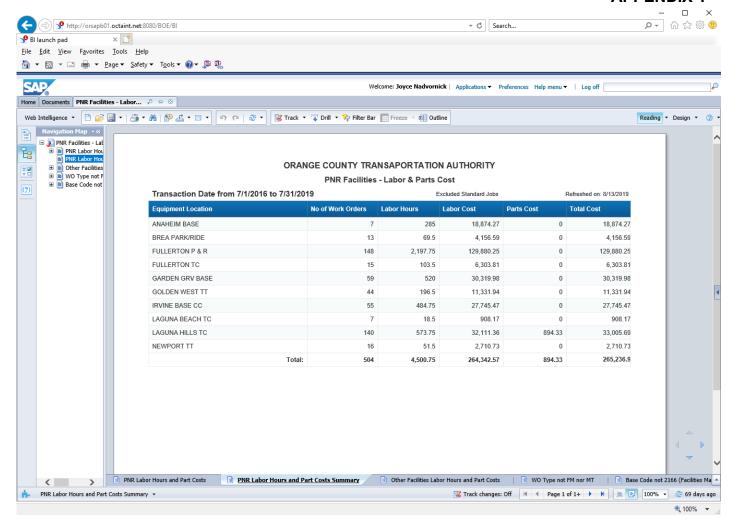


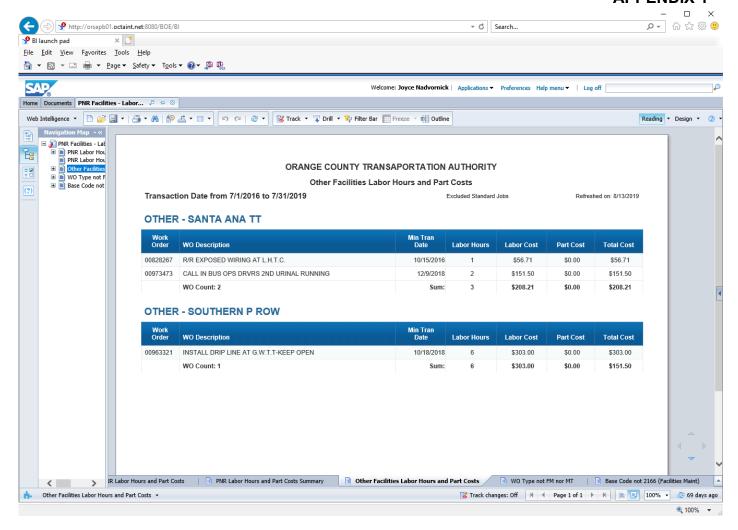


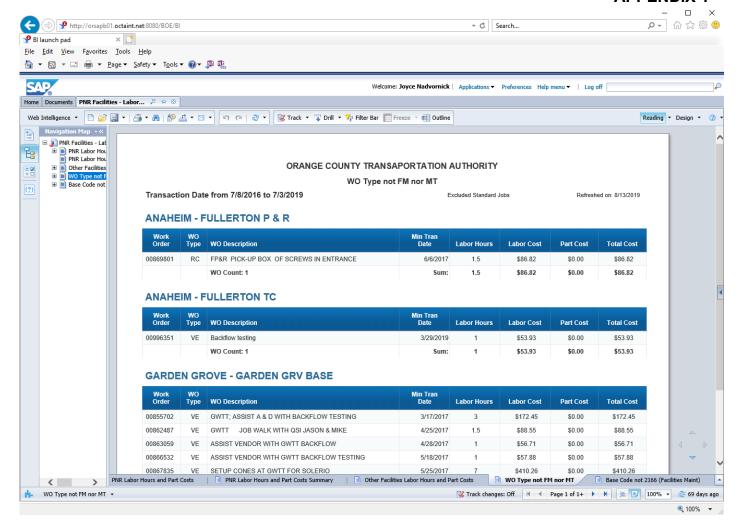


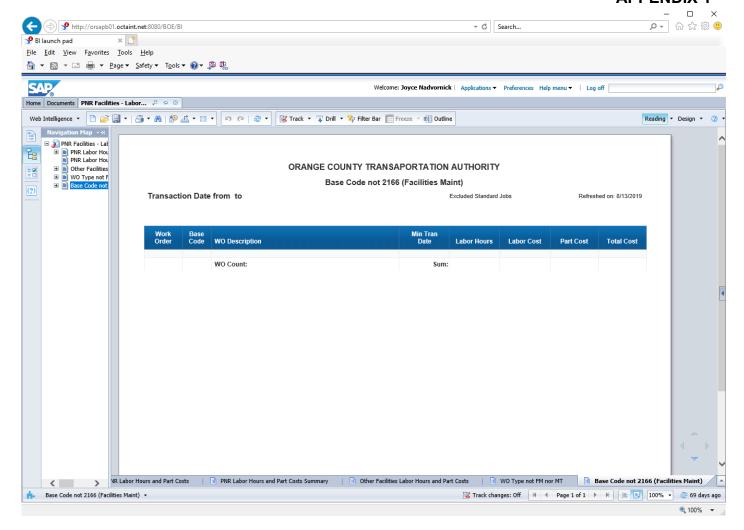
#### 51. PNR Facilities - Labor & Parts Cost\*



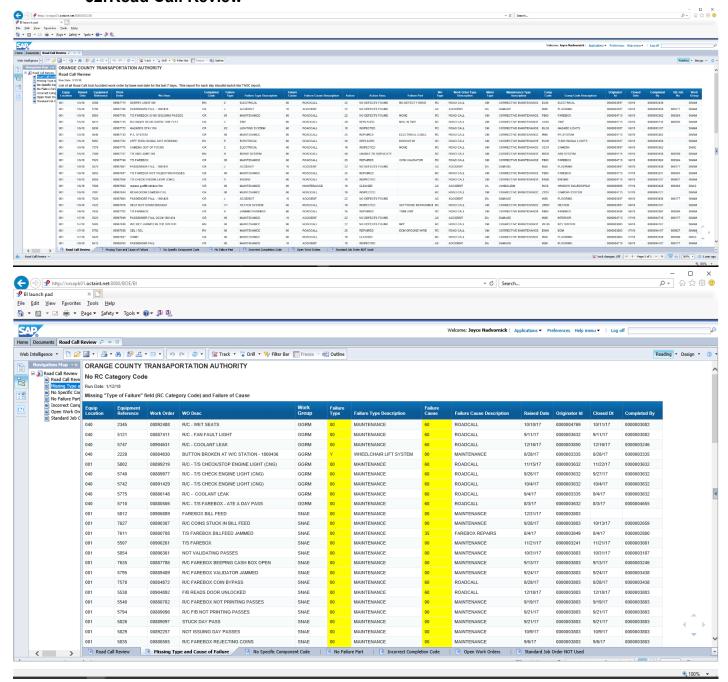


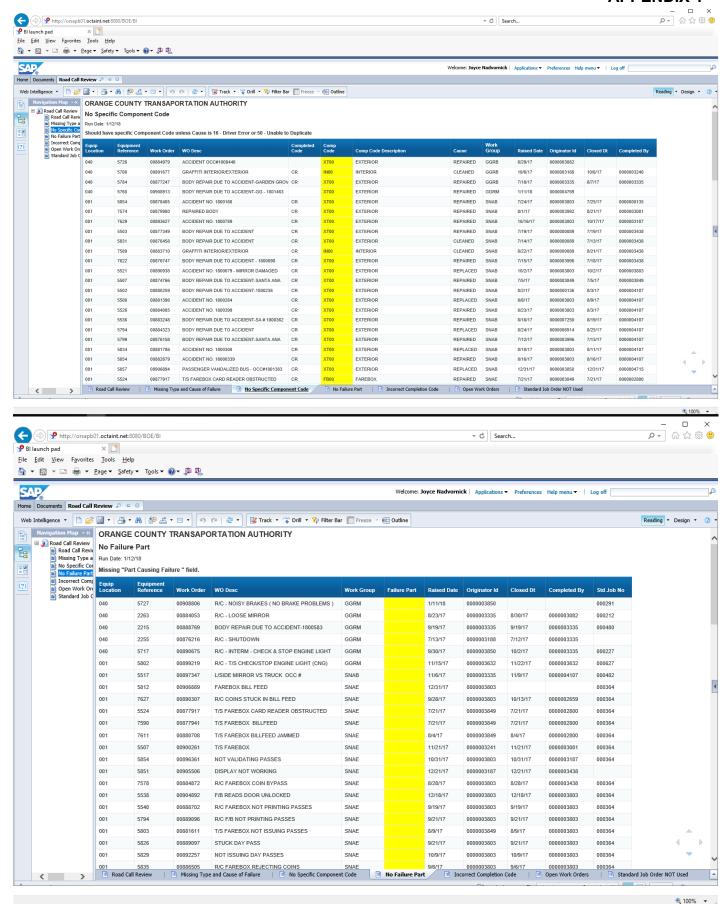


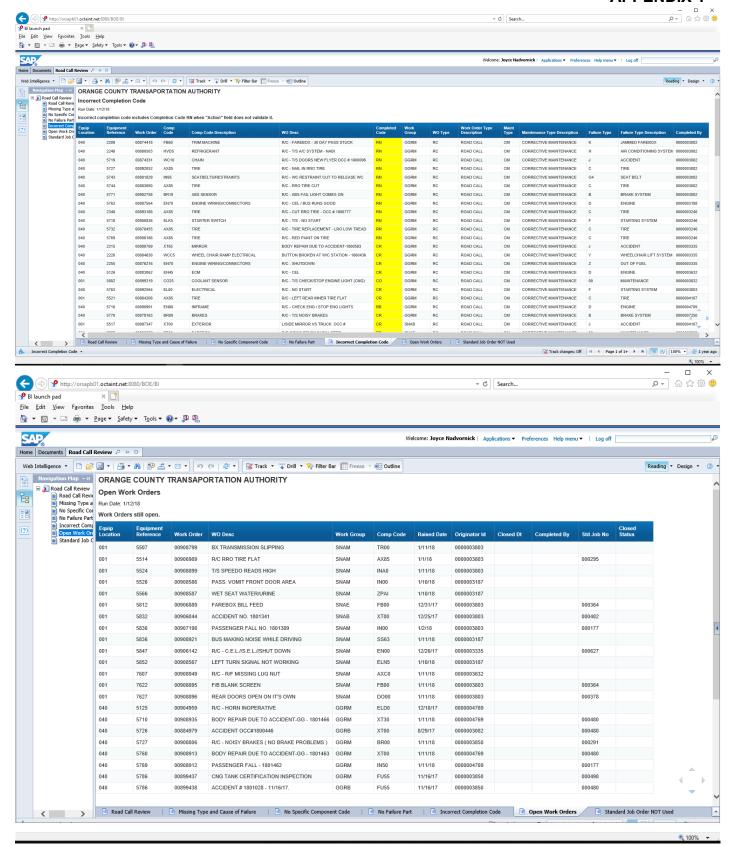


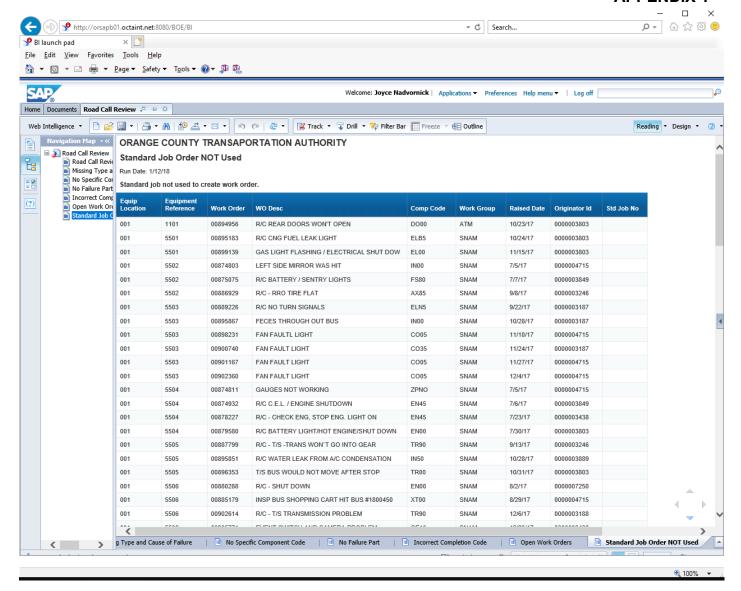


#### 52. Road Call Review

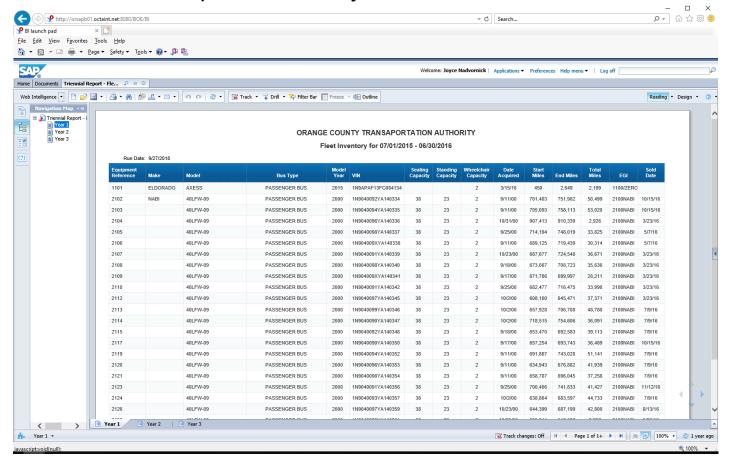


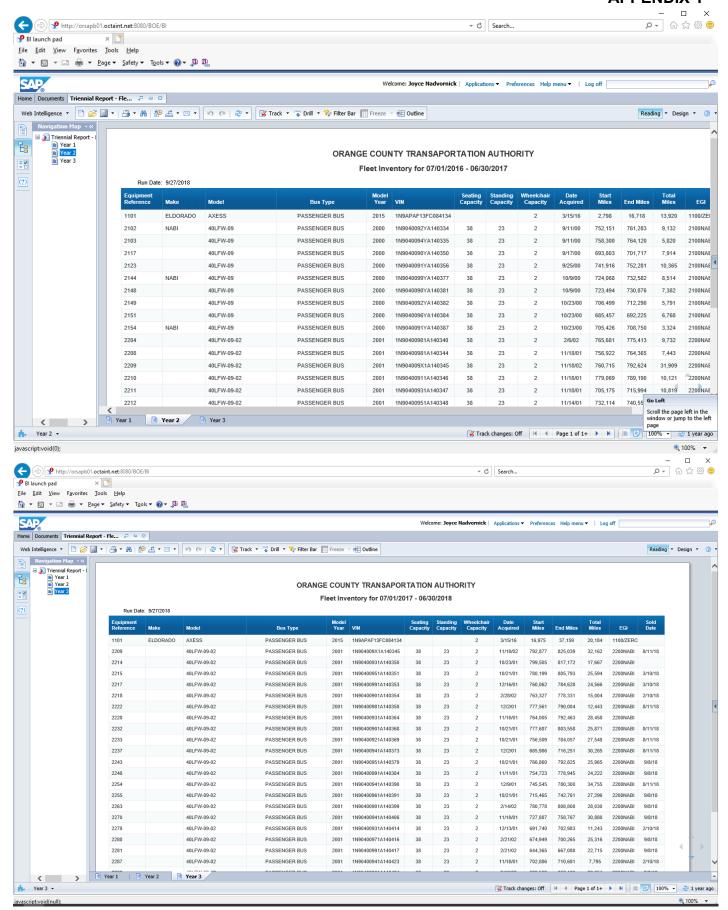




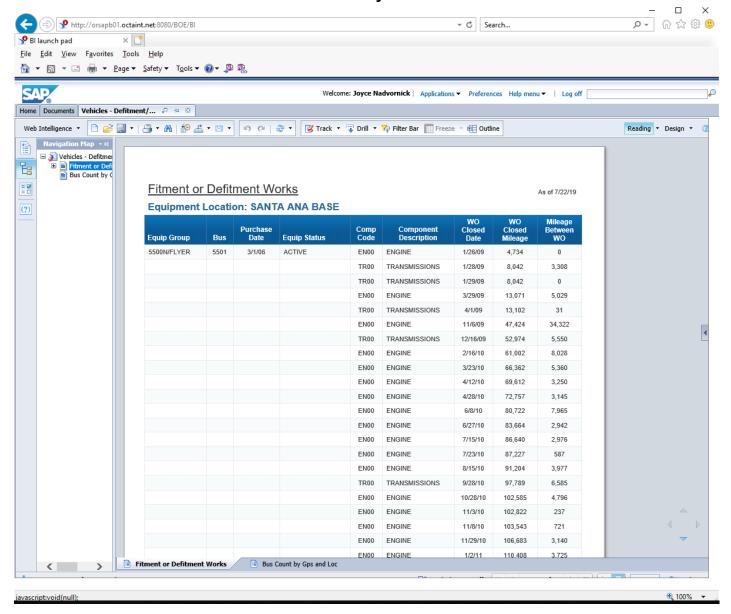


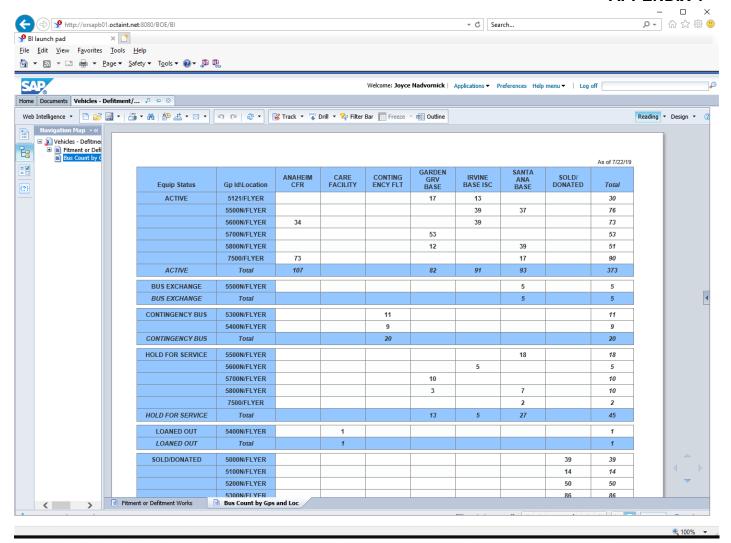
## 53. Triennial Report - Fleet Inventory



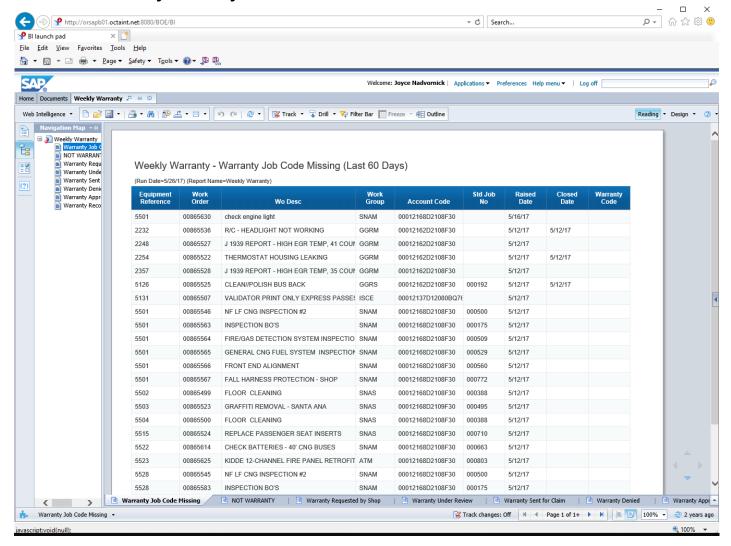


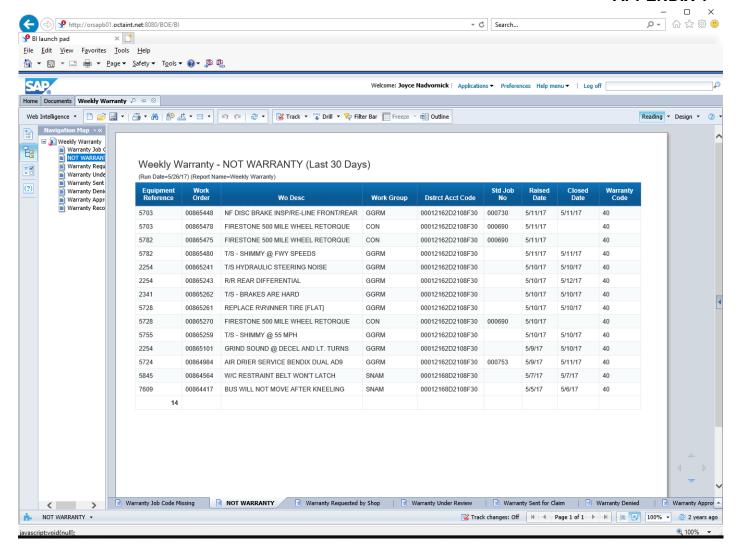
### 54. Vehicles - Defitment/Fitment History\*

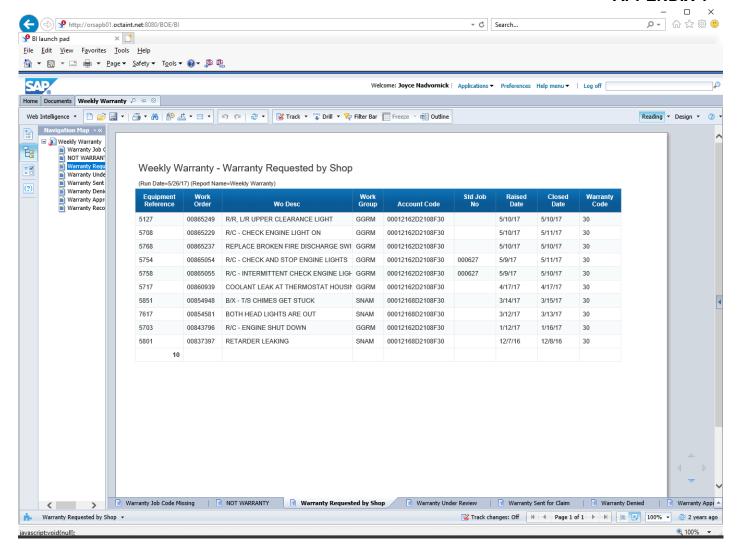


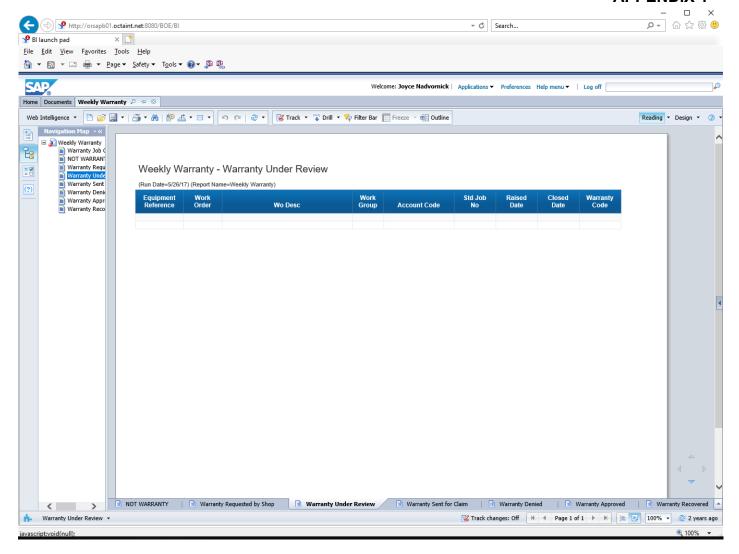


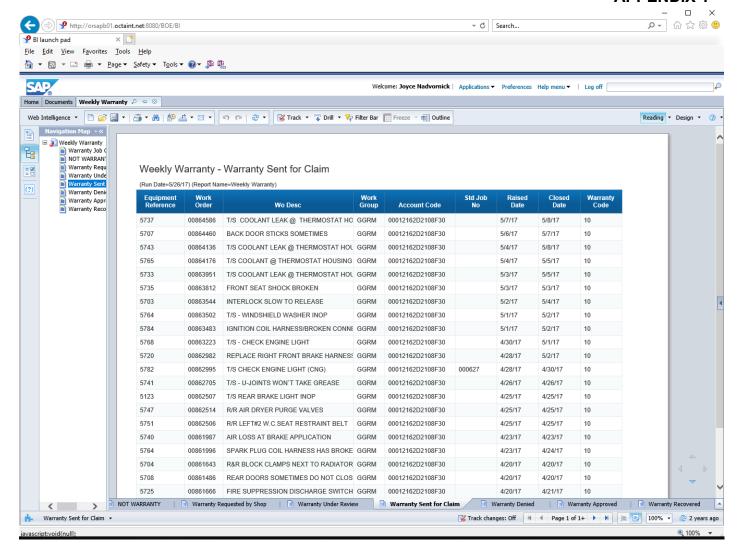
# 55. Weekly Warranty

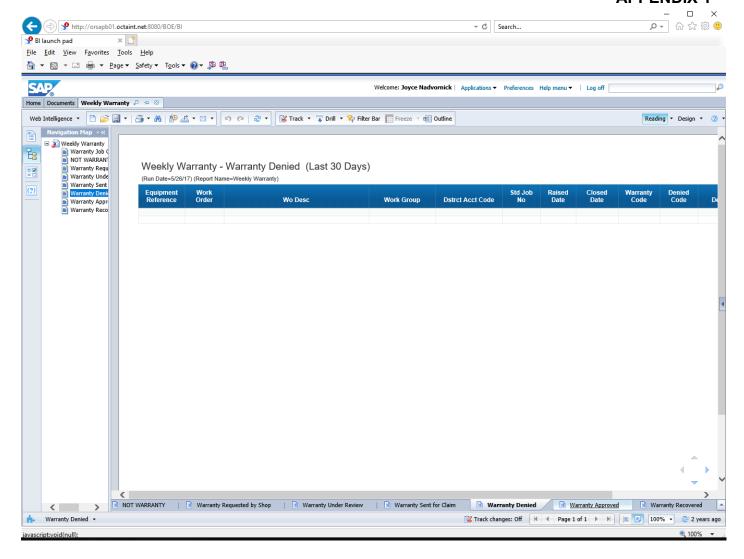


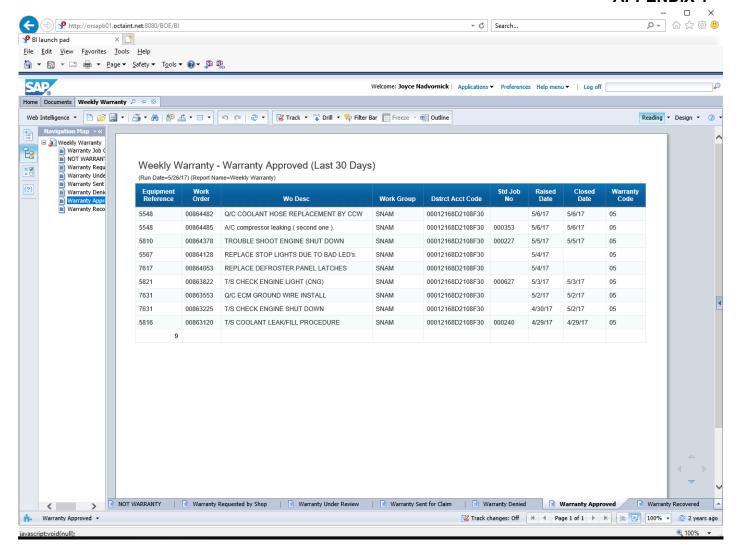


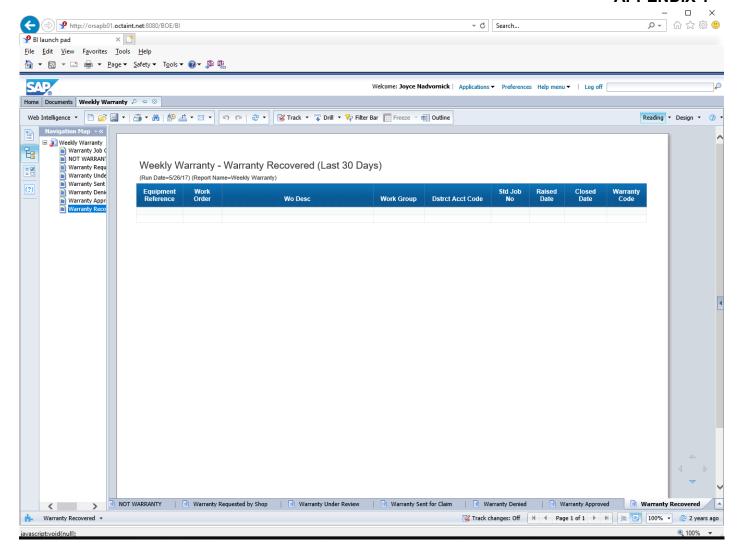




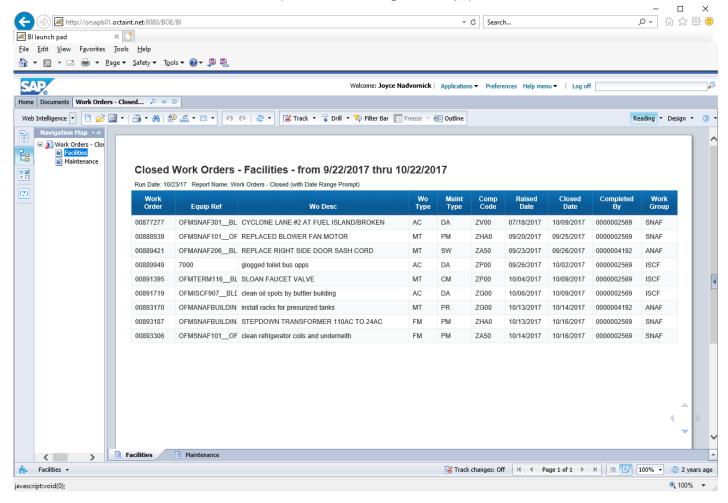




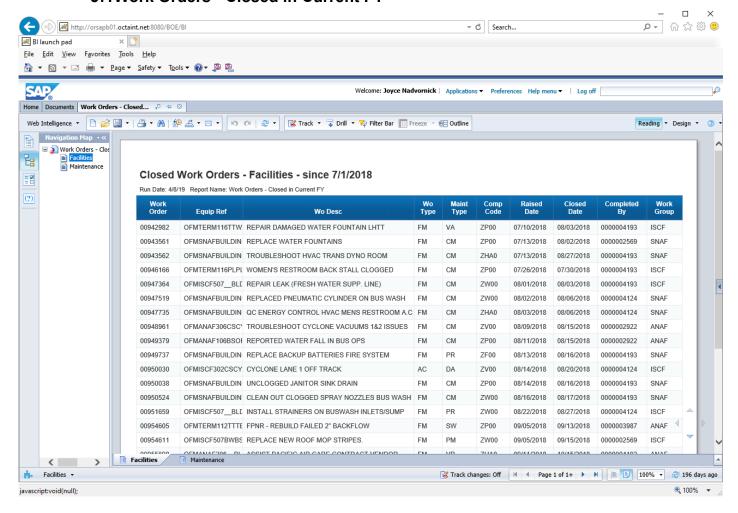


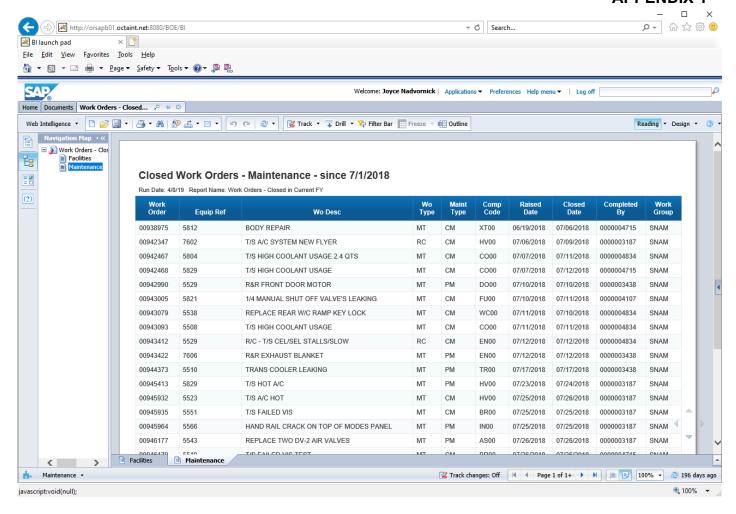


# 56. Work Orders - Closed (with Date Range Prompt)

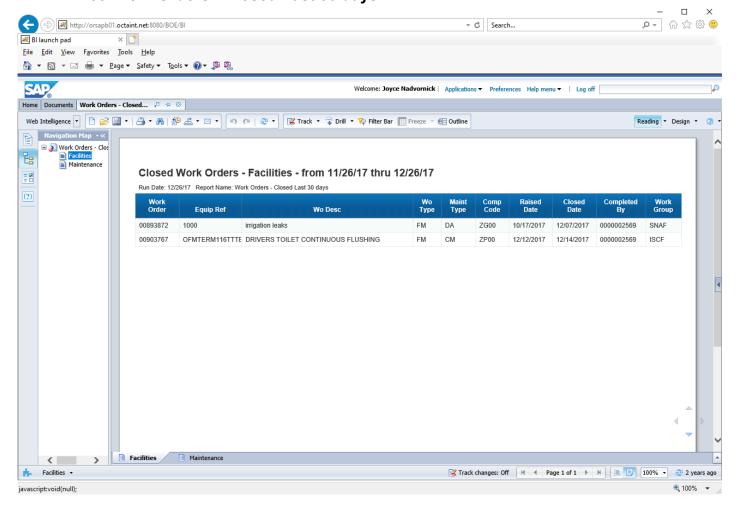


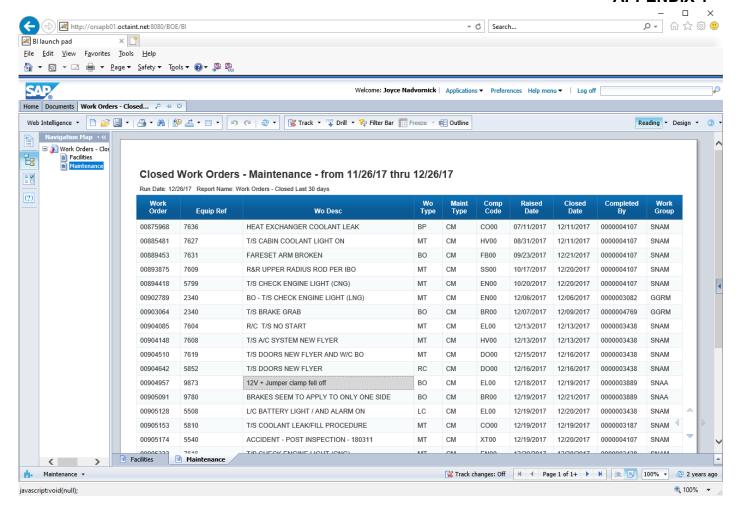
#### 57. Work Orders - Closed in Current FY\*



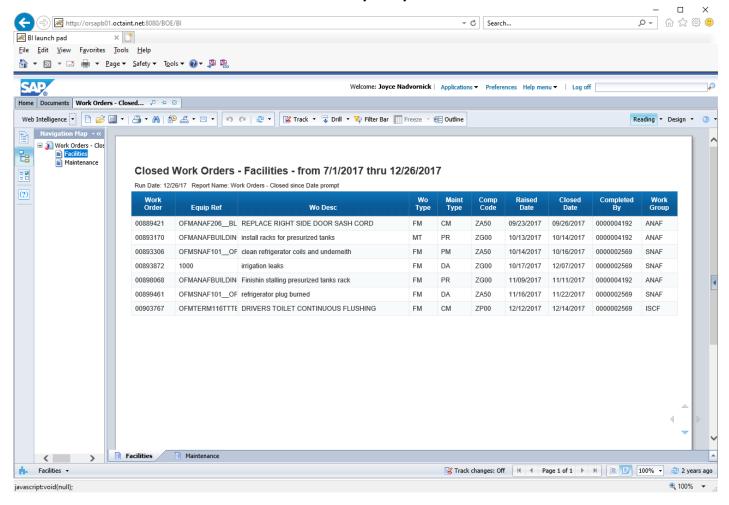


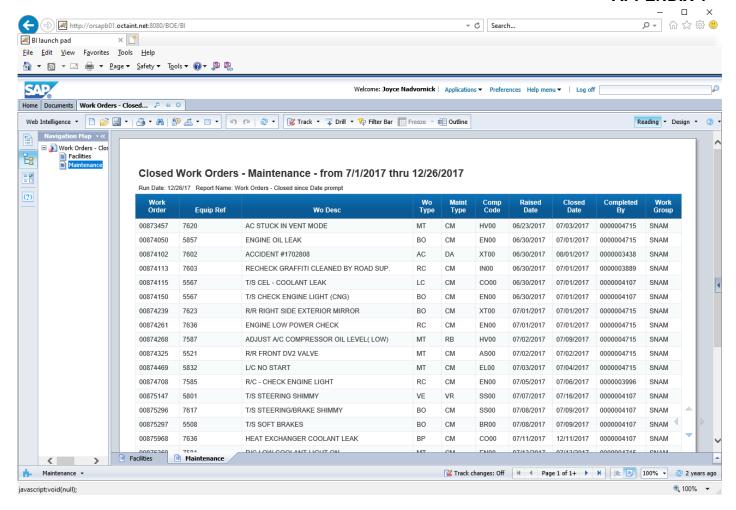
# 58. Work Orders - Closed Last 30 days\*



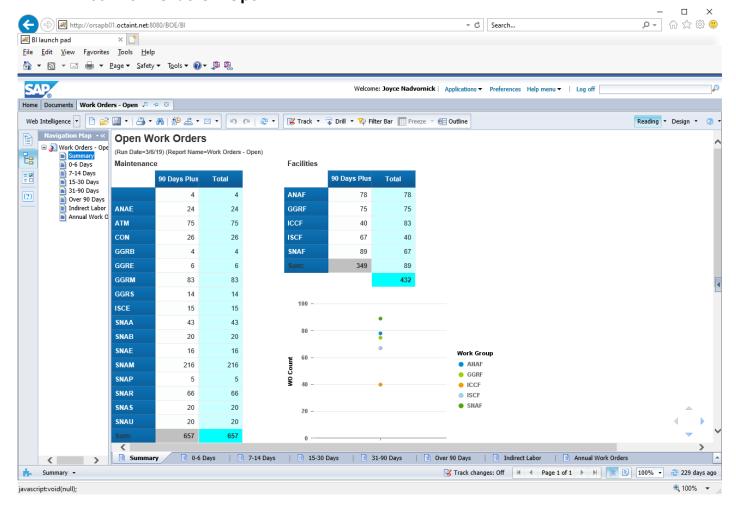


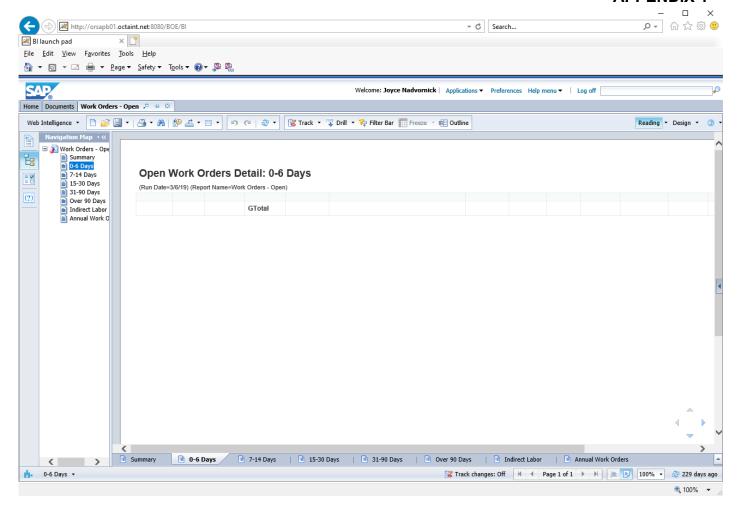
# 59. Work Orders - Closed since Date prompt\*

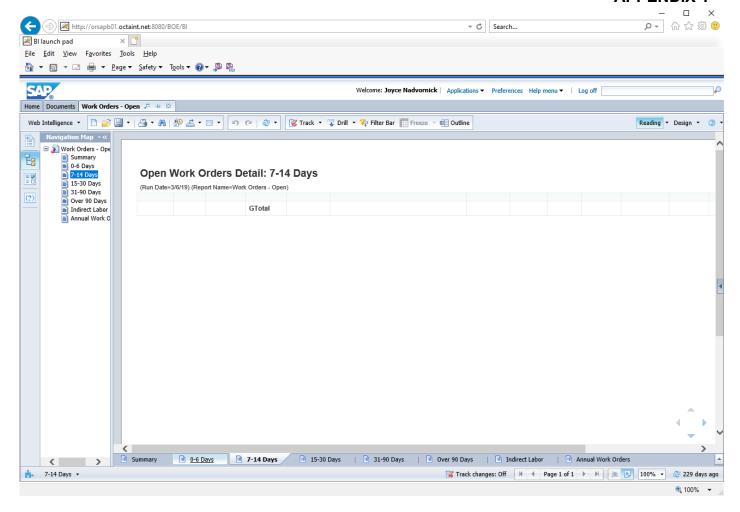


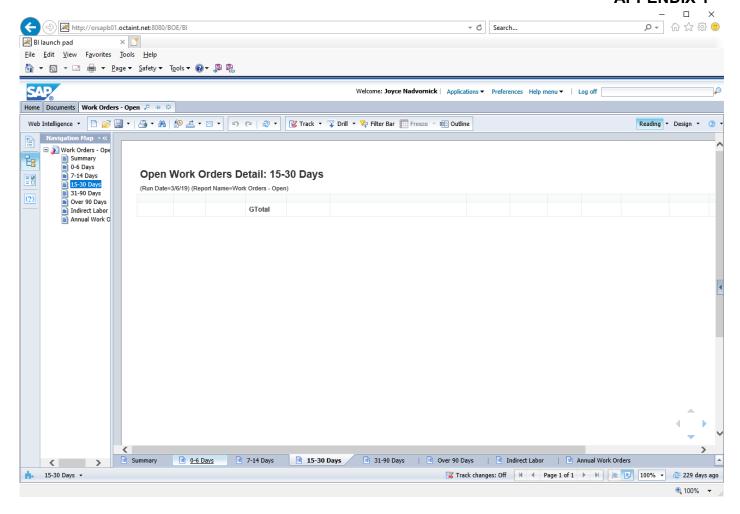


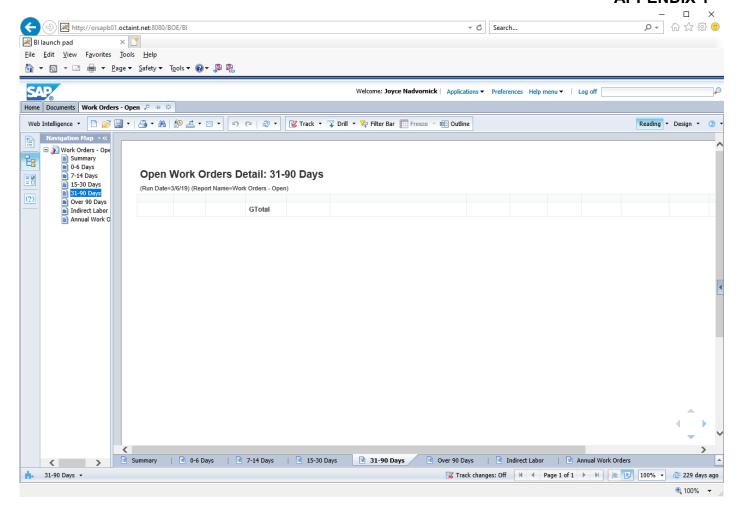
# 60. Work Orders - Open

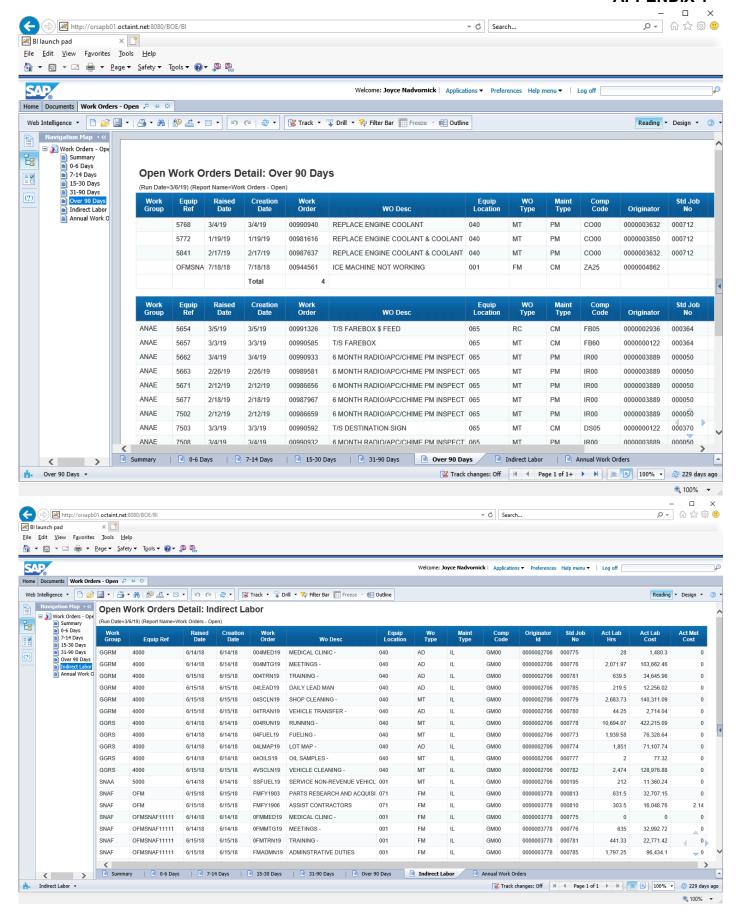


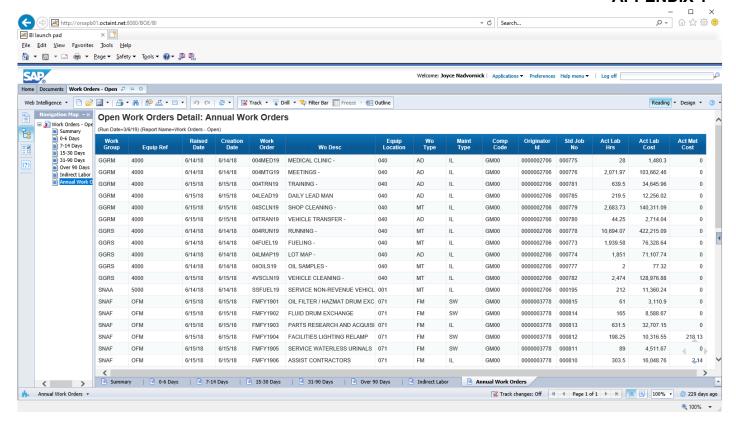




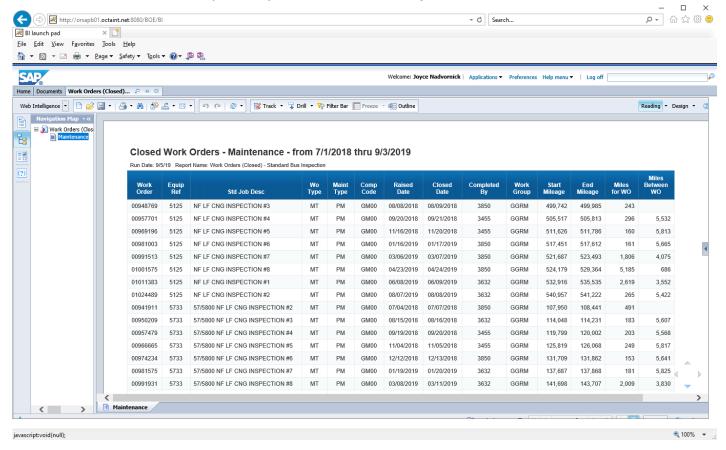




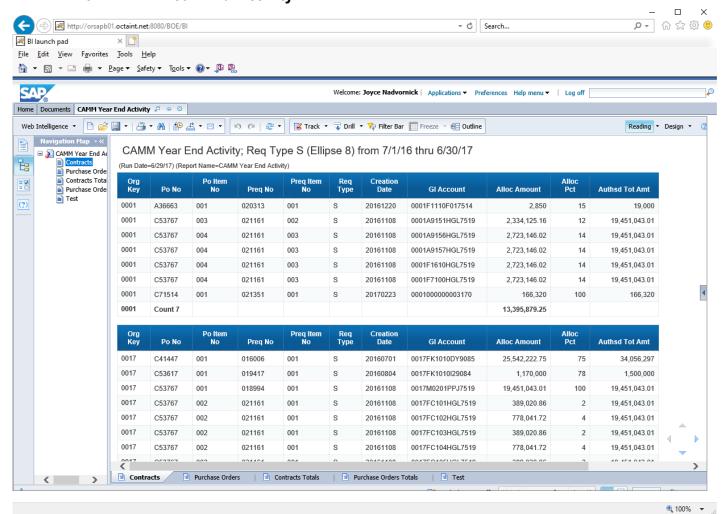


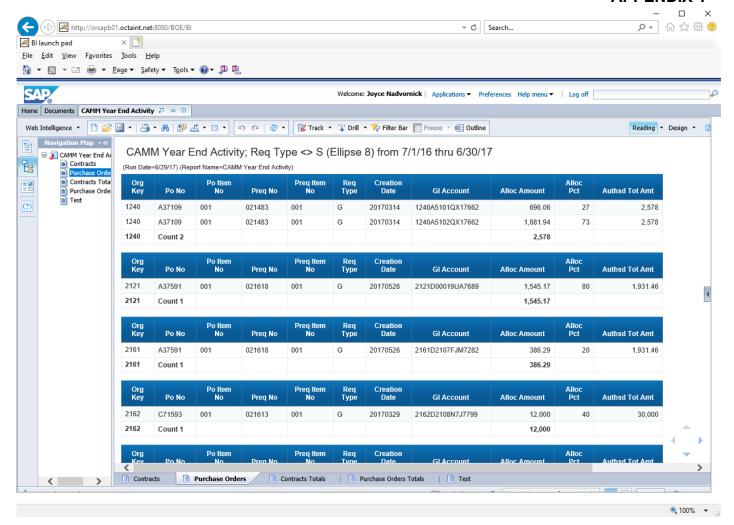


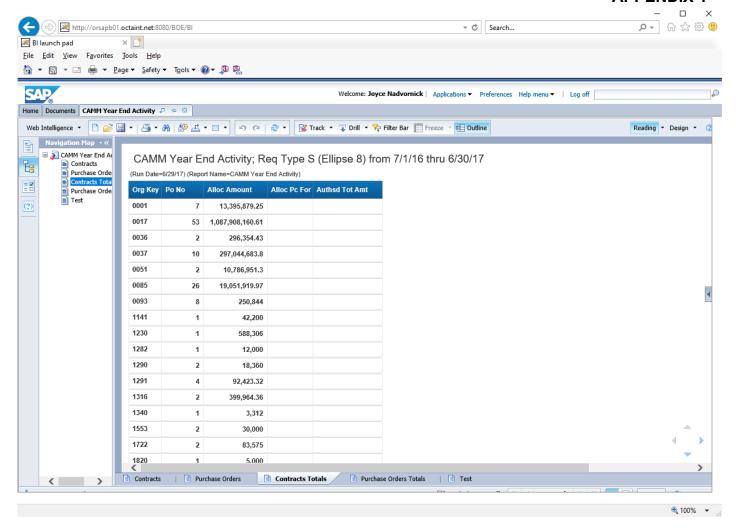
# 61. Work Orders (Closed) - Standard Bus Inspection\*

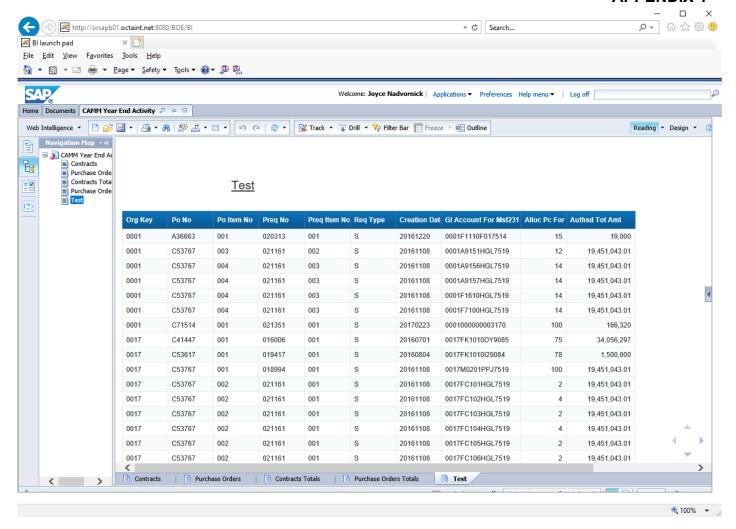


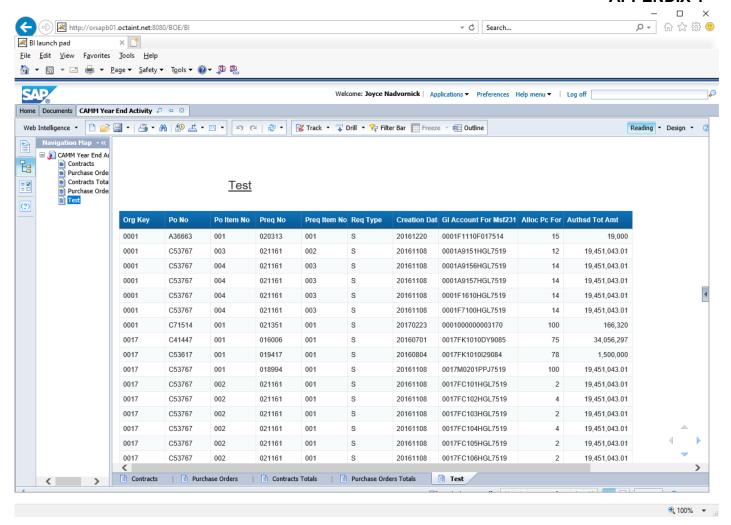
# **62. CAMM Year End Activity**



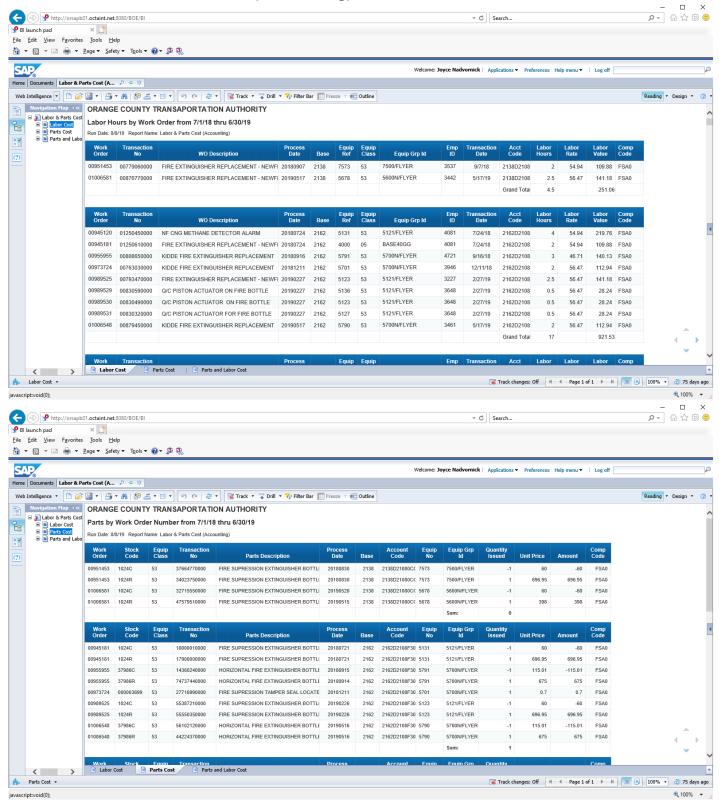


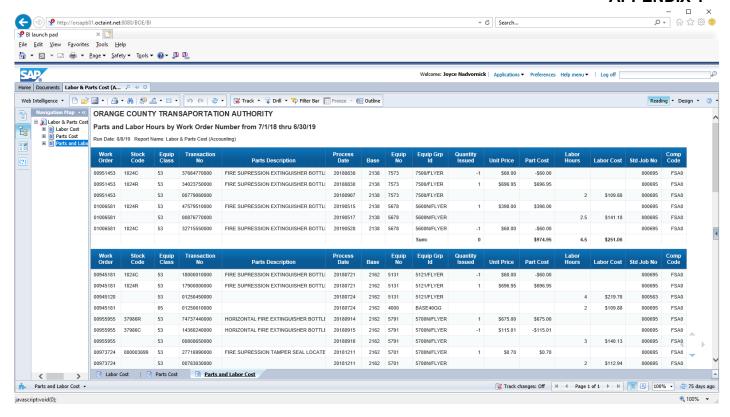




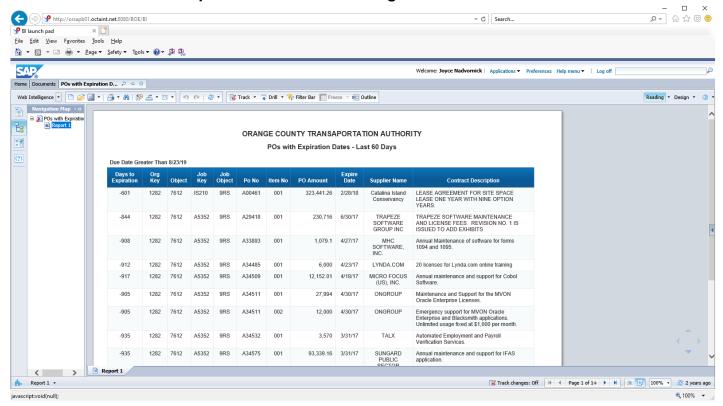


# 63. Labor & Parts Cost (Accounting)

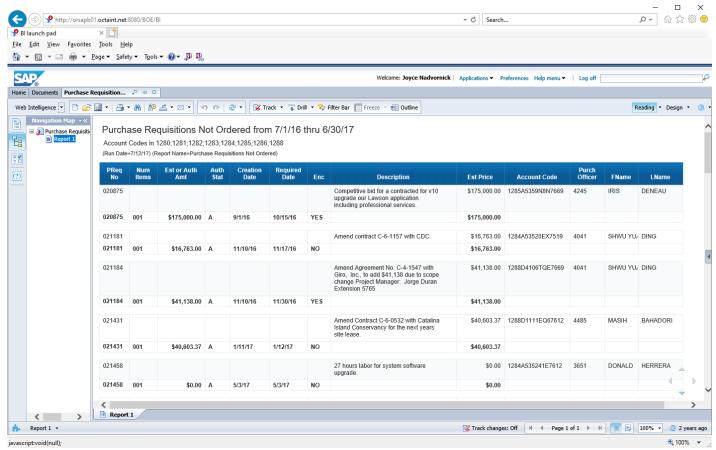




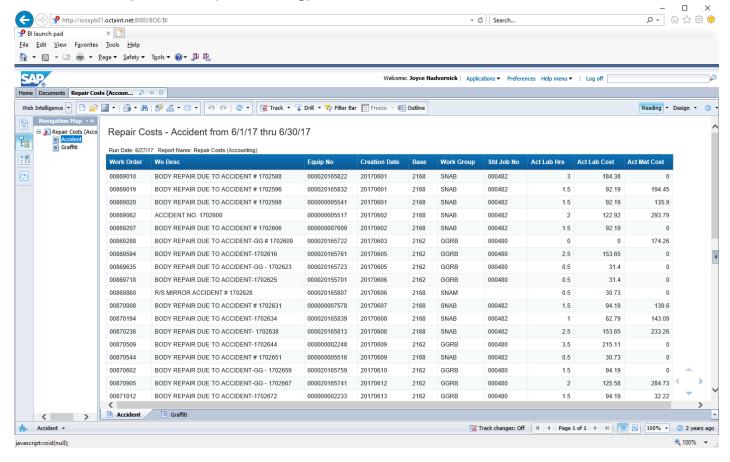
#### 64. POs with Expiration Dates Purchasing

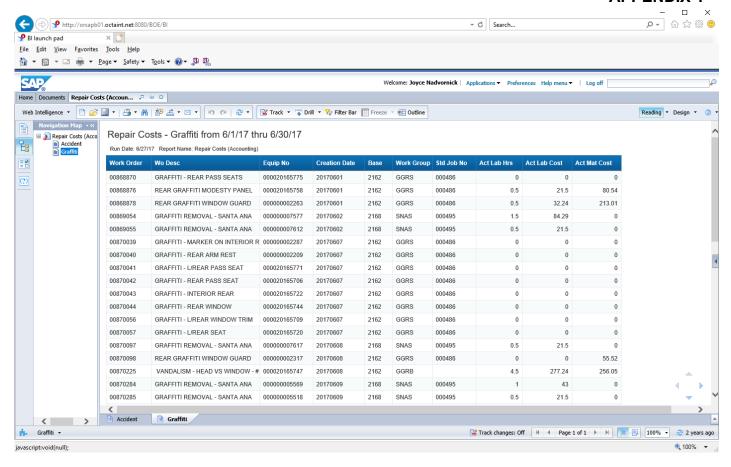


#### 65. Purchase Requisition Not Ordered

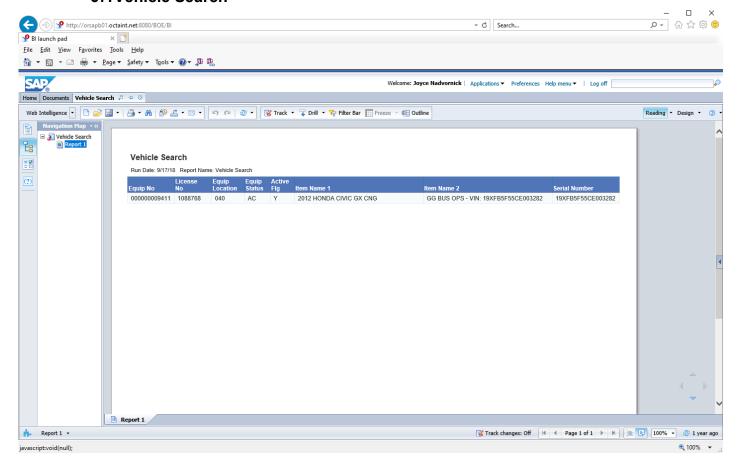


# 66. Repair Costs (Accounting)

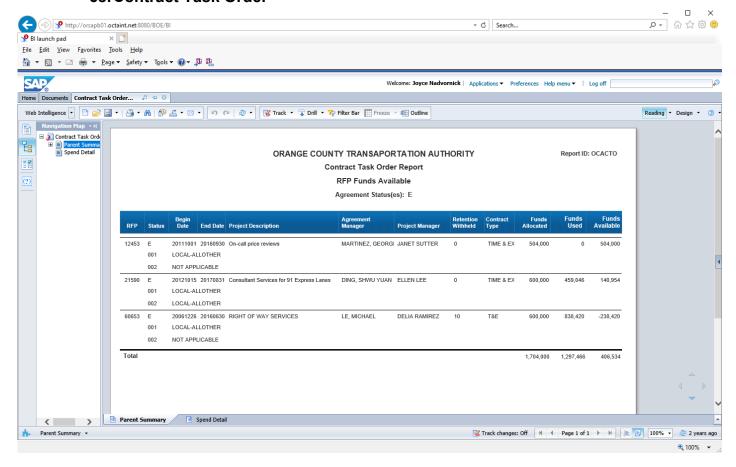




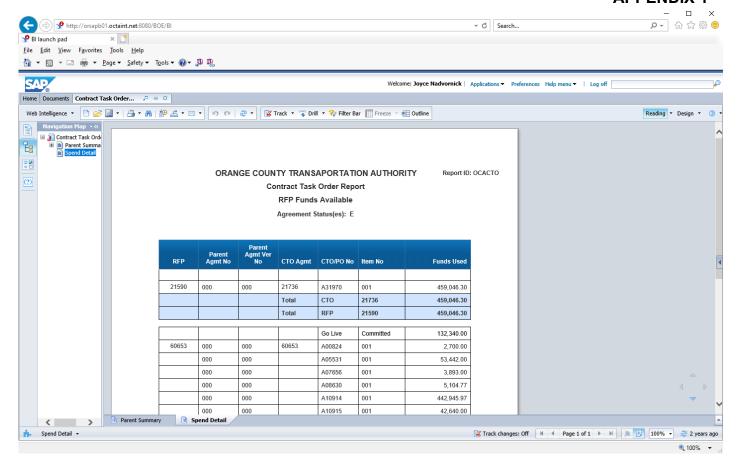
#### 67. Vehicle Search



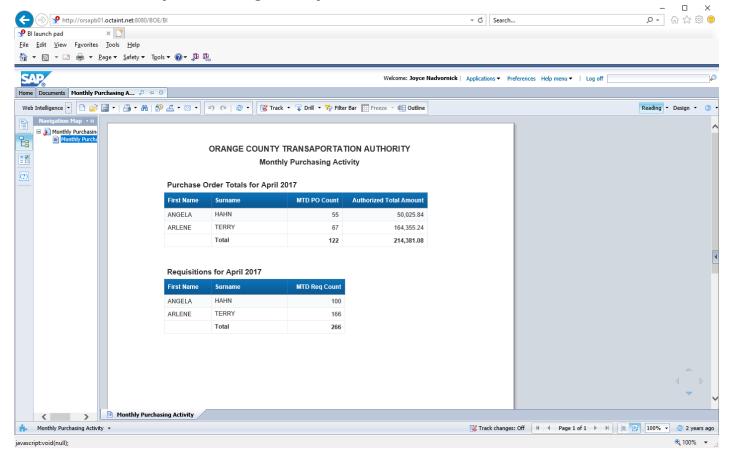
#### 68. Contract Task Order



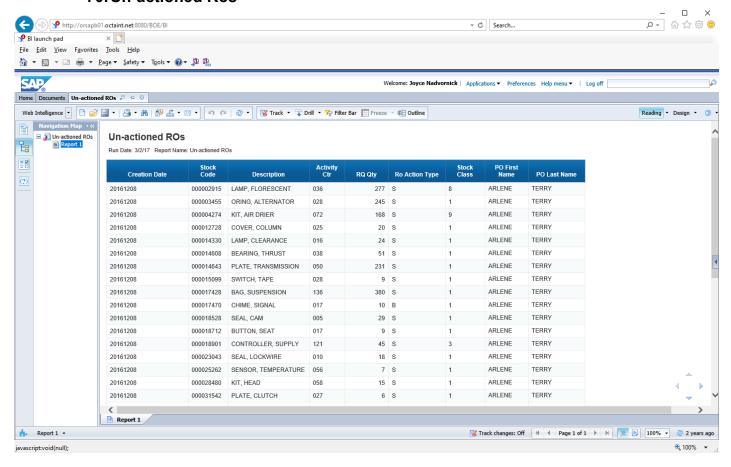
### RFP 0-2272 EXHIBIT A APPENDIX 1



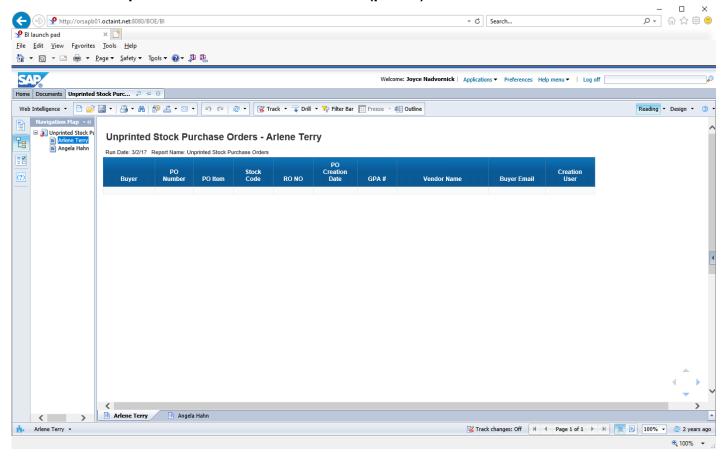
## 69. Monthly Purchasing Activity



#### 70. Un-actioned Ros



# 71. Unprinted Stock Purchase Orders (pause)



## 9. APPENDIX 2: VEHICLE INSPECTION SHEET

Below is a sample Vehicle Inspection Shee	Ве	low	is a	sample	· V	ehic	le	Inspection Sheet.
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PREVENTIVE MAINTENANCE INSPECTION PMI# 1,2,3,4,5,6,7,8 1100 SERIES BUS 2018 NEW FLYER 40' H2	
***SAFETY INSTRUCTIONS***	
- USE PROPER SAFETY EQUIPMENT.	
- ALL MAINTENANCE DEPARTMENT POLICIES AND PROCEDURES SHALL BE OBSERVED.	
PERFORM THE FOLLOWING SERVICE ITEMS. DATES ARE REQUIRED ON ALL FILTERS.	
-AIR FILTER MANOMETER: TEST AND PROCESS AIR FILTER REPLACEMENT IF OVER 18 INCHES OF H2O.	
***NOTE: SECONDARY FILTER IN UPPER CANISTER IS REPLACED AT EVERY 3RD REPLACEMENT OF UPPER PRIMARY FILTER.	
-DRIVESHAFT SLIP JOINT & U-JOINTS: USE ONLY FUCHS RENOLIT LX-PEF 2 GREASE.	,
-STEERING DRIVESHAFTS: USE ONLY FUCHS RENOLIT LX-PEP 2 GREASE.	
-POWER STEERING MITER BOX: USE ONLY PETRO CANADA GREASE. (PERFORMED EVERY 6 MONTHS)	
RECORDING OF INSPECTION DATA ON ITEMS REQUIRING READINGS:	
- AIR INLET RESTRICTION (MAXIMUM 18 INCHES)	
- FUEL TANK PRESSURE	
- FC H2O CONDUCTIVITY	
- INTERIOR TEMPERATURE	
- FIRE SUPPRESSION BOTTLE LEVEL	
ACTION ITEMS:	
A. VERIFY ALL VALID SUPPLEMENTAL INSPECTION WORK ORDERS HAVE BEEN GENERATED.	
B. ***CAUTION***STEAM CLEAN CHASSIS ONLY! DO NOT STEAM CLEAN INSIDE FUEL CELL COMPARTMENT AREA. USE AIR PRESSURE HOSE ONLY.	
C. POWER STEERING (HYDRAULIC) FILTER - CHANGE #1, #4, #7 ONLY.	
D. PERFORM DECEL TEST - USE VIS BRAKE/SUSPENSION SYSTEM WHERE APPLICABLE. PASS FAIL	

ΙF	NOT	USING	VIS	SYSTEM:	BRAKE	DECEL	응:	

E. ROAD TEST BUS ON DESIGNATED ROAD TEST ROUTE.
==== ====
PASS = INSPECTION FOUND TO BE IN WORKING ORDER AS DESIGNED.
FAIL = INSPECTION FOUND TO BE DEFECTIVE AND IN NEED OF REPAIRS OR OUT OF SERVICE.
***PRINT "N/A" FOR PASS/FAIL IF ITEM IS NOT APPLICABLE TO THIS TYPE OF BUS. ***
======================================
======================================
A. OPEN THE POWER STEERING ACCESS DOOR ON THE FRONT STREET SIDE OF THE VEHICLE. INSPECT HIGH VOLTAGE CABLES TO POWER STEERING PUMP MOTOR FOR EVIDENCE OF CHAFING, RUBBING, CUTS, OR OTHER DAMAGE. INSPECT ROUTING AND CLAMPING; THE CABLES SHOULD NOT BE IN DIRECT CONTACT WITH OTHER ADJACENT CABLES, SHARP OF HOT SURFACES.  PASS FAIL
B. INSPECT ACCESSIBLE ELECTRICAL CONNECTIONS FOR LOOSE OR CORRODED CONNECTIONS. CLEAN AND TIGHTEN CONNECTIONS AS REQUIRED.  PASS FAIL
C. INSPECT HOSES AND CHECK FOR ANY SIGNS OF LEAKAGE.  TIGHTEN HOSE CONNECTIONS AS REQUIRED.  PASS FAIL
D. CHECK FLUID CONDITION: FLUID SHOULD BE CLEAR RED.  IF FLUID IS DARKENED OR CONTAMINATED, REPLACE THE FLUID.  PASS FAIL
E. START VEHICLE AND OBSERVE READING ON THE POWER STEERING FILTER PRESSURE GAUGE LOCATED ON THE FILTER HEAD. IF THE GAUGE IS IN THE RED, THEN REPLACE THE FILTER.  PASS FAIL
F. INSPECT ALL MOUNTING HARDWARE FOR LOOSE OR MISSING HARDWARE.  PASS FAIL
G. INSPECT FRONT, CENTER, AND REAR SUSPENSION FOR WEAR, DAMAGE, OR CRACKS.  PASS FAIL

Н.	CHECK DRIVER'S HEATER CORE SHUT OFF VALVES, AND HOSES FOR LEAKS AND DAMAGE.  PASS FAIL
I.	INSPECT STEERING GEAR BOX, MOUNTING, AND MITER BOX FOR DAMAGE, LOOSENESS, AND LEAKS.  PASS FAIL
J.	VISUALLY INSPECT STEERING GEAR PITMAN ARM AND ENSURE RETAINING NUT IS PROPERLY LOCKED.  PASS FAIL
К.	INSPECT STEERING DRIVESHAFT FOR EXCESSIVE FREE PLAY, WORN U-JOINTS, LOOSE CLAMP NUTS, OR OTHER DAMAGE. LUBE UPPER AND LOWER STEERING DRIVESHAFTS. PASS FAIL
L.	INSPECT THE STEERING SHAFT U-JOINTS TO ENSURE THAT ALL SNAP RINGS ARE INSTALLED AND FULLY SEATED WITHIN THE GROOVE ON THE BEARING CUP.  PASS FAIL
М.	INSPECT THE U-JOINT CROSS FOR ENDPLAY MOVEMENT WITHIN THE BEARING CUPS. HOLD THE END YOKE FROM MOVING AND APPLY LATERAL SIDE TO SIDE FORCE ON EACH U-JOINT. MAXIMUM ALLOWABLE MOVEMENT IS 0.012 IN (0.33MM). INSPECT U-JOINTS FOR WORN BEARINGS BY APPLYING BACK AND FORTH ROTATIONAL FORCE ON THE YOKES ON THE U-JOINT AND LOOK FOR ANY MOVEMENT BETWEEN THE U-JOINT CROSS AND THE BEARING CUPS. NO MOVEMENT IS ALLOWED.  PASS FAIL
Ν.	INSPECT THE STEERING SHAFT END YOKES FOR EXCESSIVE PLAY. APPLY SIDE TO SIDE FORCE. SPLINE MOVEMENT SHOULD BE MINIMAL.  PASS FAIL
Ο.	INSPECT FOR EXCESSIVE MOVEMENT OR BACKLASH IN THE TELESCOPING SLIP-JOINT. APPLY BACK AND FORTH TWISTING MOVEMENT. SPLINE MOVEMENT SHOULD BE MINIMAL.  PASS FAIL
P.	REMOVE THE CLAMPING BOLT ON ONE END OF THE STEERING DRIVESHAFT AND COMPRESS THE SHAFT COMPLETELY.  LOCATE GREASE FITTING ON TELESCOPING DRIVESHAFT AND APPLY 8 TO 10 PUMPS OF GREASE. FULLY EXTEND THE TELESCOPING SHAFT SEVERAL TIMES TO ENSURE GREASE IS APPLIED TO FULL LENGTH OF THE SPLINE. COMPLETELY REMOVE YOKE SHAFT AND CHECK THE SEAL OF THE DUST CAP. GREASE SHALL FILL BETWEEN BOTH LIPS OF THE SEAL. IF DUST CAP IN NOT COMPLETELY GREASED, REPEAT THE GREASING PROCESS.  PASS FAIL
Q.	INSPECT STEERING DAMPER, TIE ROD ENDS, STEERING ARM, DRAGLINK, AND PITMAN ARM FOR EXCESSIVE FREE PLAY.

	PASS FAIL
R.	INSPECT THE STEERING DAMPER FOR EXCESSIVE PLAY AT THE BALL JOINT ENDS.  PASS FAIL
S.	INSPECT FOR EXTERNAL DAMAGE TO STEERING DAMPER CYLINDER OR PISTON ROD. INSPECT FOR LEAKAGE AND REPLACE IF BENT OR DAMAGED.  PASS FAIL
т.	INSPECT CONDITION OF PROTECTIVE SLEEVE ON CYLINDER AND ENSURE IT CAN MOVE FREELY AND EXTEND APPROXIMATELY 2 INCHES FROM THE CYLINDER.  PASS FAIL
U.	INSPECT EXTERIOR SURFACES OF DAMPENER FOR EVIDENCE OF CORROSION. CLEAN LIGHT SURFACE RUST BUT REPLACE IF BADLY CORRODED.  PASS FAIL
V.	PERFORM A VISUAL TORQUE INSPECTION OF ALL THE STEERING COMPONENT FASTENERS, INCLUDING THE LOCKNUT ON THE STEERING STOP ADJUSTING BOLT. ENSURE THAT TORQUE WITNESS MARKS ARE IN ALIGNMENT. ANY FASTENER THAT IS MISSING THE WITNESS MARKS SHOULD BE RETORQUED AND TORQUE SEAL SHOULD BE REAPPLIED AFTER TORQUE IS APPLIED.  PASS FAIL
₩.	INSPECT FRONT STABILIZER BAR FOR DAMAGE, EXCESSIVE PLAY IN THE BUSHINGS, INSPECT FOR TORQUE WITNESS MARKS, AND TORQUE IF MISSING. PASS FAIL
х.	INSPECT FRONT SUSPENSION CROSS BRACE FOR DAMAGE, EXCESSIVE PLAY IN THE BALL JOINTS (MAX 0.079 INCHES), CHECK OVERALL PLAY IN CROSS BRACE ASSEMBLY (NO MORE THAN 0.5 INCHES UP AND DOWN MOVEMENT), ADJUST RODS TO REDUCE MOVEMENT, INSPECT FOR TORQUE WITNESS MARKS, AND TORQUE IF MISSING.  PASS FAIL
Υ.	CHECK FOR OVERALL PLAY IN CROSS BRACE ASSEMBLY BY GRASPING BOTH REAR BRACE RODS AND APPLY FORCE UPWARDS AND DOWNWARDS. IF TOTAL MOVEMENT EXCEEDS 0.5 INCHES (13 MM), THEN ADJUSTMENT OF THE ROD ENDS IS REQUIRED.  PASS FAIL
Ζ.	LUBE UPPER STEERING KNUCKLE BEARING ON EVERY 24K INSPECTION. USE FUCHS RENOLIT LX-OTP 2 ONLY.  PASS FAIL
AA.	LUBE ALL GREASE FITTINGS. PASS FAIL
BB.	INSPECT SHOCK ABSORBERS FOR LEAKAGE AND/OR

DAMAGE AND WORN RUBBER BUSHINGS.

	PASS	FAIL
CC.	INSPECT SECURITY. PASS	ALL WHEEL MUD FLAPS FOR DAMAGE AND
		LEVELING VALVES AND LEVELING VALVE AXLE FOR LEAKS, LOOSENESS, OR DAMAGE. FAIL
EE.	INSPECT FOR LEAKS AND, PASS	
GG.	BEAMS, AND FRA	AXLE HOUSINGS, SUPPORT BEAMS, AIR BAG AME MEMBERS FOR CRACKS, LOOSE D/OR OTHER DAMAGES. FAIL
нн.	EXCESSIVE CRAC	AIR BAGS ON ALL AXLES FOR LEAKAGE, CKING, OR DETERIORATION, CHAFING, OR OTHER DAMAGE. INSPECT MOUNTING
	CLEAN AN BREATHER VALVE PASS	
	INSPECT PASS	PINION SEAL FOR LEAKAGE. FAIL
	INSPECT PASS	AXLE SHAFT FLANGE FOR LEAKAGE. FAIL
LL.	CHECK DIFFEREN	DIFFERENTIAL OIL EVERY 72K MILES; NTIAL OIL LEVEL AT CARRIER PLUG ON ALL DIL IF REQUIRED. ***NOTE: USE ONLY HETIC 75W-90 GEAR OIL. FAIL
MM.	IT IS ATTACHEI DIFFERENTIAL F CLEAN ANY SLUI BREATHER MEMBF	
NN.	FOR DAMAGE, CH DRIVESHAFT GUA EXCESSIVE RADI	AND LUBE DRIVELINE, CHECK DRIVESHAFT HECK U-JOINTS AND YOKE FLANGES, ARD, CHECK FOR SPLINE WEAR AND TAL PLAY IN TRACTION MOTOR OUTPUT PERENTIAL PINION SHAFT. ***NOTE:

	LATERAL MOVEMENT OF THE U-JOINT CROSS SHOULD NOT EXCEED 0.006 INCHES WITHIN THE BEARING CAP.  VERTICAL MOVEMENT WITHIN THE SPLINE SHAFT SHOULD NOT BE MORE THAN 0.015 INCHES OF PLAY.  PASS FAIL
00.	PURGE AND LUBRICATE THE UNIVERSAL JOINT BY PUMPING GREASE INTO THE U-JOINT GREASE FITTING UNTIL GREASE EMERGES FROM ALL FOUR SEALING LIPS.  PASS FAIL
	INSPECT SEAL ON SLIP YOKE FOR DAMAGE AND REPLACE SLIP YOKE IF SEAL IS DAMAGED.  PASS FAIL
QQ.	INSPECT PRESSURE RELIEF VALVE (WELCH PLUG) ON CUP OF SLIP YOKE AND REPLACE SLIP YOKE IF PLUG IS MISSING OR DAMAGED.  PASS FAIL
	INSPECT DRIVESHAFT GUARD TO MAKE SURE IT IS SECURED AND NOT DAMAGED.  PASS FAIL
	INSPECT DRIVESHAFT ACCESS DOOR FROM INTERIOR OF VEHICLE TO ENSURE IT IS SECURELY LATCHED.  PASS FAIL
	INSPECT ALL RADIUS RODS FOR DAMAGE, VERTICAL MOVEMENT, BUSHING WEAR AND LOOSE CLAMPS.  PASS FAIL
UU.	PERFORM A VISUAL TORQUE INSPECTION OF ALL THE SUSPENSION COMPONENT FASTENERS. ENSURE THAT TORQUE WITNESS MARKS ARE IN ALIGNMENT. ANY FASTENER THAT IS MISSING THE WITNESS MARKS SHOULD BE RETORQUED TO SPECIFICATION AND HAVE TORQUE SEAL REAPPLIED.  PASS FAIL
VV.	INSPECT BRAKE PAD THICKNESS BY INSPECTING THE AMOUNT OF THE GUIDE PIN BUSHING IS SHOWING ON THE LOWER GUIDE PIN BUSHING. ***NOTE: A RETRACTED BUSHING WITH LESS THAN 1 MM SHOWING INDICATES A WORN BRAKE PAD CONDITION. INSPECT ALL CALIPERS. PASS FAIL
WW.	INSPECT BRAKE ADJUSTMENTS AND AIR HOSES FOR WEAR AND DAMAGE ON ALL AXLES.  PASS FAIL
XX.	INSPECT WHEEL SEALS ON ALL AXLES FOR LEAKAGE. PASS FAIL
YY.	INSPECT BRAKE CHAMBERS FOR AIR LEAKS, DAMAGE, AND SECURITY OF ATTACHMENT.  PASS FAIL
	INSPECT AIR SYSTEM LINES FOR DAMAGE, CUTS, CRACKS, KINKS, TWISTING, DETERIORATION, DRYING OUT, AND OVERHEATING. EXAMINE HOSE SUPPORTS FOR

	SECUREMENT OF ATTACHMENTS. EXAMINE EXTERIOR OF METAL COMPONENTS FOR CORROSION, MECHANICAL DAMAGE, AND SECURITY OF ATTACHMENT. ENSURE FITTINGS ARE TIGHT. PASS FAIL
AAA	A. START FUEL CELL. CHECK ABS INDICATOR ON THE INSTRUMENT PANEL REMAINS ILLUMINATED FOR 4 SECONDS AFTER VEHICLE IS STARTED AND THEN EXTINGUISHES.  PASS FAIL
BBI	AND CHECK TREAD DEPTHS.  PASS FAIL
==== AIR SY	YSTEM FUNCTION TESTS - CHECK THE FOLLOWING:
====	
Α.	PERFORM AIR GOVERNOR CUT-OUT TEST. PASS FAIL
BEHINI DRAINI	TE*** FOR SAFETY, PLACE WHEEL CHOCKS IN FRONT OF AND DEWIND WHEELS TO PREVENT THE VEHICLE FROM ROLLING BEFORE ING THE AIR TANKS. DRAIN ALL AIR TANKS AND REFILL BEFORE PERFORMING THE NEXT TESTS.
В.	AFTER REFILLING AIR TANKS, RELEASE PARK BRAKE AND DRAIN WET TANK. FRONT AND REAR TANK SHOULD HOLD PRESSURE.  PASS FAIL
С.	DRAIN FRONT BRAKE AIR TANK. LOW AIR WARNING ON FRONT BRAKE GAUGE SHOULD SOUND WHEN AIR PRESSURE DROPS BELOW 75 PSI. THE REAR AIR TANK SHOULD RETAIN FULL PRESSURE.  PASS FAIL
D.	WITH NO AIR PRESSURE IN THE FRONT BRAKE TANK, YOU SHOULD BE ABLE TO MAKE ONE REAR BRAKE APPLICATION. THE REAR STOP LIGHT SHOULD ILLUMINATE.  PASS FAIL
Ε.	DRAIN THE REAR BRAKE TANK. THE LOW AIR BUZZER SHOULD SOUND WHEN THE TANK PRESSURE DROPS BELOW 75 PSI. THE FRONT BRAKE TANK SHOULD RETAIN FULL AIR PRESSURE.  PASS FAIL
F.	WITH NO AIR PRESSURE IN THE REAR BRAKE TANK, MAKE A SERVICE BRAKE APPLICATION. THE FRONT BRAKES SHOULD APPLY AND RELEASE AT LEAST ONCE AND THE REAR BRAKE LIGHTS SHOULD ILLUMINATE.  PASS FAIL

G.	PERFORM A BRAKE APPLIED AIR LOSS TEST WITH THE PARKING BRAKE RELEASED. AIR LOSS SHOULD NOT EXCEED 5 PSI PER MINUTE. IF MORE THAN ALLOWED, PERFORM AN AIR LEAK CHECK.
Н.	CHECK THE LOW AIR WARNING AND AIR-GOVERNOR CUT-OUT TEST. DEPLETE AIR FROM TANKS UNTIL LOW AIR WARNING BUZZER SOUNDS. ALLOW AIR PRESSURE TO BUILD BACK UP. LOW AIR WARNING SHOULD STOP AT APPROXIMATELY 60 PSI. AIR GOVERNOR CUT-OUT SHOULD OCCUR BETWEEN 125-130 PSI.
I.	PASS FAIL  INSPECT ALL TIRES FOR EMBEDDED OBJECTS, CUTS, ABNORMAL WEAR PATTERNS, AND PROPER TREAD DEPTH. PASS FAIL
J.	INSPECT FOR ALL FLUID AND AIR LEAKS. IDENTIFY THE SOURCE OF THE LEAKS. PASS FAIL
	ST IS COMPLETE*** CLOSE ALL RESERVOIR DRAIN VALVES. FUEL CELL AND RECHARGE THE AIR SYSTEM TO CUT OUT URE.
====	CHECK PROTECTION PANEL. CONFIRM ALL WARNING LAMPS AND AUDIBLE ALARMS ARE OPERATIONAL BY PRESSING THE TEST/RESET BUTTON. PASS FAIL
В.	
	PASS FAIL
C.	CHECK PROTECTION PANEL AND VERIFY DISPLAY MODULE "POWER" LAMP IS SOLID GREEN AND THE LCD SCREEN DISPLAYS A TEXT MESSAGE INDICATING "FIRE & GAS LEAK SYSTEM OKAY." PASS FAIL
D.	CHECK THE TAMPER SEAL ON THE MANUAL DISCHARGE SWITCH IS INTACT AND ACCESS TO THE SWITCH IS UNOBSTRUCTED. PASS FAIL
E.	VERIFY THAT THE STATUS LAMP ON THE TSLE MODULE IS  ILLUMINATED SOLID GREEN.  PASS FAIL
F.	VERIFY THAT THE TLSE FIRE DETECTION CABLE IS IN THE ENGINE COMPARTMENT IS PROPERLY ROUTED AND CLAMPED AND NO DAMAGE IS EVIDENT. PASS FAIL

G.	TLSE MODULE AND ELEMENT HAVE NO VISIBLE DAMAGE AN ALL CONNECTIONS ARE SECURE.  PASS FAIL
Н.	CHECK THE OPTICAL FLAME DETECTORS. ENSURE STATUS LIGHT IS ILLUMINATED GREEN. PASS FAIL
I.	ENSURE OPTICAL DETECTORS FIELD OF VIEW IS NOT OBSTRUCTED. PASS FAIL
J.	ENSURE WINDOWS ON FACE OF DETECTORS ARE FREE OF DIRT AND CONTAMINATION. ***NOTE: CLEAN WITH NON-ABRASIVE TOWEL AND WATER ONLY. PASS FAIL
К.	VERIFY THAT THE STATUS LAMP ON THE FACE OF THE GASENSOR IS SOLID GREEN. PASS FAIL
L.	VERIFY THAT THERE IS NO OBVIOUS DAMAGE TO THE GAS SENSOR UNIT AND THAT THE UNIT IS FREE OF EXCESS CONTAMINATION (DIRT, OIL, GREASE, ETC.). IF NECESSARY, CLEAN WITH A WATER SOAKED NON-ABRASIVE TOWEL.  PASS FAIL
М.	VERIFY THAT NO SILICONE-BASED MATERIALS HAVE BEEN USED NEAR THE GAS SENSOR.  PASS FAIL
Ν.	INSPECT ALL ELECTRICAL CONNECTORS AND WIRE HARNESSES FOR VISIBLE DAMAGE, AND ALL CONNECTORS ARE SEALED.  PASS FAIL
0.	VERIFY THAT THE EXTINGUISHER IS CORRECTLY ORIENTE AND SECURELY MOUNTED.  PASS FAIL
Ρ.	VERIFY THAT THE FIRE EXTINGUISHER PRESSURE GAUGE POINTER IS IN THE GREEN ZONE AT ROOM TEMPERATURE. PASS FAIL
Q.	INSPECT DISTRIBUTION PIPING AND NOZZLES ARE INTACAND UNOBSTRUCTED AND THE NOZZLE BLOW OFF CAPS ARE IN PLACE.  PASS FAIL
R.	VISUALLY INSPECT THE EXTINGUISHER CYLINDER FOR DAMAGE, PITS, GOUGES, OR CORROSION. PASS FAIL

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Α.	INSPECT FUEL CELL COOLING SYSTEM RADIATOR FOR LEAKS. PASS FAIL
В.	INSPECT ALL FUEL CELL COOLANT HOSES FOR LEAKS, DAMAGE, OR DETERIORATION. INSPECT ALL HOSE CLAMPS. PASS FAIL
С.	INSPECT ALL COOLANT HOSES AND CONNECTIONS TO FUEL CELL FOR LEAKS, DAMAGE, AND PROPER SECUREMENT.  PASS FAIL
D.	INSPECT FUEL CELL COOLANT PUMP FOR PROPER OPERATION, EXCESSIVE NOISE, OR LEAKS.  PASS FAIL
Ε.	INSPECT FUEL CELL COOLANT RESERVOIR FOR LEAKS. CHECK COOLANT LEVEL AND TOP OF WITH DEIONIZED COOLANT ONLY. PASS FAIL
F.	INSPECT AIR KIT FOR PROPER OPERATION. CHECK HOSES AND CONNECTS FOR LEAKS. PASS FAIL
G.	INSPECT FREEZE PROTECTION HEATER FOR LEAKS. PASS FAIL
Н.	INSPECT COOLANT TO COOLANT HEAT EXCHANGER FOR LEAKS AND CHECK ALL HOSES AND CONNECTIONS FOR LEAKS AND SERVICEABILITY.  PASS FAIL
====: ====	
	HEATING SYSTEM - CHECK THE FOLLOWING:
Α.	INSPECT THE CABIN HEATING RESERVOIR FOR LEAKS AND CHECK COOLANT LEVEL. TOP OFF WITH STANDARD COOLANT. PASS FAIL
В.	INSPECT COOLANT LINES AND HOSES FROM HEAT EXCHANGER TO THE ELECTRIC HEATER.  PASS FAIL
С.	INSPECT ELECTRIC HEATER FOR PROPER OPERATION AND LOOK FOR ANY LEAKS. PASS FAIL
D.	INSPECT COOLANT LINES AND CONNECTIONS FROM ELECTRIC HEATER TO THE REAR HVAC UNIT AND BACK TO THE RESERVOIR.  PASS FAIL

Ε.	INSPECT CABIN DEFROSTER FOR PROPER OPERATION AND COOLANT LEAKS.  PASS FAIL
F.	INSPECT COOLANT LINES AND CONNECTIONS FROM ELECTRIC HEATER TO THE DEFROSTER.  PASS FAIL
G.	INSPECT COOLANT LINES AND CONNECTIONS FROM DEFROSTER BACK TO RESERVOIR FOR LEAKS AND DAMAGE. PASS FAIL
==== TRACTI	ON MOTOR/HVAC INSPECTION - CHECK THE FOLLOWING:
=====	
VOLTAG	TIION*** BEFORE PERFORMING MAINTENANCE ON HIGH SE COMPONENTS, ENSURE THAT THE HIGH VOLTAGE LOCK AND BATTERY DISCONNECT SWITCHES ARE SET TO OFF.
Α.	INSPECT TRACTION MOTOR FOR ANY EVIDENCE OF EXTERNAL MECHANICAL DAMAGE. REPAIR OR REPLACE ANY DAMAGED PARTS.  PASS FAIL
В.	VISUALLY INSPECT TRACTION MOTOR MOUNTS FOR ANY DAMAGE OR LOOSE FASTENERS. PASS FAIL
С.	REMOVE ANY COURSE DEBRIS SUCH AS LEAVES, TRASH, ETC. PASS FAIL
D.	CHECK ALL ELECTRICAL CONNECTIONS TO ENSURE THEY ARE IN GOOD CONDITION AND PROPERLY SECURED. REPLACE ANY DAMAGED CABLES.  PASS FAIL
Ε.	VISUALLY INSPECT COOLANT HOSES FOR DAMAGE OR LEAKS. PASS FAIL
F.	VISUALLY INSPECT CONNECTION OF TRACTION MOTOR TO DRIVESHAFT FOR LOOSE OR MISSING FASTENERS.  PASS FAIL
G.	VISUALLY INSPECT COOLANT LINES FOR LEAKS AND CHECK ROOFTOP COOLANT RESERVOIR SIGHT GLASS.  PASS FAIL
==== AIR CC	OMPRESSOR INSPECTION - CHECK THE FOLLOWING:
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	'E*** SHUT OFF FUEL BUS AND SET BATTERY DISCONNECT I TO THE OFF POSITION.

Α.	CHECK BELT TENSION AND ADJUST AS NECESSARY.  ***NOTE: PROPER BELT TENSION IS 5 LBS. AT 0.019
	INCH DEFLECTION.
	PASS FAIL
В.	INSPECT BELT FOR CRACKS OR FRAYING. PASS FAIL
С.	INSPECT AIR COMPRESSOR AIR INTAKE FILTER. PASS FAIL
D.	INSPECT COMPRESSOR MOUNTING BOLTS FOR SECUREMENT. PASS FAIL
Ε.	INSPECT CHECK VALVE AND HOSE ROUTING. PASS FAIL
F.	REMOVE AIR INTAKE FILTER COVER BOLTS AND COVER. CLEAN FINS USING COMPRESSED AIR. CLEAN ALL THE PASSAGEWAYS OF ANY DIRT, OIL, AND DEBRIS THAT MAY HAVE ACCUMULATED. ***NOTE: MAKE SURE TO COVER THE COMPRESSOR AIR INTAKE WHEN BLOWING OFF DIRT FROM COMPRESSOR FINS. PASS FAIL
G.	REMOVE THE BLOWER FAN COVER ASSEMBLY AND CLEAN THE FAN USING COMPRESSED AIR. CLEAN THE COMPRESSOR FAN DUCT WITH A CLEAN CLOTH.  PASS FAIL
Н.	REMOVE PLASTIC DUST CAPS AND ROTATE COMPRESSOR PULLEY UNTIL GREASE FITTING IS VISIBLE THROUGH THE DUST CAP HOLE. PUMP GREASE INTO GREASE FITTING. REINSTALL DUST CAP. PASS FAIL
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====	
_	AND DEFROSTER INSPECTION - CHECK THE FOLLOWING:
====	
Α.	INSPECT DEFROSTER AIR FILTER. CLEAN AND REPLACE AS REQUIRED. PASS FAIL
В.	CHECK DRIVER'S HEATER CORE SHUT OFF VALVES, AND HOSES FOR LEAKS AND DAMAGE. ENSURE ALL HOSES ARE PROPERLY TIGHTENED.  PASS FAIL
С.	INSPECT ELECTRICAL PLUGS FOR CLEAN CONTACTS. CHECK WIRING FOR PROPER ROUTING AND FOR ANY EVIDENCE OF RUBBING. PASS FAIL
D.	CLEAN AND REPLACE HVAC RETURN AIR FILTER AS REQUIRED. PASS FAIL

Ε.	CHECK REFRIGERANT CHARGE. PASS FAIL						
F.	INSPECT CONDITION OF REFRIGERANT HOSES AND TUBING. PASS FAIL						
G.	INSPECT FOR REFRIGERANT AND OIL LEAKS. PASS FAIL						
Н.	CHECK THE "DRY EYE" IN THE LIQUID LINE SIGHT GLASS FOR MOISTURE CONTENT.  PASS FAIL						
I.	INSPECT COMPRESSOR ALIGNMENT, MOUNTS, BUSHINGS & LINKS. PASS FAIL						
J.	INSPECT DRIVE BELTS FOR EXCESSIVE WEAR AND TENSION. PASS FAIL						
К.	INSPECT CONDENSER AND EVAPORATOR COILS FOR CLEANLINESS. PASS FAIL						
L.	INSPECT THE UNIT FOR LOOSE, DAMAGED, OR BROKEN PARTS.  PASS FAIL						
М.	CHECK INTERIOR TEMPERATURE SETTING ADJUST AS NECESSARY.  PASS FAIL						
Ν.	SET POINT TO 68 DEGREES A/C AND 72 DEGREES HEAT.  PASS FAIL						
====	VOLT BATTERY SYSTEM - CHECK THE FOLLOWING:						
=====							
Α.	CHECK THE EXTERNAL CONDITION OF THE BATTERIES, AND THE BATTERY CABLES. MAKE SURE HOLD DOWN NUTS ARE TIGHT.						
	PASS FAIL						
В.	. CHECK THE BATTERY CABLE ENDS TO ENSURE GOOD CONTAC WITH THE BATTERY POSTS. PASS FAIL						
C.	CHECK FOR BATTERY POST OR CABLE END CORROSION. IF CORROSION EXISTS, DISCONNECT CABLES AND CLEAN WITH SODA SOLUTION AND A CLEAN WIRE BRUSH. INSTALL ENDS AND COAT WITH DIELECTRIC GREASE.  PASS FAIL						
D.	CHECK BATTERIES FOR OBVIOUS DAMAGE, LEAKAGE, OR CRACKED/LOOSE TERMINAL POSTS.  PASS FAIL						

Ε.	CHECK BATTERY STATE OF CHARGE AND CHARGING RATE.  PASS FAIL
	IOR DRIVER'S AREA - CHECK THE FOLLOWING:
Α.	CHECK INSTRUMENT PANEL FOR PROPER OPERATION AND CONDITION. PASS FAIL
В.	CHECK THROTTLE PEDAL OPERATION. IT SHOULD BE SMOOTH WITH NO BINDING. PASS FAIL
С.	CHECK DRIVER'S AUXILIARY FAN AND LIGHT FOR PROPER OPERATION. PASS FAIL
D.	CHECK DRIVER'S SUN VISORS FOR PROPER OPERATION. PASS FAIL
Ε.	CHECK DOOR INTERLOCK OPERATION. WITH INTERLOCK ENGAGED, THROTTLE SHOULD BE LOCKED OUT.  PASS FAIL
F.	CHECK THE AREA AROUND THE TREADLE TO ENSURE THAT NOTHING SHALL INTERFERE WITH TREADLE OPERATION.  PASS FAIL
G.	CHECK THE ENTIRE TREADLE ASSEMBLY FOR CLEANLINESS. PASS FAIL
Н.	CHECK ALL PIVOT POINTS FOR FREEDOM OF MOVEMENT, EXCESSIVE WEAR, AND CORROSION.  PASS FAIL
I.	CHECK ALL FASTENERS, FITTINGS, AND RETAINING CLIPS TO VERIFY THAT THEY ARE PROPERLY INSTALLED.  PASS FAIL
J.	ACTIVATE THE TREADLE VALVE BY OPERATING IT BY HAND. THE ACTION SHOULD BE SMOOTH WITHOUT BINDING. WHEN THE PEDAL IS RELEASED, IT SHOULD RETURN IMMEDIATELY WITHOUT STICKING OR SLUGGISH ACTION. PASS FAIL
К.	OPERATE THE PEDAL ADJUSTMENT SWITCH FULLY FORWARD, AND REARWARD. PEDAL SHOULD MOVE FREELY WITHOUT BINDING THROUGHOUT THE ENTIRE RANGE OF TRAVEL. PASS FAIL
L.	CHECK BRAKE PEDAL OPERATION. CHECK AIR PRESSURE GAUGE FOR A MINIMUM OF 115 PSI. DEPRESS AND RELEASE THE BRAKE PEDAL 2-3 TIMES. LISTEN FOR AIR BEING EXPELLED FROM THE QUICK RELEASE VALVE AS YOU RELEASE THE BRAKE PEDAL.

	PASS FAIL
М.	APPLY THE PARKING BRAKE. PUT THE BUS IN GEAR AND TRY TO MOVE THE BUS WITH THE BRAKE APPLIED.
	PASS FAIL
Ν.	CHECK FLOOR SWITCHES UNDER-PLATE FOR DEBRIS AND CLEANLINESS.
	PASS FAIL
0.	INSPECT STEERING WHEEL, TILT, AND TELESCOPIC ADJUSTMENT. PASS FAIL
Ρ.	CHECK HORN OPERATION. PASS FAIL
Q.	CHECK ABS INDICATOR LIGHT OPERATION. PASS FAIL
R.	CHECK KNEEL SYSTEM OPERATION PASS FAIL
S.	CHECK FIRE EXTINGUISHER FOR VALID DATE AND HOLDING BRACKET IS SECURE. PASS FAIL
Т.	CHECK THAT THE SAFETY TRIANGLES ARE COMPLETE AND PROPERLY SECURED.  PASS FAIL
U.	CHECK CHIMES OPERATION AT ALL STATIONS INCLUDING WHEELCHAIR POSITIONS.  PASS FAIL
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	INSPECTION - CHECK THE FOLLOWING:
Α.	CHECK FRONT DOOR OPERATION. CHECK THE FRONT DOOR
	CLOSING SPEED. THE DOORS SHALL FULLY CLOSE IN 2.5 TO 3.5 SECONDS. PASS FAIL
В.	CLOSING SPEED. THE DOORS SHALL FULLY CLOSE IN 2.5 TO 3.5 SECONDS.
	CLOSING SPEED. THE DOORS SHALL FULLY CLOSE IN 2.5 TO 3.5 SECONDS.  PASS FAIL  OPEN THE FRONT DOORS AND CHECK THE FULL OPEN DOORSTOP ADJUSTMENTS. THE DOOR ROLLERS SHOULD CONTACT THE STOPS ONLY WHEN THE DOORS ARE IN THE FULLY OPEN POSITION.

	SHALL STOP WHEN AN OBSTRUCTION IS DETECTED DURING OPENING. AFTER A 1 SECOND DELAY, IT SHALL ATTEMPT TO OPEN AGAIN. IF STILL OBSTRUCTED, IT SHOULD ATTEMPT TO OPEN A 2 <sup>ND</sup> TIME AFTER A 1 SECOND DELAY. IT SHOULD MAKE 3 ATTEMPTS TO OPEN. THE DOOR SHALL THEN ENTER A FAULT STATE. PASS FAIL
F.	CHECK FRONT DOOR PIVOT PINS AND LUBE AS REQUIRED.  PASS FAIL
G.	CHECK THE EXIT DOOR 5-DEGREE PROXIMITY SWITCH. ENSURE THAT THE SWITCH LED TURNS ON WHEN THE DOORS ARE APPROXIMATELY 5 DEGREES BEFORE THE FULLY CLOSED POSITION. PASS FAIL
Н.	VERIFY THAT THE 5-DEGREE DOOR PROXIMITY SWITCH GAP BETWEEN THE SWITCH AND THE END OF THE TEETER MECHANISM IS SET TO 0.08 INCHES +/- 0.005 INCHES.
	INCH:
I.	CHECK THE METAL TO METAL GAP BETWEEN THE 2 EXIT DOOR PANEL FRAMES. THE WHOLE LENGTH OF THE DOOR IS 4.15 INCHES. PASS FAIL
J.	CHECK THE REAR DOOR SENSITIVE EDGES. ***NOTE: TURN OFF THE CLASS SYSTEM BEFORE TESTING. CHECK
	REAR DOOR SENSITIVE EDGE IN 3 LOCATIONS (6 IN., 30 IN., AND 48 IN.) WITH A 1-INCH DIAMETER DOWEL ROD  TO ENSURE THE DOORS REOPEN WHEN CLOSING ON THE ROD.  PASS FAIL
к.	IN., AND 48 IN.) WITH A 1-INCH DIAMETER DOWEL ROD TO ENSURE THE DOORS REOPEN WHEN CLOSING ON THE ROD.
	IN., AND 48 IN.) WITH A 1-INCH DIAMETER DOWEL ROD TO ENSURE THE DOORS REOPEN WHEN CLOSING ON THE ROD. PASS FAIL CHECK ROD ENDS, MOTOR MOUNTING PLATES, AND LUBE COMPONENTS AS REQUIRED.
L.	IN., AND 48 IN.) WITH A 1-INCH DIAMETER DOWEL ROD  TO ENSURE THE DOORS REOPEN WHEN CLOSING ON THE ROD.  PASS FAIL  CHECK ROD ENDS, MOTOR MOUNTING PLATES, AND LUBE  COMPONENTS AS REQUIRED.  PASS FAIL  CHECK THE REAR DOOR OPEN OBSTRUCTION. THE DOOR  SHALL STOPE WHEN AN OBSTRUCTION IS DETECTED DURING  OPENING. AFTER A 1 SECOND DELAY, IT SHALL ATTEMPT  TO OPEN AGAIN. IF OBSTRUCTED, IT SHOULD ATTEMPT TO  OPEN A 2 <sup>ND</sup> TIME AFTER A 1 SECOND DELAY. IT SHOULD  MAKE 3 ATTEMPTS TO OPEN, THEN THE DOOR SHALL ENTER  A FAULT STATE.

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	INSPECT ALL DRIVER'S SEAT AIR SUPPLY CONNECTIONS. PASS FAIL
В.	INSPECT SEAT MOUNTING BOLTS FOR LOOSENESS. PASS FAIL
С.	CHECK HEIGHT ADJUSTMENT KNOB FOR PROPER OPERATION. PASS FAIL
	CHECK SEAT TILT KNOB FOR PROPER OPERATION. CHECK FOR EXCESSIVE ROCKING. REPLACE IF ROCKING EXCEEDS 8 MM WITH TILT KNOB IN THE FURTHER FORWARD POSITION. PASS FAIL
	CHECK THE SEAT RECLINE ADJUSTMENTS AND ADJUSTMENT KNOBS FOR PROPER OPERATION.  PASS FAIL
	CHECK LUMBAR SUPPORT SWITCHES FOR PROPER OPERATION AND AIR SUPPLY TO THE AIR BAG.  PASS FAIL
G.	CHECK THE SIDE BOLSTER SWITCH FOR PROPER OPERATION.  CHECK AIR BAG CONDITION.  PASS FAIL
	CHECK THE SEAT SLIDE OPERATION. IF PLAY EXCEEDS 1 MM (0.039 INCHES), REPLACE SLIDE.  PASS FAIL
I.	CHECK AIR SLIDE OPERATION AND AUTO LOCK. PASS FAIL
J.	CHECK THE SEAT LOCKOUT LIMITER. CHECK LOCKOUT FOR PROPER OPERATION IN ALL POSITIONS.  PASS FAIL
	CHECK THE DRIVER'S SEAT BELT ASSEMBLY, LATCHES, AND THAT IT RETRACTS FREELY. CHECK BELT WEBBING FOR CUTS, FRAYS, WORN AREAS, OR LOOSE PARTS.  PASS FAIL
	INSPECT SEAT COVERS AND UPPER AND LOWER FOAM CONDITION. REPLACE ARE REQUIRED. PASS FAIL
BE SEN	E: IF SEAT REQUIRES REPLACEMENT, WORK ORDER SHALL IT WITH OLD SEAT FOR UPHOLSTERY MECHANIC NATION.
	GER SEATING INSPECTION - CHECK THE FOLLOWING:
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Α.	INSPECT PASSENGER SEAT MOUNTS FOR LOOSE NUTS AND BROKEN BRACKETS. PASS FAIL
В.	CHECK FOR ANY LOOSENESS IN SEAT/WALL. PASS FAIL
С.	CHECK HYDRAULIC PROPS ON FLIP-UP SEATS FOR PROPER OPERATION. PASS FAIL
D.	INSPECT ALL PASSENGER SEATING COVERS AND FOAM. REPLACE ARE REQUIRED. PASS FAIL
=====	
WHEEL(	CHAIR RAMP INSPECTION - CHECK THE FOLLOWING:
====	
Α.	OPERATE RAMP THROUGH 2 COMPLETE CYCLES AND VERIFY PROPER OPERATION. PASS FAIL
В.	CHECK WHEELCHAIR RAMP ALARM WHEN OPERATING RAMP OR KNEELING SYSTEM. PASS FAIL
С.	INSPECT AND ADJUST CHAIN TENSION AS REQUIRED. PASS FAIL
D.	INSPECT RAMP PUMP ELECTRICAL CONNECTORS FOR CONDITION AND SECURITY.  PASS FAIL
Ε.	INSPECT ELECTRICAL HARNESSES AND HYDRAULIC HOSES FOR CONDITION AND SECURE ATTACHMENT.  PASS FAIL
F.	INSPECT FLUID LEVEL IN RESERVOIR AND TOP OFF AS REQUIRED. PASS FAIL
G.	INSPECT AND TIGHTEN MOUNTING HARDWARE AS REQUIRED. PASS FAIL
Н.	ENSURE STOWED PROXIMITY SWITCH IS FUNCTIONING AND IS POSITIONED TO ACTIVATE AT 15 DEGREES FROM THE STOWED POSITION.  PASS FAIL
I.	CLEAN AND LUBRICATE THE DRIVE CHAIN ROLLERS AND SIDE PLATES.  PASS FAIL
J.	CLEAN AND LUBRICATE THE TEFLON SLEEVE BUSHINGS LOCATED ON THE TENSIONER BLOCKS.  PASS FAIL

К.	CLEAN AND LUBRICATE THE TEFLON SLEEVE BUSHINGS ON THE LH AND RH RAMP PIVOTS. PASS FAIL
L.	CLEAN AND LUBRICATE THE BRONZE BUSHING LOCATED ON THE IDLER SPROCKET. PASS FAIL
М.	CLEAN AND LUBRICATE THE HYDRAULIC CYLINDER PIVOT POINTS. PASS FAIL
Ν.	CLEAN AND LUBRICATE BETWEEN THE SLIDING SURFACES OF THE MECHANISM (SLOTS IN THE SUPPORT PLATES AND FLATS ON THE PUSH SHAFT AND CLEVIS SHAFT). PASS FAIL
0.	CHECK RAMP INTERIOR AREA AND REMOVE ACCUMULATED DIRT AND DEBRIS. PASS FAIL
Р.	CHECK OPERATION OF WHEELCHAIR SEATING. CHECK ALL BELTS AND RETRACTOR MOUNTS FOR SECUREMENT. CHECK RETRACTORS FOR PROPER OPERATION.  PASS FAIL
Q.	CHECK FOR ANY LOOSE OR MISSING HARDWARE.  PASS FAIL
R.	CHECK FOR NON-SLIP FLOORING FOR DAMAGE TO SURFACE.  PASS FAIL
S.	CHECK TO SEE THAT REQUIRED DECALS ARE IN PLACE.  PASS FAIL
==== INTEF	RIOR INSPECTION - CHECK THE FOLLOWING:
Α.	CHECK EMERGENCY HATCHES AND WINDOWS FOR PROPER OPERATION. PASS FAIL
В.	CHECK ALL UPPER DECK WINDOW LATCHES. THEY SHOULD BE LOCKED. PASS FAIL
С.	INSPECT HAND STRAPS AND GRAB RAILS. THEY SHOULD BE SECURED AND IN GOOD ORDER.  PASS FAIL
D.	INSPECT WHEELCHAIR RESTRAINT SYSTEM FOR DAMAGE, CLEANLINESS, AND OPERATES PROPERLY. PASS FAIL
E.	INSPECT COACH FOR GRAFFITI ON SEATS, WINDOWS, MODESTY PANELS, AND RAILS. PASS FAIL

F.	INSPECT FLOOR COVERINGS AND STEP TREADS.  PASS FAIL
G.	CHECK ALL INTERIOR LIGHTS AND MIRRORS FOR PROPER OPERATION. PASS FAIL
Н.	CHECK ALL ROOF INTERIOR PANELS FOR SECUREMENT. PASS FAIL
=====	
	RACK INSPECTION - CHECK THE FOLLOWING: 
==== A.	CHECK BIKE RACK OPERATION AND CONDITION. PASS FAIL
В.	CHECK THAT BIKE RACK SWINGS EASILY BETWEEN STOWED AND DEPLOYED POSITIONS. IF NOT, INSPECT HINGE PLATE AND PIVOT BOLTS FOR DAMAGE.  PASS FAIL
С.	CHECK TO MAKE SURE RELEASE HANDLE UNLOCKS THE BIKE RACK AND DOES NOT STICK.  PASS FAIL
D.	CHECK THAT THE LOCKING PIN AUTOMATICALLY LOCKS IN THE DEPLOYED AND STOWED POSITIONS.  PASS FAIL
Ε.	CHECK THE 2 END CAPS ON FRONT OF BIKE RACK ARE PRESENT AND NOT DAMAGED.  PASS FAIL
F.	CHECK ALL INSTRUCTION LABELS ARE PRESENT AND INTACT. PASS FAIL
G.	CHECK THE MAIN FRAME AND BIKE RAILS ARE UNDAMAGED AND STRUCTURALLY SOUND. PASS FAIL
==== EXTER	IOR INSPECTION - CHECK THE FOLLOWING:
=====	
Α.	CHECK WINDSHIELD WIPER AND WASHER OPERATION. TOP OFF WASHER FLUID. PASS FAIL
В.	CHECK HAZARD LIGHTS, TURN SIGNALS, AND BACKUP WARNING. PASS FAIL
С.	CHECK FRONT AND REAR BUMPERS FOR DAMAGE.

	PASS FAIL
D.	CHECK MIRRORS AND MOUNTING ARMS FOR DEFECTS AND GREASE ALL PIVOT ARMS WITH GREASE FITTINGS. APPLY GREASE UNTIL GREASE COMES OUT BETWEEN THE BRACKET AND THE ARM.  PASS FAIL
Ε.	CHECK FOR REQUIRED DECALS INCLUDING CH2 DECALS ON REAR OF BUS.  PASS FAIL
F.	CHECK COACH BODY FOR LOOSE PANELS/BODY DAMAGE. PASS FAIL
G.	CHECK FUEL TANK DOORS FOR PROPER OPERATION, CRACKS, AND DOOR PROP LEAKS AND FUNCTION.  PASS FAIL
Н.	CHECK FUEL CELL COMPARTMENT DOOR FOR CRACKS, AND DOOR PROP OPERATION AND LEAKS.  PASS FAIL
I.	VISUALLY CHECK REAR WHEEL VENT HOLES ARE ALIGNED. PASS FAIL
J.	CHECK RUBBER WHEEL WELL FLAPS FOR DAMAGE AND DEFECTS. PASS FAIL
К.	CHECK ALL EXTERIOR LIGHTS. PASS FAIL
L.	CHECK AND REMOVE DIRTY FINGERPRINTS, HANDPRINTS, SMUDGES, ETC. FROM EXTERIOR PANELS AND WINDOWS.  PASS FAIL
М.	RECORD AIR PRESSURE IN TIRES: RF: RRO:
	RRI: LRO: LRI:
N.	CHECK WHEEL LUG NUTS FOR PROPER TORQUE: ALL WHEELS ARE 550 LBS TORQUE.  PASS FAIL
MECHAI	NIC'S SIGNATURE:
	ID:

## 10. APPENDIX 3: EQUIPMENT ASSIGNMENT REPORT FOR 10/13/2019



#### **EQUIPMENT ASSIGNMENT**

October 13, 2019 Base Assignments by Series

FIXED ROUTE							
Series	Total	Garden Grove	GG#	Santa Ana	SNA#		
	40' Buses						
5121	18	5121, 5122, 5123, 5124, 5125, 5126, 5127, 5128, 5129, 5130, 5131, 5132, 5133, 5134, 5135, 5136, 5137, 5138	18				
5500	58			5501, 5502, 5503, 5504, 5505, 5506, 5507, 5508, 5509, 5510, 5511, 5512, 5513, 5514, 5515, 5516, 5517, 5518, 5519, 5520, 5521, 5522, 5523, 5524, 5525, 5526, 5527, 5528, 5529, 5530, 5531, 5532, 5534, 5534, 5535, 5536, 5537, 5538, 5539, 5540, 5541, 5542, 5543, 5544, 5545, 5546, 5547, 5548, 5549, 5550, 5553, 5565, 5566, 5567, 5568, 5569, 5570, 5571	58		
5700	99	5701, 5702, 5703, 5704, 5705, 5706, 5707, 5708, 5709, 5710, 5711, 5712, 5713, 5714, 5715, 5716, 5717, 5718, 5719, 5720, 5721, 5722, 5723, 5724, 5725, 5726, 5727, 5728, 5729, 5730, 5731, 5732, 5733, 5734, 5735, 5736, 5737, 5738, 5739, 5740, 5741, 5742, 5743, 5744, 5745, 5746, 5747, 5748, 5749, 5750, 5751, 5752, 5753, 5754, 5755, 5756, 5757, 5758, 5759, 5760, 5761, 5762, 5763, 5764, 5765, 5766, 5767, 5768, 5769, 5770, 5771, 5772, 5773, 5774, 5775, 5776, 5777, 5778, 5779, 5780, 5781, 5782, 5783, 5784, 5785, 5786, 5787, 5788, 5789, 5790, 5791, 5792, 5793, 5794, 5795, 5796, 5797, 5798, 5799	99				
5800	44	5844, 5845, 5846, 5847, 5848, 5849, 5850, 5851, 5852, 5853, 5854, 5855, 5856, 5857, 5858	15	5815, 5816, 5817, 5818, 5819, 5820, 5821, 5822, 5823, 5824, 5825, 5826, 5827, 5828, 5829, 5830, 5831, 5832, 5833, 5834, 5835, 5836, 5837, 5838, 5839, 5840, 5841, 5842, 5843	29		
7500	1			7575	1		
Subtotal	220		132		88		
		40' Hyd	rogen	Buses			
1100	3			1111, 1112, 1114	3		
Subtotal	3				3		
		40' BR	AVO I				
5500	2			5551, 5552	2		
5800	20			5801, 5802, 5803, 5804, 5805, 5806, 5807, 5808, 5809, 5810, 5811, 5812, 5813, 5814, 5861, 5862, 5863, 5864, 5865, 5866	20		
7500	17			7576, 7577, 7578, 7579, 7580, 7581, 7582, 7583, 7584, 7585, 7586, 7587, 7588, 7589, 7590, 7591, 7592	17		
Subtotal	39				39		
	60' Articulated Buses						
7600	20			7601, 7602, 7603, 7604, 7605, 7606, 7607, 7608, 7609, 7610, 7611, 7612, 7613, 7614, 7615, 7616, 7617, 7618, 7619, 7620	20		
7621	16			7621, 7622, 7623, 7624, 7625, 7626, 7627, 7628, 7629, 7630, 7631, 7632, 7633, 7634, 7635, 7636	16		
Subtotal	36				36		
Total:	298		132		166		



#### **EQUIPMENT ASSIGNMENT**

October 13, 2019 Base Assignments by Series

		CONTRACTED	FIXE	D ROUTE	
Series	Total	Irvine Sand Canyon	ISC#	Anaheim	ANA#
		40' Bi	uses		
5121	12	5139, 5140, 5141, 5142, 5143, 5144, 5145, 5148, 5147, 5148, 5149, 5150	12		
5500	39	5554, 5555, 5556, 5557, 5558, 5559, 5560, 5561, 5562, 5563, 5564, 5572, 5573, 5574, 5575, 5576, 5577, 5578, 5579, 5580, 5581, 5582, 5583, 5584, 5585, 5586, 5587, 5588, 5589, 5590, 5591, 5592, 5593, 5594, 5595, 5596, 5597, 5598, 5599	39		
5600	78	5601, 5602, 5603, 5604, 5605, 5606, 5607, 5608, 5609, 5610, 5611, 5612, 5613, 5614, 5615, 5616, 5617, 5618, 5619, 5620, 5621, 5622, 5623, 5624, 5625, 5626, 5627, 5628, 5629, 5630, 5631, 5632, 5633, 5634, 5635, 5636, 5637, 5638, 5639, 5640, 5641, 5642	42	5843, 5844, 5845, 5848, 5847, 5848, 5849, 5850, 5851, 5852, 5853, 5854, 5855, 5858, 5857, 5858, 5859, 5860, 5861, 5862, 5863, 5884, 5885, 5886, 5887, 5888, 5889, 5870, 5871, 5872, 5873, 5874, 5875, 5876, 5877, 5878	36
7500	74			7501, 7502, 7503, 7504, 7505, 7508, 7507, 7508, 7509, 7510, 7511, 7512, 7513, 7514, 7515, 7518, 7517, 7518, 7519, 7520, 7521, 7522, 7523, 7524, 7525, 7528, 7527, 7528, 7529, 7530, 7531, 7532, 7533, 7534, 7535, 7538, 7537, 7538, 7539, 7540, 7541, 7542, 7543, 7544, 7545, 7548, 7547, 7548, 7549, 7550, 7551, 7552, 7553, 7554, 7555, 7558, 7557, 7558, 7559, 7560, 7561, 7562, 7563, 7564, 7565, 7568, 7567, 7568, 7569, 7570, 7571, 7572, 7573, 7574	74
Subtotal	203		93		110
		Mid-size (	Cutawa	ay	
6321		8354, 8355, 6361	3		
6350		6351, 6363, 6364	3		$\square$
Subtotal	6		6		0
Total:	209		99		110

	ACCESS SERVICE					
Series	Total	Irvine Construction Circle				
6800	2	6805, 6806				
6900	17	6911, 6912, 6913, 6914, 6915, 6916, 6917, 6918, 6919, 6920, 6921, 6922, 6923, 6924, 6925, 6926, 6927				
8500	98	8501, 8502, 8503, 8504, 8505, 8506, 8507, 8508, 8509, 8510, 8511, 8512, 8513, 8514, 8515, 8516, 8517, 8518, 8519, 8520, 8521, 8522, 8523, 8524, 8525, 8526, 8527, 8528, 8529, 8530, 8531, 8532, 8533, 8534, 8535, 8536, 8537, 8538, 8539, 8540, 8541, 8542, 8543, 8544, 8545, 8546, 8547, 8548, 8549, 8550, 8551, 8552, 8553, 8554, 8555, 8556, 8557, 8558, 8559, 8560, 8561, 8562, 8563, 8564, 8565, 8566, 8567, 8568, 8569, 8570, 8571, 8572, 8573, 8574, 8575, 8576, 8577, 8578, 8579, 8580, 8582, 8583, 8584, 8585, 8586, 8587, 8588, 8589, 8590, 8591, 8592, 8593, 8594, 8595, 8596, 8597, 8598, 8599				
8600	99	8601, 8602, 8603, 8604, 8605, 8606, 8607, 8608, 8609, 8610, 8611, 8612, 8613, 8614, 8615, 8616, 8617, 8618, 8619, 8620, 8621, 8622, 8623, 8624, 8625, 8626, 8627, 8628, 8629, 8630, 8631, 8632, 8633, 8634, 8635, 8636, 8637, 8638, 8639, 8640, 8641, 8642, 8643, 8644, 8645, 8646, 8647, 8648, 8649, 8650, 8651, 8652, 8653, 8654, 8655, 8656, 8657, 8658, 8659, 8660, 8661, 8662, 8663, 8664, 8667, 8668, 8669, 8670, 8671, 8672, 8673, 8674, 8675, 8676, 8677, 8678, 8679, 8680, 8681, 8682, 8683, 8684, 8685, 8686, 8687, 8688, 8689, 8690, 8691, 8692, 8693, 8694, 8695, 8696, 8697, 8698, 8699				
8700	32	8701, 8702, 8703, 8704, 8705, 8706, 8707, 8708, 8709, 8710, 8711, 8712, 8713, 8714, 8715, 8716, 8717, 8718, 8719, 8720, 8721, 8722, 8723, 8725, 8726, 8727, 8728, 8729, 8730, 8731, 8732, 8733				
Total:	248					



#### **EQUIPMENT ASSIGNMENT**

October 13, 2019 Non-Revenue Vehicles

	CEA VEHICLES				
Series	Total	Garden Grove	GG#	Santa Ana	SNA#
9400	55	9401, 9402, 9403, 9404, 9405, 9406, 9407, 9408, 9409, 9410, 9411, 9412, 9413, 9414, 9415, 9416, 9417, 9418, 9419, 9420, 9421, 9422, 9423, 9424, 9425, 9431, 9432	27	9433, 9434, 9435, 9436, 9437, 9438, 9439, 9440, 9441, 9442, 9443, 9444, 9445, 9446, 9447, 9448, 9449, 9450, 9451, 9452, 9453, 9454, 9455, 9456, 9457, 9458, 9459, 9460	28
Total:	55		27		28

	MOTOR POOL VEHICLES				
	Base				
Series	Total	Garden Grove	GG#	Santa Ana	SNA#
9400	6	9480, 9482, 9485	3	9483, 9484, 9486	3
98/9900	3	9880 (Stakebed)	1	9922, 9929 (Cargo & Passenger Van)	2
	Main Office, Orange				
94/9900	4/9900 15 9469, 9470, 9471, 9472, 9473, 9474, 9475, 9476, 9477, 9478, 9479, 9916, 9919, 9924, 9932				15
Total:	24				

	24-HOUR ASSIGNED				
Series	Total	Main Office, Orange	Adm#	Base	Base#
9400	2	9461 (Bus Ops, Dept Mgr)	1	9463 (Bus Ops, Base Mgr: GG)	1
9400	3	9467, 9468 (Security)	2	9462 (Bus Ops, Base Mgr. SA)	1
9400	2			9464, 9465 (Maint, Base Mgr: SA)	2
various	4			9466, 9640, 9927, 9928 (Ops Supp Mgr, Field Supvs: GGA)	4
Total:	11				

	SPECIAL PURPOSE ASSIGNMENTS						
	_	Main O					
Series	Total	Unit#	Loc	Assignment	#		
9800	1	9872	Adm	Conservation	1		
9800	2	9868, 9886		Safety	2		
9800	2	9848, 9862	Adm	Stops & Zones	2		
9800	1	9887		Right of Way	1		
9900	1	9917		Marketing	1		
9900	1	9926		General Services	1		
9600	1	9658	Adm		1		
		Garden					
9800	1	9896	GGA	Central Communications	1		
9600	8	9647, 9648, 9649, 9650, 9651, 9653, 9654, 9655	GGA	Field Supervision	8		
96/9800	15	9639, 9644, 9645, 9656, 9657, 9659, 9660, 9803, 9804, 9888, 9890, 9892, 9895, 9897, 9899	GGA	Transit Police Services	15		
	Garden Grove, Maintenance						
9800	2	9860, 9873		Service Vehicles	2		
		Santa An	a, Main	tenance			
9800	4	9855, 9857, 9865, 9898	SNA	Service Vehicles	4		
9900	2	9918, 9920		Electronics	2		
		Electr	ronics,	ČFR			
Series	Total	Irvine Sand Canyon	ISC#				
98/9900	1	9915	1				
		Facilities	s Maint				
Series	Total	Unit #		Location	#		
9800	3	9802, 9851, 9852		Garden Grove	3		
9800	3	9801, 9882, 9885		Santa Ana	3		
9800	2	9884, 9914		Anaheim	2		
9800	2	9854, 9864		Irvine Sand Canyon	2		
9800	2	9856, 9883	Depart	Irvine Construction Circle	2		
Series	Total	Garden Grove	GG#	Santa Ana	SNA#		
9800	3	9881	1	9893, 9894	2		
Total:	57	0001		0000, 0001			
rotal.	31						

	SPARES				
Series	Total	Unit#	Loc	Assignment	#
various	4	9481, 9646, 9861, 9930	SNA	Spares	4
Total:	4				

		NON-REVENUE VEHICLE FLEET SUMMARY
Series	Total	Assignment
9400	55	CEA Vehicles
various	24	Motor Pool Vehicles
various	11	24-Hour Assigned
various	57	Special Purpose Assignments
various	4	Spares
Total:	151	



#### **EQUIPMENT ASSIGNMENT**

October 13, 2019 Non-Revenue Buses

	NON-REVENUE BUSES				
Series	Total	Garden Grove	GG#	Santa Ana	SA#
n/a	1			100 (Old Yeller)	1
n/a	1			1201 (1973 Flexible)	1
3000	1	3001 (1980 RTS)	1		
Total:	3				

Total:	3		
		SPECIAL ASSIGNMENTS	
Series	Total	Long Term Hold (CFR/DOFR Buses) Bas	se
6321	12	6321, 6322, 6323, 6331, 6339, 6340, 6352, 6353, 6356, 6357, 6358, 6360 Long Term Hold	С
Total	12		
Series	Total	Hydrogen Bas	se
1100	1	1101 (Demo Bus) SA	4
		Vehicle Acceptance In Progress	
1100	7	1113, 1115, 1116, 1117, 1118, 1119, 1120 SA	4
Total	8	·	
Series	Total	Training Bas	se
6800	3	6802, 6819, 6821 ICC	С
		Tours of Right-of-Way Bas	-
6800	4	6820, 6826, 6830, 6831 (Tours of Right-Of-Way)	$\overline{}$
			=
Series	Total	OC Flex, Operated by Keolis Transit Bas	$\overline{}$
6000	4	6001, 6002, 6003, 6004 OC Flex OP	,
Series	Total	Metrolink Bas	se
7500	0	Bravos SA	1
Series	Total	Project V Bas	se I
			$\overline{}$

	6350	2	8359, 8362 Mission Viejo	ISC
ĺ	Series	Total	Senior Mobility Program	Base
	6800	8	6803, 6807, 6808, 6810, 6818, 6823, 6832, 6833	ANA

Series	Total	Irvine iShuttle	Base
6321	12	6324, 6325, 6326, 6327, 6328, 6329, 6330, 6332, 6333, 6334, 6335, 6336	ISC
6340	5	6341, 6342, 6343, 6344, 6345	ISC
6370	7	8371, 6372, 6373, 6374, 6375, 6376, 6377	ISC
Total:	24		

	CONTINGENCY				
Series	Total	Emergency Contingency Fleet	Base		
5300	11	5302, 5306, 5331, 5335, 5342, 5353, 5354, 5362, 5376, 5387, 5388	GG		
5400	9	5401, 5403, 5406, 5408, 5409, 5410, 5411, 5412, 5416	GG		
Total:	20				

	OCTA FLEET PROFILE							
Туре	Garden Grove	Santa Ana	Anahelm	Sand Canyon	Construction Circle (ACCESS)	(OC FLEX)	Contingency (GG)	Totals
20' Gas						4		4
23' Gas					248			248
32' CNG				6				6
40' CNG	132	127	110	93				462
40' Diesel							20	20
40' H <sub>2</sub>		3						3
60' CNG		36						36
TOTAL:	132	166	110	99	248	4	20	779
	ACTIVE FIXED ROUTE ONLY:			507				

# **ATTACHMENT A: EAM SYSTEM HIGHLIGHTS TABLE**

Use the table to identify software and hardware requirements, as well as software support responses and upgrade schedules. This table shall be submitted as part of the Consultant's proposal.

ОСТА	Consultant Response	Comments
Model (SaaS, Cloud, On-Premise)		
If Cloud based type of platform (Microsoft, Amazon, etc.)		
Database and version required		
Is database SQL read only access allowed? (Y/N)		
Browsers (Indicate which is the preferred browser when more than one browser is available)		
Specific desktop requirements (Java, Flash, Visual Studio, etc.)		
Mobility (Browser, or direct application installed on device)		
Reporting (Business Objects, Jasper, Cognos, Proprietary)		
Inventory Optimization Tool (Oniqua, CIO, Other)		
Estimated Total Duration of Implementation – Start/End		
Support hours		
SLA's for P1 Issues		
SLA's for P2 Issues		
SLA's for P3 Issues		
SLA's for P4 Issues		
Software "Uptime" percentage		
Software updates/fixes – frequency		
Software updates/fixes – Level of Effort (High, Med, Low)		

## RFP 0-2272 EXHIBIT A ATTACHMENT A

Upgrades – frequency	
Upgrades – Level of Effort (High, Medium, Low)	
Upgrades – included or additional cost	
Interfaces/Integration – programming or tools used (Webservices, XML, groovy, java, etc.)	
Interfaces/Integration - are these included in level of effort for an upgrade (Y/N)	
Interfaces/Integration - is ongoing support available or are these items under a warranty? If under warranty what is the warranty period.	
List of software systems with successful interfaces to the solution	
Customizations and/or Personalization of system's screens/UI - does this move over in an upgrade or does it need to be re-done/re-configured?	
Software Licenses (Perpetual or Annual Fees)	
Headquarters location of Software Consultant	
Office location of Implementation Team	
Office location of Support Team	

## ATTACHMENT B: PROJECT TASK DELIVERABLES TABLE

Use table to indicate a clear response to the project implementation tasks and deliverables under Section 7 of the SOW. This table shall be submitted as part of the Consultant's proposal. Consultant may respond to deliverable with three options:

- W- Shall be delivered per SOW description
- **E** Shall be delivered, with exception (Please add comments to describe the exception)
- N Shall Not be delivered (Please add comments to explain why deliverable cannot be met)

Task 1 - Project Planning & Management				
Deliverable	Consultant Response (W/E/N)	Consultant Comments		
Project Schedule				
Roles and Responsibilities Matrix				
Change Orders				
Project Status Reports				
Meeting Agendas				
Meeting Minutes				
Documentation				
Task 2 - Requirements Gathering				
Deliverable	Consultant Response (W/E/N)	Consultant Comments		
Requirements Documentation				
Requirements Traceability Matrix				
System Documentation				
Task 3 - Design				
Deliverable	Consultant Response (W/E/N)	Consultant Comments		
Design Documentation (all phases)				
Back-up and Recovery Plan				
Systems Integration Design (SID) document				
Release Management Plan				

Task 4 – Construct / Build				
Deliverable	Consultant Response (W/E/N)	Consultant Comments		
System Configurations				
Technical Documentation				
Task 5 – Test				
Deliverable	Consultant Response (W/E/N)	Consultant Comments		
Test Plan				
Test Cases / Scripts				
Testing Results				
Defect Logs				
Stakeholder Sign-Off / UAT Sign-Off				
Task 6 – Pilot				
Deliverable	Consultant Response (W/E/N)	Consultant Comments		
Pilot Plan				
Pilot Acceptance				
Task 7 – Pilot				
Deliverable	Consultant Response (W/E/N)	Consultant Comments		
Training Plan				
Training Documentation				
Task 8 – Deploy				
Deliverable	Consultant Response (W/E/N)	Consultant Comments		
Readiness Assessment Report				

Implementation (Deployment) Plan		
Documented (Go-Live) Schedule		
Deployment Checklist		
Production Validation Tests		
Support Plant		
Change Control Documentation		
Approved Validation Test scripts		
Updated System Documentation		
Updated Items Log w/ open defects		
Deployment Acceptance		
Task 9 – Post Deployment Support		
Deliverable	Consultant Response (W/E/N)	Consultant Comments
Help Desk contact information		
Web-based tracking tool		
Help Desk services/software fixes		

Lessons Learned document

## ATTACHMENT C: EAM SYSTEM REQUIREMENTS LIST

Consultant shall submit this EAM Requirements List with the Consultant's proposal. Please provide a response for each individual requirement relevant to how the Consultant's EAM system meets the respective requirement.

The figure below is a screenshot of the EAM Requirements List Microsoft Excel file. OCTA's requirements are organized by Category/Department, Sub-category/Process, and Priority. The Consultant is expected to review these requirements in detail and indicate their understanding by populating the proposed EAM system's capability, method to implement, costs for customizations and third-party software, and any relevant comments and assumptions (columns F through K of the EAM Requirements List Microsoft Excel file).

- a) Proposed Solution's Capability: Does the solution meet the requirement?
- b) Method to Implement: How is the requirement achieved?
- c) Costs shall be provided if the requirement shall be accomplished by implementing a software customization or third-party software. If a software customization or a piece of third-party software is software is proposed to satisfy multiple requirements, then the cost by line item is not required. Instead, the Consultant shall reference the customization, or third-party software in their requirements response (with a designation, example: "A", "B" "C",...), and include the customization or third-party software and interface development costs in the "List of Software and Technical Components table".
- d) Consultant Comments may be added to the Consultant's response for any requirement. If customization or partial customization is indicated, then the Consultant should explain level of effort and risk. If future release is expected, the Consultant should indicate target release number and date within project timeline. If third-party software is proposed, the Consultant should indicate which software.
- e) Consultant Assumptions should be identified and included, as applicable.

#### INFORMATION PROVIDED BY OCTA 3rd Party Category / Departn Sub-category / Process OCTA's Priority Proposed Software Cost Cost Provide functionality that supports Defect Management **Bus Maintenance** Defect Management 1 - Required Reporting and Analytics (MKI Report) a.Standard System Reporting (OCTA currently has about 60 If the Requirement will be Business Objects reports) accomplished by software b Performance Reporting c.Asset Reporting d.Lifecycle cost tracking (TCO) customization, or by 3rd Party software, include cost e.What does it cost to maintain the asset (at the part-level) estimates. Track Total Cost of Ownership (TCO) System reports that are required are provided in the EAM Provide functionality that supports Preventive (Scheduled) Maintenance Management using Work Plans and Work Orders, Reporting and Analytics 1 - Required **Bus Maintenance** Maintenance which include: Job Plan details (step to do job, materials), What Drop-down Unscheduled Maintenance Bus Maintenance 1 - Required 1 - Required options for a.Maintenance Mobility: show work details, defect management responses. access work order to log time and materials, and show progress b.Materials Management Mobility: Receiving, Issuing, Cycle

#### (Screen shot of Requirements List Response Sheet)

The proposed solution's capability, and the method to implement columns (F and G) contain drop-down responses for each requirement. These are defined as follows:

## **Requirement Drop-down Responses**

Proposed Solution's Capability	Method to Implement
Yes	OOtB with configurations.
Future Enhancement	Software customization.
Not Available	3rd party software.
	Software customizations and 3rd party software.
	Not available.
	SELECTION DEFINITIONS
Yes: available with	OOtB with configurations: the "Out-Of-the-
current version of	Box" product has this capability using system
software.	configuration(s) .
Future	Software customization: requirement can be
Enhancement:	met when software is customized.
approved on product	
roadmap, timeframe	
is published.	
Not Available: not	3rd party software: other customers
currently on the	accomplish this requirement using 3rd party
product roadmap.	software.
	Software customization and 3rd party
	software: both a product customization and 3rd
	party software would be required to meet this
	requirement.
	Not available: requirement is not met; there are
	no plans to support this requirement.

## RFI 9-1711 OCTA Enterprise Asset Management Requirements List - Instructions

The additional sheets within this Excel file (Location Demographics, Software Performance SLA, Interfaces and Data Exchanges, Printers, Users) are provided as supplementary information.

Category / Department	OCTA's Priority	Proposed Solution's Capability	Method to Implement
Bus and Facilities Maintenance	1 - Required	Yes	OOtB with configurations.
Bus Maintenance	2 - Preferred / Nice to Have	Future Enhancement	Software customization.
Materials Management	3 - Required, if solution is hosted (cloud-based)	Not Available	3rd party software.
Mobility	4 - Required, if recommending on-prem environment		Software customizations and 3rd party software.
CAMM		_	Not available.
Finance			
Rail	7		
Non-functional / technical			

	SELECTION DEFINITIONS
Yes: available with	OOtB with configurations: the "Out-Of-the-Box"
current version of	product has this capability using system
software.	configuration(s).
Future	Software customization: requirement can be met
Enhancement:	when software is customized.
approved on product	
roadmap, timeframe	
is published.	
Not Available: not	3rd party software: other customers accomplish
currently on the	this requirement using 3rd party software.
product roadmap.	
	Software customization and 3rd party software:
	both a product customization and 3rd party
	software would be required to meet this
	requirement.
	Not available: requirement is not met; there are no
	plans to support this requirement.

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Interface	Application Description	Name	Interface Description	Desc	Direction	Schedule
CAMMNet	Contracts and Materials Management System		Award data is sent from the CAMMNET database to the EAM system which updates the Requisition/Inventory Requests with awarded vendor number, price, lead-time and other award data	CAMMNet Bid Award to Ellipse	inbound	x10 mins; 5:10am-8:10pm; 7 days
CAMMNet	Contracts and Materials Management System		A complete extract of global purchase agreement data is sent from the legacy EAM application to OCTA's CAMMNet database for reporting purposes.	Ellipse GPA to CAMMNet	outbound	x4 hrs; 5:00am-5:00pm; weekday
CAMMNet	Contracts and Materials Management System		Purchase Order and Contract summary data for purchase order creation, modification, completion, and cancellation is sent from the legacy EAM application to OCTA's CAMMNET database for reporting purposes.	Ellipse Purchase Order Summary to CAMMNet, Neal	outbound	x10 mins; 5:00am-8:00pm; weekday
CAMMNet	Contracts and Materials Management System		New and modified Purchase Requisition and Inventory Replenishment data is sent from the legacy EAM to OCTA's CAMMNET e-Procurement system which is used to post solicitations on the CAMMNET Website.	Ellipse PR and RO to CAMMNet	outbound	x30mins; 5:00am-6:00pm; weekday
CAMMNet	Contracts and Materials Management System	OCBSUP	Vendor registration data including Vendor Name, Address, Contact Information and other related data is sent to the legacy EAM system for the creation and modification of the Vendor/Supplier information in the legacy EAM system.	CAMMNet Supplier to Ellipse	inbound	x1 hour; 5:10am-8:10pm; 7 days
FleetWatch	Vehicle Statistic System	turned off	Bulk material usage for items such as diesel fuel and mileage for leased tires is being sent from the Fleetwatch system to the legacy EAM system where usage sheets are created and the usage is recorded via an accounting transaction for the associated vehicle/material.	xxxFleetwatch Bulk Materials to Ellipse, PaulB	inbound	Aug 2019 turn off; x1 day; @after OCBFWS; 7 days
FleetWatch	Vehicle Statistic System	OCBFWS	Operating statistics including bus mileage, bus engine hours, and other various bus statistics are sent from the Fleetwatch system to the legacy EAM system.	Webservice FleetWatch OpStat to Ellipse	inbound	x1 day; @5:45am; 7 days
FleetWatch	Vehicle Statistic System	OCBFWV	Active Revenue and Non-revenue Vehicle information is being sent from the legacy EAM system to the Fleetwatch system.	Ellipse Vehicle to FleetWatch	outbound	x1 day; @12:20am; 7 days
Hastus	Bus Scheduling System		Vehicle information including the creation, update, and deletion of the vehicle itself, as well as the creation or deletion of a withdrawal for a vehicle is sent from the legacy EAM system to the Hastus system.	Ellipse Vehicles to Hastus, WebService	outbound	Aug 2019 turn off; x5 mins; all day; 7 days
Hastus	Bus Scheduling System	OCBHSTxxx - turned off	Status changes are sent from Hastus to the legacy EAM system. The legacy EAM system then creates a work request for vehicles that have been put on hold.	xxxHastus to Ellipse Equipment Status, WebService	inbound	x15 mins; all day; 7 days
Kronos	Employee Time Keeping System	OCBKRO	New and updated Crew, Work Group, and Shift Rotation information for an Employee is sent from Kronos to the legacy EAM system.	Crew Shift Rotation Kronos to Ellipse	inbound	x1 day; @12:30am; 7 days
Lawson	Human Resources System	OCBLAW	Limited employee information including name, union code, Lawson position and account code, hire date, termination date, etc. are sent to the legacy EAM system where an employee is created, terminated, or reinstated. Certain service employees are assigned a position all others are placed in positions upon external requests.	Lawson Employees to Ellipse	inbound	x1 day; @12:20am; 7 days
AnaLabs	Enterprise Asset Management System		Fluid analysis levels are sent from AnaLabs into the legacy EAM system in the	xxxLab Condition Monitoring Data to Ellipse, AnaLabs	inbound	Aug 2019 turn off;
(independent Access database)	Enterprise Asset Management System		External service costs associated with work orders and/or equipment are sent from an access database into the legacy EAM system which are then recorded as manual journal youchers against the work order/equipment.	Ellipse Work Order Closure	inbound	x1 day; @12:05am; 7 days
ONESolution	Accounting System		The chart of accounts is sent from ONESolution to the legacy EAM system where it is translated into the appropriate cost center/expense elements for use in the legacy EAM system.	IFAS COA TO Ellipse (Chart of Accounts)	inbound	x1 day; @12:00am; weekday
ONESolution	Accounting System	OCBPOC	ONESolution sends fully paid/closed goods Purchase Orders to the legacy EAM system where the purchase order is checked and if all conditions are met the purchase order header and items are marked as complete.	Purchase Order Close	inbound	
ONESolution	Accounting System	OCBPUR		Ellipse Purchase Order to ONESolution	outbound	x1 day; @12:10am; 7 days
ONESolution	Accounting System	OCBRCV	The legacy EAM system sends purchase order line item receipts to the ONESolution system	Ellipse Purchase Order Receipt to ONESolutions	outbound	x1 day; @12:10am; 7 days
ONESolution	Accounting System	OCBTRN	The legacy EAM sends a select set of balanced financial transaction information to the ONESolution system.	Ellipse Journal to ONESolution	outbound	x1 day; @12:20am; 7 days

#### RFI 9-1711 OCTA Enterprise Asset Management Requirements List - Interfaces and Data Exchanges

Interface	Application Description	Name	Interface Description	Desc	Direction	Schedule
Budbar	Budgeting System	Data Extract to Budbar PARSS	BUDPAR/PARSS uses dynamic queries to extract requisition data from the the ellcld database which is a copy of the legacy EAM database which is refreshed nightly.	Data Extract to Budbar PARSS, from ellcld database	outbound	
CAMMNet	Contracts and Materials Management System	Data Extract to CAMMNet	A direct update by use of stored procedures to move employee ID and name and part number/mnemonic information from the legacy EAM to the CAMMNET system.	Data Extract to CAMMNet	outbound	
Data Warehouse	Data Warehouse	Data Extract to Data Warehouse	The Data Warehouse utilizes queries which are used to extract catalog, equipment, work order, and associated transactional data from the ellcld database which is a copy of the legacy EAM database which is updated nightly.	Work Order Data Extract from ellold database	outbound	Daily once a day at 6AM
Transit Database	Database	Data Extract to Transit Database	Vehicle specification data within the legacy EAM system is made available for use via a SQL view to the Transit database for use by various in house programs.	Data Extract to Transit Database	outbound	

<b>General Performance Metric Performance</b>	Expected Timing	Specific / Exceptions Performance Metric	Comments
Criteria			
Log On Process	3-5 seconds		
Screen/page Display from Menu Pick	< 3 seconds		
System Table Update	3-5 seconds		
Simple Transaction Update (time entry)	< 3 seconds		
Complex Transaction Update	< 10 seconds		
Work Schedule	not to exceed 3 seconds		
Work Orders	not to exceed 3 seconds		
Material Request	not to exceed 3 seconds	approximately 15,000 active bus stock numbers inventory items in database	
Clock On and Off	not to exceed 3 seconds	simultaneous all shifts at all facilities (refer to location demographics table).	
Job On and Off	not to exceed 3 seconds	simultaneous all shifts at all facilities (refer to location demographics table). 220 mechanics/specialists/maintenance personnel	
Simple Query/ Report	< 5 seconds		
Complex Query/ Report	< 10 seconds		
View Item Catalog record	not to exceed 3 seconds	approximately 15,000 active bus stock numbers inventory items in database	
Vehicle Availability	not to exceed 5 seconds	Online real-time query, across all divisions 515 buses, 4 streetcars	
Print Request	< 5 seconds		Online printing
Batch Job Processing / Execution Request	< 2 minutes		_
Mobile Tablets	3-5 seconds	30 tablets, ramping up to 75	
Maintenance Activities	under 2 hours	Backups, etc	
Dashboard Display Request	< 10 seconds (with real-time updates while displayed if appropriate)		
Log Out Process	< 3 seconds (includes time to Save current operation)		

Row Labels	Count of MakeModel
HP 600 M601	
GG Base Maint. Bldg Electronic Shop	
GG Base Maint. Rm 193	
Santa Ana Base – Fuel Island Rm 101	
Santa Ana Base - Maint Bldg Electronic Shop R. 122	
Santa Ana Base – Maint Bldg Parts Receiving R. 135	
Santa Ana Base – Maint. Bldg R. 180	
HP M2727 mfp	<u> </u>
4th fl - R. 415	•
HP M2727nf	
OR - 9th floor Room 956	
HP M425dn	
5th fl - F&A R. 525	
Anaheim Base Facility Maint. R. 110	•
HP M426 mfp	
1st Fl. R OC Store	•
GG Base Facility Maint. Rm 173	
Irvine Base Electronic Shop Sup. Office	
Irvine Base Facility Bldg.	
HP M426fdn	
7th fl Rm 712	
HP M4345 mfp	
10th Floor Outside R. 1024	•
HP M4555f mfp	•
12th fl. R. 1241	•
HP M500mfp M525	<u> </u>
Irvine Circle – Facility	
HP M601	
4th fl Center , Rm 440A	
GG Base Annex R. 124 – Radio	•
GG Base Maint Bldg. 2nd fl Clerk Rm 201	•
Santa Ana Base - Maint Bldg 2nd fl R. 207	
HP M606	•
GG Base Fuel island Rm 172	
HP M606X	1;
12th fl. R. 1221	•
2nd fl Outside R. 243	
2nd fl West next to R. 204	
2nd fl. R. 213	
4th fl – CAMM , Mail Rm 453	
4th fl Rm 420	
5th fl Center, R. 541A	
6th fl R. 627	
6th fl Center, Rm 641A	
7th fl Center, R. 733A	
8th fl. Center - outside R. 841	
GG Base Ops Bldg – R. 120	
OR - 9th floor Room 934	
HP M630 mfp	
1st Fl. R. 114	
HP M630f mfp	:
5th fl R. 555, H63OR502, copy apchk, copy lschk	
GG Base Maint Building Parts area Rm 109	
HP M750 color	
10th Floor R. 1011	
8th fl. R. 821	
HP P2055dn	
8th fl. R. 813	
HP P3005	
4th fl - R. 427	
HP P4014dn	
Santa Ana Base – Maint Bldg Warranty R. 134	
HP P4015x	
Anaheim Base Fuel island R. 671	
Ananelin dase fuerisianu K. 0/ I	
LID2200 all	
HP3390-all	
<b>HP3390-all</b> 4th fl – R. 414 <b>HP4015</b>	

Row Labels	Count of MakeModel
HP4250	•
Santa Ana Base - Maint Bldg R. 122	•
HP4300	;
4th fl - Center CAMM , Rm 456	•
5th fl - Acctg Next to Rm 514	
6th fl West, next to Rm 619	
HP4345mfp	•
12th fl. R. 1219	
HP4350	:
5th fl Rm 542A Center	
GG Base Annex – Radio R. 126	
HP4555f mfp	<u> </u>
GG Base Annex Central Comm – R. 124	
HP5200	·
10th Floor R. 1035	•
HP521dn mfp	<u> </u>
Santa Ana Base –Maint. Bldg Parts Warranty R. 132	
HP5550hdn	•
GG Base Maint 2nd fl R. 200	
HPCP6015	
Santa Ana Base - Maint Bldg 2nd fl R. 216	
HPLJ M601	:
1st FI R. 114	
5th fl R. 554	
HPM2727 mfp	<u> </u>
4th fl – R. 405	
HPM426fdn	•
Santa Ana Base – Next to R. 163	•
HPM426fsdn	•
Santa Ana Base – Fac Maint Bldg R. 167	•
HPM426mfp	
Santa Ana Base – Maint Bldg Fac.Shop R. 149	
Santa Ana Base – Maint Bldg Rebuild R. 140	
HPM4345mfp	•
Santa Ana Base – Warranty Cage	
HPM4555f mfp	
3rd fl West next to rm 346	
GG Base Maint. Bldg down stair Rm 106	
GG Base Ops R. 128 Extra Board	
Santa Ana Base - OPS - R. 121	
HPM5035	<u> </u>
Santa Ana Base - Maint Bldg 2nd fl R. 216	•
HPM601	•
GG Base Annex Bldg. 2nd fl Rm 212	•
HPM606	•
Santa Ana Base - Maint Bldg 2nd fl R. 210	
HPM630f mfp	
Santa Ana Base - Maint Bldg Supervisor R. 126	
Santa Ana Base – Maint Bldg Parts Win Counter Rm 135	
HPM750xh	
GG Base Ops R. 117	
HPP4014dn	<u> </u>
Santa Ana Base – OPS – R. 134	•
HPP4015	<u> </u>
5th fl – Outside R. 509A	
HPP4015x	•
8th fl. West, next to R. 823	
Kyocera 5002i	
4th fl - R. 401	
Kyocera 5500i	
3rd floor R. 328	•
411 E D 450	
4th fl - R. 453 Grand Total	83

LOCATIONS
OCTA ADMINISTRATION FACILITY
550 South Main Street, Orange, CA 92863
600 South Main Street, Orange, CA 92863
OCTA BUS BASES
Santa Ana, CA
Garden Grove, CA
CONTRACTED SERVICES BUS BASES
Construction Circle, Irvine, CA
Sand Canyon, Irvine, CA
Anaheim, CA
WAREHOUSES
Garden Grove, CA
Santa Ana, CA
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**EXHIBIT B: COST AND PRICE FORMS** 

## **PRICE SUMMARY SHEET**

# **REQUEST FOR PROPOSALS (RFP) 0-2272**

Enter below the proposed price for the tasks described in the Scope of Work, Exhibit A. Prices shall include direct costs, indirect costs, profits, and tax. The Authority's intention is to award a firm-fixed price contract for a seven-year initial term and two, two-year option terms.

## Initial Seven-Year Term: Effective through December 31, 2027

	Cost	Comments
Application Software/Licensing*	\$	(This is the cost for the core EAM software, SaaS Subscriptions, and/or Licensing.)
Third Party Software*	\$	(This includes third party software.)
Project Implementation Effort  Task 1 \$ Task 2 \$ Task 3 \$ Task 4 \$ Task 5 \$ Task 6 \$ Task 7 \$ Task 8 \$ Task 9 \$	\$	(The total cost for the project implementation effort should be the sum of the costs of all Tasks 1-9. Please see Section 7 of the Scope of Work in Exhibit A of this RFP for detailed description of Tasks 1-9. OCTA expects a 24-month schedule for completing the project implementation effort.)
Support, Maintenance, Warranty	\$	(OCTA expects this solution to be used as a production system for at least five (5) years after completion of the implementation effort.)
Environment	\$	(Hosting Services, or On-Premise)
Travel and Expenses	\$	(Shall be budgeted as a firm-fixed amount based on a calculated number of trips. Please provide the number of trips.)
Other Costs (if applicable)	\$	(If there are other costs, please identify what such costs would be for.)
GRAND TOTAL	\$	(This amount should reflect the Grand Total for the expected 24-month implementation, plus five (5) years as a production system, for a total of seven-year initial term.)

<sup>\*</sup>Provide the EAM software, third party software, and any unique technical components that are necessary to support the solution in the "List of Software and Technical Components" table below.

# **Professional Services Rate Schedule**

Resource	Fully-Burdened Hourly Rate*	Comments
Program Manager	\$	
Project Manager	\$	
Architect	\$	
Engineer / Developer	\$	
Business Analyst	\$	
Trainer	\$	
	\$	
	\$	

<sup>\*</sup>These rates would be used for approved change requests.

# **List of Software and Technical Components**

Ref	Software or Technical Component Name	Software or Component Consultant	High-level Purpose		Use or Acquisition Costs (for software, include Installation & Interface Development costs)
	Application Software: core EAM Software licensing				\$
В	(example: 3 <sup>rd</sup> Party Software ABC)				\$
С	(example: 3 <sup>rd</sup> Party Software XYZ)				\$
D					\$
					\$
	TOTAL for SOFTWARE and TECHNICAL COMPONENTS \$				

# **List of Consultant Offered Enhancements**

Enhancement Item	One-time Cost (if any)	Comments*
(Enhancement 1)	\$	
(Enhancement 2)	\$	

<sup>\*</sup>Please include in comments the future path of R&D (What are the features of the next substantial release/upgrade and when is it happening?)

# First Two-Year Option Term: January 1, 2028 through December 31, 2029

	Cost	Comments
Application Software/Licensing	\$	(This is the cost for the core EAM software, SaaS Subscriptions, and/or Licensing.)
Third Party Software	\$	(This includes third party software.)
Support, Maintenance, Warranty	\$	(Additional Two Years)
Environment	\$	(Hosting Services, or On-Premise)
Travel and Expenses	\$	(Shall be budgeted as a firm-fixed amount based on a calculated number of trips. Please provide the number of trips.)
Other Costs (if applicable)	\$	(If there are other costs, please identify what such costs would be for.)
GRAND TOTAL	\$	(This amount should reflect the Grand Total for first two-year option term.)

# **Professional Services Rate Schedule**

Resource	Fully-Burdened Hourly Rate*	Comments
Program Manager	\$	
Project Manager	\$	
Architect	\$	
Engineer / Developer	\$	
Business Analyst	\$	
Trainer	\$	
	\$	
	\$	

<sup>\*</sup>These rates would be used for approved change requests during the first two-year option term.

# Second Two-Year Option Term: January 1, 2030 through December 31, 2031

	Cost	Comments
Application Software/Licensing	\$	(This is the cost for the core EAM software, SaaS Subscriptions, and/or Licensing.)
Third Party Software	\$	(This includes third party software.)
Support, Maintenance, Warranty	\$	(Additional Two Years)
Environment	\$	(Hosting Services, or On-Premise)
Travel and Expenses	\$	(Shall be budgeted as a firm-fixed amount based on a calculated number of trips. Please provide the number of trips.)
Other Costs (if applicable)	\$	(If there are other costs, please identify what such costs would be for.)
GRAND TOTAL	\$	(This amount should reflect the Grand Total for second two-year option term.)

# **Professional Services Rate Schedule**

Resource	Fully-Burdened Hourly Rate*	Comments
Program Manager	\$	
Project Manager	\$	
Architect	\$	
Engineer / Developer	\$	
Business Analyst	\$	
Trainer	\$	
	\$	
	\$	

<sup>\*</sup>These rates would be used for approved change requests during the second two-year option term.

The undersigned, upon acceptance, agrees to provide the service in accordance with the terms, conditions, and requirements as contained in RFP 0-2272 and the supporting documents for all prices proposed.

1. I acknowledge receipt of RFP 0-2272 and Addenda No.(s) \_\_\_\_\_

2. This offer shall remain firm for \_\_\_\_\_\_ days from the date of proposal. (Minimum 160)

1. Tacknowledge receipt of RFP 0-2272 and Addenda No.(s)
2. This offer shall remain firm for days from the date of proposal. (Minimum 160)
COMPANY NAME
ADDRESS
TELEPHONE
SIGNATURE OF PERSON AUTHORIZED TO BIND OFFEROR
SIGNATURE'S NAME AND TITLE
DATE SIGNED

**EXHIBIT C: PROPOSED AGREEMENT** 

#### PROPOSED SOFTWARE LICENSE AGREEMENT

THIS AGREEMENT is effective this	day of	, 20 ("Effec	tive Date"), by and
between the Orange County Transportation Auth	nority, 550 South Main Str	eet, P.O. Box 14184	, Orange, California
92863-1584, a public corporation of the Sta	ate of California (hereina	after referred to as	"Customer") and
located at	(hereinafter referred to a	s "Licensor"), each in	dividually known as
"Party" and collectively known as the "Parties."	_ `	,	•

#### WITNESSETH:

**WHEREAS**, Customer requires assistance from Licensor to provide an Enterprise Asset Management (EAM) system; and

WHEREAS, said work cannot be performed by the regular employees of Customer; and

**WHEREAS**, Licensor has represented that it has the requisite personnel, experience and software solution and is capable of licensing certain software products and performing such services; and

WHEREAS, Licensor wishes to license certain software products and perform these services;

NOW, THEREFORE, it is mutually understood and agreed by Customer and Licensor as follows:

## 1.0 Definitions

- "Customer Data" means all information processed or stored on computers or other electronic media by Customer or on Customer's behalf, or provided to Licensor for such processing or storage, as well as any information derived from such information. Customer Data includes, without limitation: (a) information on paper or other non-electronic media provided to Licensor for computer processing or storage, or information formerly on electronic media; (b) information provided to Licensor by customer's customers or other users or by other third parties; and (c) personally identifiable information from such customers, users, or other third parties.
- "Data Breach" means (1) the failure by Licensor to properly handle, manage, store, destroy or otherwise control, or the unauthorized disclosure by Licensor of: (a) Customer Data or (b) third party corporate information in any format specifically identified as confidential and protected under a confidentiality agreement or similar contract; (2) an unintentional violation of Licensor's privacy policy or misappropriation that results in the violation of any applicable data privacy laws or regulations; or (3) any other act, error, or omission by Licensor in its capacity as such which is reasonably likely to result in the unauthorized disclosure of Personal Data.
- 1.3 "Documentation" means the user manuals and any other materials in any form or medium customarily provided by Licensor to the users of the Software which will provide to Customer sufficient information to operate, diagnose, and maintain the Software properly, safely and efficiently.
- "Maintenance" means (i) the provision of all generally available improvements, new functions and additions to the functionality of the Software, (ii) maintenance of the Software so that it operates in conformance with all Specifications, (iii) detection and correction of any software errors discovered by Customer or otherwise made known to Licensor, (iv) the implementation of all program changes, updates, upgrades, and installation of additional programs provided under this Agreement, and (v) prompt response to Customer inquiries regarding the use and functionality of the Software.
- 1.5 "Personal Data" means any information that identifies or describes an individual, including, but not limited to, his or her name, social security number, physical description, home address, home telephone number, education, financial matters, and medical or employment history.
- **1.6** "Product" means any deliverable including, but not limited to, all Software and Software-related items provided by Licensor to Customer.
- **1.7** "Customer Information" means all of Customer's plans, processes, products, business information, proprietary information, data, technology, computer programs and documentation and the like.

- **1.8** "Recommended Hardware Configuration" means the data processing hardware (including all terminals, auxiliary storage, communication, and other peripheral devices) to the extent utilized by Customer as recommended by Licensor.
- **1.9** "Services" means the services described in Exhibit A.
- **1.10** "Specifications" means the Software operating parameters and performance capabilities as represented to Customer by Licensor in the Documentation, sales proposals or otherwise.
- **1.11** "Software" includes any and all Software and Documentation to which Customer obtains or is granted any rights under this Agreement.
- **1.12** "Warranty Period" means period of 12 months from Final Acceptance.

#### 2.0 License

#### 2.1 Grant of License

On the terms and conditions set forth herein, Licensor hereby grants to Customer a fully paid-up, irrevocable, non-exclusive, worldwide, perpetual, royalty-free license to use the Software and Documentation, on an enterprise-wide basis, including all modifications and enhancements thereto, plus any Software which shall be added during the term of this Agreement, on or in connection with any Central Processing Unit (CPU) utilized by Customer. The license granted also includes (i) the right to permit third parties to use the Software and Documentation for Customer's operations so long as the use is in accordance with the terms of this Agreement, and (ii) the right to use the Software in connection with the offering of services to third parties, specifically bundled applications hosting, management and/or monitoring.

Except as permitted in this Agreement, Customer shall not: (a) modify, create derivative works from, or sub-license the software; or (b) reverse engineer, decompile, disassemble, or otherwise attempt to derive any of the Software's source code.

## 2.2 Copies

Customer is permitted to make a reasonable number of copies of the Documentation and written materials for distribution to employees using the Software, and to make and retain a copy of the Software for disaster recovery, backup and archival purposes.

## 3.0 Services

Licensor agrees to provide the Services described in Exhibit A, entitled "Scope of Work," attached to and, by this reference, incorporated in and made a part of this Agreement.

## 4.0 Maintenance

#### 4.1 Maintenance Response Times

Licensor shall provide Maintenance on-call 24 hours a day, seven days per week. Qualified support personnel shall provide maintenance with expertise in software. Unless Maintenance response times are already addressed in the Scope of Work under Exhibit A, the first response to a malfunction shall be within two (2) hours of notification by telephone or other means that shall be mutually agreed upon. A temporary program fix or work around shall be provided within twenty-four (24) hours of such notification. A permanent fix or work around shall be provided within three (3) days of such notification. Customer shall furnish reasonable assistance in completing any of the above described fixes or work arounds.

#### 4.2 Maintenance Fees/Cap

The cost for each renewal term Licensor agrees that rate increases in subsequent terms will not exceed three percent (3%) of the then current year rate or the Consumer Price Index for all Urban Consumers ("CPI-U") using the rate for all items as reported by the U.S. Department of Labor on their web site at www.bls.gov/cpi, whichever is less. Any such price increase shall occur at a

maximum of once per calendar year and a minimum of twelve (12) months since the last increase and shall in no event be more than Licensor's published price.

#### 4.3 Revision Levels

Customer is not obligated to implement updates, changes, modifications, or enhancements if said revisions interfere with Customer's level of intended usage or operating system environment. However, Licensor and Customer shall work together with mutual best efforts in order to implement and install all revisions so that they function properly at the level of Customer's intended usage and within Customer's operating system environment.

## 4.4 Periods of Inoperability

In the event that the Software, or a material function of the Software, becomes inoperable for a period of up to five (5) days, the Maintenance period may, at Customer's option, be suspended for the period of the inoperability, and the amount of time that such period is suspended shall be added to the end of the then-current Maintenance period. Such temporary suspension shall not relieve Licensor of any obligations of this Agreement.

#### 4.5 Reinstatement

If Customer elects to discontinue Maintenance at any time, and subsequently elects to reinstate Maintenance, the Maintenance Renewal Fee shall not exceed ten percent (10%) of the then-current License Fee, with no additional cost or penalty, except to reimburse Licensor for its direct distribution costs necessary to supply Customer with one copy of the current version of all Software, plus any intermediate versions required by virtue of Licensor's maintenance strategy that may be required to migrate Customer's programs and data from the versions under which Customer is running to the then current versions.

#### 5.0 Compensation

#### 5.1 License Fee

In consideration of the license granted to Customer hereunder and the performance of the Services, Customer shall pay to Licensor for each purchase made under this Agreement, which will be invoiced as specified below:

Application Software/Licensing Third Party Software	\$ \$	
Project Implementation Effort:		
Task 1 – Project Planning and Management Task 2 – Requirements Gathering Task 3 – Design Task 4 – Construct/Build Task 5 – Test Task 6 – Pilot Task 7 – Train Task 8 – Deploy Task 9 – Post-Deployment Support	\$ \$ \$ \$ \$ \$	
Support, Maintenance, Warranty Environment Travel and Expenses Other Costs	\$ \$ \$	
GRAND TOTAL	\$	

The schedule shall not include any Licensor expenses not approved by Customer, including, but not limited to reimbursement for local meals.

## 5.2 Invoice and Payment

At the conclusion of each Payment Event indicated above, Licensor will invoice Customer for the appropriate amount, and Customer shall remit payment within thirty (30) calendar days of the receipt and approval of each invoice. Licensor shall also furnish such other information as may be requested by Customer to substantiate the validity of an invoice. At its sole discretion, Customer may decline to make full payment for any services until such time as Licensor has documented to Customer's satisfaction that Licensor has fully completed all work required.

As partial security against Licensor's failure to satisfactorily fulfill all of its obligations under this Agreement, Customer shall retain ten percent (10%) of the amount of each invoice submitted for payment by Licensor. All retained funds shall be released by Customer and shall be paid to Licensor within thirty (30) calendar days of payment of final invoice, unless Customer elects to audit Licensor's records in accordance with Section 16 of this Agreement. If Customer elects to audit, retained funds shall be paid to Licensor within thirty (30) calendar days of completion of such audit in an amount reflecting any adjustment required by such audit.

Invoices shall be submitted in duplicate to Customer's Accounts Payable office. Licensor may also submit invoices electronically to Customer's Accounts Payable Department at vendorinvoices@octa.net. Customer shall remit payment within thirty (30) calendar days of the receipt and approval of each invoice. Each invoice shall include the following information:

- a. Agreement No. C-0-2272;
- b. Specify the task for which payment is being requested;
- c. The time period covered by the invoice;
- Total monthly invoice (including project-to-date cumulative invoice amount);
- e. Certification signed by the Licensor or his/her designated alternate that a) The invoice is a true, complete and correct statement of reimbursable costs and progress; b) The backup information included with the invoice is true, complete and correct in all material respects; c) All payments due and owing to subcontractors and suppliers have been made; d) Timely payments will be made to subcontractors and suppliers from the proceeds of the payments covered by the certification and; e) The invoice does not include any amount which Licensor intends to withhold or retain from a subcontractor or supplier unless so identified on the invoice.
- f. Any other information as agreed or requested by Customer to substantiate the validity of an invoice.

#### 6.0 Proprietary Information

#### 6.1 Licensor shall:

- a. Not use or disclose Customer Information to any third party except as is clearly necessary to provide the Services with prior written approval from Customer.
- b. Not attempt to access any portion of Customer Information, without authorization of Customer. If unauthorized access is nevertheless obtained, whether inadvertently or otherwise, Licensor shall have a duty to promptly report to Customer, in writing, each instance thereof, setting out the extent and circumstances of such access.
- c. Not attempt to defeat any security provisions maintained by Customer for the protection of Information Resources or information contained therein.
- d. Not remove, copy, alter, or install any software or information or data on any Customer computer unless specifically authorized by Customer in connection with the Services or make any attempt to learn or document passwords or other information, which could facilitate unauthorized access to Customer Information.
- e. Require each of its employees, contractors and agents needing access to Customer Information to obtain passwords from Customer's authority responsible for the security of

Customer Information, to use and protect passwords as required by Customer, and to follow such protocols governing access as may be set out by Customer.

- 6.2 Customer agrees it shall not, during the term of this Agreement or thereafter, disclose, make commercial or other use of, give or sell to any person, firm, or corporation, any information of Licensor that is treated and identified in writing to Customer by Licensor as confidential, except Customer can disclose such information if (i) required to do so pursuant to applicable law; (ii) it was rightfully in the possession of Customer from a source other than Licensor prior to the time of disclosure of said information to Customer hereunder; (iii) it was in the public domain prior to the time of receipt; (iv) it became part of the public domain after the time of receipt by any means other than an unauthorized act or omission on the part of Customer; (v) it is supplied to Customer after the time of receipt without restriction by a third party who is under no obligation to Licensor to maintain such information in confidence; (vi) it was independently developed by Customer prior to the time of receipt; or (vii) it was developed by Licensor at Customer's expense.
- 6.3 Licensor hereby acknowledges and agrees that Customer's remedies at law for a breach by Licensor of its obligations under this Article may be inadequate and Customer shall, in the event of any such breach, be entitled to equitable relief (including without limitation preliminary and permanent injunctive relief and specific performance) in addition to all other remedies provided hereunder or available at law.

#### 6.4 Licensor Modifications

Error corrections and/or modifications to the Software by Licensor may result in the creation of a new version(s) of the Software, under the same or one or more different names (collectively, "Licensor Modifications"). Licensor Modifications shall in all cases be new versions of existing Products, and not new Products.

In the event that Licensor deletes functions from the Software and offers those functions in other or new Products, the portion of those other or new Products which contain the functions in question, or the entire Product, if the functions cannot be separated out, shall be provided to Customer under the terms of this Agreement, at no cost to Customer and shall be covered under Maintenance at no cost to Customer.

As long as the Software is under Maintenance provided by Licensor, Licensor shall make available to Customer, at no extra charge, a copy of the modified object code for any Licensor Modifications not later than thirty (30) days following general availability of such Licensor Modifications. Customer shall not be obligated to use any Licensor Modifications. In the event that Customer determines to use any Licensor Modifications, it shall be deemed Software for purposes of this Agreement. Licensor shall promptly amend the Specifications to reflect any Licensor Modifications, and promptly deliver to Customer all related revisions to the Documentation.

Licensor warrants that the Software as modified by a Licensor Modification shall operate free from defect in the manner described in the Documentation for the greater of ninety (90) days from the date of installation of such modification or the Warranty Period. Warranted defects in such modifications will be corrected promptly by Licensor without charge, but not later than five (5) business days from notice from Customer.

## 7.0 Data Security

- 7.1 Licensor shall exercise commercially reasonably efforts to prevent unauthorized exposure or disclosure of Customer Data. In addition, and without limiting the generality of the preceding sentence. Licensor shall:
  - a. Maintain, implement, and comply with a written data security program (the "DataSec Program") that requires commercially reasonable policies and procedures to ensure compliance with this Section 8.0 (Data Security). The DataSec Program's policies and procedures shall contain administrative, technical, and physical safeguards, including

without limitation: (a) guidelines on the proper disposal of Customer Data after it is no longer needed to carry out the purposes of the Agreement; (b) access controls on electronic systems used to maintain, access, or transmit Customer Data; (c) access restrictions at physical locations containing Customer Data; (d) encryption of electronic Customer Data; (e) dual control procedures; (f) testing and monitoring of electronic systems; and (g) procedures to detect actual and attempted attacks on or intrusions into the systems containing or accessing Customer Data. Licensor shall review the DataSec Program and all other Customer Data security precautions regularly, but no less than annually, and update and maintain them to comply with applicable California and Federal laws, regulations, technology changes, and best practices.

- b. Implement and maintain a program for managing unauthorized disclosure or exposure of Customer Data stored by or accessible through the Software ("Data Breaches"). In the event of a Data Breach, or in the event that Licensor suspects a Data Breach, Licensor shall (a) promptly notify Customer by telephone and (b) cooperate with Customer and law enforcement agencies, where applicable, to investigate and resolve the Data Breach, including without limitation by providing reasonable assistance to Customer in notifying injured third parties. In addition, Licensor shall provide one (1) year of credit monitoring service to any affected individual, unless the Data Breach resulted from Customer's act or omission. Licensor shall give Customer prompt access to such records related to a Data Breach as Customer may reasonably request; provided such records shall be Licensor's proprietary information, and Licensor shall not be required to provide Customer with records belonging to, or compromising the security of, its other customers. The provisions of this Subsection (d) do not limit Customer's other rights or remedies, if any, resulting from a Data Breach.
- 7.2 To the extent a Data Breach is caused by the fault of Licensor, the limits set forth in Section 10 ("Limitation of Liability") shall not apply to amounts incurred by Licensor resulting from its compliance with Section 8.1 above regarding data protection and responding to, and remediating a Data Breach, where Licensor shall be liable up to the scope of the coverage amount of its cyber security liability policy.
- 7.3 For purchased customized applications, (1) outsourced software development shall be supervised and monitored for security policy compliance, (2) purchased software applications shall possess the capability to validate the system input for acceptable values, (3) Information Systems Operations shall require that validation checks are incorporated into custom applications that can detect information corruption due to processing errors or deliberate acts, and (4) software application shall require the ability to guarantee message authenticity and integrity.

#### 8.0 Indemnification

#### 8.1 General

Licensor agrees to indemnify, hold harmless and defend Customer and its employees, directors, agents, successors, and assigns ("Indemnified Parties") from and against any and all claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature; including investigation costs and expenses, settlement costs, and attorney fees and expenses ("Claims"), sustained by or asserted against Indemnified Party arising out of, resulting from, or attributable to the willful misconduct, negligence, errors, or omissions of Licensor, its employees, subcontractors, consultants, representatives, and agents; provided, however, such indemnification shall not apply to the extent that such Claim results from the sole negligence or willful misconduct of an Indemnified Party.

## 8.2 Intellectual Property

Licensor will defend, indemnify and hold Indemnified Parties harmless from and against any Claims arising out of or in connection with any claim that the Software infringes or violates any intellectual property right of any third party. Customer agrees to promptly notify Licensor of the Claim and give Licensor control of the defense of the Claim and negotiations for its settlement or compromise. If a

final judgment prohibits Customer from continued use of any Software, or if at any time Licensor is of the opinion that any Software is likely to become the subject of a claim, Licensor shall: (a) obtain for Customer the right to use the Software; (b) replace or modify such Software so that it is no longer subject to the Claim but performs the same functions in an equivalent manner as determined by Customer; or (c) in the event that Licensor is unable or determines, in its reasonable judgment, that it is commercially unreasonable to do either of the aforementioned, Licensor shall recover such Software from Customer, in which event in addition to the foregoing indemnification: (i) the license of such Software shall be void as between Licensor and Customer as of the date Licensor retakes possession; and, (ii) Licensor shall reimburse to Customer the full cost for such Software and shall, if applicable, cancel Customer's then current Maintenance service, if any, for such Software so returned and issue to Customer a prorated refund of any Maintenance fees paid, if any, to Licensor with respect to such Software.

## 8.3 Exclusion from Intellectual Property Indemnification

Licensor's obligations set forth in Section 9.2 (Intellectual Property Indemnification) do not apply to the extent that an Indemnified Claim regarding intellectual property infringement arises out of:

- Customer's breach of this Agreement.
- b. Use of the Software in combination with hardware or software not provided by Licensor, unless the Specifications refers to a combination with such hardware or software (without directing the user not to perform such combination) or such combination achieves functionality described in the Specifications.

#### 9.0 Warranties

Licensor warrants the following:

#### 9.1 Media Defects

The media on which the Software is provided shall be free of defects in material and workmanship.

## 9.2 Function and Features

The Software shall possess all material functions and features as described in the Specifications.

#### 9.3 Performance

The Software shall operate in conformance with the Specifications for the Warranty Period. If Customer shall give Licensor oral or written notice or nonconformance during the Warranty Period, Licensor shall investigate such nonconformance as soon as possible but not later than two (2) hours after receipt of such notice and will classify the problem with concurrence by Customer as either a problem preventing normal operations (Category A), or other problem (Category B). Licensor will provide a temporary fix or work around for all Category A problems within four (4) hours of receipt of such notice and provide a permanent fix or work around within twenty-four (24) hours unless Customer agrees in writing to a longer time. Category B problems will be corrected within five (5) days. At any time during the first one hundred eighty (180) days of the Warranty Period, if Licensor has failed to correct any nonconformance within thirty (30) days of notification thereof, Customer may elect to terminate the Agreement and request a refund of all fees paid to Licensor pursuant to this Agreement, provided Customer returns to Licensor all software licensed hereunder after Customer has had a reasonable time to procure substituted software from a third party. The provisions of Response Times, Service Tracking and Reporting, Revision Levels, and Periods of Inoperability as described in the Maintenance Article shall also apply to the warranty services provided by Licensor during the Warranty Period.

### 9.4 Compatibility

The Software shall be compatible with Customer's Operating System, application programs, CPUs, and networks specified in the Documentation.

## 9.5 Ninety-Day Return

Customer shall have the right for ninety (90) days after execution of this Agreement to return the Software and receive a refund of all license and maintenance fees paid to Licensor pursuant to this Agreement in the event the Products do not meet the programming requirements of Customer in its sole discretion.

## 9.6 Hardware Configuration

The Recommended Hardware Configuration shall be adequate in all aspects for the Software to function in accordance with the Specifications and to fulfill the current and reasonably anticipated future information processing needs of the Software.

#### 9.7 Free and Clear Title

Licensor has and will continue to have free and clear title (including all proprietary rights) to any Products delivered to Customer and the right to license, transfer, or assign any and all Software.

## 9.8 No Infringement

Licensor represents and warrants that it is not aware of any copyright, patent or other intellectual property right infringed by the Software, and that it is not aware of any claim of intellectual property infringement related to the Software.

## 9.9 Good and Workmanlike Manner

All services performed under this Agreement will be performed in a good and workmanlike manner.

#### 9.10 Illicit Code

Licensor warrants that (a) unless authorized in writing by Customer, or (b) necessary to perform valid duties under this Agreement, all Software shall: (i) contain no hidden files; (ii) not replicate, transmit, or activate itself without control of a person operating computing equipment on which it resides; (iii) not alter, damage, or erase any data or computer programs without control of a person operating the computing equipment on which it resides; (iv) contain no key, node lock, time-out or other function, whether implemented by electronic, mechanical, or other means, which restricts or may restrict use or access to any programs or data developed under this Agreement, based on residency on a specific hardware configuration, frequency or duration of use, or other limiting criteria; (v) contain no virus malware, or similar items, whether known or unknown to Licensor. At the request of Customer, Licensor must remove any Illicit Code from the Software at Licensor's expense.

### 9.11 Disclaimer of Warranties

EXCEPT FOR THE EXPRESS WARRANTIES MADE OR REFERENCED IN THIS AGREEMENT, NEITHER PARTY MAKES ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, CONCERNING THE SUBJECT MATTER OF THIS AGREEMENT, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OR MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

## 10.0 Terms and Termination

#### 10.1 Term

- a. This Agreement shall commence upon execution by both Parties and shall continue in full force and effect through December 31, 2027, unless earlier terminated or extended as provided in this Agreement.
- b. Customer, at its sole discretion, may elect to extend the term of this Agreement for an additional twenty-four (24) months commencing January 1, 2028 and continuing through December 31, 2029 ("First Option Term"), and thereupon require Licensor to continue to provide services, and otherwise perform, in accordance with Exhibit A and at the rates set forth in Article 5, "Payment."
- c. Customer, at its sole discretion, may elect to extend the term of this Agreement for an additional twenty-four (24) months commencing January 1, 2030 and continuing through

December 31, 2031 ("Second Option Term"), and thereupon require Licensor to continue to provide services, and otherwise perform, in accordance with Exhibit A and at the rates set forth in Article 5, "Payment."

d. Customer's election to extend this Agreement beyond the Initial Term shall not diminish its right to terminate the Agreement for Customer's convenience or CONSULTANT's default as provided elsewhere in this Agreement. The "maximum term" of this Agreement shall be the period extending from commencement through December 31, 2031, which period encompasses the Initial Term, First Option Term and Second Option Term

#### 10.2 Termination for Cause

Either Party may terminate this Agreement if the other Party breaches any provision of this Agreement and fails to cure such breach within thirty (30) days after notice of the breach from the non-breaching Party.

#### 10.3 Termination for Convenience

Customer may terminate this Agreement for any reason at any time with thirty (30) days written notice. Upon such termination, Customer shall have no claim for return of any license fees paid to Licensor.

## 11.0 Survival Upon Termination

The terms, provisions, representations, and warranties contained in this Agreement including but not limited to the following Articles, <u>License</u>, <u>Advertising and Publicity</u>, <u>Warranties</u>, <u>Proprietary Information</u>, <u>Equitable Relief and Survival of Restrictions and Obligations</u>, <u>Indemnification</u>, <u>Illicit Code</u>, <u>Assignment</u>, <u>Taxes</u>, and <u>Miscellaneous</u>, shall so survive the completion of performance and termination of this Agreement, including the making of any and all payments due hereunder, the Secrecy and Nondisclosure agreements, insurance, any rights and obligations conveyed by Licensor, and any cause of action that accrued prior to termination.

#### 12.0 Dispute Resolution

Except as otherwise provided in this Agreement, when a dispute arises between Licensor and Customer, the project managers shall meet to resolve the issue. If project managers do not reach a resolution, the dispute will be decided by Customer's Director of Contracts Administration and Materials Management (CAMM), who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to Licensor. The decision of the Director, CAMM, shall be the final and conclusive administrative decision.

Pending final decision of a dispute hereunder, Licensor shall proceed diligently with the performance of this Agreement and in accordance with the decision of Customer's Director, CAMM. Nothing in this Agreement, however, shall be construed as making final the decision of any Customer official or representative on a question of law, which questions shall be settled in accordance with the laws of the State of California.

#### 13.0 Notice

All notices hereunder and communications regarding the interpretation of the terms of this Agreement, or changes thereto, shall be effected by delivery of said notices in person or by depositing said notices in the U.S. mail, registered or certified mail, returned receipt requested, postage prepaid and addressed as follows:

censor:

Orange County Transportation Authority 550 South Main Street P.O. Box 14184 Orange, CA 92863-1584 ATTENTION: Masih Bahadori

ATTENTION: Masih Bahadori ATTENTION: Phone: (714) 560 - 5841 Phone: Email: mbahadori@octa.net Email:

## 14.0 Order of Precedence

Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (1) the provisions of this Agreement, including all exhibits; (2) the provisions of RFP 0-2272; (3) Licensor's proposal dated \_\_\_\_\_\_; (4) all other documents, if any, cited herein or incorporated by reference.

### 15.0 Audit and Inspection of Records

Licensor shall provide Customer, or other agents of Customer, such access to Licensor's accounting books, records, payroll documents and facilities, as Customer deems necessary. Licensor shall maintain such books, records, data and documents in accordance with generally accepted accounting principles and shall clearly identify and make such items readily accessible to such parties during Licensor's performance hereunder and for a period of four (4) years from the date of final payment by Customer. Customer's right to audit books and records directly related to this Agreement shall also extend to all first-tier subcontractors identified in this Agreement. Licensor shall permit any of the foregoing parties to reproduce documents by any means whatsoever or to copy excerpts and transcriptions as reasonably necessary.

#### 16.0 Prohibited Interest

Licensor covenants that, for the term of this Agreement, no director, member, officer or employee of Customer during his/her tenure in office or for one (1) year thereafter shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

## 17.0 Users

There shall be no limit on the number of machines, number of users, number of locations or size of CPU on which Customer can operate the Software. Customer shall have the right to receive free of charge additional copies of the Software as required by Customer for use on additional or alternate computers for Customer's business operations.

## 18.0 Platform Specifications

Customer shall have the right, at no additional cost, to operate simultaneously on, move, or upgrade the Software to other hardware or software platforms on which the software may operate.

### 19.0 Insurance

- 19.1 Licensor 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. Licensor shall provide the following insurance coverage:
  - a. 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;
  - b. Automobile Liability Insurance to include owned, hired and non-owned autos with a combined single limit of \$1,000,000.00 each accident;
  - c. Workers' Compensation with limits as required by the State of California including a waiver of subrogation in favor of Customer, its officers, directors, employees or agents;
  - d. Employers' Liability with minimum limits of \$1,000,000.00;
  - e. Professional Liability with minimum limits of \$1,000,000.00 per claim; and
  - f. Cyber Liability with minimum limits of \$2,000,000 per claim. Coverage by this insurance this insurance policy shall include without limitation: (a) costs to notify individuals whose Personal Data was lost or compromised; (b) costs to provide credit monitoring and credit restoration services to individuals whose Personal Data was lost or compromised; (c) costs associated with third party claims arising from the Data Breach or loss of Personal Data, including litigation costs and settlement costs; and (d) any investigation, enforcement or similar miscellaneous costs.
    - a. Such insurance must address all of the foregoing without limitation if caused by an employee of Licensor or an independent contractor working on behalf of Licensor in performing services under this contract. Policy must provide coverage for wrongful acts, claims, and lawsuits anywhere in the world. Insurer must have a A.M. Best rating of

"A- VII" or better. Any material change in the policy or cancellation must be reported to the Client with not less than thirty (30) days prior written notice with ten (10) days notice for non-payment. The policy must be kept in force during the life of the contract and for five (5) years (either as a policy in force or extended reporting period) after contract termination.

- 19.2 Proof of such coverage shall be provided to Customer, in the form of a certificate of insurance, that names Customer, its officers, directors, employees and agents, designated as additional insureds as required by this Agreement. In addition, provide an insurance policy blanket additional insured endorsement. Both documents must be received by Customer prior to commencement of any work. Proof of insurance coverage must be received by Customer 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 Customer. Furthermore, Customer reserves the right to request certified copies of all related insurance policies.
- **19.3** Licensor shall include on the face of the Certificate of Insurance the Agreement No. C-0-2272; and, the Principal Contract Administrator's Name, Masih Bahadori.
- **19.4** Licensor shall also include in each subcontract the stipulation that subcontractors shall maintain insurance coverage in the amounts required from Licensor as provided in this Agreement.
- **19.5** Licensor shall be required to immediately notify Customer of any modifications or cancellation of any required insurance policies.

## 20.0 Escrow Agreement

Licensor agrees to place in escrow with an escrow agent copies of the most current version of the source code for the applicable Software, including all updates, improvements, and enhancements thereof from time to time developed by Licensor necessary to internally support (i.e. maintain and / or repair) the Software for the benefit of Customer. Licensor agrees that upon the occurrence of any event or circumstance which demonstrates with reasonable certainty the inability or unwillingness of Licensor to fulfill its obligations to Customer under this Agreement, Customer shall be able to obtain the source code of the then-current Software from the escrow agent. The provisions of this Section shall survive the termination of this Agreement.

## 21.0 <u>Assignments and Subcontracts</u>

- 21.1 Neither this Agreement nor any interest herein nor claim hereunder may be assigned by Licensor either voluntarily or by operation of law, nor may all or any part of this Agreement be subcontracted by Licensor, without the prior written consent and endorsement of Customer, which consent shall not be unreasonably withheld. Consent by Customer shall not be deemed to relieve Licensor of its obligations to comply fully with all terms and conditions of this Agreement.
- 21.2 Customer hereby consents to Licensor's subcontracting portions of the Scope of Work to the parties identified below for the functions described in Licensor's proposal. Licensor shall include in the subcontract agreement the stipulation that Licensor, not Customer, is solely responsible for payment to the subcontractor for the amounts owing and that the subcontractor shall have no claim, and shall take no action, against Customer, its officers, directors, employees or sureties for nonpayment by Licensor.

Subcontractor Name/Addresses

Subcontractor Amounts \$0.00

## 22.0 Time is of the Essence

Time is of the essence with regard to Licensor's deadline for delivering the Software. Any failure of Licensor to deliver the Software by the due date constitutes a material breach of this Agreement.

## 23.0 Miscellaneous

#### 23.1 Amendment

This Agreement shall not be amended except by an instrument in writing signed by both Parties.

## 23.2 Governing Law; Choice of Forum and Attorney's Fees

Any dispute arising out of or relating to this Agreement or the breach thereof shall be governed by the laws of the State of California without regard to or application of choice of law rules or principles. Both Parties hereby consent to the exclusive jurisdiction of the Orange County Superior Court and expressly waive any objections or defense based upon lack of personal jurisdiction or venue. The prevailing Party shall be entitled to recover its reasonable attorney's fees incurred in connection with any action or proceeding arising out of this Agreement.

## 23.3 Independent Contractor

- a. Licensor's relationship to Customer in the performance of this Agreement is that of an independent contractor. Licensor 's personnel performing services under this Agreement shall at all times be under Licensor 's exclusive direction and control and shall be employees of Licensor and not employees of Customer. Licensor 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 respecting them, such as social security, income tax withholding, unemployment compensation, workers' compensation and similar matters.
- b. Should Licensor's personnel or a state or federal agency allege claims against Customer involving the status of Customer as employer, joint or otherwise, of said personnel, or allegations involving any other independent contractor misclassification issues, Licensor shall defend and indemnify Customer in relation to any allegations made.

## 23.4 Cumulative Remedies

Except as specifically provided, no remedy made available to Customer hereunder is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy provided hereunder or available at law or in equity.

#### 23.5 Waiver

Performance of any obligation required of a Party hereunder may be waived only by a written waiver signed by the other Party, which waiver shall be effective only with respect to the specific obligation described therein. Failure by either Party to insist in any one or more instances upon the performance of any terms of conditions of this Agreement shall not be construed as a waiver or relinquishment of that Party's right to such performance or future performance of such terms or conditions.

## 23.6 Entire Agreement

This Agreement constitutes the entire understanding and contract between the Parties and supersedes any and all prior or contemporaneous oral or written representations or communications with respect to the subject matter hereof.

## 23.7 Severability of Provisions

In the event any provision hereof is found invalid or unenforceable pursuant to a final judgment or judicial decree of a court of competent jurisdiction, the remainder of this Agreement shall remain valid and enforceable according to its terms.

## 23.8 Licensor Bankruptcy

All rights and licenses granted under or pursuant to this Agreement by Licensor to Customer are, and shall otherwise be deemed to be, for the purposes of Section 365(n) of the United States Bankruptcy Code, or replacement provision therefore (the "Code"), licenses to rights to "intellectual property" as defined in the Code. The Parties agree that Customer, as licensee of such rights under this Agreement, shall retain and may fully exercise all of its rights and election under the Code. The Parties further agree that, in the event of the commencement of bankruptcy proceedings by or

against Licensor under the Code, Customer shall be entitled to retain all of its rights under the Agreement.

#### 23.9 Conflict of Interest

Licensor agrees to avoid organizational conflicts of interest. An organizational conflict of interest means that due to other activities, relationships or contracts, the Licensor is unable, or potentially unable to render impartial assistance or advice to the Customer; Licensor's objectivity in performing the work identified in the Scope of Work is or might be otherwise impaired; or the Licensor has an unfair competitive advantage. Licensor is obligated to fully disclose to the Customer in writing Conflict of Interest issues as soon as they are known to the Licensor. All disclosures must be submitted in writing to Customer pursuant to the Notice provision herein. This disclosure requirement is for the entire term of this Agreement.

#### 23.10 Advertising and Publicity

Licensor shall not use the name of or refer to Customer directly or indirectly in any advertisement, news release, or professional or trade publication without prior written approval from Customer. Licensor shall not use the Customer's logo directly or indirectly in any advertisement, news release, or professional or trade publication. Licensor may include Customer on its customer lists upon receipt of Customer's written consent.

#### 23.11 Code of Conduct

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

## 23.12 Force Majeure

Either Party shall be excused from performing its obligations under this Agreement during the time and to the extent that it is prevented from performing by an unforeseeable cause beyond its control, including but not limited to: any incidence of fire, flood; acts of God; commandeering of material, products, plants or facilities by the federal, state or local government; national fuel shortage; or a material act or omission by the other Party; when satisfactory evidence of such cause is presented to the other Party, and provided further that such nonperformance is unforeseeable, beyond the control and is not due to the fault or negligence of the Party not performing.

## 23.13 Health and Safety Requirement

Licensor shall comply with all the requirements set forth in Exhibit , Level Safety Specifications.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement No. C-0-2272 to be executed as of the date of the last signature below.

CONSULTANT	ORANGE COUNTY TRANSPORTATION AUTHORITY
By: Date:	By: Darrell E. Johnson Chief Executive Officer
	Date:
	APPROVED AS TO FORM:
	By: James M. Donich General Counsel
	APPROVED:
	By: Jennifer L. Bergener Deputy Chief Executive Officer and Chief Operating Officer, Operations
	Date:

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**EXHIBIT D: STATUS OF PAST AND PRESENT CONTRACTS FORM** 

## 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:	
Due in at Accord Date:	tue of Malue.
Project Award Date: Original Con	tract value:
Term of Contract:	
(1) Litigation, claims, settlements, arbitrations, or in	vestigations associated with contract:
(0) 0	
(2) Summary and Status of contract:	
(3) Summary and Status of action identified in (1):	
(o) canimally and catalog of decion identified in (1).	
(4) Reason for termination, if applicable:	
By signing this Form entitled "Status of Past and Presinformation provided is true and accurate.	sent Contracts," I am affirming that all of the
Nama	Cignoture
Name	Signature
Title	Date

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Revised. 03/16/2018

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**EXHIBIT E: CAMPAIGN CONTRIBUTION DISCLOSURE FORM** 

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

## Information Sheet

#### ORANGE COUNTY TRANSPORTATION AUTHORITY

The attached Campaign Contribution Disclosure Form must be completed by applicants for, or persons who are the subject of, any proceeding involving a license, permit, or other entitlement for use pending before the Board of Directors of the OCTA or any of its affiliated agencies. (Please see next page for definitions of these terms.)

## IMPORTANT NOTICE

Basic Provisions of Government Code Section 84308

- A. If you are an applicant for, or the subject of, any proceeding involving a license, permit, or other entitlement for use, you are prohibited from making a campaign contribution of more than \$250 to any board member or his or her alternate. This prohibition begins on the date your application is filed or the proceeding is otherwise initiated, and the prohibition ends three months after a final decision is rendered by the Board of Directors. In addition, no board member or alternate may solicit or accept a campaign contribution of more than \$250 from you during this period.
- B. These prohibitions also apply to your agents, and, if you are a closely held corporation, to your majority shareholder as well. These prohibitions also apply to your subcontractor(s), joint venturer(s), and partner(s) in this proceeding. Also included are parent companies and subsidiary companies directed and controlled by you, and political action committees directed and controlled by you.
- C. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed more than \$250 to any board member or his or her alternate during the 12-month period preceding the filing of the application or the initiation of the proceeding.
- D. If you or your agent have in the aggregate contributed more than \$250 to any individual board member or his/or her alternate during the 12 months preceding the decision on the application or proceeding, that board member or alternate must disqualify himself or herself from the decision. However, disqualification is not required if the board member or alternate returns the campaign contribution within 30 days from the time the director knows, or should have known, about both the contribution and the fact that you are a party in the proceeding. The Campaign Contribution Disclosure Form should be completed and filed with your proposal, or with the first written document you file or submit after the proceeding commences.

- 1. A proceeding involving "a license, permit, or other entitlement for use" includes all business, professional, trade and land use licenses and permits, and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor or personal employment contracts), and all franchises.
- 2. Your "agent" is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an individual acting as an agent is also acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity, both the business entity and the individual are "agents."
- 3. To determine whether a campaign contribution of more than \$250 has been made by you, campaign contributions made by you within the preceding 12 months must be aggregated with those made by your agent within the preceding 12 months or the period of the agency, whichever is shorter. Contributions made by your majority shareholder (if a closely held corporation), your subcontractor(s), your joint venturer(s), and your partner(s) in this proceeding must also be included as part of the aggregation. Campaign contributions made to different directors or their alternates are not aggregated.
- 4. A list of the members and alternates of the Board of Directors is attached.

This notice summarizes the major requirements of Government Code Section 84308 of the Political Reform Act and California Code of Regulations, Title 2 Sections 18438-18438.8.

## ORANGE COUNTY TRANSPORTATION AUTHORITY CAMPAIGN CONTRIBUTION DISCLOSURE FORM

RFP Number: R	CFP Title:						
Was a campaign contribution made to any OCTA Board Member within the preceding 12 months, regardless of dollar amount of the contribution by either the proposing firm, proposed subconsultants and/or agent/lobbyist?  Yes No							
If no, please sign and date below.							
If yes, please provide the following information:							
Prime Contractor Firm Name:							
Contributor or Contributor Firm's Name:							
Contributor or Contributor Firm's Address:							
Is Contributor:							
The Prime Contractor	Yes	No					
<ul><li>Subconsultant</li><li>Agent/Lobbyist hired by Prime</li></ul>	Yes	No					
to represent the Prime in this RFP	Yes	No					
Identify the Board Member(s) to whom you, your contributions, the name of the contributor, the dates amount of the contribution. Each date must include	subconsultants, s of contribution(s e the exact month	and/or agent/lobbyist made campai s) in the preceding 12 months and dol n, day, and year of the contribution.					
Name of Board Member:							
Name of Contributor:							
Date(s) of Contribution(s):							
Amount(s):							
Name of Board Member:							
Name of Contributor:							
Date(s) of Contribution(s):							
Amount(s):							
Date:	Ciara at una	-f O - mbrill - d - m					
	Signature	of Contributor					
Print Firm Name	Print Nam	ue of Contributor					

# ORANGE COUNTY TRANSPORTATION AUTHORITY AND AFFILIATED AGENCIES

## **Board of Directors**

Steve Jones, Chairman Andrew Do, Vice Chairman Lisa A. Bartlett, Director **Doug Chaffee, Director Laurie Davies, Director Barbara Delgleize, Director** Michael Hennessey, Director **Gene Hernandez, Director Joseph Muller, Director** Mark A. Murphy, Director **Richard Murphy, Director** Miguel Pulido, Director **Tim Shaw, Director** Harry S. Sidhu, Director Michelle Steel, Director Donald P. Wagner, Director **Greg Winterbottom, Director** 

**EXHIBIT F: SAFETY SPECIFICATIONS** 

#### PART I – GENERAL

#### 1.1 GENERAL HEALTH, SAFETY & 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, bus yard safety rules, as well as all federal, state, and local regulations pertaining to scope of work, contracts or agreements with the Authority. Additionally, manufacturer requirements are considered incorporated by reference as applicable to this scope of work.
- B. Observance of repeated unsafe acts or conditions, serious violation of safety standards, non-conformance of Authority health, safety and environmental compliance department (HSEC) requirements, or disregard for the intent of these safety specifications to protect people and property, by Contractor or its subcontractors may be cause for termination of scope or agreements with the Authority, at the sole discretion of the Authority.
- C. The health, safety, and environmental 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 planned and performed, and safe conditions shall be maintained during this work scope.
- D. The Authority Project Manager shall be responsible to ensure a safety orientation is conducted of known potential hazards and emergency procedures for all Contractor personnel, subcontractors, suppliers, vendors, and new employees assigned to the project prior to commencement of the project.
- E. The Contractor shall ensure that all Contractor vehicles, including those of its subcontractors, suppliers, vendors and employees are parked in designated parking areas, and comply with traffic routes, and posted traffic signs in areas other than the employee parking lots.
- F. California Code of Regulations (CCR) Title 8 Standards are minimum requirements; each Contractor is encouraged to exceed minimum requirements. When the Contractor's safety requirements exceed statutory standards, the more stringent requirements shall be applied for the safeguard of public and employees.

#### 1.2 REGULATORY

A. Injury/Illness Prevention Program

The Contractor shall comply with CCR Title 8, Section with California Code of Regulations (CCR) Title 8, Section 3203. The intent and elements of the IIPP shall be implemented and enforced by the Contractor and its sub-tier contractors, suppliers, and vendors. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.

B. Substance Abuse Prevention Program

Contractor shall comply with the Policy or Program of the Company's Substance Abuse Prevention Policy that complies with the most recent Drug Free Workplace Act. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.

C. Heat Illness Prevention Program

Contractor shall comply with CCR Title 8, Section, Section 3395, Heat Illness Prevention. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.

D. Hazard Communication Program

Contractor shall comply with CCR Title 8, Section 5194 Hazard Communication Standard. Prior to use on Authority property and/or project work areas Contractor shall provide the Authority Project Manager copies of SDS for all applicable chemical products used, if any. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.

- All chemicals including paint, solvents, detergents and similar substances shall comply with South Coast Air Quality Management District (SCAQMD) rules 103, 1113, and 1171.
- E. Storm Water Pollution Prevention Plan

The Contractor shall protect property and water resources from fuels and similar products throughout the duration of the contract. Contractor shall comply with Storm Water Pollution Prevention Plan (SWPPP) requirements. The program or plan if required by scope shall be provided to the Authority's Project Manager, upon request, within 72 hours.

## 1.3 INCIDENT NOTIFICATION AND INVESTIGATION

- A. The Authority shall be promptly notified of any of the following types of incidents including but not limited to:
  - 1. Damage incidents of property (incidents involving third party, contractor or Authority property damage);
  - 2. Reportable and/or Recordable injuries (as defined by the U. S. Occupational Safety and Health Administration), a minor injury, and near miss incidents;
  - 3. Incidents impacting the environment, i.e. spills or releases on Authority projects or property.
  - Outside Agency Inspections; agencies such as Cal/OSHA, DTSC, SCAQMD, State Water Resources Control Board, FTA, CPUC, EPA, USACE and similar agencies.

- B. Notifications shall be made to Authority representatives, employees and/or agents. This includes incidents occurring to contractors, vendors, visitors, or members of the public that arise from the performance of Authority contract work. An immediate verbal notice followed by an initial written incident investigation report shall be submitted to the Authority's Project Manager within 24 hours of the incident.
- C. 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, Photos of the existing conditions and area of the injury/incident, the contributing factors that lead to the incident occurrence, a copy of the company policy or procedure associated with the incident and evaluation of effectiveness, copy of task planning documentation, copy of the Physician's first report of injury, copy of Cal/OSHA 300 log of work related injuries and illnesses, the Cal/OSHA 301 Injury Illness Incident Report, and corrective actions initiated to prevent recurrence. This information shall be considered the minimum elements required for a comprehensive incident report provided to OCTA.
- D. A Serious Injury, Serious Incident, OSHA Recordable Injury/Illness, or a 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 company senior executive, company program or project manager from the Contractors' organization to participate and present the incident review as determined by the OCTA Project Manager. The serious incident presentation shall include action taken for the welfare of the injured, a status report of the injured, causation factors that lead to the incident, a root cause analysis (using 5 whys and fishbone methods), and a detailed recovery plan that identifies corrective actions to prevent a similar incident, and actions to enhance safety awareness.
  - 1. <u>Serious Injury:</u> 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. A serious injury also includes a lost workday or reassignment or restricted injury case as determined by the Physician's first report of injury or Cal/OSHA definitions.
  - 2. <u>Serious Incident:</u> includes but not limited to 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, Metrolink, FTA, FRA 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. <u>Significant Near Miss Incident;</u> 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.

### 1.4 DESIGNATED HEALTH AND SAFETY REPRESENTATIVE

- A. Upon contract award, the contractor within 10 business days shall designate a health and safety representative and provide a resume and qualifications to the Authority project manager, upon request, within 72 hours.
- B. 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 (Cal/OSHA) and has the authority to affect changes in work procedures that may have associated cost, schedule and budget impacts.

#### 1.5 PERSONAL PROTECTIVE EQUIPMENT

- A. The Contractor, its subcontractors, suppliers, and employees are required to comply with applicable personal protective equipment (PPE) requirements while performing work at any Authority project or property. Generally minimum PPE requirements include eye protection; hearing protection, head protection, class 2 or 3 safety reflective vests, and appropriate footwear.
- B. The Contractor, its subcontractors, suppliers, and employees are required to provide their own PPE, including eye, head, foot, and hand protection, safety vests, or other PPE required to perform their work safely on Authority projects or property. The Authority requires eye protection on construction projects and work areas that meet ANSI Z-87.1 Standards.

#### 1.6 REFERENCES

- A. CCR Title 8 Standards (Cal/OSHA)
- B. FCR Including 1910 and 1926 Standards
- C. NFPA, NEC, ANSI, NIOSH Standards
- D. Construction Industry Institute (CII)
- E. OCTA Yard Safety Rules

**END OF SECTION** 

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**EXHIBIT G: PROPOSAL EXCEPTIONS AND/OR DEVIATIONS** 

#### PROPOSAL EXCEPTIONS AND/OR DEVIATIONS

The following form shall be completed for each technical and/or contractual exception or deviation that is submitted by Offeror for review and consideration by Authority. The exception and/or deviation must be clearly stated along with the rationale for requesting the exception and/or deviation. If no technical or contractual exceptions or deviations are submitted as part of the original proposal, Offerors are deemed to have accepted Authority's technical requirements and contractual terms and conditions set forth in the Scope of Work (Exhibit A) and Proposed Agreement (Exhibit C). Offerors will not be allowed to submit this form or any contractual exceptions and/or deviation after the proposal submittal date identified in the RFP. Exceptions and/or deviations submitted after the proposal submittal date will not be reviewed by Authority.

Offeror:		
RFP No.:	RFP Title:	
Deviation or Exception No	o.:	
<ul><li>Check one:</li><li>Scope of Work (Te</li><li>Proposed Agreem</li></ul>	•	
Reference Section/Exhibi	t:	Page/Article No
Complete Description of I	Deviation or Exception:	
Rationale for Requesting	Deviation or Exception:	
Area Below Reserved for Au	thority Use Only:	

EXHIBIT H: PUBLIC RECORDS ACT INDEMNIFICATION – PROPOSAL DOCUMENTS

#### PUBLIC RECORDS ACT INDEMNIFICATION - PROPOSAL DOCUMENTS

Offeror is required to submit one copy of the completed and signed form as part of its proposal and it should be included only in the original proposal. Offeror shall complete either Option 1 or Option 2 which ever applies.

## Option #1: Public Records Act Indemnification Agreement

By signing below, the Proposer agrees as follows regarding its Proposal:

If Authority receives a Public Records Act request (Government Code sections 6250 et seq.) which seeks any portion of Proposer's proposal that the Proposer has marked as "confidential", "trade secret", "proprietary", "not subject to disclosure", or similar designation (the "PRA Documents"), the Authority will notify the Proposer of the request. The Proposer shall, within three business days of such notification from the Authority, inform the Authority as to whether it desires the PRA Documents to be withheld, and shall thereafter timely provide a legal basis for each such requested withholding. If the Authority determines to withhold the PRA Documents, Proposer shall indemnify and defend Authority from any and all costs or liabilities resulting from such withholding including, but not limited to, attorney fees and court costs.

Proposer shall pay all costs, immediately as they come due, pertaining to any action under the Public Records Act related to any portion of Proposer's proposal marked or designated as described above, and withheld by Authority. If the Proposer fails to notify the Authority in writing within three business days, or to timely provide a legal basis for the withholding of documents, Proposer agrees that Authority shall release and disclose Proposer records, notwithstanding any marking or designation of the PRA Documents.

In no case shall Authority be liable for any inadvertent disclosure of any Proposer proposal documents, or any disclosure made by Authority upon a good faith belief that disclosure is required by law, or in the event Proposer has failed to notify the Authority in writing of its desire to withhold the PRA Documents within three business days and/or to timely provide a legal basis for the withholding of documents, regardless of any marking or designation of such PRA Documents, and Proposer waives any claims it may have had related to such disclosure.

Official, legal name of Proposing Firm (Type or Prir	nt)
Contact Name:	(Print Name)
Title:	
Signed by:	
Date:	

## Option #2: Non-Applicability

This Proposer has not marked any portion of its proposal as "confidential", "trade secret", "proprietary", "not subject to disclosure", or similar designation.

Official, legal name of Proposing Firm (Type or Print	)
Contact Name:	_ (Print Name)
Title:	
Signed by:	
Date:	