

REQUEST FOR PROPOSALS
ENHANCED TRANSIT TECHNOLOGY

ISSUED BY

**CITY OF LOS ANGELES
DEPARTMENT OF TRANSPORTATION
BUREAU OF TRANSIT SERVICES**

February 2019

Table of Contents

1.	INTRODUCTION.....	6
2.	SCHEDULE OF EVENTS.....	6
3.	MINIMUM QUALIFICATIONS.....	6
3.1	COMPANY PORTFOLIO OR ANNUAL REPORT	6
3.2	MINIMUM PROPOSER’S EXPERIENCE	6
3.3	STAFFING AND ORGANIZATION	7
4.	TERMS OF THE CONTRACT	7
4.1	CONTRACT PERIOD	7
5	SCOPE OF WORK	7
5.1	OVERVIEW.....	7
5.2	PERSONNEL	8
5.2.1	PROJECT PLAN AND STAFFING	9
5.2.2	REQUIRED POSITIONS	9
5.3	DESCRIPTION OF EXISTING TECHNOLOGY	10
5.4	TECHNOLOGY OVERVIEW	12
5.4.1	CAMERA SYSTEMS.....	12
5.4.2	VEHICLE WI-FI TECHNOLOGY	13
5.4.3	BICYCLE RACK SPACE AVAILABILITY NOTIFICATION SYSTEM	13
5.4.4	INTEGRATED ON-BOARD PUBLIC INFORMATION SYSTEM	13
5.4.5	COMPUTER-AIDED DISPATCHING (CAD)/AUTOMATIC VEHICLE LOCATION (AVL)	15
5.4.6	MOBILE DATA TERMINAL (MDT) OR TABLETS FOR ADVANCED TRANSPORTATION AND CONGESTION MANAGEMENT TECHNOLOGIES DEPLOYMENT (ATCMTD).....	16
5.4.7	AUTOMATIC PASSENGER COUNTER (APC) SYSTEM.....	16
5.4.8	VIRICITI	17
5.4.9	TRANSIT ACCESS PASS (TAP) SYSTEM	17
5.4.10	WEBSITE AND SYSTEM INFRASTRUCTURE	17
5.4.11	DATA FORMATTING, UNLOADING REQUIREMENTS	18
5.4.12	CLOUD BACK-UP AND HOSTING REQUIREMENTS	18
5.4.13	TRAINING AND USER MANUALS	19
5.4.14	MINIMUM SERVICE REQUIREMENTS.....	19

5.4.15	WARRANTY.....	22
5.4.16	APPLICABLE CODES AND REGULATIONS.....	23
5.4.17	LICENSES.....	23
5.5	MANAGEMENT.....	24
5.5.1	OPERATING STANDARDS.....	24
5.5.2	PERSONNEL STANDARDS	25
5.5.3	SUBCONTRACTORS.....	25
5.6	CONTRACTOR REPORTS	27
5.6.1	REQUIRED CONTRACTOR’S REPORTS.....	27
6	PERFORMANCE STANDARDS.....	29
6.1	OVERVIEW.....	29
6.2	SERVICE PERFORMANCE STANDARDS AND PERFORMANCE PENALTIES.....	29
6.2.1	INSTALLATION AND UPGRADE OF EQUIPMENT.....	29
6.2.2	PERFORMANCE PENALTIES	29
6.3	PERFORMANCE PENALTIES AMOUNT DEDUCTED FROM CONTRACTOR MONTHLY INVOICES..	31
7	EVALUATION OF PROPOSALS.....	31
7.1	MANDATORY REQUIREMENTS.....	31
7.2	EVALUATION COMMITTEE	31
7.3	EVALUATION CRITERIA.....	31
7.4	QUALIFICATION OF PROPOSER (20 POINTS).....	32
7.4.1	QUESTIONS.....	32
7.5	QUALIFICATION OF PROPOSED STAFF (10 POINTS).....	33
7.5.1	QUESTIONS.....	34
7.6	OPERATING METHODOLOGY (30 POINTS).....	34
7.6.1	QUESTIONS.....	35
7.7	COST EFFECTIVENESS (40 POINTS).....	36
7.7.1	SERVICE MODIFICATION	37
7.7.2	WIRELESS NETWORK CONNECTION.....	37
8	PROPOSAL FORMAT AND EVALUATION.....	37
8.1	COVER LETTER.....	37
8.2	INFORMATION	38

8.3	SUBMISSION OF PROPOSAL	38
8.3.1	PRE-PROPOSER’S CONFERENCE	38
8.3.2	PROPOSAL INTERPRETATIONS AND ADDENDA.....	38
8.3.3	ADHERENCE TO RFP FORMAT	39
8.3.4	PROPOSAL CONDITIONS AND LIMITATIONS	39
8.3.5	CONFERENCE DURING THE PROPOSAL PERIOD.....	39
8.3.6	TERMS OF WITHDRAWAL.....	39
8.3.7	CITY ADMINISTRATIVE REQUIREMENTS	39
8.3.8	EXECUTION OF PROPOSALS	40
8.3.9	ACCEPTANCE OF TERMS AND CONDITIONS.....	40
8.3.10	SUBMISSION OF PROPOSALS	40
8.3.11	DISPOSITION OF PROPOSALS	41
8.3.12	ORAL PRESENTATION	41
8.3.13	FORCED RANKING	42
8.3.14	AWARD OF CONTRACT.....	42
8.3.15	RIGHTS RESERVED BY THE CITY.....	43
8.4	LIMITATIONS	43
9	TRANSITION PLAN	43
10	RETURN OF CITY-OWNED HARDWARE AND DATA	44
10.1	GENERAL REQUIREMENTS	44
10.1.1	RETURN OF PARTS.....	44
10.1.2	END OF CONTRACT	44
10.1.3	DAMAGES.....	44
11	RECORDS AND AUDITS.....	45
11.1	AUDIT AND INSPECTION OF RECORDS.....	45
11.2	MAINTENANCE OF RECORDS	46
11.3	PROPERTY RECORDS	47
11.4	ACCOUNTING PRACTICES.....	47
11.5	VALIDITY OF FINANCIAL DOCUMENTATION SUBMISSIONS.....	48
11.6	RECORDS AND AUDITS OF SUBCONTRACTS	48
12	GENERAL CONTRACTOR REQUIREMENTS.....	48

12.1	STANDARD PROVISIONS FOR CITY CONTRACTS.....	48
12.2	ADDITIONAL ITEMS INCLUDED IN THE PROPOSAL	48
12.3	LIAISON WITH MUNICIPAL AGENCIES.....	49
12.4	INTERGOVERNMENTAL RELATIONS.....	49
12.5	CONTACTS WITH MEDIA/MAJOR INCIDENTS	49
12.6	COMPENSATION	49
12.7	ADDITIONAL OPERATION REQUIREMENTS.....	50
12.8	CITY REPRESENTATIVE AUTHORIZATION	50
12.9	CITY IDENTIFIED MEETINGS AND/OR TRAINING SESSION	50
12.10	LIABILITY.....	51
12.11	GOVERNING DOCUMENT.....	51
12.12	TAXES AND OTHER CHARGES.....	51
12.13	PROPERTY AND EQUIPMENT	51
12.14	PERFORMANCE MONITORING BY THE CITY.....	52
12.15	ADDITIONAL REQUIREMENTS	52
13	TERMINATION OF THE CONTRACT.....	52
14	EXHIBITS	54
15	FORMS.....	54
16	APPENDICES AND ATTACHMENTS	54

1. INTRODUCTION

The primary objective of this Request for Proposals (RFP) is to select a Proposer (“Contractor” interchangeably throughout this RFP) to provide services to design, procure, implement, support, integrate, and maintain new and existing technologies within the City’s Transit Services. The Proposer will employ a system engineering process to ensure that the Proposer is procuring the appropriate technologies, integrate these technologies into an IT platform, and identify those impacts on current and planned operations.

The City of Los Angeles Department of Transportation (“City” or “LADOT” interchangeably throughout this RFP) is seeking innovative and efficient solutions for systems that will enhance operational efficiency and levels of service, improve customer service and safety, and reduce operation, management, and maintenance costs of City transit services.

2. SCHEDULE OF EVENTS

RFP Packages Available	February 1, 2019
Deadline to Protest RFP Content	February 15, 2019
Mandatory Pre-Proposal Conference	February 21, 2019
Final Day for Written Questions	February 27, 2019
Proposals Due	March 1, 2019
Proposer Interviews	March 12, 2019 (Tentative)
Recommendation of Contract Award	March 20, 2019
Mayor’s Letter to Award Contract	April 10, 2019 (Tentative)
Operating Agreement Begins	May 5, 2019

3. MINIMUM QUALIFICATIONS

3.1 COMPANY PORTFOLIO OR ANNUAL REPORT

The Contractor should submit a detailed company portfolio that includes the company’s financial viability within the past three (3) years, credit references, on-going projects, and all pending litigations which the company may be directly or indirectly involved.

3.2 MINIMUM PROPOSER’S EXPERIENCE

Proposers must have a minimum of three (3) years’ experience in performing the information technology services in a transit application as outlined in this RFP with a fleet size consisting of a minimum of 300 transit vehicles and must be able to furnish proof of ability to perform the terms of this proposal. The Proposer must provide a list of clients for whom the proposer has performed similar service as those described in this RFP. The list should include addresses, telephone numbers, and a description of all related services.

3.3 STAFFING AND ORGANIZATION

Proposer shall submit for the City's review and acceptance of an organizational chart showing the proposed organization established by the Proposer for the performance of the work including:

1. Lines of authority, responsibility, and communication
2. Office organizations, if any; and
3. Names, titles, and functions of all supervisory and other key personnel.

The Proposer should provide a list of all key personnel and qualifications for each critical position. The Proposer must designate and identify a Project Manager and must submit their detailed resume; provide resumes of all key personnel. If the Proposer intends to use subcontractors, describe the arrangement with the subcontractor, as well as their role in the project.

The City fully expects that the proposed personnel will commence the work upon contract award. Proposer shall not change key personnel unless there is a compelling reason. Should there be a change to the proposed personnel, Proposer must notify the City immediately in writing and explain the reason for the change. Upon awarding of the contract, Proposer shall not reassign the key personnel to other projects without the City's prior written approval and until a satisfactory replacement has been approved by the City.

4. TERMS OF THE CONTRACT

4.1 CONTRACT PERIOD

Subject to the approval of Mayor, the City will award a contract to one Proposer for the duties outlined in this Enhanced Transit Technologies RFP. The awarded Proposer shall be required to enter into a written contract with LADOT in a form approved by the City Attorney. The contract agreement shall be in effect for two (2) years, with an option for the City to extend the contract for one (1) year, subject to the approval of the Mayor. The anticipated start date for the Contract is May 5, 2019, and will end on April 30, 2021, a two (2) year term. If the City exercises the one (1) year option, this option year is intended for the Contractor to complete any work not finished within the two-year period and website hosting, server maintenance, Cloud/data storage, internet/Modem/cell phone, annual fees, warranty/annual fees, administrative costs, and any other costs the City deems necessary at the time the option year is exercised. The City will, at time of option, include any increase in sales tax (current Los Angeles Tax Rate is 9.5%).

5 SCOPE OF WORK

5.1 OVERVIEW

The Contractor shall design, implement, support, integrate, and maintain new and existing technologies within LADOT's Transit Services that shall include:

- The procurement of hardware, software, and licenses if required, for transit vehicles and operations;

- The installation and maintenance of the system to include hardware and software;
- Providing maintenance, support, and support personnel for both new and existing systems;
- The integration of systems and hardware (including new and existing), and implementation into a secure web-based site(s) accessible to City and Transit Service Operators' personnel;
- Providing the Transit Service Operators' personnel, City personnel, and other personnel training;
- Providing manuals and warranties for the system(s);
- Developing administrative procedures, performance statistics, and financial records; and,
- The development of methods to maximize service efficiency.

The selected Proposer shall abide by and obey all applicable Federal, State, and City laws. The selected Proposer must also fully comply with all provisions of the Federal Americans with Disabilities Act (ADA) See United States Department of Transportation, Title 49, Part A, Section 37.167(b) and (c) for requirements.

5.2 PERSONNEL

The Contractor shall be solely responsible for maintaining an adequate quality labor force, and for the satisfactory work performance of all employees as described by this RFP or any reasonable performance standard established by the City. Due to its critical nature, Proposers shall discuss wages and benefits (specify), pay-for-performance incentives, work environment, and other efforts to minimize employee turnover and retain qualified personnel.

The Contractor will be required to comply with the City's Living Wage Ordinance and Service Contractor Worker Retention Ordinance throughout the contract period. Proposers are required to adhere to the City's Worker Retention and the Living Wage Ordinances which supersedes the requirements of the California Labor Code Sections 1070-1074. Rules and Regulations regarding the Living Wage and Service Contractor Worker Retention Ordinances are included in Appendix A, Attachment J. The Contractor will be required to assure certain compensation and benefit levels for its employees throughout the duration of the contract, and shall also be subject to the provisions of the City's Worker Retention Ordinance.

The Contractor shall be solely responsible for payment of all employees' wages and benefits and subcontractors' costs. Without any additional expense to the City, the Contractor shall comply with the requirements of employee liability, worker's compensation, employment insurance, and Social Security. The Contractor shall defend, indemnify, and hold the City harmless from any liability, damages, claims, costs, and expenses of any nature arising from alleged violations of personnel practices. The City shall have the right to demand removal from the project, for reasonable cause (to be determined by the City), of any personnel furnished by the Contractor. The Proposer must notify the City in writing of new hires or reassignments of management project personnel. The City reserves the right to approve any changes in the Contractor's proposed key project staff.

Upon awarding the contract, and during the term of the contract, the Contractor shall be responsible for notifying the City regarding any changes in proposed key personnel duties that deviate from the original proposal.

5.2.1 PROJECT PLAN AND STAFFING

Proposers, at their discretion, shall provide a plan in the proposal that describes in detail the performance and function of key personnel. An essential component of this plan should be a list of critical positions, as well as an organizational chart to support the provision of the service.

The Proposer shall also provide a plan in the proposal that describes all tasks and requirements necessary for the project including supervision, schedule adherence for installations, repairs, maintenance, complaint investigation and response, report writing, and training.

5.2.2 REQUIRED POSITIONS

Although Proposers have the discretion in creating the non-management staffing levels for this RFP, Proposers are required to have the following positions, at a minimum, outlined below. The Proposer shall staff the positions below as indicated.

5.2.2.1 PROJECT MANAGER

Due to the critical role of the position of Project Manager, the Proposer must identify this person, and his/her resume included in the proposer's response to this RFP. The City reserves the right to approve any change of the Project Manager for this service. The Project Manager will serve as the primary point of contact between the City and the Contractor and will provide both supervision and management of the project, including day-to-day operations, accounts, reports, and operating/service records. The project manager will work 20 hours a month minimum at the LADOT office and will be expected to spend large amounts of time working with the Transit Service Operations' personnel at the yards.

5.2.2.2 BUSINESS DEVELOPMENT MANAGER / SALES REPRESENTATIVE

Proposers shall identify a Business Development Manager/Sales Representative who will work with the City. The Business Development Manager/Sales Representative will assist the City with the procurement of products and technology, and will keep the City informed on any new products and technology available.

5.2.2.3 TECHNICAL SUPPORT TEAM

Proposers shall have a Technical Support Team to work with the City and assist users, including City and Transit Service Operators' personnel, with problems via phone, online or face-to-face. The Proposer must identify Individuals who will be a part of the Technical Support Team and provide a brief description of individual qualifications. Individuals in the Technical Support Team must have knowledge of all systems,

networks, software, and hardware, covered under this RFP. At a minimum, the personnel in the Technical Support Team will be responsible for the following tasks:

- Troubleshooting over the phone, online, or in person as deemed necessary;
- Diagnosing and fixing the system, network, hardware, and software faults;
- Installation and configuration of systems, networks, hardware, and software including testing;
- For managing the helpdesk including responding to support requests/tickets, logging and keeping a record of queries; and,
- The creation and updating self-help documents for users.

Please note that the City does have late-night and early service and may require service outside of normal business hours.

5.2.2.4 TRAINERS

Proposers shall identify Trainers responsible for the training of City personnel, the Transit Services Operators' personnel (specifically Technology Managers, Data Managers, and Maintenance Personnel) at all City transit facilities, and anyone else identified by the City. City Transit Service Facilities currently include the Sylmar Yard located at 12776 Foothill Boulevard, Sylmar 91342; the South Yard located at 14011 South Central Avenue, Los Angeles 90059; the Central Yard located at 2016 Bay Street, Los Angeles 90013; the Washington Yard located at 1950 East Washington Boulevard, Los Angeles 90021; and the Downtown Facility located at 454 East Commercial Street, Los Angeles 90012.

Training should be provided for any maintenance, upkeep, the operation of systems, and other products as deemed necessary by the City. Proposers may determine the number of trainers necessary to accomplish the tasks. Trainers can be individuals within the Technical Support Team. The Proposer must ensure there is sufficient coverage to meet the demands of this RFP.

5.3 DESCRIPTION OF EXISTING TECHNOLOGY

The City is implementing its Transit Service Expansion and will increase the City's fleet by an estimated 130 vehicles over the next one to three years. The vehicles will be equipped with the technology components as specified by the City. The Proposer's Business Development Manager/Sales Representative will work closely with City staff to ensure new technologies are compatible with Proposer's applications. The Contractor may be asked to work with the bus manufacturer and assist in procuring and installing the system.

The City desires the Contractor to use the existing capital equipment where possible, and encourages the Contractor to integrate the existing systems and hardware to reduce any delays in completion and implementation of the desired system integrations. The City's transit vehicles existing components are listed in this section. See Section 5.4 for a more detailed description of each of the components. The City has provided a detailed list of each fleet vehicle with the installed technologies, refer to Exhibit 3.

The City is in the process of purchasing thirty-one new vehicles. The City included a description of each of the components in these thirty-one vehicles in Exhibit 3.

EXISTING TECHNOLOGIES	CURRENT FUNCTIONS
1. Automated Passenger Counter (APC)	<ul style="list-style-type: none"> • Automatic counter • Database and Web-based system integrated • Counters at both doors (when applicable)
2. Surveillance System	<ul style="list-style-type: none"> • Interior Surveillance Cameras • Exterior Surveillance Cameras • DVR/NVR Systems • Video tagging capabilities • On-Board LED/LCD Surveillance Screen • Viewing/downloading software remotely
3. Rider Alert System	<ul style="list-style-type: none"> • On-board high-resolution multimedia screen used for PSA's and rider alerts. • The screen has the ability to display still images, animated graphics, and video • USB Output
4. Hanover Headsign System	<ul style="list-style-type: none"> • LED destination signs, with various presentation styles including fixed, alternating, double line and scrolling displays • Windows-based PC program to create headsign messages that contains message database for display. • Keylo and USB output
5. Route Announcement System	<ul style="list-style-type: none"> • A live stop announcement system • Screens on some vehicles that display route and stops in real-time
6. Real-time Arrival Prediction System	<ul style="list-style-type: none"> • Vehicle Tracking and Live Dispatch system with GPS Tracking. • "Live Dispatch Software Module" Syncromatics name for software • Report software which includes the following reports: on-time performance, driver performance, route, run and block performance, passenger data, NTD

	<p>reporting, vehicle health monitoring, and public usage statistics</p> <ul style="list-style-type: none"> • Real-time passenger information with arrival predictions that can be integrated into websites, mobile applications, signs, IVR systems, and SMS messages. • MOBILE APPLICATION. Custom user mobile application for both iPhone and Android Operating Systems with real-time arrival predictions and live bus map. The Mobile Application provides service alerts: Detours, Closure, Delays.
<p>7. Advanced Collision Avoidance System (Mobile Eye Shield Plus and Mobile Eye Shield)</p>	<p>Driver assistance technology including:</p> <ul style="list-style-type: none"> • Pedestrian and Cyclist Collision Warning • Forward Collision Warning • Headway Monitoring Warning • Lane Departure Warning • Speed Limit Indicator

5.4 TECHNOLOGY OVERVIEW

The Proposer shall provide a system inclusive of software, hardware, and necessary services. Upon award of the contract, the Proposer will be responsible for the procurement, installation, testing, documentation, training, and maintenance of fixed end and onboard equipment as specified, and shall allow for system expansion and upgrades to ensure current and future operational needs. The system should be integrated and allow for wireless data-transmission that should be made accessible to City and Transit Services Operators’ personnel. At minimum proposers should provide the components specified in this section, but are encouraged to maximize the potential realization of the requirements.

5.4.1 CAMERA SYSTEMS

The Contractor shall ensure a CCTV System, specifically designed to withstand the rugged environment of mass transit vehicles, is installed in all Commuter Express vehicles. Contractor shall purchase and install all components of the camera system. The Contractor shall prioritize the installation of camera system on all existing Commuter Express vehicles. Then upon the City’s discretion, the Contractor will upgrade DASH vehicles model year 2012 and newer. The Contractor will be responsible for repairs, maintenance, on-going service support, and upgrades of all surveillance systems installed as a result of this RFP.

The Camera system shall record and stream onboard audio and video, and allow for archiving of footage. The system shall include, but not be limited to, the following components per vehicle: a recording system (comparable to NVR system or better), minimum of 8 interior and exterior cameras, onboard LED or LCD

monitor with camera input, microphone, GPS antenna, panic button/status LED module, and all mounting gear and accessories. The system should include accompanying web-based software.

The system must have secure remote video access functionality and capture high-definition images. It should come with accompanying software that allows for live viewing, wireless offloading, and recording. Cameras must be weather-proof, have “true” day/night functionality, a built-in microphone and capture high-quality images in low light. The entire system needs to have anti-shock, anti-dust, anti-vibration to ensure smooth and reliable operation. The system should have the capability of storing 30 days’ worth of video footage.

5.4.2 VEHICLE WI-FI TECHNOLOGY

All DASH and Commuter Express vehicles have public Wi-Fi capabilities. This technology utilizes a modem installed on each vehicle. The Contractor is required to price newer, faster modems as technology progresses to maintain speed and conductivity of the public Wi-Fi system.

The Contractor will install the latest technology modems on all new, expansion, and replacement vehicles. Updating older fleet vehicles with the latest technology or universal phasing out of the older modem models will be the Contractor’s responsibility as dictated by LADOT.

The modem shall have the capability of allowing for secure multiple device connections such as passenger devices, TAP, ViriCiti, and other components, without any service interruptions, dead spots, or speed reduction.

The Contractor will need to work with LADOT to obtain cards for cellular connectivity.

5.4.3 BICYCLE RACK SPACE AVAILABILITY NOTIFICATION SYSTEM

All City DASH and Commuter Express transit vehicles have bicycle racks installed on the front of the vehicles. All vehicles purchased after 2016 have a bicycle rack deployment indicator installed in the vehicles. LADOT desires to have a notification system that indicates how many bicycle slots are available on each vehicle. This available bicycle notification information would be displayed on the next bus website so the public can use the information for trip planning. This information would be available not only on the transit website but also on the next bus transit application(s). The Contractor shall create, design, implement, test, and deploy such a program on all 2012 or newer LADOT transit vehicles.

5.4.4 INTEGRATED ON-BOARD PUBLIC INFORMATION SYSTEM

Some LADOT DASH and Commuter Express vehicles are currently equipped with passenger information systems that include display screens and annunciator system.

The Contractor shall design a web-based secure system allowing remote access for LADOT staff capable of updating a single, a set of regional vehicles, or all vehicles, according to the information being pushed

out through a web-based system. The system should include a built-in GPS to allow for the triggering of messages at predefined locations. The system shall also integrate all existing screens and existing public information system and hardware. At a minimum, the system shall provide the components described within this section.

5.4.4.1 Next Vehicle Arrival Times and Vehicle Identification

The Contractor shall equip all LADOT transit vehicles with technology that provides real-time bus information to riders via the web, mobile applications, SMS, IVR, and onboard displays. The system shall also allow users to receive bus arrival information through text or by a phone call. The system should notify riders of the next stop, as well as any service interruptions, delays, and arrival times. The Mobile app must be compatible with multiple operating systems, including iOS, Android, and Windows.

All 2012 and above fleet vehicles will be equipped with an on-board destination display by the start of the contract. The Contractor will integrate the displays and accompanying components to allow for remote access and real-time updating of the display on the selected fleet vehicle(s) or the entire fleet. The City should be able to update the content on the displays immediately upon publication via web-based software through the cellular network. There shall be no need for a bus to return to a yard for a manual or Wi-Fi update.

The Contractor shall be responsible for the installation, integration, and maintenance of displays and components. The Contractor is responsible for system upgrades to the latest technology in all LADOT vehicles.

5.4.4.2 Public Service Announcements Display

The system should have a separate screen for display of public service announcements. Most of the LADOT fleet vehicles will have a Public service announcement display installed by the start of this contract. The Contractor will integrate the displays and accompanying components to allow for remote access and real-time updating of the display on the selected fleet vehicle(s) or the entire fleet. The City should be able to update the content on the displays immediately upon publication via web-based software through the cellular network. There shall be no need for a bus to return to a yard for a manual or Wi-Fi update.

5.4.4.3 Emergency Announcements

The system should be capable of allowing for secure remote access by City personnel to access and update the system in case of an emergency.

5.4.4.4 Agency Internet Access to System

Access should be granted to City personnel to allow City staff to update information via the internet in real-time.

5.4.4.5 Ability to Add and Remove Stops/Major Connections

The system should allow for City personnel to add and remove stops, and to make real-time changes to LADOT routes remotely.

5.4.4.6 Automatic Voice Annunciation System (AVAS)

Some City fleet vehicles are equipped with an Automatic Voice Annunciation system (AVAS). The AVAS has both audio announcements and visual display capabilities. The City intends to have the AVAS installed in its entire fleet by the start of the contract. The Contractor will be responsible for the integration of AVAS into the system. The Contractor may also be asked to upgrade the AVAS system as necessary and at the request of the City.

The Contractor will integrate the AVAS to allow for remote access by City staff and City designated others. The Contractor shall ensure that LADOT Staff has remote capabilities to edit and program for either a single vehicle, multiple vehicles, or all fleet vehicles. The AVAS shall support and meet ADA requirements for interior and exterior announcements.

The AVAS should allow for specific programming for the interior and exterior of the vehicle. It should sync with existing LED destination signs, display screens, and the AVL; allow for direct connection to bus speakers, including volume control of both interior and exterior speakers, and act as an amplifier for vehicles with no Public Announcement system. The system should allow for multiple announcement inputs, such as door open/close announcement, location-specific audio announcements, and upcoming bus stop announcements. The system should allow for preprogramming by GPS coordinates.

5.4.4.7 LED Destination Signs

All LADOT buses are currently equipped with the following LED destination signs: exterior destination sign, side sign, and interior sign. Some vehicles are also equipped with a rear route number LED sign. The Contractor will integrate the LED signs and accompanying components to allow for remote access and real-time updating of the selected fleet vehicle(s) or the entire fleet.

5.4.5 COMPUTER-AIDED DISPATCHING (CAD)/AUTOMATIC VEHICLE LOCATION (AVL)

The Contractor shall design and or provide a system and software that tracks, and seamlessly connects vehicles to dispatch. The system should provide real-time vehicle location information to be used to manage LADOT Transit Services. The system should provide GPS updates every 6 seconds or less.

The System should provide, but not be limited to, the following functions and tools:

- Vehicle tracking on a live map; vehicle history data that shows individual GPS points for a specific vehicle at any given time; vehicle status and assignments; route and schedule management;
- The system must include a schedule analyzer;

- Provide reporting, including but not limited to, APC reports, headways, on-time performance (to include information for route, trip, run, vehicle, and individual stops), route and vehicle data, and driver performance;
- The system must include dispatch tools including a bunching screen, on-time performance, vehicle status, alert screen, live dispatch map, MDT messenger; and,
- The system must allow dispatchers the ability to login drivers remotely to assigned routes.

The dispatch tools should enable a dispatcher to view headway based routes and clearly identify inconsistent service intervals. The software shall provide a map-based view and a list-based view that is sortable, filterable, and prioritized based on any vehicle attribute, including but not limited to, block, route, run number, vehicle number, driver, and time point.

5.4.6 MOBILE DATA TERMINAL (MDT) OR TABLETS FOR ADVANCED TRANSPORTATION AND CONGESTION MANAGEMENT TECHNOLOGIES DEPLOYMENT (ATCMTD)

The United States Department of Transportation (USDOT) Federal Highway Administration (FHWA) awarded LADOT a grant in 2016. LADOT will use the funds toward the large-scale deployment of technology to allow traffic signal systems to detect red light-violating vehicles and adjust timing. The technology allows personal wireless devices to give the right of way to pedestrians at intersections and helps transit bus drivers operate more efficiently.

LADOT Requires that the MDT (Mobile Data Terminal) on the vehicles be upgraded to Android tablets or an equivalent to Android equivalent. The MDTs must be capable of Advanced and Transportation and Congestion Management Technologies Deployment. This includes communication with LADOT's Automated Traffic Surveillance and Control System. This Technology and communication must give the bus drivers alerts on green light time, red light time, and yellow light time on the traffic signals so that drivers have the ability to see whether or not they have enough time to get through traffic signals. In addition, there must be the capacity for future Transit priority system(s).

LADOT Transit vehicles are currently equipped with two different types of MDTs. The City desires to upgrade the MDTs on some existing vehicles and to integrate MDT's with its TAP system.

5.4.7 AUTOMATIC PASSENGER COUNTER (APC) SYSTEM

All Commuter Express fleet vehicles have one APC unit installed, where DASH fleet vehicles have two APC units installed. These units collect passenger boarding and egress information and calculate how many open seats are available on the vehicle. The APC is also used by LADOT to collect data for ridership reports.

The City desires to have APC installed in all transit vehicles. The APC system should provide accurate ridership count. The APC needs to be integrated with the web-based system and provide real-time passenger count information and bus capacity information.

The APC should be working at all times. The Contractor is expected to repair and/or replace any malfunctioning APC immediately. The Contractor should have APC parts available in their spare parts inventory.

The City is looking for a stand-alone software that can help filter and clean the APC data. The Contractor will provide an automated ridership software capable of collecting APC data and analyzing and validating the data. The software should be able to render reports, analyze rider trends, and route evaluations to optimize service. It should also allow for customization of performance indicators. The program should have the capability to filter out ridership anomalies, discrepancies, and NTD non-compliance issues.

5.4.8 VIRICITI

ViriCiti software is to be installed in all City electric fleet vehicles. This system should provide real-time monitoring of both vehicles and charge stations, as well as reporting and analyses. At minimum system should provide the following: real-time and historic vehicle statistics, real-time and historic route statistics, real-time charger status, KPI charge reports, remote reset of chargers, faults and warnings, Battery Statistics, remote diagnostics, reports, smart charging software. The system must be able to utilize the existing onboard cellular connectivity. See Exhibit 3.

5.4.9 TRANSIT ACCESS PASS (TAP) SYSTEM

The City will be updating the existing Transit Access Pass (TAP) system within the first year of the contract period. The upgraded system will not require a garage computer. The upgraded system will require the transit vehicle to communicate with the TAP cloud system wirelessly. This communication will be continuous regardless of whether the transit vehicle is on route or at the transit yard. Therefore, the upgraded TAP units will need to be plugged into existing on-board routers for communication. It is the Contractor's responsibility for making sure there is enough bandwidth for all systems using the cellular connectivity on the transit vehicles.

5.4.10 WEBSITE AND SYSTEM INFRASTRUCTURE

The entire system should be on a cloud infrastructure. The Contractor shall host all systems listed in this RFP on a secure cloud-based site(s) accessible to City and Service Operator Contractors' personnel. The City will not consider any solution that involves locally hosted hardware or software.

All software and hardware is considered City property and shall be turned over to the City or the incoming contractor at the City's instruction, at the end of the contract period.

5.4.10.1 DATA AND INTELLECTUAL PROPERTY

All right, title and interest in City Data will remain the property of the City. The Contractor has no intellectual property rights or other claims to City Data that is hosted, stored, or transferred to and from the products or the cloud services platform provided by the Contractor, or to the City's confidential

information. The Contractor will cooperate with the City if the Contractor becomes aware of any potential infringement of those rights in accordance with the provisions listed in this RFP.

5.4.10.2 SECURITY AND DATA PROTECTION

All City Data that will be hosted by the Contractor under this Contract will be hosted at data centers maintained and operated by either the Contractor or an established cloud hosting business.

The Contractor shall provide Cloud back-up using one either a public cloud back-up or a private cloud back-up. The Contractor must ensure that the Cloud back-up provider provides file versioning to ensure system recovery.

5.4.11 DATA FORMATTING, UNLOADING REQUIREMENTS

The City owns all data pertaining to this RFP (see Section 5.4.), and all components of the system. The City reserves the right to request data as needed and to share the data if necessary. The Contractor shall make all CAD/AVL, and passenger information data available for client approved Application Platform Interface (API). The Contractor shall provide LADOT with real-time data availability via an API in compliance with the current published LADOT Mobility Data Specifications (MDS). The current version of the MDS and any updates are located at <https://github.com/CityOfLosAngeles/mobility-data-specification>. The Contractor shall enforce relevant data sharing protocols, methods, and services rendered including but not limited to Table 1. The Contractor will not share this data with any agency, individual, group, or others without prior written notice from the City.

Table 1 – Data Sharing Protocol

Mode	Data Sharing Protocol
Private Transit Vehicle Operators	Mobility Data Specification (MDS)
Bike Share	MDS & General Bikeshare Feed Standard
Scooter Share	MDS
Dockless	MDS
Transit	General Transit Feed Specification & GTFS Real-time
Secure Bicycle Parking	MDS, Daily and Monthly Usage
Carshare	MDS

The Contractor shall ensure data is secure at all times. All programming and formatting will be in the industry established a standardized format unless otherwise directed by the City. The Contractor shall maintain a backup data storage system during the contract period. At the end of the contract period, the Contractor shall assist in the transferring of this data to any party(ies) has identified by the City.

5.4.12 CLOUD BACK-UP AND HOSTING REQUIREMENTS

The Contractor shall ensure that any cloud back-up or hosting agreements include: a customer data and intellectual property clause; data safeguards clause including security and data protection, SOC2/SSAE 16

Certification, data breach monitoring, network, and communication security, customer data handling procedures, physical security, and penetrating testing; the cloud/hosting company performs background checks on all licensor personnel, direct hire contractors (including temporary and non-employee personnel) who will be performing services for the cloud/hosting company; provide SSAE-16/SOC-2 Type II reporting; information security breach notification clause; and an insurance clause for Cyber-liability Insurance in any licensing agreement generated from this RFP.

5.4.13 TRAINING AND USER MANUALS

The Contractor shall provide LADOT and Transit Services Operators with a copy of the user manual for every operating system. Contractor shall also provide training to LADOT personnel and Transit Services Operators personnel on all systems, hardware, and software, both new and existing. LADOT encourages contractors to make the user manuals accessible online and to propose other means of training including online training.

5.4.14 MINIMUM SERVICE REQUIREMENTS

The minimum service requirements are as follows:

- Maintenance
- Website maintenance
- System integration and interoperability
- System Installation
- System Upgrades
- Technical Support
- Help desk
- After-hours support

Proposers should provide a detailed plan for the minimum service requirements listed above.

5.4.14.1 MAINTENANCE

The Contractor will provide repair, as necessary, and replacement for all system components covered under warranty, or for any request made by the City. The Contractor will also be responsible for providing user manuals, maintenance manuals, and training to City staff and Transit Service Operators' personnel for each and all components. The Contractor must comply with the operating standards outlined in Section 5.5.1. Please see Section 5.4.15, of this RFP for further detail on warranty requirements.

5.4.14.2 WEBSITE MAINTENANCE

The Contractor shall maintain any websites created in response to the scope of work outlined in this RFP. During the duration of this contract, the Contractor will be the sole provider of maintenance services for the website, and no other party will have access to or rights to change the website.

The Contractor will respond to all maintenance requests from the City within 24 hours on weekdays, and 48 hours on weekends, via email or phone, with a confirmation that the request was received, and an estimated completion date for each action item in the request.

The Contractor will be responsible for:

- Edit, revise, update or create new textual/minor graphical content
- Website design, redesign, re-alignment or re-development to a web page, website, and web-graphics on the website.
- Consultation, and guidance on the use of the website
- Maintain on-page search engine optimization (SEO) such as Meta tags (title, description, keywords), alt tag (an alt attribute on an img tag), header tag (<1h>tag in HTML) h1 , h2, h3.
- The Contractor shall perform regular monitoring and updating to ensure impeccable performance across all major browsers because not all browsers render sites in the same way.
- The Contractor shall protect against hackers from gaining access to the site(s).
- The Contractor shall provide regular and thorough backups of your site(s) so that it may be fully restored in case of loss.
- Contractor shall provide monitoring of website functionality to ensure that everything is working as it should, and upgrade where necessary. Some plugins may become outdated and no longer work with the newest version of the website software. Plugins may need upgrading to accommodate the newer version or become obsolete with the improvements in the website software.
- Downtime for any website is unacceptable; if Contractor uses a subcontractor or service to host websites, Contractor will work closely with hosting company to sort out any situations as quickly as possible to restore website and ensure the website is working as intended

5.4.14.3 SYSTEM INTEGRATION AND INTEROPERABILITY

The Contractor will be responsible for system integration and interoperability of all new and existing components, including new vehicle equipment and software purchased through procurement contracts. The system shall enable data to be uploaded to a central website. The website will allow the City to control user access and security.

The City shall be able to remotely access, view, and change, via the website application, the following systems, and equipment:

- Vehicle head signs
- On-board bicycle rack space availability
- On-board public information system and displays, with remote updating
- Public Information System
- All CAD/AVL dispatch data and systems
- MDT/ ATCMTD including driver log-on, data, and dispatch information
- APC and Ridership Data

5.4.14.4 SYSTEM INSTALLATION AND UPGRADES

When the Contractor upgrades or installs new equipment, the Contractor will be required to coordinate with the City to ensure the vehicles are available. The Contractor will maintain records of all equipment installed by vehicle number, installation/upgrade date, and technician.

The Contractor will provide an installation and upgrade plan, hereinafter referred to as “Plan”, to the City for approval. The City will review the plan and provide initial approval. During initial approval, the Contractor will complete installations and/or upgrades on one vehicle and/or at one location. The Contractor shall then inform the City, as the City must sign-off on this first article prior to the Contractor completing the rest of the fleet vehicles. The Contractor will be asked to complete installation and upgrades in the evening or during hours that will provide minimal impact to Transit Service Operators. The Contractor will perform system testing to ensure conductivity before City inspection and signoff. The City reserves the right to observe, inspect, and test all equipment and systems.

The City will inspect all new or upgraded equipment and/or systems before providing approval for the Contractor to complete installation regarding that specific task. The City will complete a final inspection and acceptance tests. The Contractor will be asked to make changes or to correct deficiencies until the system is to the satisfaction of the City. Once the Contractor has completed all corrections of the installation and/or upgrade to the satisfaction of the City, the City will issue its acceptance letter.

5.4.14.5 HELP DESK, AFTER-HOURS SUPPORT, AND TECHNICAL SUPPORT

During the term of the contract, the Contractor will provide on-call technical support to assist with the maintenance of the system. On-call technical support will be provided via in-person, telephone, e-mail or any other manner as necessary. The Contractor will provide technical support to City and Service Operator staff and will be asked to work directly with the service operators at the various City Transit operation yards when necessary. The Contractor will help answer technical questions regarding hardware problems, software problems, and provide troubleshooting.

The Contractor will need to establish a help desk telephone number for City and City Contractors as well as a help desk website. The help desk should be made available to City and City contractors to help answer questions, troubleshoot problems, and submit service and technical support requests. The help desk telephone number should be in operation during regular business hours from Monday through Friday, 8 am-5 pm. The Contractor shall provide the City with a working 24-hour emergency number to be used during any urgent or emergency situations. The Contractor shall provide after-hours support for weekend and evening service.

The Contractor shall create a help desk web-based program that utilizes a ticketing system. The program should be accessible 24 hours, 7 days a week. The program should include the following at a minimum:

- Ticket request tracking, to include status, response times, and updates

- Request priority system
- Manual input of requests and issues that may not have been made via phone
- Reporting, including ticket response time, number of requests, types of requests, etc.

The Contractor is expected to track all requests and provide reports. The contract must comply with all Performance Standards. Performance penalties will be applied when Performance Standards are not met.

5.4.15 WARRANTY

The Contractor warrants that all work shall be in accordance with this Contract and shall comply with the Standard of Performance for a period of one year from final acceptance of the work. In the event of a breach of this warranty, the Contractor shall take the necessary actions to correct the breach and the consequences thereof, at the Contractor's sole expense, in the most expeditious manner as permitted by existing circumstances. If the Contractor does not promptly take steps to correct the breach upon notification thereof by the LADOT, LADOT without waiving any other rights or remedies it may have at law or otherwise, may do so or cause others to do so and the Contractor shall promptly reimburse LADOT for all expenses and costs incurred in connection therewith.

5.4.15.1 SYSTEM AND INSTALLATION WARRANTIES

Contractor warrants that all installation work and all system hardware furnished by Contractor including, but not limited to, all such work, and system hardware provided by subcontractors (if any), suppliers, or other manufacturers, shall be of good quality and free of any defects or faulty materials and workmanship for the warranty period.

Contractor shall also warrant that all installation work and system hardware shall perform according to the specifications for the warranty period.

All warranties and guarantees of subcontractors, suppliers, and manufacturers with respect to any such work and system hardware are deemed to be obtained by the Contractor for the benefit of the City regardless of whether or not such warranties and guarantees have been transferred or assigned to the City by separate agreement. The Contractor shall fully enforce such warranties and guarantees on behalf of the City.

The Contractor shall provide warranty documents to the City for all hardware and software installed. The Contractor will be responsible for obtaining a warranty from the manufactures/suppliers.

With regards to all system software, the Contractor warrants as follows:

- All software is free of defects in design and workmanship and will perform according to the specifications.
- All software does not contain any timers, counters, or pre-programmed devices that will cause the software to become erased, inoperable, or incapable of performing as specified.

- All software contains an appropriate security and control system for protecting the software and the data from unauthorized use.
- All software shall be free of “backdoors” and all other known methods of software access which bypass the normal system security features.

5.4.15.2 WARRANTY OBLIGATIONS

All non-critical warranty work on defective or non-complying installation work, or system hardware, or any software defects or errors that cause the software to fail to conform to the requirements of this RFP shall be performed at no cost to the City and within thirty (30) days of being notified in writing by the City. Any defects that affect the critical functions of the operations shall be fixed within 24 hours.

Contractor shall maintain adequate resources for replacement of all defective or non-complying work or equipment, including test repair, warranty repair, spare modules, spare assemblies, spare components and spare parts in furtherance of the warranty requirements.

The City will operate the system hardware and software in accordance with the Contractor specific instructions in order to maintain all warranties. However, the Contractor shall hold the City harmless and Contractor shall be responsible for repairing any damage from Contractor’s improper operation of any system hardware or software resulting from Contractor failure to provide adequate or correct training and/or complete operating manuals, software manuals, electrical drawings, complete computer program documentation and other documentation required to be furnished as identified within these specifications.

5.4.16 APPLICABLE CODES AND REGULATIONS

The Contractor shall comply with all City, State, and Federal regulations, and best practices in relation to all duties performed under this RFP.

5.4.17 LICENSES

The Contractor shall be responsible for providing and maintaining all software licenses required to perform the scope of service as outlined in Section 5 of this RFP, including those necessary for LADOT staff and designated service provides. Software licenses include proprietary licenses, GNU general public licenses, end user license agreements (EULA), workstation licenses, concurrent use licenses, site licenses, perpetual licenses, and non-perpetual licenses.

All licenses shall be maintained by the Contractor during the contract period, and transferable to the City or a City designated contractor at the end of the contract term.

5.5 MANAGEMENT

The Contractor will be held responsible for project management according to specified procedures. The City may establish additional rules that are reasonable for the operation of this service after consultation with the Contractor.

5.5.1 OPERATING STANDARDS

The selected Contractor will be expected to work closely with the City. The Contractor's project manager shall work closely with the designated City Project Manager. There will be monthly contractor meetings with the City. The Contractor shall provide status updates and reports to the City as outlined in Section 5 of this RFP.

The selected Contractor will also be responsible for providing training to City and service operator personnel on all software and hardware. Training manuals on all aspects of the system shall be made available at all times and be kept up to date. Proposer shall discuss their plan for training service operation staff and City Staff, i.e., in-person training, training manuals, online training videos, etc.

Service including system upgrades and maintenance shall be provided as agreed upon in the approved plan(s) or according to any adjusted policies established by the City, including policy and plan modifications required as a result of a declared emergency. The Contractor shall keep the system operational at all times and have maintenance and upgrade plan in place to ensure the system is continuously running. The City shall be notified of any system upgrades or maintenance at least 24 hours in advance so that the City can make arrangements with our service contractors to ensure the vehicles are available and transit service is not affected. Proposers shall discuss in the proposal their plan and policies for maintaining the system, system upgrades, and procurement of equipment. Proposers shall also discuss in their proposal a plan for expeditiously resuming service in the event of a power outage or other interruption in service. Any system malfunctions that result in the system being down or not operating as required by this RFP must be reported immediately to the City.

The City expects the Contractor to have staff readily available to work in the case of a declared emergency. In the case of a declared emergency, the City's fleet may be used to help transport constituents or provide other services. It is crucial that all components of the system be operational at all times. The proposals shall discuss an operational plan during a declared emergency.

Procedures shall be established to ensure that the Project Manager is aware of complaints and operational problems. The Technical Support staff shall maintain a record of all complaints or operational problems and report any significant issues to the Project Manager immediately. It is the Project Manager's responsibility to ensure that appropriate measures are taken by the Technical Support staff to correct the problem and that LADOT receives reports as outlined in Section 5.6.1.

Proposers shall discuss their plan for monitoring service quality including upgrades, technical support, ticket response, service response times, preventative maintenance of system and hardware, spare part inventory, etc. Proposers shall discuss any plans to sub-contract with an independent firm to assist in project monitoring.

5.5.2 PERSONNEL STANDARDS

Technical Support staff must be fully trained and able to repair and have knowledge of the operating system, software, and hardware. Technical Support staff and fully trained backup must be available at all times to ensure consistent and reliable service.

Training staff must be knowledgeable of all hardware and software and be aware of all processes and procedures of how the system works. Training staff must have the ability to anticipate any common issues of the system and common mistakes encountered by users.

Project personnel will need to work closely with City staff as well as staff from the Transit Service Operators. Project personnel must maintain a courteous attitude, answering to the best of their ability any questions regarding technical support, user manuals, or any other provision of the service. Personnel must also report all operational problems to the LADOT Project Manager.

Furthermore, the proposal shall describe how the performance of the Project Manager, Technical Support personnel, and Trainers will be monitored and evaluated. For example, the technical support staff should be monitored and evaluated regarding courtesy, responding to complaints within the time specified by LADOT, and response to operational problems; the trainers should be monitored and evaluated for their courtesy, ability to provide on-time training, and training manuals. If the project manager is responsible for managing these activities, his or her time allocation should be reflected accordingly.

5.5.2.1 OPERATING DURING A DECLARED EMERGENCY

Upon declaration of an emergency by the Mayor, the General Manager of the Department of Transportation is responsible for a number of transportation-related activities, including the development of emergency travel routes, and the coordination with other agencies supplying common carrier services. In the event of a declared emergency, the Contractor shall ensure the system is up and fully functional, as a part of the Emergency Operations Transportation Services Plan.

5.5.3 SUBCONTRACTORS

Proposers shall submit with their proposal an MBE/WBE/SBE/EBE/DVBE/OBE Subcontractors Information Form (Schedule A). Subcontractors listed on the Proposer's Schedule A form are considered bid-listed subcontractors. The proposer must utilize all schedule A subcontractors and or subcontractors for the listed amount. Proposers must have a bid/quote from each potential sub-consultant listed on their Schedule A prior to submission of the Schedule A. Proposers are required to have each of the subcontractors on their Schedule A registered on the BAVN prior to being awarded the contract.

5.5.3.1 SUBCONTRACTOR SUBSTITUTION DURING THE CONTRACT DURATION

The contract award requires that the Contractor shall maintain the level of all subcontractor participation throughout the contract period. To this extent, any unapproved reduction in the listed subcontractor amount will be considered an unauthorized substitution.

To get approval for a subcontractor substitution, the Contractor shall request approval of the City for all substitutions of bid-listed (Schedule A) subcontractor. This request shall be in writing and submitted to the City's Head of Transit Operations. The request shall give the reason for the substitution, the name of the subcontractor and the name of the replacement subcontractor. If the replacement subcontractor is allowed, that subcontractor must meet all the City requirements. Whenever the Contractor seeks to substitute a bid-listed (Schedule A) subcontractor, the Consultant must make a BIP Outreach to replace the subcontractor.

5.5.3.2 SCHEDULE B AND SCHEDULE C REPORTING REQUIREMENTS

During the term of the contractor, the proposer must submit the Subcontractor Utilization Profile (Schedule B) with every monthly invoice to the City. The Schedule B should list all schedule A subcontractors, along with utilization.

Upon completion of the project, a summary of these records shall be prepared on the "Final Subcontracting Report" form (Schedule C) and certified correct by the consultant or its authorized representative. The completed form shall be due to the City within fifteen working days after completion of the contract term or contract termination date.

Refer to Attachment A "Business Inclusion Program" for further details, reporting requirements, and instruction.

5.5.3.3 SAFETY/SECURITY/EMERGENCY RESPONSE RESPONSIBILITIES

All Contractor personnel must understand and adopt into their operating policies the expected specific roles and responsibilities, identified in LADOT's Safety and Security Requirements, thereby increasing their personal safety and that of transit passengers, during normal operations and in emergency conditions.

5.5.3.4 REQUIREMENTS FOR ALL CONTRACTOR PERSONNEL

All Contractor personnel must perform the following functions:

- Immediately report all suspicious activity/incidents and suspicious objects, no matter how insignificant it may seem, to the Project Manager who will immediately document all of the details on an LADOT Transit Incident Form (Exhibit 4). Each report should include the date, time, location, type of activity, number of, a brief description of people involved, type of equipment (if any) used for the activity, organization, and a designated point-of-contact. The Project Manager shall inform

LADOT, who will then notify LADOT’s Security and Safety Coordinator and the Los Angeles Police Department who shall evaluate the threat.

- If the suspicious activity or security incidents prove to require a threat response, the Contractor shall immediately report the incident to the Head of Transit Operations.

5.6 CONTRACTOR REPORTS

The City requires that the Contractor provide an extensive amount of data reporting which will serve as a database to monitor and evaluate the productivity of the service and the performance of the Contractor. The City’s Management Information System (MIS) depends largely on Contractor self-reporting and also enables the Contractor to evaluate its performance better. The success of the City’s Contractor Performance Evaluation Program is dependent upon the timely and accurate reporting of essential operational, management, and service information by the Contractor. The Project Manager, following the established reporting schedule, will prepare data reports to be submitted promptly to the City. The City reserves the right to update, alter and requests new reports from the Contractor as needed.

5.6.1 REQUIRED CONTRACTOR’S REPORTS

The following is a list of required reports to be submitted by the Contractor to the City. The City reserves the right to require additional reports from the Contractor. For daily, weekly and monthly reports, the Contractor must submit the report to LADOT no later than 10:00 a.m. the following business day of the reporting cycle. Reports are to be submitted no later than the 15th day of the following month.

Item Number, Name of Report/Log	Frequency	Description	Where entered	What is included
1. Installation and Upgrades Status Report	Monthly	Report providing an update on the status of installations and upgrades	Electronic Report E-mailed to LADOT Project Manager	Name of Hardware or software is installed or upgraded, anticipated start and completion date, Actual start and completion date, vehicle number (s)
2. Inventory Report	Monthly	Spreadsheet/ database providing an inventory of parts equipped in each LADOT Vehicle	Electronic Report e-mailed to LADOT Project Manager	Part name, description of the part, part #, Manufacture, date part was installed, Vehicle number,

3. Spare Parts Inventory Report	Monthly	Report Providing a list of all spare parts and their serial numbers.	Electronic Report E-mailed to LADOT Project Manager	Name of the part, Manufacturer, Description, Part number, Serial number, and Condition (New or Used)
4. Support Request Log	Monthly	A log listing all tickets/Support requests received for that month and current status.	Electronic Report E-mailed to LADOT Project Manager	Ticket number or Support request number, Date received, Request information, Actions Taken including dates, Technician assigned to request, Outcome, Statuses, Date closed
5. Complaint Log	Monthly	A Log listing all complaints received for the month	Electronic Report E-mailed to LADOT Project Manager	Complaint description, Date complaint was received, Action(s) taken, Date complaint was closed, or current status of the complaint and estimated closing date
6. Insurance Report	Annually	Report updating Contractor's insurance coverage. Must be renewed annually.	City of Los Angeles website – Track4LA: http://Track4la.lacity.org	Insurance coverage for Automobile, General Liability and Workers' Compensation and Employer's Liability
8. Business Inclusion Program – Outreach MBE/WBE/SBE/EBE/DVBE Subcontractor Report	As Needed	Report ensuring all MBE/WBE/SBE/EBE/DVBE Participation levels are met	Electronic Report Emailed to LADOT Project Manager	If substitution of subcontractor lowers the pledge levels, Contractor is required to demonstrate a good faith effort to provide MBE, WBE, SBE, EBE, and DVBE firms equal opportunity to complete for any subcontracting work being substituted

9. Schedule B	Monthly	MBE/WBE/SBE/EBE/ DVBE/OBE Utilization Profile (Schedule B)	Submitted Monthly with the Invoice	Schedule B form must list all subcontractors listed in the Schedule A along with the dollar amount invoiced for that invoice period by the subcontractor(s) and the dollar amount paid to date to the subcontractor(s) listed.
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*Reports shall be reviewed and signed by the Project Manager verifying the accuracy and that these reports have been based on the FTA guidelines. The Project Manager shall verify that the on-going system is in place and maintained for recording data in accordance with the City’s and FTA-NTD definitions.

**All source documents must be made available to support the reported data. In addition, a verifiable system of internal controls must be in place to assure the accuracy of the data collection process and recording system. The Contractor shall cooperate with the audit of reported data, data gathering procedures and systems as required by the FTA-NTD and various agencies such as the Metro.

***Contractor(s) will be required to replace any component that fails to meet the standards set forth in the program.

****The City also reserves the right to modify the Contractor’s Reports as it deems necessary.

6 PERFORMANCE STANDARDS

6.1 OVERVIEW

The City will monitor the Contractor’s response to issues, requests, maintenance, and installation to assess the performance of the Contractor in delivering the service. The City shall maintain the right to assess performance penalties against the Contractor, as set forth herein, based on the Contractor’s failure to meet the established standards. Performance penalties applicable thereto, shall include the following performance criteria and be charged based upon non-compliance with the standards reported by LADOT staff. The City reserves the right to modify these performance criteria, as necessary.

6.2 SERVICE PERFORMANCE STANDARDS AND PERFORMANCE PENALTIES

6.2.1 INSTALLATION AND UPGRADE OF EQUIPMENT

Per Section 5.4.14.4 System Installation and Upgrade, the Contractor will provide an installation plan for City approval. The performance standard for the completion of a new installation or the upgrade of equipment on vehicles will be based on this plan, including planned operation tests. In adherence with that Plan, as prioritized by the City at the time of contract award, that all items/tasks are completed in the scheduled time period and in the order of prioritization. The City reserves the right to change the prioritization of task throughout the contract period.

6.2.2 PERFORMANCE PENALTIES

Not meeting the following performance standards will result in a penalty of \$200 for each occurrence for the first three times in each vehicle, in one calendar year. If the same problem occurs from 4-10 times on

the same vehicle, the penalty shall be \$400 for each occurrence. The penalty shall be \$1,000 if the same problem exceeds ten times in each vehicle in one calendar year.

Performance Criteria	Standard
1. Resolution of any technical issue for which support request is filed	Within 48 hours after the ticket is opened
2. Replacement of malfunctioning equipment or spare parts	Within 48 hours after the ticket is opened
3. Assignment, relocation, elimination of stops	Within 48 hours after requested by LADOT
4. Correction of bus routes or detours, or stop locations on route maps	Within 48 hours after requested by LADOT
5. The driver is logged in, but the vehicle is not being tracked, and the location and time report is not recording	Within 48 hours after a ticket is opened
6. Any Conflict between Arrival/Departure time in monitoring daily performance reports and time recorded in the breadcrumb navigation	Within 48 hours after a ticket is opened
7. Intermittent breadcrumb trails	Within 48 hours after a ticket is opened
8. AVAS not calling stops	Within 48 hours after a ticket is opened
9. APC variance standard over the acceptable trade standard in the transit field	Within 48 hours after the ticket is opened
10. Issues related with uploading of schedule files	Within 24 hours after the latest upload of schedule files
11. Issues related with equipment or parts that hampers or rejects driver log	Within 24 hours after a ticket is opened

The following will result in a penalty of \$500 for the first occurrence, \$1,000 for the second occurrence, \$3,000 for the third occurrence, and \$4,000 for each occurrence after that, in a contract year.

1. Partial or complete disruption of data recordation or display in the application on one or more routes.
2. Closing support requests before the cause of the problem is fixed, and the fact is communicated to the support requesting yard.
3. Partial or complete disruption of the system without prior forewarning to users.
4. The occurrence of the same problem within a week after it was addressed by previous support request

6.3 PERFORMANCE PENALTIES AMOUNT DEDUCTED FROM CONTRACTOR MONTHLY INVOICES

The City will deduct all performance penalties assessed against the Contractor from monthly invoices. Circumstances beyond the control of the Contractor, causing the Contractor to fail to comply with the stated performance requirement, will be considered as just cause on the part of the City not to assess performance penalties against the Contractor. The Contractor shall receive written notice of the City's intent to assess performance penalties and will have an opportunity to present written material in answer thereto within ten (10) days after receipt of written notice.

7 EVALUATION OF PROPOSALS

7.1 MANDATORY REQUIREMENTS

All proposals will be reviewed by the City to determine if the proposals contain minimum essential requirements outlined in the RFP, including instructions governing submission and format and compliance with Standard City Requirements including the Outreach Requirements of the Business Inclusion Program (BIP) (See Attachment A of Appendices and Attachments). Those Proposals deemed non-responsive will be immediately notified.

LADOT reserves the right to ask respondents to cure non-material deficiencies in their proposal, and non-material deficiencies that are cured shall not be the basis of disqualification.

7.2 EVALUATION COMMITTEE

Evaluation of the proposals will be made by a Section Committee appointed by the City. LADOT will appoint an Evaluation Committee and appoint a Committee Chair from among the Evaluation Committee Members. The Evaluation Committee shall examine each Proposal which meets the mandatory requirements and recommend a Contractor to the General Manager of LADOT. The General Manager's recommendation must receive the approval of the Mayor in order for a contract to be awarded.

7.3 EVALUATION CRITERIA

This is a best value procurement. It is not a low bid procurement and price is only one consideration in the evaluation process. Written proposals from responsive proposers will be evaluated using the criteria in Sections 7.4 to 7.7 below, and points will be awarded, a maximum of 100 points. Proposers who have received certification (including provisional certification) as a Local Business Entity under the Local Business Ordinance, will be entitled up to eight (8) points or proposers that subcontract with a company that is certified (including provisional certifications) will receive up to five (5) bonus points. Proposers may not qualify in both categories mentioned above. Refer to the Standard Provisions, Attachment J.

Up to twenty (20) points will be awarded for the qualification of the proposer and are based on the proposer's history of successfully operating similar service to those described in the RFP including LADOT service. Up to ten (10) points are awarded based on the qualification and experience of the proposed

team. Up to twenty (30) points are awarded for the operating methodology, that is, the proposer's effective use of personnel and resources to ensure quality service delivery. Up to forty (40) points will be awarded for the cost-effectiveness of the proposal, that is, the proposed cost in relation to the quality and level of service to be provided.

LADOT will evaluate all proposals and award a contract to the proposer submitting the most responsive proposal. Each proposal will be prepared simply and economically avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate, and reliable presentation. The response to this RFP must be made in accordance with the format set forth in Sections 7 and 8 of this RFP. Failure to adhere to the following format may be cause for rejection of the proposal as non-responsive.

7.4 QUALIFICATION OF PROPOSER (20 POINTS)

Proposers must furnish proof of ability to perform the terms of this proposal. This section should contain a list of clients, their addresses and telephone numbers, for whom the Proposer has performed services similar to those described in this RFP. Also, include a description of all similar services.

Proposers shall also provide thorough answers to the following list of questions. The responses to these questions will be included in the City's evaluation of the proposer. In addition, the responses to the questions will be incorporated into and made part of the contract. In your proposal, please restate the question followed by your response.

7.4.1 QUESTIONS

- a) What is the general character of work performed by your firm? Explain.

- b) List other contracts with government or transit agencies, including the contact information (agency, contact person(s), telephone number, email address, contract number, etc.) awarded to your firm where services were similar in scope, size or discipline. Include a description of the scope of work, the span of service, outcome, and annual contract cost. Describe similarities and differences of each of these services compared to the service contained in this RFP (Refer to Forms Section – C-4 Financial Background Form).

- c) Prior to pursuing a service contract, what research does your firm execute in the area to be served? Please describe your knowledge of the technologies associated with the contract we are evaluating.

- d) What performance standards has your firm established for its contract operations? What goals have been set and what has been attained? Include concrete examples.

- e) Many firms have adopted a profile for the managers they hire. Does your firm have such a profile? Explain.
- f) How is the performance of your contract management personnel evaluated?
- g) Has your firm ever failed to complete any work awarded to you? Has your firm ever defaulted or been terminated from a contract? If yes, please give details.
- h) Has your firm received any “Cure Notices” or other written notices regarding poor/unsatisfactory performance in the past three (3) years? If so, please explain in detail.
- i) Does your firm have established relationships with other suppliers in the public transit industry?
- j) What is your firm’s experience establishing and reporting a management information system (MIS), including FTA-NTD sampling and reporting? Discuss in detail.
- k) Does your firm currently have an employee drug and alcohol testing policy in place that complies with the Federal Transit Administration (FTA) and the U.S. Department of Transportation (49 CFR Part 655; 40 CFR Part 40)? Please provide a copy of your current policy.
- l) What are your firm’s policies and procedures relating to data safety and adherence? How do you propose to enforce compliance with such policies and procedures? Explain.
- m) Has your firm been certified as a Local Business Entity in Los Angeles County? Refer to the Local Business Ordinance included in the Standard Provisions as Attachment L.
- n) Provide any additional information regarding your firm to assist the City in better evaluating your firm.

7.5 QUALIFICATION OF PROPOSED STAFF (10 POINTS)

This section includes a listing of all required personnel and qualifications for each key position. A Project Manager must be designated, and a detailed resume must be submitted. Also, the Proposer must identify a Business Development Representative/Sales Representative and a technology support team of individuals who will be working on this contract. An organizational chart of regional staff, including management, must also be included in this section.

Proposers shall provide thorough answers to the following list of questions. The responses to these questions will be included in the City’s evaluation of the proposer. In addition, the responses to the questions will be incorporated into and made a part of the contract. In your proposal, please restate the question followed by your response.

7.5.1 QUESTIONS

- a) A Project Manager is required for this project. Who will be the Project Manager for this project? Explain this person's background, relevant experience, and include a resume.
- b) What are the tasks to be assigned to the Project Manager of this project and the percentage of time that will be devoted to these tasks (see Section 5.2)?
- c) A Business Development Representative/Sales Representative must be identified. Explain their background, experience and include their resumes.
- d) What tasks are to be assigned to the Business Development Manager/Sales Representative? Explain.
- e) A Technical Support Team must be identified for this contract. Please identify the personnel on the Technical Support Team that will be assigned to work with LADOT? Explain each person's background, relevant experience, list of certifications, and include their resumes. Identify who will be assigned to work on the following: repairs, installations, upgrades, support.
- f) What tasks are to be assigned to the Technical Support Team? Explain.
- g) Who will be the Trainers for this project? Explain their respective backgrounds, relevant experience, list of certifications, and include their resumes.
- h) What are the tasks to be assigned to the Trainers of this project, and what are the percentages of time the Trainers will dedicate to these tasks?
- i) Provide an organizational chart for this project and a separate organizational chart for your firm's division and a regional team that will be in charge of this project.

7.6 OPERATING METHODOLOGY (30 POINTS)

A technical proposal must be provided describing the Proposer's methods and resources to perform the work described in this RFP. This section should describe how the Proposer would make effective use of personnel to ensure quality service delivery. The Proposer should discuss, in as much detail as possible, its proposed operational programs, including but not limited to the following: Technical Support including response times; hardware replacement, installation, removal, and upgrading; drug testing policy; preventive maintenance plan; documentation and maintenance of project records; warranties; data security and privacy.

Proposers shall provide thorough answers to the following list of questions. The responses to these questions will be included in the City's evaluation of the proposer. In addition, the responses to the questions will be incorporated into and made a part of the contract. In your proposal, please restate the questions followed by your response.

7.6.1 QUESTIONS

- a) What is your firm's technical support plan? How will you deploy technical support staff and what are their duties? Please provide a list of all available technical support services. The list may include but not be limited to the following: Technical Support - hours of operations and response times; help desk - hours of operation, response time, and remote support.
- b) What is your firm's hardware replacement policy? Provide a replacement schedule.
- c) LADOT is environmentally concerned and wants to make sure electronic waste (e-waste) is disposed of properly. What is your firm's policy in regards to e-waste? Provide a plan for e-waste disposal.
- d) LADOT services operate from early in the morning into the night on weekdays, weekends and some holidays. What is your firm's after-hours support plan? Your response should include but not be limited to response time, technical support, staffing, etc.
- e) What is your firm's on-site support policy?
- f) What is your firm's operating and maintenance procedures to ensure service quality and help prevent service related problems? How will your firm conduct on-going independent random spot checks to evaluate service quality? How do you intend to report the results to the City?
- g) How do you plan to attract and maintain a quality and experienced workforce for this project? What would be the salary range(s)? What would be their hourly rates and benefit packages for each position (broken down by trainers, technicians, supervisors, etc. by year of the contract). Will these salary and benefit packages be reviewed and updated? Do you intend to pay, at a minimum, the existing salaries, and benefits for all employees of the current contractor affected by the City's Retention Ordinance?
- h) What is your firm's plan for training LADOT Personnel, mechanics, and other personnel from Service operators?

- i) How do you plan to meet LADOT's extensive reporting requirements (see Section 5.6)? How do you plan to meet reporting of FTA-NTD information, drug and alcohol testing, security reporting, and other required operating and maintenance data?
- j) What is your firm's procedures to be used in storage of hardware and spare parts?
- k) Does your firm have any existing labor contract provisions that may restrict contractor performance and/or contractor compliance?
- l) What is your firms' plan for the integration of existing and new hardware and software?
- m) What is your firm's experience with electronic vehicle and route management systems as well as automated passenger count systems? How would the proposed route management system (see Section 5.4.5) be used to manage the services?
- n) What is your firm's experience with maintenance of electronic destination signs and stop announcement systems? Please explain.
- o) What are your firm's operational and preventive maintenance practices to help prevent vehicle damage? Discuss. LADOT is concerned about minimizing the risk associated with bus fires on the City's transit vehicles (see Section 10.1.3).
- p) What is your proposed Safety and Security Plan to prevent hacking and data breaches? Explain in detail.
- q) What is your transition plan between the time that the new contract is awarded and the first day of service?

7.7 COST EFFECTIVENESS (40 POINTS)

The City is interested in cost-effectiveness rather than low bid and will evaluate proposed costs in relation to the quality and level of service to be provided. The qualifications of the Proposer and proposed staff and the proposed operating methodology will all be considered along with the proposed cost component in evaluation cost effectiveness. Cost proposals quoted shall be firm for a period of 365 days from the deadline date of this RFP.

Complete Forms C-1 through C-8 and include your response under the title "Proposed Costs." To ensure a standardized basis for the comparison of various cost proposed costs must be specified in accordance with series Forms C-5 through C-8.

All backup documentation that reflects how the line item costs were derived, including but not limited to labor costs, facility and equipment costs, administration and overhead costs, hardware and software should be included.

In evaluating the Proposals, the City may communicate with one or more of the Proposers for the purpose of obtaining additional clarifying information. In submitting additional information, a Proposer is not permitted to embellish or change the original cost proposal, unless so directed by the City.

7.7.1 SERVICE MODIFICATION

The service may be modified during the term of the contract. If so, the City will provide the Contractor with a written notification of the change.

7.7.2 WIRELESS NETWORK CONNECTION

The City has a contract for voice and data communication services. All wireless network connections on City vehicles and property must be made through the City's voice and data communications contractor. This will be included as a line item in the cost sheet. All billings will be mailed directly to the City.

8 PROPOSAL FORMAT AND EVALUATION

8.1 COVER LETTER

The proposal must be accompanied by a cover letter that contains the title “**ENHANCED TRANSIT TECHNOLOGY**” and a general statement of the purpose for submission and includes the following information:

- a) Legal business status (individual, partnership, corporation, etc.), address and telephone number of the proposer.

- b) Name, title, address and telephone number of the person or persons authorized to represent the proposer in order to enter into negotiations with the City with respect to the RFP and any subsequently awarded contract. The cover letter shall also indicate any limitation of authority for any person named.

The cover letter must be signed by a representative or officer of the proposer who is authorized to bind the firm to all provisions of the RFP, any subsequent changes, and to the contract if an award is made.

If the proposer is a partnership, the proposal must be signed in the name of the partnership by a general partner thereof. If the proposer is a corporation, the proposal must be signed on behalf of the corporation by two authorized officers (a Chairman of the Board, President or Vice President and secretary, treasurer or chief financial officer) or an officer authorized by the Board of Directors to execute such documents on behalf of the corporation.

All above signatures must be original and in ink.

8.2 INFORMATION

It is the Proposer's responsibility to prepare a proposal that is representative of the Proposer's qualifications. If there is any additional information that would assist the City in assessing the proposal better, the Proposer should include all such information in the proposal under the title of Additional Information. See Exhibit 1- City Contracting Requirements and Exhibit 2 – Proposal Requirement Checklist for applicable checklists.

The RFP has been structured to provide specific requirements that function as a standardized framework for the evaluation of a prospective Contractor's qualification. The evaluation criteria will allow the Department to examine the qualifications of the Proposer, qualifications of the proposed staff, operating methodology and cost-effectiveness for the operation of the service. A selection panel will evaluate and rank all proposals with respect to the evaluation criteria.

All proposers that have been deemed as qualified will be requested to make oral presentations to the evaluation committee and will be notified of the time and place prior to the presentation. The successful Proposer will be named after the proposals and presentations are evaluated to select the most qualified proposer.

The panel will make recommendations to the General Manager, Department of Transportation, with the selection subject to approval by the Mayor.

8.3 SUBMISSION OF PROPOSAL

8.3.1 PRE-PROPOSER'S CONFERENCE

The pre-proposal conference will be held on the date and time stated in the cover letter, and all Proposers are required to attend. Proposers may submit inquiries in writing or verbally at the conference.

8.3.2 PROPOSAL INTERPRETATIONS AND ADDENDA

Proposers must submit a written request for clarification, interpretation or corrections of any discrepancies or omissions in the RFP. The City will send any change to or interpretation of the RFP to each firm or individual to whom attends the pre-proposal conference, and any such changes or interpretations shall become a part of said RFP and may be incorporated into any contract awarded. All Addenda will be posted on the LABAVN web page.

Proposers will address all questions or requests for clarification to Mr. Brian Lee at Brian.k.Lee@lacity.org. The final day to submit questions or to request clarifications is February 27, 2019, by 4:00 p.m. (Pacific Standard Time). No questions or requests for clarifications regarding this RFP will be accepted after that date.

8.3.3 ADHERENCE TO RFP FORMAT

The response to this RFP must be made in accordance with the format set forth in this Section. Failure to adhere to this format may be cause for rejection of the proposal as non-responsive.

Proposals that set forth conditions or limitations different from those set forth in the RFP may be considered non-responsive and rejected.

8.3.4 PROPOSAL CONDITIONS AND LIMITATIONS

Proposals that set forth conditions or limitations different from those set forth in the RFP may be considered non-responsive and rejected.

8.3.5 CONFERENCE DURING THE PROPOSAL PERIOD

After expiration of the time to submit proposals and continuing until a contract has been awarded, all City personnel involved in the project are directed NOT to hold any meetings, conferences, technical discussions or communication in any manner with City personnel regarding the RFP or the proposals during this period of time, unless authorized, in writing, by the Evaluation Committee. Failure to comply with this requirement will automatically terminate further consideration of that bidder's proposal.

8.3.6 TERMS OF WITHDRAWAL

Proposers may withdraw their proposal provided that a request is submitted in writing and is received prior to the proposal deadline. A written request to withdraw, signed by an authorized representative of the proposer, and must be submitted to the address specified herein for submittal or proposal. After withdrawing a previously submitted proposal, the Proposer may submit another proposal at any time up to the specified submission deadline.

After the Proposal due date/time, no Proposer may withdraw their proposal. A Proposer will not be released on account of errors in its proposal. All proposals shall be firm offers and may not be withdrawn for a period of three hundred and sixty-five (365) days following the deadline date for submission of proposals noted herein.

8.3.7 CITY ADMINISTRATIVE REQUIREMENTS

Compliance documents with the City's Administrative Requirements must be submitted with the proposal. Failure to comply with these requirements may render the proposal non-responsive. Exemplars and/or explanatory materials for each item are provided in the cited attachments. For consistency of reference, all documents should be included in the order listed below, and marked as an attachment with the corresponding letter designation utilized in this RFP (e.g., Compliance with Child Support Obligations – See Attachment A).

Because some of the requirements require extensive time to complete, the City strongly encourages proposers to commence these activities prior to the Pre-Proposal Conference.

8.3.8 EXECUTION OF PROPOSALS

If the proposal is submitted by a joint venture, then both firms must sign the proposal in the name of the joint venture. If the Proposer is a corporation, the proposal must be signed on behalf of the corporation by two authorized officers (a Chairman of the Board, President or Vice President and secretary, treasurer or chief financial officer) or an officer authorized by the Board of Directors to execute such documents on behalf of the corporation. All signatures above must be original and in ink on at least one copy of the proposal submitted to the City.

8.3.9 ACCEPTANCE OF TERMS AND CONDITIONS

Submission of a proposal pursuant to this RFP shall constitute acknowledgment and acceptance of all terms and conditions hereinafter set forth in this RFP unless otherwise expressly stated in the proposal.

8.3.10 SUBMISSION OF PROPOSALS

Persons who hand deliver proposals will be issued a “Notice of Receipt of Proposal.” All proposals submitted will be marked with a time and date stamp. Timely submission of the proposal is the sole responsibility of the Proposer. No faxed or e-mailed proposals will be accepted.

Proposals will be disqualified for failing to comply with the submission deadline or the City Administrative Requirements. All proposals hand delivered after 4:00 p.m. PST on the due date will be returned to the proposers. The City reserves the right to determine the timeliness of all proposal submissions.

Each Proposer must demonstrate past and present ability to fulfill the requirements established by this RFP. Each Proposer is required to provide detailed information demonstrating an ability to perform the necessary services with specific reference to the activities noted above in this RFP in Section 5, “Scope of Work.”

The proposal must be in writing and submitted in two parts:

Part 1: One (1) original, four (4) copies, and two (2) USBs copies in Portable Document Format (.pdf) of the written proposal with a cover letter. The proposal must be tabbed and bound with a table of contents and numbered pages for ease of review by the evaluation committee. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis.

Part 2: One (1) original, four (4) copies, and two (2) USBs copies in Portable Document Format (.pdf) of the completed documents specified by the City of Los Angeles Administrative Requirements. The documents must be submitted with the proposal, but in a separate binder in a sealed envelope. (For

reference, a checklist is included in the Administrative Requirements Section to assist in the preparation of these documents.)

The original proposal and copies must be hand or courier-delivered by March 1, 2019, by 4:00 p.m. (Pacific Standard Time) to the following address:

**CITY OF LOS ANGELES
DEPARTMENT OF TRANSPORTATION
BUREAU OF TRANSIT SERVICES
100 SOUTH MAIN STREET, 10TH FLOOR
LOS ANGELES, CALIFORNIA 90012
ATTN: ANGELA DE LA ROSA**

The outside of the sealed package containing material regarding this RFP must contain the following designation: **“ENHANCED TRANSIT TECHNOLOGY”**

8.3.11 DISPOSITION OF PROPOSALS

All proposals submitted in response to this RFP will become the property of the City and will be a matter of public record. Proposers must identify, in writing, all copyrighted material, trade secrets or other proprietary information that it claims are exempt from disclosure under the Public Records Act (California Government Code Section 6250 et seq.).

Any Proposer claiming such an exemption must identify the specific provision of the Public Records Act that provides an exemption from disclosure for each item that the proposer claims is not subject to disclosure under said Act. Any proposer claiming such an exemption must also state in its proposal that the proposer agrees to defend, indemnify, and hold harmless the City and its Officers and employees, from any action brought against the City for its refusal to disclose such material, trade secrets, and other proprietary information to any party making a request therefor. Any Proposer who fails to include such a statement shall be deemed to have waived any right to an exemption from disclosure as provided by said Act.

8.3.12 ORAL PRESENTATION

After scoring the written proposals, Evaluation Committee members shall turn in their scores for each respondent to the Chair. Committee members shall not share their scores with other Committee members or any other party. The Chair shall tally and summarize the scores for each Committee member, including him or herself. All proposals that score a minimum of 70 points from all Evaluation Committee members will be placed on a short list. Notwithstanding the scores, LADOT reserves the right to reject any proposal that fails to receive at least 70% of the maximum points in all four evaluation criteria. Note that these scores only will be used for screening purposes to establish the shortlist and will not be used in determining the recommended respondent.

All respondents on the short list shall be invited to make an oral presentation and highlight the strengths of the proposal. Failure to appear for the scheduled oral presentation shall be grounds for disqualification from the procurement; however, LADOT reserves the right to exercise discretion if there are extenuating circumstances. No proposal may be altered or enhanced during the oral presentation. Evaluation Committee members may ask respondents questions about their proposal. After each oral presentation, each Committee member shall score the respondent using the four evaluation criteria and points from Sections 7.4 to 7.7 and considering both the written proposal and oral presentation (final score). Committee members shall not share scores with anyone else. LADOT reserves the right to schedule more than one interview if the Department determines that doing so will improve the Committee's understanding of a respondent's proposal.

8.3.13 FORCED RANKING

Each Committee member shall rank all respondents from highest to lowest based on the final scores he or she gave to each respondent. In the event of a tie in points, the Committee member shall still rank the respondents. Equal rankings shall not be allowed. Each Committee member shall turn in both their final scores and the summary of the rankings. If a consensus ranking is not achieved (i.e., all Committee members rank the same respondent first) then the Chair shall convene the Committee to discuss the strength and weaknesses of each respondent. After the discussion, each Committee member shall privately re-rank all respondents and turn in the rankings to the Chair. If a consensus ranking is achieved, then the highest ranked respondent shall be recommended. If a consensus is not achieved, then respondent with the highest-ranking average rank (with each Committee member's ranking weighed equally) shall be recommended. In the event of a tie, the Chair shall recommend the preferred respondent from among the tied respondents and shall document in writing the reason for his or her decision. The Chair shall present the Evaluation Committee's Recommendation to the General Manager. The General Manager is the final decision maker at LADOT and will submit the Department's recommendation to the Mayor.

8.3.14 AWARD OF CONTRACT

The Proposer(s) to whom the contract is awarded shall be required to enter into a written contract with the City of Los Angeles in a form approved by the City Attorney. This RFP and the proposal, or any part thereof, shall be incorporated into and made a part of the final contract. However, the City reserves the right to further negotiate the terms and conditions of the contract with the selected proposer(s). The contract will, in any event, include a maximum "fixed cost" to the City of Los Angeles.

In drawing the agreement, all Exhibits, Appendices, Attachments, and Addendums of the RFP as well the Proposal are to be considered as part of the contract.

8.3.15 RIGHTS RESERVED BY THE CITY

Notwithstanding any other provisions of this RFP, the City reserves the right to withdraw this RFP at any time, to reject all proposals, to reject any proposal for noncompliance with RFP provisions, or to choose not to award a contract if such action is determined to be in the best interest of the City, and to waive any informality in the process when to do so is in the interest of the City or its taxpayers.

8.4 LIMITATIONS

Notwithstanding any other provisions of this RFP, the City reserves the right to reject all proposals and to waive any informality in a proposal when to do so would be to the advantage of the City or its taxpayers.

The Proposer understands and agrees that the City shall have no financial responsibility for any costs incurred by the proposer in responding to this RFP.

The City of Los Angeles Administration Code, Division 10, Chapter 1, Article 2, Section 10.15 (d) requires that every bid or proposal to perform a contract with the City, or with any board, officer or employee thereof, shall include in the affidavit of the bidder or proposer that such bid or proposal is genuine, and not sham or collusive, nor made in the interest or on behalf of any person not therein named. The affidavit shall further state that the bidder or proposer has not directly or indirectly induced or solicited any other bidder or proposer to put in a sham bid, or any other person, firm or corporation to refrain from bidding, and that the bidder or proposer has not in any manner sought by collusion to secure for itself an advantage over any other bidder or proposer. Any bid or proposal made without such affidavit, or in violation thereof, shall not be considered. If at any time it shall be found that the person, firm or corporation to whom a contract has been awarded has, in presenting any bid(s) or proposal(s), colluded with any other party or parties, then upon the entry of such finding on the records of the board or officer awarding said contract, the contract so awarded shall be voidable at the option of the Council, the board, an officer, or employee making the same on behalf of the City, as the case may be, and the contractor or supplier and its bond company shall be liable to the City for all loss or damage which the City may suffer thereby; and the Council, board, officer or employee, as the case may be, may advertise for a new contract. Any contractor or supplier making a false affidavit may be excluded from future bidding or contracting with the City. The officer, board, or City Council, having jurisdiction over the contracting process, may permit any informality in such affidavit to be remedied, so as to comply with requirements, at any time prior to award of the contract. See Appendix A Standard Provisions for City Contract for the affidavit.

The selected Proposer shall stipulate that in any action related to the awarded contract, venue shall be in the County of Los Angeles, State of California.

9 TRANSITION PLAN

Proposers must include a detailed schedule of the projected dates and activities necessary to begin service, including start-up preparations, key administrative tasks, equipment purchase, materials and

supply purchases, employee recruitment and training of all personnel. Refer to the start of service as outlined in the Contract Period (see Section 4.1 of the RFP).

10 RETURN OF CITY-OWNED HARDWARE AND DATA

10.1 GENERAL REQUIREMENTS

10.1.1 RETURN OF PARTS

All equipment, software, hardware, and any other products purchased using monies from this contract shall be considered City-owned property. The property must be returned to the City at the end of the contract.

Contractor shall maintain an inventory of all equipment, and hardware. The inventory list shall contain at a minimum the following information:

- Equipment/part type
- Vehicle number/location
- Model number
- Serial number
- Installation date.

No equipment, or hardware, shall be removed from the buses or transit service operator yards at any point during the contracting period, or at the end of the contract unless written authorization is given by the City. Equipment and parts will be in good working condition at the end of the contract.

LADOT operates a rolling vehicle inventory. During the contract period, LADOT may salvage transit vehicles. All after-market systems are removed from the vehicles and either installed on the replacement vehicles or returned to spare inventory. See Section 5.6 for reporting requirements.

10.1.2 END OF CONTRACT

Upon termination, or completion of the contract term, the Contractor shall be responsible for returning all equipment and spare parts to the City in the condition in which they were received (except for normal wear and tear). Where time is of the essence to maintain any required service demands, the City reserves the right to waive the Contractor's right of repair and undertake any required repairs which are necessary to bring the vehicle into compliance under the terms of this contract. Under such waiver condition, the City may make repairs itself, or assign another company of the City's choosing to perform all required repairs, and charge the Contractor the cost of such repairs from any monies otherwise owed to the Contractor.

10.1.3 DAMAGES

If determined that Contractor work related to this contract is the cause of damage, including major damage (i.e., fires, loss of life, injuries, etc.), the Contractor will be held responsible for any and all claims,

restitution, repairs or replacements. See Indemnification Clause in Appendix A Standard Provisions for City Contract.

11 RECORDS AND AUDITS

11.1 AUDIT AND INSPECTION OF RECORDS

The Contractor agrees that the City or any of its duly authorized representatives, shall, for the propose of audit and examination, be permitted to inspect all work, materials, payrolls, and other data, and records with regards to the project, and to audit the books, records, and accounts associated with this project.

It is agreed that examination of books, records, trip logs, time sheets, payroll records, reports, and accounts of the Contractor will be made in accordance with generally accepted auditing standards applicable in the circumstances and that as such, said examinations does not require a detailed audit of all transactions. Testing and sampling methods may be used in verifying invoices, and related reports submitted by the Contractor. Deficiencies ascertained by the use of such testing and sampling methods by applying the “percentage of error” obtained from such testing and sampling to the entire period under examination will be binding on the Contractor and to that end shall be admissible in court to prove any amounts due to the City from the Contractor. This shall not prevent the Contractor from producing all actual records and figures in court to rebut the sampling method. The City shall then conduct an audit of all records for the audit period. In the event any deficiency in the amount of five percent (5%) or greater of the compensation payable to the City hereunder is ascertained, the Contractor agrees to pay the City for the entire cost of the audit as well as any other deficiencies, payments, and performance penalties due under this or any other provision of this contract within thirty (30) days of receipt of the City’s billing.

At any time during normal business hours, and as often as the City may deem necessary, the Contractor shall make available to the City for examination, all necessary records with regard to the service provision, start-up, and capital purchase costs. The City shall have the authority to audit, examine, and make excerpts or transcripts from records, including all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other statistical data relating to all matters covered by this agreement.

The City reserves the right to dispatch auditors of its choosing to any site where any phase of the project is being conducted, controlled, or advanced in any way, however tangible or intangible. Such sites might include the home office, any branch office, or other locations of the Contractor if such sites or the activities performed thereon have any relationship to the program covered by this Agreement. City auditors shall be provided with adequate and appropriate workspace in order to conduct audits and shall be allowed to interview any employees of the Contractor. It is the responsibility of the Contractor to ensure the cooperation of all employees with any procedure pertaining to the audit.

All project records prepared by the Contractor shall be owned by the City and be made available to the City at no additional charge. The City may elect to authorize representatives of other project funding

partners to inspect, audit, and analyze the records of the Contractor in operating this service, preparing the bid for this service, or the operation of any similar service.

The City shall have the authority to make physical inspections and to require such physical safeguarding devices as locks, alarms, safes, fire extinguisher, sprinkler system, etc., to safeguard property and/or equipment authorized by this Agreement.

When a fiscal or special audit determines that the Contractor has received payments from the City which are questionable under the criteria set forth herein, the Contractor shall be notified and given the opportunity to justify questioned items prior to the City's final audit report.

If such audit finds that the City's dollar liability for such service is less than payments made by the City to the Contractor, the Contractor agrees that the difference shall be either:

- Repaid forthwith by Contractor or City be a cash payment, or
- At LADOT's General Manager's option, deduct against any future payments hereunder to Contractor.

If such audit finds that City's dollar liability for service is more than payments hereunder to Contractor, then the difference shall be paid to Contractor by the City, provided that in no event shall the City's maximum obligations, as set forth in this contract, be exceeded. The City shall determine any amount to be paid to the Contractor during the period of the audit. The City has the authority to withhold funds pending a final determination by the City of any questionable expenditure.

11.2 MAINTENANCE OF RECORDS

The Contractor shall maintain records for expenditures incurred directly or indirectly under this Agreement as it relates to the provisions of service, start-up costs, programming logs, equipment, hardware, and software purchases, or purchase of capital equipment authorized under this Agreement. Documentation shall include, but not be limited to, time cards, log sheets, system installation, maintenance records, programming logs, invoices, and any other documents pertinent to the capital and/or start-up expenditures. A record of such expenditures by line item shall be maintained in a file and be made available for examination in accordance with this Agreement.

Records, in their original form, shall be maintained in accordance with requirements covered by this Agreement and in support of service provision, start-up, capital expenditure, quarterly, monthly, daily logs and reports, and/or FTA-NTD reports. Such records shall be retained for a period of 5 years after termination of this Agreement if all other pending matters are closed. "Pending matters" include but are not limited to an audit, litigation, or other action involving the records. The City may, at its discretion, take possession and retain said records.

Records in their original form pertaining to matters covered by this Agreement shall, at all times, be retained within Los Angeles County unless authorization to remove them is granted in writing by the City. The Contractor shall reimburse the City all costs associated with audits of any original documents and records maintained by the Contractor in any County other than Los Angeles County.

Results of record inspections may indicate the need for changes and/or modifications. The Contractor shall cooperate with the City to establish and improve the system, and maintain flexibility so the modifications may be implemented quickly.

11.3 PROPERTY RECORDS

Property acquired, leased or rented with the funds provided under this Agreement shall be properly maintained and accounted for as set forth below.

A record shall be maintained for each item of the program. The record shall include: a) description of the item of property, software, and licensing, including model and serial number, if applicable; b) date of acquisition or being turned over to the Contractor; c) the acquisition cost or assigned value to the program; d) maintenance records or programming records, if applicable; e) software licenses; and f) source of acquisition.

The record shall indicate whether the item of property was new or used at the time of acquisition.

A physical inventory shall be taken by the Contractor and reconciled with the record card annually or at such other times, as the City shall prescribe.

Documentation for capital cost components and any maintenance records shall be readily accessible for verification by the City auditors and other City representatives.

11.4 ACCOUNTING PRACTICES

The City must approve all of the Contractor's accounting or administrative procedures used in the planning, controlling, monitoring, and reporting of all fiscal matters relating to audit documents. The Contractor's system of accounting procedures shall be submitted and approved by the City prior to any disbursement of funds to the Contractor.

The Contractor shall maintain a system of internal fiscal control in accordance with commonly accepted accounting practices as approved by the City. Internal fiscal control comprises the plan of organization, and all of the coordinated methods and measures adopted within an organization, to safeguard its assets, check the adequacy and the reliability of its accounting data, promote operating efficiency, assure adherence to prescribed management policies, and properly account for project income.

The Contractor agrees that should the City determine that the Contractor's record keeping, reporting techniques, or data collection are inadequate to allow for effective monitoring and evaluation of the program, the City shall have the right to demand whatever record it deems adequate to correct such deficiencies in matters pertaining to the execution of this contract. Should these books and records, still not meet the minimum standards of the accepted accounting practices of the City, the City reserves the right to withhold any or all payments to the Contractor until such time as they meet these standards.

11.5 VALIDITY OF FINANCIAL DOCUMENTATION SUBMISSIONS

Financial reports required to be prepared and submitted by the Contractor to the City shall be accurate and correct in all respects. Should an inaccurate report be submitted to the City, the City may require the Contractor to secure the services of a licensed accounting firm. The costs of such accounting services are to be borne by the Contractor unless specifically agreed to between the Contractor and the City in a written amendment.

11.6 RECORDS AND AUDITS OF SUBCONTRACTS

Records shall be maintained in accordance with requirements prescribed by the City with respect to all matters covered by any subcontract. Such records shall be retained within Los Angeles County for a period of 5 years after receipt of final payment under this Agreement unless written authorization to remove them is granted by the City.

Expenditures pertaining to subcontracts shall be supported by properly executed documents evidencing in detail the nature of the expenses. The subcontractor shall furnish the City any statements, records, reports, logs, data, or other information as the City may request, in such form as the City may require, regarding all matters and work performed by any subcontract pertaining to this RFP.

Their records shall be made available to the City for copying, audit, and inspection at any time during normal business hours.

12 GENERAL CONTRACTOR REQUIREMENTS

12.1 STANDARD PROVISIONS FOR CITY CONTRACTS

The Contractor shall abide by the City's Standard Provisions for City Contracts. Hereby incorporated by reference into this Agreement are the following provisions of the Standard Provisions for the City Contracts (Rev. 10/17) [v.3] which are attached hereto and labeled Attachment A.

12.2 ADDITIONAL ITEMS INCLUDED IN THE PROPOSAL

Proposers, at a minimum, are required to meet all the requirements specified in this RFP. However, Proposers are allowed to include additional service, equipment, technology, or systems that enhance the value of the proposal. If so, such additional items must be included in the cost sheets as an option in the format provided. All additional items included by the Proposer as additional items will be evaluated by

the City, and those additional items included in the Contract are to be considered options. The City may choose to utilize these options during the contract period. However, the City is not obligated to utilize any of the additional items. The City reserves the right to audit the Contract to ensure all additional items included in the proposal are being met.

12.3 LIAISON WITH MUNICIPAL AGENCIES

The Contractor shall coordinate closely with municipal representatives on all matters that affect the daily operation of the technology systems listed in this RFP, e.g., power-outages, solar-flares, or inclement weather. Contractor shall immediately advise the City of all such efforts.

12.4 INTERGOVERNMENTAL RELATIONS

The Executive Officer of LADOT's Transit and/or his/her authorized representative(s) with LADOT shall be responsible for all intergovernmental relation efforts within the City. All correspondence shall be directed to the Executive Officer of Transit and/or his/her authorized representative's attention. The Contractor shall attend staff meetings with the City as requested. The Contractor shall provide all personnel necessary to achieve the operational objectives as set forth herein.

12.5 CONTACTS WITH MEDIA/MAJOR INCIDENTS

The Contractor shall refer all media requests to the City and shall not provide any information without prior approval by the City. In the event of a major incident affecting Contractor's systems, the Contractor shall defer all media inquiries to the City. The Contractor shall not issue a press release or initiate other media contact without first receiving approval from the Chief of Transit Programs or his/her representative.

12.6 COMPENSATION

The City shall pay the Contractor based on the costs contained in the submitted cost proposal, but not to exceed the budget approved by the City, for the complete and satisfactory performance of the terms and conditions of this Agreement for the period agreed upon.

Contractor Invoice – The Contractor shall submit claims for payment with documentation thereof in the form and number required by the City within the time specified by the City. These invoices shall be based on the cost rates contained in the contract.

The Contractor will submit invoices within sixty (60) days in arrears to the City. Invoices must include documents supporting all charges and eligible expenses incurred by the Contractor.

All invoices and supporting documents will be reviewed by the City for approval and accuracy. The City agrees to pay undisputed invoices within thirty (30) days upon receipt of invoices. If invoices have been disputed, the City has the right to require additional evidence to determine invoices' validity and accuracy.

Therefore, the City has the right to withhold any, and all, payments to the Contractor until such evidence has been received and the corrections have been made.

The City has the authority to withhold funds under this Agreement pending a final determination by the City of questioned expenditures, or indebtedness to the City, arising from past or present agreements between the City and the Contractor. Upon final determination by the City of disallowed expenditures of indebtedness, the City may deduct, and retain the amount of the disallowance, or indebtedness from the amount of the withheld funds.

Payments to the Contractor may be withheld by the City if the Contractor fails to comply with the provisions of this Agreement.

In the event that the City decides to activate the one-year option, all remaining funds from Year 2 of the contract will be included into the one-year option Cost Component for the purchase, installation, integration, software, and repair of all items indicated in the Cost Component Forms C-5 through C-7.

12.7 ADDITIONAL OPERATION REQUIREMENTS

Providing adequate service may require route changes, route additions, or route deletions as service levels change. The Contractor must have available, or be able to acquire in a timely fashion, any additional equipment, and/or personnel required for the operation of the project. The City shall have the option to add or delete from the given schedule, or to modify areas based on demand, or an increase of service productivity. Any modification to the routes and schedules will be furnished by the City to the Contractor fifteen (15) days prior to the service change. The Contractor will be required to update all affected software to reflect these modifications. When procuring new vehicles, the City will notify the contractor. The Contractor must ensure new vehicles are integrated into the software. In case of emergency, the Contractor shall respond to modifications of service immediately upon request by the City.

12.8 CITY REPRESENTATIVE AUTHORIZATION

The Contractor shall refrain from any action, which would create, or tend to create obligations, either expressed or implied, on behalf of City. It is understood that the Contractor is not, and shall not be, the legal representative or agent of the City and that the Contractor shall not be authorized to make any promise, warranty, or representation, except as specifically provided for in this agreement, or as otherwise agreed to in writing, between the parties.

12.9 CITY IDENTIFIED MEETINGS AND/OR TRAINING SESSION

The Contractor shall be required to attend all meetings and/or training sessions as identified by the City. The Contractor may be excused from attendance only by prior written consent from the City.

12.10 LIABILITY

Neither party, the City or the Contractor, shall be liable for any failure or delay in performance under this Agreement (other than for delay in the payment of money due and payable hereunder) to the extent said failures or delays are caused (i) by causes beyond that party's reasonable control, and (ii) occurring without its fault or negligence, including without limitation, failure of suppliers, subcontractors, and carriers, or party to substantially meet its performance obligations under this Agreement, provided that, as a condition to the claim of non-liability, the party experiencing the difficulty shall give the other prompt written notice, with full details following the occurrence of the cause relied upon. Dates by which performance obligations are scheduled to be met will be extended for a period of time equal to the time lost due to any delay so caused.

Such events may include, but are not restricted to, the following: 1) governmental restrictions or limitations; 2) failure or shortage of fuel, water, power, or other utility or services; 3) riot, war, insurrection or other national or local emergency; 4) natural disasters; or 5) route impasses due to construction, accidents or other reasons.

12.11 GOVERNING DOCUMENT

Any item of work contained in either the RFP or the Proposal shall be performed by Contractor as though it appeared in this Agreement. In the event of any conflict, the terms of this Agreement and the RFP govern over the Proposal unless specifically stated otherwise.

12.12 TAXES AND OTHER CHARGES

The Contractor shall pay all taxes of whatever character that may be levied or charged upon its equipment, facilities improvements, fixtures, or upon its operation hereunder. Contractor shall also pay all licenses or permit fees necessary or required by law or the City for the conduct of its operation hereunder.

It is expressly understood and acknowledged by the parties hereto that any amounts payable hereunder shall be paid in gross amount, without reduction for any other governmental taxes or charges. The Contractor is responsible for assuming and remitting any applicable federal or state withholding taxes, estimated tax payments, social security payments, unemployment compensation payments, or any other fees, taxes, or expenses whatsoever.

12.13 PROPERTY AND EQUIPMENT

All real property, equipment (computers, copying machines, cell phones, hotspots, etc.), software, and licenses purchased with funds provided under this Agreement, shall become the property of the City and shall be returned to the City upon termination of this Agreement, except as provided otherwise. All property purchased with funds provided under this Agreement shall be approved by the City, prior to the purchase, and used and maintained by the Contractor as follows:

- a) Property shall be utilized in proportion to the direct use of budgeted funds for the performance of this Agreement.
- b) No modifications shall be made to the property without the prior written approval of the City.
- c) The Contractor shall be liable for any and all losses, damage, or destruction of property acquired under this agreement during the period said property is under the control of the Contractor, except losses, damage, or destruction resulting from reasonable wear and tear. Losses, damage, or destruction of the property shall be immediately reported to the City.

12.14 PERFORMANCE MONITORING BY THE CITY

The Failure of the City to insist upon strict performance by the Contractor of any provision hereunder in any one or more instances shall not constitute a waiver of such provision by the City nor shall, as a result, the City relinquish any rights which it may have under this Contract.

12.15 ADDITIONAL REQUIREMENTS

The City may develop reasonable additional requirements under this Agreement after consulting with the Contractor.

The City reserves the right to order an increase or decrease in the level of service provided, with a minimum of thirty (30) days' notice to the Contractor. All additional service and/or equipment requested by the City will be provided at the proposed additional service rate, or at a negotiated fee (if determined to be applicable by LADOT), not to exceed the contracted rate.

The selected proposer must also provide required insurance coverage, and evidence of a valid Business Tax Registration Certificate issued by the City of Los Angeles. Both requirements must remain in force during the entire period of the Contract.

13 TERMINATION OF THE CONTRACT

The contract will be in effect for up to 3 years but subject to the start and end dates described in Section 4.1.

The City may at any time prior to completion of work, terminate the contract with the Contractor for any cause, including but not limited to, default by the Contractor, upon written notice to the Contractor at least thirty (30) days prior to the effective date of such termination. The Contractor shall promptly submit its termination claim for payment to the City. If the Contractor has any property in its possession belonging to the City, the Contractor shall account for the same, and dispose of it in the manner the City directs.

Upon receiving notice of Agreement termination, the Contractor will begin the transition of service and equipment back to the City and the City's designated replacement contractor in an amount of time to be determined by the City.

If the City determines that the Contractor has not complied with the terms of the Contract, the City shall notify the Contractor of such noncompliance and reserves the right to terminate this Agreement. Reasons for such termination may include, but shall not be limited to, the failure to provide service within agreed performance standards as evidenced by City inspection, through surveys, or by communications from users of a service. Termination shall be effected by giving a notice of termination to the Contractor setting forth the manner in which the Contractor is in default. In the event of termination for default of Contractor, the Contractor shall only be paid the contract price for equipment and software delivered and accepted, and for services performed in accordance with the manner of performance set forth in this Agreement.

In the event of contract termination due to noncompliance, the Contractor may request a delay in such termination in order to present an appeal to City Council.

In case of default by Contractor, the City reserves the right to procure the articles or services from other sources, and to hold the Contractor responsible for any excess costs incurred by the City. Also, the Contractor will be required to operate the services for a minimum of six (6) months from the time the first request is granted and/or until the City is able to place a new Contractor in place.

The City, by written notice, may terminate this contract, in whole or in part, when it is in the City's interest. If this contract is terminated, the City shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination.

Similarly, the City retains the right to terminate the work of a subcontractor for any cause, including but not limited to default by the subcontractor upon written notice to the Contractor at least thirty (30) days prior to the effective date of such termination. Good faith efforts will be made by both the City and the Contractor to correct identified problems and issues prior to contract termination.

At the end of this contract, the City will conduct an evaluation of the Contractor's performance. The City may also conduct evaluations of the Contractor's performance during the term of this contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of work product or service performed, the timeliness of performance, financial issues and the expertise of personnel that the Contract assigns to the contract. A Contractor who receives a "Marginal" or "Unsatisfactory" rating will be provided with a copy of the final City evaluation. The City evaluation reports and any associated responses from the Contractor will be used by the City during proposal evaluations when awarding future personal services contracts, and for reference checks.

14 EXHIBITS

Exhibit 1	City Requirements Checklist
Exhibit 2	Proposal Requirements Checklist
Exhibit 3	Current Equipment
Exhibit 4	LADOT Transit Incident Form

15 FORMS

PROPOSAL INSTRUCTIONS FOR COST FORMS

Form C-1	Questionnaire
Form C-2	Experience Form
Form C-3	Client List
Form C-4	Financial Background
Form C-5	Form Instructions and Hardware Cost Components
Form C-6	Software Cost Components
Form C-7	Project Staffing Cost Components
Form C-8	Cost Component Summary Sheet

16 APPENDICES AND ATTACHMENTS

Appendix A	Mandatory City Contract Requirements: General City Reservations and Protest Procedures
Appendix B	Los Angeles Business Assistance Virtual Network (BAVN)

EXHIBIT 1

CITY REQUIREMENTS CHECKLIST

CITY CONTRACTING REQUIREMENTS CHECKLIST

SECTION I – Compliance Documents to be Submitted with Response by All Respondents

Respondents are required to complete and **submit** the following documents **with their response**.

A	Business Inclusion Plan (BIP)	
B	Bidder Certification CEC Form 50 (Municipal Lobbying Ordinance)	
C	Prohibited Contributors (Bidders) Form 55 (City Charter §470 (c)(12))	
D	Non-Collusion Affidavit	
E	Contractor Responsibility Ordinance Questionnaire	
F	City of Los Angeles Contract History Form	
G	Contractor Workforce Information Form (LA Residence Information)	
H	Certification of Compliance with Child Support Obligations	
I	Iran Contracting Act of 2010 Compliance Affidavit	
J	Living Wage Ordinance (LWO) / Service Contractor Worker Retention Ordinance (SCWRO) ONLY required if exemption from Ordinances is requested.	

SECTION II – Compliance Documents to be Completed and Submitted on LABAVN.ORG

Respondents are required to complete and submit the following documents **by the solicitation due date**.

K	Equal Benefits Ordinance (EBO) / First Source Hiring Ordinance (FSHO)	
L	Disclosure Ordinances (Slavery Disclosure and Border Wall Contracting)	
M	Local Business Preference Program (LBPP) ONLY required if respondent chooses to participate in Program.	

SECTION III – Required Documents Prior to Award of Contract

Qualified OR selected respondents for contract award are required to submit these documents **before contract is executed**.

N	Contractor Responsibility Ordinance Pledge of Compliance	
O	Certification of Compliance with the Americans with Disabilities Act	
P	Insurance Requirements: Workers' Compensation, General Liability, Auto Liability (Refer to Form Gen. 146) Acord 25 Form must be submitted to CAO Risk Management at https://kwikcomply.org	
Q	Business Tax Registration Certificate (BTRC)	
R	Internal Revenue Service (IRS) Form W-9	
S	Financial Guarantee: Performance Bond, Letter of Credit, etc. ONLY if required by the solicitation.	

SECTION IV – City Contract Compliance Requirements

Respondents are advised the following provisions will be part of the contract. **No forms or documents are required to be submitted.**

T	Nondiscrimination/Equal Employment Practices/Affirmative Action	
U	Contractor Performance Evaluation Ordinance	
V	Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance (Fair Chance Initiative for Hiring)	
W	Standard Provisions for City Contracts	

EXHIBIT 2

PROPOSAL REQUIREMENT CHECKLIST

EXHIBIT 2 -PROPOSAL REQUIREMENT CHECKLIST

REQUIREMENT	REFERENCE
Attendance of Pre-Proposer's Conference	Section 2, Section 8.3.1
Submission of Questions and Requests for Clarification	Section 2, Section 8.3.2
Cover Sheet	Section 8.1
Qualification of Proposer	Section 7.4
Qualification of Proposed Staff	Section 7.5
Operating Methodology	Section 7.6
Cost Effectiveness	Section 7.7, Forms C-1 through C-8
City Contracting Requirements	Exhibit 1, Attachment A, BAVN
Submission of Proposal	Section 2, Section 8.3

EXHIBIT 3

CURRENT EQUIPMENT

Current Fleet Vehicles - Camera Systems, Mobile Shield Plus, Turning Alert System and Rear LED Destination Sign

Year	Vehicle Series		Camera System	Number of Cameras		Camera Security Screen	Mobile Shield Plus	Rear LED Destination Sign	Turning Alert System
	Make	Model		Interior	Exterior				
2003	El Dorado	E-Z Rider II							
2006	El Dorado	E-Z Rider II	Mobileview 3	5	1				
2007	El Dorado	E-Z Rider II	Mobileview 3	5	1				
2009	El Dorado	E-Z Rider II	Mobileview 3	5	1				
2011	Freightliner	MB-55							
2011	MCI	D4500							
2012	MCI	D4500							
2012	El Dorado	E-Z Rider II	Mobileview Penta	5	1				
2012	El Dorado	Axcess	Mobileview Penta	5	1		Yes		
2013	El Dorado	Axcess	Mobileview Penta	5	1		Yes		
2013	El Dorado	E-Z Rider II	Mobileview Penta	5	1		Yes		
2015	Gillig	BRT	Mobileview Penta	5	1		Yes		
2016	El Dorado	Axcess	Mobileview Penta	5	3		Yes	Yes	
2016	El Dorado	E-Z Rider II	Mobileview Penta	5	3		Yes	Yes	
2016	MCI	D4500	Penta MV7000	4	2			Yes	Protran Safe Turn Alert 2.0 - PT0080
2017	BYD	Electric	Penta MV7000	5	3		Yes	Yes	
2017	El Dorado	E-Z Rider II	Penta MV7000	5	3		Yes	Yes	Protran Safe Turn Alert 2.0 - PT0080
2017	MCI	D4500	Penta MV7000	5	3	Yes	Yes	Yes	Protran Safe Turn Alert 2.0 - PT0080
2019	BYD	Electric	Apollo Roadrunner	5	3	Yes	Yes	Yes	Protran Safe Turn Alert
2019	MCI	D4500	Apollo Roadrunner	5	3	Yes	Yes	Yes	Protran Safe Turn Alert
2020	Proterra	Catalyst E2	Apollo Camera S	5	3	Yes	Yes	Yes	Protran Safe Turn Alert

2020 Proterra - Electric (25 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	AVAS Model	Router	WiFi	Antenna	Seats - Standing
1	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
2	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
3	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
4	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
5	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
6	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
7	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
8	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
9	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
10	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
11	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15

2020 Proterra - Electric (25 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	AVAS Model	Router	WiFi	Antenna	Seats - Standing
12	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
13	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
14	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
15	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
16	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
17	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
18	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
19	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
20	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
21	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
22	TBA	Getac T800	Iris IRMA Matrix		Hanover 2 WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15

2020 Proterra - Electric (25 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	AVAS Model	Router	WiFi	Antenna	Seats - Standing
23	TBA	Getac T800	Iris IRMA Matrix	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
24	TBA	Getac T800	Iris IRMA Matrix	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15
25	TBA	Getac T800	Iris IRMA Matrix	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	26 - 15

APC -Automatic Passenger Counter
 PID - Public Information Display
 AVAS - Automatic Voice Annunciation System

2019 MCI D4500 - CNG (4 Vehicles)

No. Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	AVAS Model	Router	WiFi	Antenna	Seats - Standing
1	TBA	Getac T800 Dilax PCU 210 / IRS-320	1	Hanover WMID071-19	Fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	57 - 10
2	17402	Getac T800 Dilax PCU 210 / IRS-320	1	Hanover WMID071-19	Fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	57 - 10
3	17403	Getac T800 Dilax PCU 210 / IRS-320	1	Hanover WMID071-19	Fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	57 - 10
4	17404	Getac T800 Dilax PCU 210 / IRS-320	1	Hanover WMID071-19	Fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	57 - 10
5	17405	Getac T800 Dilax PCU 210 / IRS-320	1	Hanover WMID071-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	57 - 10
6	17406	Getac T800 Dilax PCU 210 / IRS-320	1	Hanover WMID071-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	57 - 10

APC - Automatic Passenger Counter
PID - Public Information Display
AVAS - Automatic Voice Annunciation System

2019 BYD - Electric (1 Vehicles)

No. Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	Screen 1 Controller	AVAS Model	Router	WiFi	Antenna	Seats - Standing
1	TBA	Dilax PCU 210 / IRS- 320	1	Hanover WMD071- 19	Fitlet 2	GMV Syncroma tics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary	Yes	Airgain AP- CCG	57 - 10

APC -Automatic Passenger Counter

PID - Public Information Display

AVAS - Automatic Voice Annunciation System

2017 MCI D4500 - CNG (6 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	AVAS Model	Router	WiFi	Antenna	Seats - Standing
1	17401	Getac T800	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	57 - 10
2	17402	Getac T800	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	57 - 10
3	17403	Getac T800	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	57 - 10
4	17404	Getac T800	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	57 - 10
5	17405	Getac T800	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	57 - 10
6	17406	Getac T800	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 secondary modem	Yes	Airgain AP-CCG	57 - 10

APC -Automatic Passenger Counter
PID - Public Information Display
AVAS - Automatic Voice Annunciation System

2017 El Dorado EZ Rider II - CNG (10 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	PIDS Screen 2	AVAS Model	Router	WiFi	Antenna	Seats - Standing
1	17305	Getac T800	Dilax PCU 210 / IRS -320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway routes	Yes	Airgain AP-CCG	29 - 15	
2	17306	Getac T800	Dilax PCU 210 / IRS -320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway routes	Yes	Airgain AP-CCG	29 - 15	
3	17307	Getac T800	Dilax PCU 210 / IRS -320	2	Hanover WMD071-19	fitlet2	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway routes	Yes	Airgain AP-CCG	29 - 15	
4	17308	Getac T800	Dilax PCU 210 / IRS -320	2	Hanover WMD071-19	fitlet2	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway routes	Yes	Airgain AP-CCG	29 - 15	
5	17309	Getac T800	Dilax PCU 210 / IRS -320	2	Hanover WMD071-19	fitlet2	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway routes	Yes	Airgain AP-CCG	29 - 15	
6	17310	Getac T800	Dilax PCU 210 / IRS -320	2	Hanover WMD071-19	fitlet2	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway routes	Yes	Airgain AP-CCG	29 - 15	
7	17311	Getac T800	Dilax PCU 210 / IRS -320	2	Hanover WMD071-19	fitlet2	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway routes	Yes	Airgain AP-CCG	29 - 15	
8	17312	Getac T800	Dilax PCU 210 / IRS -320	2	Hanover WMD071-19	fitlet2	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway routes	Yes	Airgain AP-CCG	29 - 15	
9	17313	Getac T800	Dilax PCU 210 / IRS -320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway routes	Yes	Airgain AP-CCG	29 - 15	
10	17314	Getac T800	Dilax PCU 210 / IRS -320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet 2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway routes	Yes	Airgain AP-CCG	29 - 15	

APC - Automatic Passenger Counter
 PID - Public Information Display
 AVAS - Automatic Voice Annunciation System

2017 BYD - Electric (4 Vehicles)

No. Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	PIDS Screen 2	AVAS Model	Router	WiFi	Antenna	Seats - Standing
1	17301	Getac ZX70 Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	fitlet2	Hanover WDSMD 100-19	fitlet2	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP- CCG	29 - 15
2	17302	Getac ZX70 Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	fitlet2	Hanover WDSMD 100-19	fitlet2	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP- CCG	29 - 15
3	17303	Getac ZX70 Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	fitlet2	Hanover WDSMD 100-19	fitlet2	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP- CCG	29 - 15
4	17304	Getac ZX70 Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	fitlet2	Hanover WDSMD 100-19	fitlet2	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP- CCG	29 - 15

APC -Automatic Passenger Counter
 PID - Public Information Display
 AVAS - Automatic Voice Annunciation System

2016 MCI D4500 - CNG (9 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	AVAS Model	Router	WiFi	Antenna	Seats - Standing
1	16401	Treq - VMX	Dilax Pcu 210 / IRS-320	1	Hanover WMD071-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP-CCG	57 - 0
2	16402	Treq - VMX	Dilax Pcu 210 / IRS-320	1	Hanover WMD071-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP-CCG	57 - 0
3	16403	Treq - VMX	Dilax Pcu 210 / IRS-320	1	Hanover WMD071-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP-CCG	57 - 0
4	16404	Treq - VMX	Dilax Pcu 210 / IRS-320	1	Hanover WMD071-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP-CCG	57 - 0
5	16405	Treq - VMX	Dilax Pcu 210 / IRS-320	1	Hanover WMD071-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP-CCG	57 - 0
6	16406	Treq - VMX	Dilax Pcu 210 / IRS-320	1	Hanover WMD071-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP-CCG	57 - 0
7	16407	Treq - VMX	Dilax Pcu 210 / IRS-320	1	Hanover WMD071-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP-CCG	57 - 0
8	16408	Treq - VMX	Dilax Pcu 210 / IRS-320	1	Hanover WMD071-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP-CCG	57 - 0
9	16409	Treq - VMX	Dilax Pcu 210 / IRS-320	1	Hanover WMD071-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP-CCG	57 - 0

APC - Automatic Passenger Counter
PID - Public Information Display
AVAS - Automatic Voice Annunciation System

2016 El Dorado EZ Rider II - CNG (12 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	PIDS Screen 2	AVAS Model	Router	WiFi	Antenna	Seats - Standing
1	15355	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	29 - 15	
2	15356	Getac ZX70	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	29 - 15	
3	15357	Getac ZX70	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	29 - 15	
4	15358	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	29 - 15	
5	15359	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	29 - 15	
6	15360	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	29 - 15	
7	15361	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	29 - 15	
8	15362	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	29 - 15	
9	15363	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	29 - 15	
10	15364	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	29 - 15	
11	15365	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	29 - 15	
12	15366	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	29 - 15	

2016 El Dorado Access - CNG (8 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	PIDS Screen 2	AVAS Model	Router	WiFi	Antenna	Seats - Standing
1	15367	Getac ZX70	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-24	
2	15368	Getac ZX70	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-24	
3	15369	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-24	
4	15370	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-24	
5	15371	Getac ZX70	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-24	
6	15372	Getac ZX70	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-24	
7	15373	Getac ZX70	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-24	
8	15374	Getac ZX70	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD 100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-24	

APC - Automatic Passenger Counter
 PID - Public Information Display
 AVAS - Automatic Voice Annunciation System

2015 Gillig BRT - CNG (54 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	PIDS Screen 2	AVAS Model	Router	WiFi	Antenna	Seats - Standing
1	15301	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
2	15302	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
3	15303	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
4	15304	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
5	15305	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
6	15306	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
7	15307	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
8	15308	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
9	15309	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
10	15310	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
11	15311	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
12	15312	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	

2015 Gillig BRT - CNG (54 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	PIDS Screen 2	AVAS Model	Router	WiFi	Antenna	Seats - Standing
13	15313	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
14	15314	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
15	15315	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
16	15316	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
17	15317	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
18	15318	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
19	15319	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
20	15320	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
21	15321	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
22	15322	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
23	15323	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
24	15324	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	

2015 Gillig BRT - CNG (54 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	PIDS Screen 2	AVAS Model	Router	WiFi	Antenna	Seats - Standing
25	15325	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10
26	15326	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10
27	15327	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10
28	15328	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10
29	15329	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10
30	15330	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10
31	15331	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10
32	15332	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10
33	15333	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10
34	15334	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10
35	15335	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10
36	15336	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10

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2015 Gillig BRT - CNG (54 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	PIDS Screen 2	AVAS Model	Router	WiFi	Antenna	Seats - Standing
37	15337	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
38	15338	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
39	15339	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
40	15340	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
41	15341	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
42	15342	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
43	15343	Getac ZX70	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
44	15344	Getac ZX70	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
45	15345	Getac ZX70	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
46	15346	Getac ZX70	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
47	15347	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	
48	15348	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10	

2015 Gillig BRT - CNG (54 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	AVAS Model	Router	WiFi	Antenna	Seats - Standing
49	15349	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10
50	15350	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10
51	15351	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10
52	15352	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10
53	15353	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10
54	15354	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-10

**APC -Automatic Passenger Counter
 PID - Public Information Display
 AVAS - Automatic Voice Annunciation System**

2013 El Dorado EZ Rider II - CNG (22 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	PIDS Screen 2	PIDS	AVAS Model	Router	WiFi	Antenna	Seats - Standing
1	13301	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	None	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15
2	13302	Treq-VMX	Dilax PCU 210 / IRS-321	3	Hanover WMD071-20	None	Hanover WDSMD100-20	fitlet3	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15
3	13303	Treq-VMX	Dilax PCU 210 / IRS-322	4	Hanover WMD071-21	None	Hanover WDSMD100-21	fitlet4	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15
4	13304	Treq-VMX	Dilax PCU 210 / IRS-323	5	Hanover WMD071-22	None	Hanover WDSMD100-22	fitlet5	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15
5	13305	Treq-VMX	Dilax PCU 210 / IRS-324	6	Hanover WMD071-23	None	Hanover WDSMD100-23	fitlet6	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15
6	13306	Treq-VMX	Dilax PCU 210 / IRS-325	7	Hanover WMD071-24	None	Hanover WDSMD100-24	fitlet7	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15
7	13307	Treq-VMX	Dilax PCU 210 / IRS-326	8	Hanover WMD071-25	None	Hanover WDSMD100-25	fitlet8	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15
8	13308	Treq-VMX	Dilax PCU 210 / IRS-327	9	Hanover WMD071-26	None	Hanover WDSMD100-26	fitlet9	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15
9	13309	Treq-VMX	Dilax PCU 210 / IRS-328	10	Hanover WMD071-27	None	Hanover WDSMD100-27	fitlet10	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15
10	13310	Treq-VMX	Dilax PCU 210 / IRS-329	11	Hanover WMD071-28	None	Hanover WDSMD100-28	fitlet11	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15
11	13311	Treq-VMX	Dilax PCU 210 / IRS-330	12	Hanover WMD071-29	None	Hanover WDSMD100-29	fitlet12	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15
12	13312	Treq-VMX	Dilax PCU 210 / IRS-331	13	Hanover WMD071-30	None	Hanover WDSMD100-30	fitlet13	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15

2013 El Dorado EZ Rider II - CNG (22 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	PIDS Screen 2	PIDS	AVAS Model	Router	WiFi	Antenna	Seats - Standing
13	13313	Treq-VMX	Dilax PCU 210 / IRS-332	14	Hanover WMD071-31	None	Hanover WDSMD100-31	fitlet14	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15
14	13314	Treq-VMX	Dilax PCU 210 / IRS-333	15	Hanover WMD071-32	None	Hanover WDSMD100-32	fitlet15	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15
15	13315	Treq-VMX	Dilax PCU 210 / IRS-334	16	Hanover WMD071-33	None	Hanover WDSMD100-33	fitlet16	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15
16	13316	Treq-VMX	Dilax PCU 210 / IRS-335	17	Hanover WMD071-34	None	Hanover WDSMD100-34	fitlet17	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15
17	13317	Treq-VMX	Dilax PCU 210 / IRS-336	18	Hanover WMD071-35	None	Hanover WDSMD100-35	fitlet18	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15
18	13318	Treq-VMX	Dilax PCU 210 / IRS-337	19	Hanover WMD071-36	None	Hanover WDSMD100-36	fitlet19	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15
19	13319	Treq-VMX	Dilax PCU 210 / IRS-338	20	Hanover WMD071-37	None	Hanover WDSMD100-37	fitlet20	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15
20	13320	Treq-VMX	Dilax PCU 210 / IRS-339	21	Hanover WMD071-38	None	Hanover WDSMD100-38	fitlet21	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15
21	13321	Treq-VMX	Dilax PCU 210 / IRS-340	22	Hanover WMD071-39	None	Hanover WDSMD100-39	fitlet22	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15
22	13322	Treq-VMX	Dilax PCU 210 / IRS-341	23	Hanover WMD071-40	None	Hanover WDSMD100-40	fitlet23	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	27-15

APC - Automatic Passenger Counter
 PID - Public Information Display
 AVAS - Automatic Voice Annunciation System

2013 El Dorado Access - CNG (5 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	PIDS Screen 2	AVAS Model	Router	WiFi	Antenna	Seats - Standing
1	13323	Treq-VMX	Dilax PCU 210 / IRS-320	2	WMD071-19	None	WMD071-19	Hanover	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28 - 14
2	13324	Treq-VMX	Dilax PCU 210 / IRS-320	2	WMD071-19	None	WMD071-19	Hanover	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28 - 14
3	13401	Treq-VMX	Dilax PCU 210 / IRS-320	2	WMD071-19	Hanover	WMD071-19	Hanover	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28 - 14
4	13402	Treq-VMX	Dilax PCU 210 / IRS-320	2	WMD071-19	Hanover	WMD071-19	Hanover	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28 - 14
5	13403	Treq-VMX	Dilax PCU 210 / IRS-320	2	WMD071-19	Hanover	WMD071-19	Hanover	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28 - 14

APC -Automatic Passenger Counter
 PID - Public Information Display
 AVAS - Automatic Voice Annunciation System

2012 El Dorado Access - CNG (18 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PIDS Screen 2	PIDS	AVAS Model	Router	WiFi	Antenna	Seats - Standing
1	12301	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover WDSMD100-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	30-14
2	12302	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover WDSMD100-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	30-14
3	12303	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover WDSMD100-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	30-14
4	12304	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover WDSMD100-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	30-14
5	12305	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover WDSMD100-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	30-14
6	12306	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover WDSMD100-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	30-14
7	12307	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover WDSMD100-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	30-14
8	12308	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover WDSMD100-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	30-14
9	12309	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover WDSMD100-19	Hanover	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	30-14
10	12310	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	30-14
11	12311	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	30-14
12	12312	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	30-14

2012 El Dorado Access - CNG (18 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	PIDS	AVAS Model	Router	WiFi	Antenna	Seats - Standing
13	12313	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	30-14	
14	12314	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	30-14	
15	13325	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	None	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-14	
16	13326	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	None	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-14	
17	13327	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	None	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-14	
18	13328	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	None	Hanover WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	28-14	

APC -Automatic Passenger Counter
 PID - Public Information Display
 AVAS - Automatic Voice Annunciation System

2012 El Dorado EZ Rider II - CNG (22 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	PIDS Screen 2	AVAS Model	Router	WiFi	Antenna	Seats - Standing
1	12315	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics	Cradlepoint IBR-1100	Mobile Gateway	Yes	Airgain AP CCG	30 - 14
2	12316	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics	Cradlepoint IBR-1100	Mobile Gateway	Yes	Airgain AP CCG	30 - 14
3	12317	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	WDSMD100-19	fitlet2	TestSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100	Mobile Gateway	Yes	Airgain AP CCG	30 - 14
4	12318	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics	Cradlepoint IBR-1100	Mobile Gateway	Yes	Airgain AP CCG	30 - 14
5	12319	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	WDSMD100-19	fitlet2	TestSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100	Mobile Gateway	Yes	Airgain AP CCG	30 - 14
6	12320	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	WDSMD100-19	fitlet2	TestSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100	Mobile Gateway	Yes	Airgain AP CCG	30 - 14
7	12321	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	WDSMD100-19	fitlet2	TestSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100	Mobile Gateway	Yes	Airgain AP CCG	30 - 14
8	12322	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	WDSMD100-19	fitlet2	TestSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100	Mobile Gateway	Yes	Airgain AP CCG	30 - 14
9	12323	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics	Cradlepoint IBR-1100	Mobile Gateway	Yes	Airgain AP CCG	30 - 14
10	12324	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics	Cradlepoint IBR-1100	Mobile Gateway	Yes	Airgain AP CCG	30 - 14
11	12325	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics	Cradlepoint IBR-1100	Mobile Gateway	Yes	Airgain AP CCG	30 - 14
12	12326	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics	Cradlepoint IBR-1100	Mobile Gateway	Yes	Airgain AP CCG	30 - 14
13	12327	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics	Cradlepoint IBR-1100	Mobile Gateway	Yes	Airgain AP CCG	30 - 14
14	12328	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics	Cradlepoint IBR-1100	Mobile Gateway	Yes	Airgain AP CCG	30 - 14
15	12329	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics	Cradlepoint IBR-1100	Mobile Gateway	Yes	Airgain AP CCG	30 - 14
16	12330	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics	Cradlepoint IBR-1100	Mobile Gateway	Yes	Airgain AP CCG	30 - 14
17	12331	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics	Cradlepoint IBR-1100	Mobile Gateway	Yes	Airgain AP CCG	30 - 14
18	12332	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics	Cradlepoint IBR-1100	Mobile Gateway	Yes	Airgain AP CCG	30 - 14
19	12333	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics	Cradlepoint IBR-1100	Mobile Gateway	Yes	Airgain AP CCG	30 - 14
20	12334	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics	Cradlepoint IBR-1100	Mobile Gateway	Yes	Airgain AP CCG	30 - 14

2012 El Dorado EZ Rider II - CNG (22 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen		PID Screen 1 Controller	PIDS		AVAS Model	Router	WiFi	Antenna	Seats - Standing
					1	2		Screen 2	Screen 2					
21	12335	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway	Yes	Airgain AP CCG	30 - 14
22	12336	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	fitlet2	GMV Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP CCG	30 - 14

APC - Automatic Passenger Counter

PID - Public Information Display

AVAS - Automatic Voice Annunciation System

2012 MCI D4500 - CNG (93 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	AVAS Model	Router	WiFi	Antenna	Seats - Standing
1	12401	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
2	12402	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
3	12403	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
4	12404	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
5	12405	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
6	12406	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
7	12407	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
8	12408	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
9	12409	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0

2012 MCI D4500 - CNG (93 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	AVAS Model	Router	WiFi	Antenna	Seats - Standing
10	12410	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
11	12411	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
12	12412	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
13	12413	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
14	12414	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
15	12415	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
16	12416	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
17	12417	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
18	12418	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0

2012 MCI D4500 - CNG (93 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	AVAS Model	Router	WiFi	Antenna	Seats - Standing
19	12419	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
20	12420	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
21	12421	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
22	12422	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
23	12423	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
24	12424	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	GMA Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
25	12425	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	GMA Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
26	12426	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	GMA Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
27	12427	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	GMA Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0

2012 MCI D4500 - CNG (93 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	AVAS Model	Router	WiFi	Antenna	Seats - Standing
28	12428	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	GMA Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
29	12429	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	GMA Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
30	12430	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	GMA Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
31	12431	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	GMA Syncromatics IBA	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
32	12432	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
33	12433	Treq-VMX	Iris IRMA Matrix	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
34	12434	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
35	12435	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
36	12436	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0

2012 MCI D4500 - CNG (93 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	AVAS Model	Router	WiFi	Antenna	Seats - Standing
37	12437	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
38	12438	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
39	12439	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
40	12440	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
41	12441	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
42	12442	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
43	12443	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
44	12444	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
45	12445	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0

2012 MCI D4500 - CNG (93 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	AVAS Model	Router	WiFi	Antenna	Seats - Standing
46	12446	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
47	12447	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
48	12448	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
50	12450	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
51	12451	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
52	12452	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
53	12453	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
54	12454	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0

2012 MCI D4500 - CNG (93 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	AVAS Model	Router	WiFi	Antenna	Seats - Standing
55	12455	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
56	12456	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
57	12457	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
58	12458	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
59	12459	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
60	12460	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
61	12461	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
62	12462	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
63	12463	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0

2012 MCI D4500 - CNG (93 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	AVAS Model	Router	WiFi	Antenna	Seats - Standing
64	12464	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
65	12465	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
66	12466	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
67	12467	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
68	12468	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
69	12469	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
70	12470	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
71	12471	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
72	12472	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0

2012 MCI D4500 - CNG (93 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	AVAS Model	Router	WiFi	Antenna	Seats - Standing
73	12473	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
74	12474	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
75	12475	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
76	12476	Treq-VMX	Iris IRMA Matrix	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
77	12477	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
78	12478	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
79	12479	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
80	12480	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
81	12481	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0

2012 MCI D4500 - CNG (93 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	AVAS Model	Router	WiFi	Antenna	Seats - Standing
82	12482	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
83	12483	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
84	12484	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
85	12485	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
86	12486	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
87	12487	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
88	12488	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
89	12489	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
90	12490	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0

2012 MCI D4500 - CNG (93 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	AVAS Model	Router	WiFi	Antenna	Seats - Standing
91	12491	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
92	12492	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0
93	12493	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP- CCG	49 - 0

APC - Automatic Passenger Counter

PID - Public Information Display

AVAS - Automatic Voice Annunciation System

2011 MCI D4500 - CNG (2 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	AVAS Model	Router	WiFi	Antenna	Seats - Standing
1	11401	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP-CCG	49 - 0
2	11402	Treq-VMX	Dilax PCU 210 / IRS-320	1	Hanover WMD071-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router + MC400 Secondary Modem	Yes	Airgain AP-CCG	49 - 0

APC -Automatic Passenger Counter

PID - Public Information Display

AVAS - Automatic Voice Annunciation System

2011 Freightliner MB-55 Classic American - LPG (3 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	PIDS	AVAS Model	Router	WiFi	Antenna	Seats - Standing
1	11201	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	26 - 5
2	11202	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	26 - 5
3	11203	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	26 - 5

APC - Automatic Passenger Counter
 PID - Public Information Display
 AVAS - Automatic Voice Annunciation System

2009 El Dorado EZ Rider II - LPG (24 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	AVAS Model	Router	WiFi	Antenna	Seats - Standing
1	9301	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10
2	9302	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10
3	9303	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10
4	9304	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10
5	9305	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10
6	9306	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10
7	9307	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10
8	9308	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10
9	9309	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10
10	9310	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10
11	9311	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10
12	9312	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10
13	9313	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10

2009 El Dorado EZ Rider II - LPG (24 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	PIDS	AVAS Model	Router	WiFi	Antenna	Seats - Standing
14	9314	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10	
15	9315	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10	
16	9316	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10	
17	9317	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10	
18	9318	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10	
19	9319	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10	
20	9320	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10	
21	9321	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10	
22	9322	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10	
23	9323	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10	
24	9324	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TextSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10	

APC - Automatic Passenger Counter
 PID - Public Information Display
 AVAS - Automatic Voice Annunciation System

2007 EI Dorado EZ Rider II - LPG (5 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	PID Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	PIDS Screen 2	AVAS Model	Router	WiFi	Antenna	Seats - Standing
1	7301	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TestSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10	
2	7302	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TestSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10	
3	7303	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TestSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10	
4	7304	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TestSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10	
5	7305	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	TestSpeak earBridge Vehicle (phase II)	Cradlepoint IBR-1100 Mobile Gateway Router	Yes	Airgain AP-CCG	25 - 10	

APC -Automatic Passenger Counter

PID - Public Information Display

AVAS - Automatic Voice Annunciation System

2006 El Dorado EZ Rider II - LPG (19 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	AVAS Model	Router	WiFi	Antenna	Seats - Standing
1	6301	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	None	None	No	Taoglas GPS/GALILEO and	25 - 10
2	6302	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	None	None	No	Taoglas GPS/GALILEO and LTE/GSM/UMTS	25 - 10
3	6303	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	None	None	No	Taoglas GPS/GALILEO and LTE/GSM/UMTS	25 - 10
4	6304	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	None	None	No	Taoglas GPS/GALILEO and LTE/GSM/UMTS	25 - 10
5	6305	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	None	None	No	Taoglas GPS/GALILEO and LTE/GSM/UMTS	25 - 10
6	6306	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	None	None	No	Taoglas GPS/GALILEO and LTE/GSM/UMTS	25 - 10
7	6307	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	None	None	No	Taoglas GPS/GALILEO and LTE/GSM/UMTS	25 - 10
8	6308	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	None	None	No	Taoglas GPS/GALILEO and LTE/GSM/UMTS	25 - 10
9	6309	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	None	None	No	Taoglas GPS/GALILEO and LTE/GSM/UMTS	25 - 10
10	6310	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	None	None	No	Taoglas GPS/GALILEO and LTE/GSM/UMTS	25 - 10
11	6311	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	None	None	No	Taoglas GPS/GALILEO and LTE/GSM/UMTS	25 - 10
12	6312	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover	WDSMD100-19	None	None	No	Taoglas GPS/GALILEO and LTE/GSM/UMTS	25 - 10

2006 El Dorado EZ Rider II - LPG (19 Vehicles)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	AVAS Model	Router	WiFi	Antenna	Seats - Standing
13	6313	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	None	None	No	Taoglas GPS/GALILEO and LTE/GSM/UMTS	25 - 10
14	6314	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	None	None	No	Taoglas GPS/GALILEO and LTE/GSM/UMTS	25 - 10
15	6315	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	None	None	No	Taoglas GPS/GALILEO and LTE/GSM/UMTS	25 - 10
16	6316	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	None	None	No	Taoglas GPS/GALILEO and LTE/GSM/UMTS	25 - 10
17	6317	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	None	None	No	Taoglas GPS/GALILEO and LTE/GSM/UMTS	25 - 10
18	6318	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	None	None	No	Taoglas GPS/GALILEO and LTE/GSM/UMTS	25 - 10
19	6319	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	None	None	No	Taoglas GPS/GALILEO and LTE/GSM/UMTS	25 - 10

APC -Automatic Passenger Counter
 PID - Public Information Display
 AVAS - Automatic Voice Annunciation System

2003 El Dorado EZ Rider II - LPG (1 Vehicle)

No.	Vehicle	MDT	APC Type	APC # of Sensors	PIDS Screen 1	Screen 1 Controller	PIDS Screen 2	PIDS Screen 2	AVAS Model	Router	WiFi	Antenna	Seats - Standing
1	3002	Treq-VMX	Dilax PCU 210 / IRS-320	2	Hanover WMD071-19	Hanover	Hanover WDSMD100-19	Hanover	None	None	No	Taoglas GPS/GALILEO and LTE/GSM/UMTS	25 - 10

APC -Automatic Passenger Counter

PID - Public Information Display

AVAS - Automatic Voice Annunciation System

EXHIBIT 4

LADOT TRANSIT INCIDENT FORM



LADOT TRANSIT INCIDENT FORM

Tracking No.

Requesting Person:	Date of Occurrence:	Time of Occurrence:	Date Submitted:
Requesting Person Name:		Operator Name:	Phone:
Bus Yard:	Dash Line:	Location of Occurrence:	Bus Number:
Driver's Name:	Police Response:	Responding Officer's Name SerialNo.:	Incident Number:

REQUESTING CARRIER

Maintenance Yard:	Carrier:
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TRAFFIC COLLISION REPORT REQUESTED - PAST TWO MONTHS SINCE REQUESTED

Date:	Time:	Location of Collision:	DR Number (if known)
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NATURE OF PROBLEM

Please list additional information (suspect description, additional locations, if a police report has been filed, etc.)

DO NOT MARK BELOW THIS LINE - LAW ENFORCEMENT USE ONLY ACTIONS TAKEN

Officer Assigned:	Date:	Contacted P/R:	Date:	Time:

DISPOSITION RETURNED

Close out Date:	Disposition:		
Additional:			
Supervisor Completing:	Date:	Supervisor Approving:	Date:

FORMS

PROPOSAL INSTRUCTIONS FOR COST FORMS

- C-1 QUESTIONNAIRE
- C-2 EXPERIENCE FORM
- C-3 CLIENT LIST
- C-4 FINANCIAL BACKGROUND
- C-5 HARDWARE COST COMPONENTS
- C-6 SOFTWARE COST COMPONENTS
- C-7 PROJECT STAFFING COST COMPONENT
- C-8 COST COMPONENT SUMMARY SHEET

PROPOSAL INSTRUCTIONS FOR COST FORMS

Note: All information on Proposal Forms must be provided according to the following instructions to be considered a responsive proposal.

(A) All cost information and proposals shall be based on the type of service to be provided and the associated requirements as specified in this Request for Proposal.

(B) Proposers must complete Form C-1. All proposals shall be accompanied by the statement of an individual authorized to bind the offer, to the effect that all work shall be performed for the quoted prices, which will become the fixed price upon completion of contract negotiations. This statement must be attached to Form C-1 and submitted with the proposal.

(C) Proposers must complete Forms C-2 through C-4 and submit these forms with their proposal.

(D) Proposers are to be complete and submit Form C-5 with their proposal. Form C-5 "Cost Per Unit" prices are to include hardware cost, all applicable tax, installation, testing, labor, cabling/wiring costs, maintenance costs, and any associated training material costs. Proposers will be paid according to the number of units installed in working condition as determined by the City.

(E) Proposers are to complete and submit Form C-6 with their proposal. Form C-6 "Cost Per Unit" prices are to include installation, integration, testing, training materials, labor, applicable taxes (if any), troubleshooting costs, and repairs/reprogramming fees.

(F) Proposers are to complete and submit Form C-7 with their proposal. Proposers are not to include any labor costs associated with hardware/software installation, integration, upgrades, replacement/re-installation, testing, or programming on this Form. Labor costs are to be included in the Cost per Unit amounts indicated on Forms C-5 and C-6. Form C-7 is intended to capture only the Project staffing costs associated with the projects management, technical support team, trainers, and other office staff.

(G) Proposers are to add Form C-5 Line 13 and Form C-6 Line 10 and enter the total on Form C-8 Line 21. Proposers are to transfer the amount on Form C-5 Line 12 to Form C-8 Line 22.

(H) Proposers are to complete and submit Form C-8 with their proposal. Proposers will transfer the amounts from Form C-6 and Form C-7 to Form C-8. Proposers will transfer the amount from Form C-7 Line 6, Column G to Form C-8 Line 23 and enter the amount in both Year 1 and Year 2 columns.

(I) Below is a table showing the number of vehicles by model year and service type to assist Proposers in calculating the maximum number of units. The City anticipates a fleet size of between 475 to 500 vehicles during the term of the contract.

(J) The one-year option cost components will include anticipated repairs/replacement of hardware, continued support of all software, software integration/development, all annual costs (including hosting, licenses, etc.). Proposers in not to include any contingency cost, in the event that the proposer is unable to complete the work as outlined in this RFP within the two-year contract term. The City will hold the Contractor to the Year 2 costs for all hardware and Software components with the exception of any annual or recurring fees.

CITY FLEET VEHICLE TOTALS

Vehicle Model Year	Quantity of Vehicles	
	DASH Fleet	Commuter Fleet
2003	1	0
2006	19	0
2007	5	0
2009	24	0
2011	3 ¹	2 ²
2012	36	93
2013	28	3
2015	54	0
2016	20	9
2017	14	6
2019	0	6 ³
2020	25 ³	0
2021	127 ⁴	0
TOTALS	356	119

NOTE:

1. These three vehicles are trolleys.
2. The two (2) 2011 Commuter Express vehicles are to be included in all upgrades/improvements/installations/etc. that are required for vehicles with model year 2012 and above. These two vehicles are to be considered the same as the 2012 Commuter Express vehicles.
3. The City is in the process of purchasing these thirty-one (31) vehicles.
4. The City anticipates the purchase of expansion vehicles over the next two years; the City may purchase more vehicles than indicated above during 2021. In addition, the City may choose to purchase some Commuter Express vehicles during this period.

**FORM C-1
QUESTIONNAIRE**

1. Legal name of proposer:

2. Mailing address of proposer for purposes of notice or other communication relating to the proposal:

3. Contact person, job title, telephone number, and email address:

4. Has your company been terminated from a contract in the past ten (10) years?

Yes _____ No _____ If yes, please provide name of client and explanation.

5. If selected, you intend to carry on the business as:

Sole Proprietor _____ Partnership _____ Corporation _____

Sub-Contractor _____ Joint Venture _____ Limited Liability Company _____

Other, please specify below _____

**FORM C-2
EXPERIENCE FORM**

Describe each entity for which services were provided during the past three (3) years. Please make additional copies of this form as needed to identify all clients.

Type of Service Provided _____

Provided Service as the Prime Contractor Sub-Contractor _____

Names of Other Contractors involved and Service Provided _____

Client Name _____

Address _____

Manager/Contact Person(s) _____

Job Title(s) _____

Telephone number _____

Service Contract Dates _____

Days and Hours of Operation _____

Annual Gross Revenues Collected _____

Number of Employees _____

**FORM C – 3
CLIENT LIST**

1. Firm Name: _____
Street: _____
City, State, Zip Code: _____
Contact Person: _____
Telephone Number: _____
Length of Service: _____ to _____
2. Firm Name: _____
Street: _____
City, State, Zip Code: _____
Contact Person: _____
Telephone Number: _____
Length of Service: _____ to _____
3. Firm Name: _____
Street: _____
City, State, Zip Code: _____
Contact Person: _____
Telephone Number: _____
Length of Service: _____ to _____
4. Firm Name: _____
Street: _____
City, State, Zip Code: _____
Contact Person: _____
Telephone Number: _____
Length of Service: _____ to _____

(Use additional sheets as necessary)

FORM C - 4
FINANCIAL BACKGROUND

All information requested below must be furnished by the proposer and must be submitted with the proposal. Statements must be complete, accurate, and in the format requested. Omission, inaccuracy or misstatement may be caused for rejection of the proposal. Additional sheets may be attached hereto as necessary.

1. Financial Statements

Attach financial statements, including balance sheets and income statements prepared by an independent certified public accountant for the past 3 years to reflect the financial condition of the proposer.

2. Surety Information

Has your business ever has a bond or surety canceled or forfeited? _____ Yes _____ No
If yes, attach a statement naming the bonding company, date, amount of bond, and reason for such cancellation or forfeiture.

3. Bankruptcy Information

Has your business ever filed for bankruptcy? _____ Yes _____ No
Has your business ever been declared bankrupt? _____ Yes _____ No

If yes, complete the following:

<u>Date</u>	<u>Court Jurisdiction</u>	<u>Amount of Liabilities</u>	<u>Amount of Assets</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Pending Litigation

Attach detailed information regarding any litigation, liens, or claims involving any participant in this proposal.

FORM C-5 – ENHANCED TECHNOLOGY RFP COST COMPONENT

This form identifies the key cost components for the completion of the services as outlined in this RFP. This cost information will be used in the evaluation of proposals, and at a later date as additional data to document the costs. On the attached form, please include detailed back-up calculations made in preparing all component costs.

HARDWARE COMPONENT

THIS FORMAT WILL BE USED FOR THE PROPOSAL AND SHALL BE USED TO CALCULATE THE TOTAL COSTS

COMPONENT	MAXIMUM UNITS ANTICIPATED THROUGHOUT CONTRACT PERIOD ¹	COST PER UNIT ²		MAXIMUM COST PER COMPONENTS DURING CONTRACT PERIOD	
		YEAR 1	YEAR 2	YEAR 1	YEAR 2
1. CCTV System	175				
2. Public WiFi Modems	113				
3. Bike Rack Availability System	382				
4. On-Board Public Information System					
5. Route Annunciator System					
6. Computer-Aided Dispatching (CAD)/Automatic Vehicle Location (AVL) System					
7. Mobile Data Terminal/Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD)	150				
8. Automatic Passenger Counters (APC) ⁴					
9. Vehicle Network Gateway Router					
10. Headsign/Sidesign/Rearsign Remote Access Editing ⁴					
11. Viriciti ³	4				
12. Warranty/Annual Fees					
13. Other Components (describe Components)					
a.					
b.					
TOTAL HARDWARE COMPONENT COSTS					

- Notes:
1. For Items where no maximum units anticipated is provided, Proposers will provide a proposed amount.
 2. See Cost Form Instructions – Hardware Component Cost Per Unit Instructions.
 3. Applies only to Electric Vehicles (includes existing fleet and anticipated fleet vehicles).
 4. All fleet vehicles model year 2012 and newer.

FORM C-6 – ENHANCED TECHNOLOGY RFP COST COMPONENT

This form identifies the key cost components for the completion of the services as outlined in this RFP. This cost information will be used in the evaluation of proposals, and at a later date as additional data to document the costs. On the attached form, please include detailed back-up calculations made in preparing all component costs.

SOFTWARE COMPONENT

THIS FORMAT WILL BE USED FOR THE PROPOSAL AND SHALL BE USED TO CALCULATE THE TOTAL COSTS

COMPONENT	MAXIMUM NO. OF UNIT INTEGRATION ANTICIPATED THROUGHOUT CONTRACT PERIOD ¹	COST PER UNIT ²		MAXIMUM COST PER COMPONENTS DURING CONTRACT PERIOD	
		YEAR 1	YEAR 2	YEAR 1	YEAR 2
1. Software/Mobile Application/Integration ³					
2. Ridership Reporting Program					
3. Bike Rack Availability System					
4. TAP Integration for cellular use					
5. Cellphone Text Capability for Bus Arrival Information					
6. Software Licenses					
7. Cloud/Data Storage					
8. Host Website/Server Maintenance					
9. Internet/Modem/Cell Phone Costs					
10. Other (please describe)					
a.					
b.					
TOTAL SOFTWARE COMPONENT COSTS					

- Notes:
1. For Items where no maximum units anticipated is provided, Proposers will provide a proposed amount.
 2. See Cost Form Instructions – Hardware Component Cost Per Unit Instructions.
 3. The following should be integrated into system: Headsign/Sidesign/Rearsign Remote Access Editing, Bike Rack Availability System, On-Board Public Information System, Route Annunciator System, Computer-Aided Dispatching (CAD)/Automatic Vehicle Location (AVL) System, Automatic Passenger Counters (APC), Mobile Data Terminal/Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD), Network Gateway Router Integration.

**FORM C-7 ENHANCED TRANSIT TECHNOLOGY RFP COST COMPONENT
PROJECT STAFFING COSTS⁴**

Staff	Total Dedicated Annual Hours (2-Year Average) ³	Hourly Employer Paid Wages ¹	Hourly Employer Paid Health Benefits	Hourly Employer Paid Dental Benefits	Hourly Employer Paid Other Benefits	Total Hourly Employer Paid Wage + Benefits	Total Annual Wages
	A	B	C	D	E	F	G = A*(B+C+D+E)
Project Manager							
Business Development Manager/Sales Representative							
Technical Support Team							
a.							
Trainers							
b.							
Other ² (Please Specify by Title & Duties)							
a.							
Total Annual Component costs							

Note: 1. Amount for wages and benefits must be consistent with LWO checklist.

2. Add other classifications as appropriate.

3. Total Annual Hours = 2040 for full-time employee.

4. Employer contribution only, excludes all Federal and State taxes, Workers compensation, etc.

FORM C-8 – ENHANCED TECHNOLOGY RFP COST COMPONENT SUMMARY SHEET

This form identifies the key cost components for the completion of the services as outlined in this RFP. This cost information will be used in the evaluation of proposals, and at a later date as additional data to document the costs.

COST COMPONENT SUMMARY SHEET

THIS FORMAT WILL BE USED FOR THE PROPOSAL AND SHALL BE USED TO CALCULATE THE TOTAL COSTS

COMPONENTS	MAXIMUM COST PER COMPONENT		
	YEAR 1	YEAR 2	ONE-YEAR (OPTION)*
HARDWARE COMPONENTS			
1. CCTV System			
2. Public WiFi Modems			
3. Bike Rack Availability System (Hardware)			
4. On-Board Public Information System			
5. Route Annunciator System			
6. Computer-Aided Dispatching (CAD)/Automatic Vehicle Location (AVL) System			
7. Mobile Data Terminal/Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD)			
8. Automatic Passenger Counters (APC)			
9. Vehicle Network Gateway Router			
10. Headsign/Sidesign/Rearsign Remote Access Editing			
11. Viriciti			
12. Other Components (Hardware)			
13. Software/Mobile Application/Integration			
SOFTWARE COMPONENTS			
14. Ridership Reporting Program			
15. Bike Rack Availability System			
16. TAP Integration for cellular use			
17. Cellphone Text Capability for Bus Arrival Information			
18. Cloud/Data Storage			
19. Host Website/Server Maintenance			
20. Internet/Modem/Cell Phone Costs			
21. Other Components			
22. Warranty/Annual Fees			
ADMINISTRATIVE COMPONENTS			
23. Administrative Costs			
TOTAL			

- Any unfinish work from the first two-years of this contract will be finished at the proposed Year 2 costs, using the remaining budget from Year 2. The City will pay all annual and recurring costs associated with this RFP has indicated above.

APPENDIX A

MANDATORY CITY CONTRACT REQUIREMENTS: GENERAL CITY RESERVATIONS AND PROTEST PROCEDURES



REQUEST FOR PROPOSALS CITY CONTRACT REQUIREMENTS

SECTION I

Compliance Documents to be Submitted with Response by All
Respondents

Section A

Business Inclusion Program (BIP)

Established by Mayor's Executive Directive No. 14, this program requires all respondents to Request for Bids (RFBs), Requests for Proposals (RFPs), and Requests for Qualifications (RFQs) to perform subcontractor outreach to all available MBE/WBE/SBE/EBE/DVBE/OBE firms which could perform a portion of the scope of work required in the respective RFB, RFP, or RFQ. As proof of the respondent's outreach efforts, the respondent is required to perform the Business Inclusion Program (BIP) Outreach on the Business Assistance Virtual Network (BAVN), www.labavn.org.

INSTRUCTIONS

All Respondents must perform and submit the Business Inclusion Program Outreach as described in the following instructions.

Outreach cannot be performed and must be completed **15 DAYS** prior to submittal deadline.

All Respondents **MUST complete and submit** the BIP Schedule A and include in their response.

Responses submitted without a completed BIP Schedule A **WILL** be deemed non-responsive and disqualified from being considered.

All BIP Outreach documentation must be submitted on BAVN by 4:30 p.m. on the first calendar day following the day of the response submittal deadline.

**CITY OF LOS ANGELES BUSINESS INCLUSION PROGRAM (BIP)
FOR A REQUEST FOR PROPOSAL (RFP)**

Performance of a BIP outreach to Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Small Business Enterprises (SBE), Emerging Business Enterprises (EBE), Disabled Veteran Business Enterprises (DVBE), and Other Business Enterprises (OBE) subconsultants must be completed on the Business Assistance Virtual Network (BAVN), www.labavn.org.

All BIP outreach documentation must be submitted on the BAVN by 4:30 p.m. on the first calendar day following the day of the RFP response submittal deadline.

The Department of Transportation anticipated levels of

MBE Participation:	18 %
WBE Participation:	4 %
SBE Participation:	25 %
EBE Participation:	8 %
DVBE Participation:	3 %

NOTE: BIP outreach information and/or assistance may be obtained through Stewart Young, (213) 972-8416 or stewart.young@lacity.org or Angela De La Rosa, (213) 972-5949 or angela.delarosa@lacity.org.

CITY OF LOS ANGELES' POLICY BUSINESS INCLUSION PROGRAM (BIP) FOR A REQUEST FOR PROPOSAL (RFP)

SUMMARY

This policy sets forth the City of Los Angeles' rules and procedures to be followed by respondents on advertised personal services contracts in regards to the City's BIP outreach requirements. In general, this policy provides that respondents for contracts must demonstrate compliance with the indicators relating to an active outreach program to obtain participation by MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs. Failure to demonstrate an outreach on the BAVN to comply with the indicators will render the bid non-responsive.

A. GENERAL

This policy statement explains how the City's BIP will be administered within the Awarding Authority for personal services contracts. The Awarding Authority is committed to ensuring full and equitable participation by minority, women, small, emerging, disabled veteran, and other businesses in the provision of all goods and services to the Department on a contractual basis. The BIP is set forth in this policy Statement. Respondents to the Awarding Authority shall be fully informed concerning the requirements of this Program. Failure to comply with the City's BIP outreach requirements will render **the response non-responsive and result in its rejection.**

B. DEFINITIONS

1. Minority or Women Business Enterprise (MBE or WBE): For the purpose of this program, Minority or Women Business Enterprise shall mean a business enterprise that meets both of the following criteria:
 - a. A business that is at least 51 percent owned by one or more minority persons or women, in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more minority persons or women; and
 - b. A business whose management and daily business operations are controlled by one or more minority persons or women.
2. Small Business Enterprise (SBE): For the purpose of this program, Small Business Enterprise shall mean a business enterprise that meets the following criteria:
 - a. A business (personal or professional services, manufacturer, supplier, vendor) whose three (3) year average annual gross revenues does not exceed \$7 million.
 - b. A business (construction contractors) whose three (3) year average annual gross revenues does not exceed \$14 million.
3. Emerging Business Enterprise (EBE): For the purpose of this program, Emerging Business Enterprise shall mean a business enterprise whose three (3) year average annual gross revenues does not exceed \$3.5 million.

4. Disabled Veteran Business Enterprise (DVBE): For the purpose of this program, Disabled Veteran Business Enterprise shall mean a business enterprise that meets the following criteria:
 - a. A business that is at least 51 percent owned by one or more disabled veterans.
 - b. A business whose daily business operations must be managed and controlled by one or more disabled veterans.
5. Other Business Enterprise (OBE): For the purpose of this program, Other Business Enterprise shall mean any business enterprise which either does not otherwise qualify or has not been certified as a Minority, Women, Small, Emerging, and/or Disabled Veteran Business Enterprise.
6. Minority person: For the purpose of this program, the term "Minority person" shall mean African Americans; Hispanic Americans; Native Americans (including American Indians, Eskimos, Aleuts, and Native Hawaiians); Asian-Pacific Americans (including persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas); and Subcontinent Asian Americans (including persons whose origins are from India, Pakistan and Bangladesh).
7. Disabled Veteran: For the purpose of this program, the term "Disabled Veteran" shall mean a veteran of the U.S. military, naval, or air service; the veteran must have a service-connected disability of at least 10% or more; and the veteran must reside in California.
8. Certification must be current **on the date the Awarding Authority awards a contract for the project** if credit is to be allowed towards the anticipated levels of MBE, WBE, SBE, EBE, and/or DVBE participation on this contract.
 - a. Certification as a Minority or Women Business Enterprise: an MBE/WBE must be certified by 1) City of Los Angeles, Bureau of Contract Administration; 2) State of California Department of Transportation (CalTrans); 3) Los Angeles County Metropolitan Transportation Authority (Metro); 4) Southern California Minority Business Development Council (SCMBDC) for MBE certifications only; or 5) any certifying agency that is a part of the State of California Unified Certification Program (CUCP) so long as the certification meets all of the City of Los Angeles' MBE/WBE certification requirements.

Applications for certification and directories of MBE/WBE certified firms are available at the following locations:

- 1) City of Los Angeles
Bureau of Contract Administration, Office of Contract Compliance
1149 S. Broadway, Suite 300, Los Angeles, CA 90015
Telephone: (213) 847-2684 FAX: (213) 847-2777
Internet address: <http://www.lacity.org/BCA>

- 2) CalTrans
Caltrans Division of Procurement and Contracts/Material and
Distribution Branch/Publication Unit
1900 Royal Oaks Drive, Sacramento, CA 95815
To order a directory, call (916) 445-3520
Internet address: <http://www.dot.ca.gov/hq/bep/>
 - 3) Los Angeles County Metropolitan Transportation Authority
Equal Opportunity Department
1 Gateway Plaza, Los Angeles, CA 90012
Telephone: (213) 922-2600 FAX: (213) 922-7660
Internet address: <http://www.mta.net>
 - 4) Southern California Minority Business Development Council, Inc. (for a fee)
800 W. 6th Street, Suite 850, Los Angeles, CA 90017
Telephone: (213) 689-6960 Fax: (213) 689-1707
Internet address: <http://www.scmbdc.org>
- b. Certification as a Small or Emerging Business Enterprise: An SBE or EBE firm must be certified by either: 1) City of Los Angeles, Bureau of Contract Administration; or 2) State of California, Office of Small Business & Disabled Veterans Business Enterprise Services so long as the certification meets all of the City of Los Angeles' SBE or EBE certification criteria. Note: The State of California does not offer EBE certifications. For the purposes of this program, the State's Microbusiness certification will be considered synonymous with the City's EBE certification.
 - c. Certification as a Disabled Veteran Business Enterprise: A DVBE must be certified by State of California, Office of Small Business & Disabled Veterans Business Enterprise Services.
9. Business Inclusion Program Outreach Documentation: The respondent must take affirmative steps prior to submission of their RFP response to ensure that a maximum effort is made to recruit subconsultants. Minority, women, small, emerging, disabled veteran owned and controlled businesses must be considered along with other business enterprises whenever possible as sources of subconsulting services. Affirmative steps for BIP Outreach Documentation are outlined in Paragraph C herein. The BIP Outreach Documentation must be submitted as described in Paragraph C herein. Failure to submit the BIP Outreach Documentation will render the response non-responsive.
 10. Subcontract: For the purpose of this program, the term "Subcontract" denotes an agreement between the prime Consultant and an individual, firm or corporation for the performance of a particular portion(s) of the work which the prime Consultant has obligated itself.
 11. Subconsultant: An individual, firm, or corporation having a direct contract with the consultant for the performance of a part of the work which is proposed to be constructed or done under the contract or permit, including the furnishing of all labor, materials, or equipment. For the purposes of this Program, a subconsultant may also be referred to as a subcontractor.

12. Vendor and/or supplier: A firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials or supplies required for the performance of the contract are bought, kept in stock, and regularly sold to the public in the usual course of business. The firm must engage in, as its principal business, and its own name, the purchase and sale of the products in question. A vendor and/or supplier of bulk items such as steel, cement, stone and petroleum products need not keep such products in stock, if it owns or operates distribution equipment.
13. Manufacturer: A firm that operates or maintains a factory or establishment that produces on the premises the materials or supplies obtained by the contractor.
14. Broker: A firm that charges for providing a bona fide service, such as professional, technical, consultant or managerial services and assistance in the procurement of essential personnel, facilities, equipment, insurance or bonds, materials or supplies required for performance of the contract. The fee or commission is to be reasonable and not excessive as compared with fees customarily allowed for similar services.
15. Participation Recognition: This applies to recognition as an MBE, WBE, SBE, EBE, DVBE.
 - a. All listed MBE, WBE, SBE, EBE, and/or DVBE firms must be certified as defined under Paragraph B, Definitions, Item 4, on the date the Awarding Authority awards a contract for the project before credit may be allowed toward the respective MBE, WBE, SBE, EBE, and/or DVBE pledged participation level.
 - b. Work performed by a MBE, WBE, SBE, EBE, and/or DVBE prime consultant will not be a consideration when determining a prime consultant's BIP Outreach. The prime consultant will be required to make a BIP Outreach to obtain reasonable anticipated MBE, WBE, SBE, EBE, and/or DVBE participation levels through subconsulting or materials and supplies acquisition.
 - c. Recognition for materials and/or supplies is limited to 60 percent of the amount to be paid to the vendor for such materials/supplies in computing the pledged levels of MBE, WBE, SBE, EBE, and/or DVBE participation, unless the vendor manufactures or substantially alters the materials/supplies.
 - d. MBE, WBE, SBE, EBE, and/or DVBE credit for brokers required for performance of the contract is limited to the reasonable fee or commission charged, as not considered excessive, as compared with fees customarily allowed for similar services.
 - e. A firm which qualifies as both a MBE and a WBE will be credited as either MBE participation or as WBE participation, but will not be credited for both. However, a MBE and/or WBE firm may also receive SBE, EBE and/or DVBE credit if so qualified.

- f. A listed MBE, WBE, SBE, EBE, and/or DVBE firm must be potentially available to perform a commercially useful function, i.e., must be potentially responsible for the execution of a distinct element of the work and potentially available to carry out its responsibility by performing, managing and supervising the work.
- g. MBE/WBE credit shall not be given to a Joint Venture partner listed as a subconsultant by a Joint Venture respondent.
- h. A SBE, EBE, DVBE prime consultant shall receive pledged participation credit for the work performed by its own workforce.

C. BIP OUTREACH DOCUMENTATION

It is the policy of the City of Los Angeles to provide Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), Small Business Enterprises (SBEs), Emerging Business Enterprises (EBEs), Disabled Veteran Business Enterprises (DVBEs), and all Other Business Enterprises (OBEs) an equal opportunity to participate in the performance of City contracts. In order to maximize this participation while minimizing the administrative impact on city staff and RFP respondents alike, the Mayor's Office has developed a Business Inclusion Program (BIP). The BIP requires City departments to set anticipated participation levels based on the opportunities presented in their advertised contracts and department's achievement of its annual goals. A respondent's BIP Outreach to MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs shall be determined by their compliance with the following BIP Outreach process which will be performed on the City's Business Assistance Virtual Network (BAVN). The BAVN can be accessed by going to the City's Webpage (<http://www.lacity.org>) and linking onto "Bids, RFPs & Grants" or directly at www.labavn.org. Failure to meet the anticipated MBE, WBE, SBE, EBE, and/or DVBE participation levels will not by itself be the basis for disqualification or determination of noncompliance with this policy. **However, failure to comply with the BIP Outreach documentation requirements as described in this section will render the RFP response non-responsive and will result in its rejection.** *Compliance with the BIP Outreach requirements is required even if the proposer has achieved the anticipated MBE, WBE, SBE, EBE, and DVBE participation levels.* Adequacy of a bidder's BIP Outreach will be determined by the Awarding Authority after consideration of the indicators of BIP Outreach as set forth below.

Any technical difficulties while utilizing the BAVN should be reported immediately using the following steps:

1. Email BAVN Support at ITA.BAVN@lacity.org.
2. Email contact identified in LABAVN and/or RFP document.
3. If you are not contacted within 15 minutes during normal City working hours (7:00 a.m. to 4:30 p.m. Monday-Friday), call Angela De La Rosa at (213) 972-5949.

If the above procedures are not followed as stipulated, incomplete outreach and/or incomplete documentation may not be accepted.

Each indicator (2-7) is evaluated on a pass/fail basis. All indicators (2-7) must be passed to be deemed responsive. Only BIP Outreach documentation submitted under the bidders name will be evaluated. Therefore submission by a third party will result in the bidder being deemed non-responsive.

1	LEVEL OF ANTICIPATED MBE, WBE, SBE, EBE, AND DVBE PARTICIPATION
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The proposer has performed a BIP Outreach in an attempt to obtain potential subconsultant participation by MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs which could be expected by the Board to produce a reasonable level of participation by interested business enterprises, including the MBE, WBE, SBE, EBE and DVBE anticipated percentages set forth on Page 1 herein and to have the proposer meet the subconsulting expectations for the project.

2	ATTENDED PRE-BID MEETING
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The proposer attended the pre-proposal meeting scheduled by the Project Manager to inform all proposers of the requirements for the project for which the contract will be awarded. This requirement may be waived if the proposer certifies it is informed as to those project requirements and has participated in a City-sponsored or City-approved matchmaking event in the prior 12 months.

Required Documentation: An employee of the proposer’s company must attend the pre-submittal meeting scheduled for this project. Credit may not be given if the employee arrives late or fails to sign the pre-submittal meeting attendance roster. This requirement will be waived if the proposer both certifies in writing that it is informed as to the BIP Outreach requirements for the project and has participated in a City-sponsored or City-approved matchmaking event in the prior 12 months as is evidenced by the event attendance documents.

Note: If the RFP states that the pre-submittal meeting is mandatory, then attendance at the pre-submittal meeting is the only way to pass this indicator

3	SUFFICIENT WORK IDENTIFIED FOR SUBCONSULTANTS
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The proposer has identified the minimum number, as determined by the Awarding Authority, of specific items of work that will be performed by subconsultants. This will ensure an opportunity for subconsultant participation among MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs.

Required Documentation: Outreach via e-mail in the selected potential work items. This outreach must be performed using the BAVN’s BIP Outreach system. The outreach must be to potential MBE, WBE, SBE, EBE, DVBE, and OBE subconsultants who are currently registered on the BAVN. Failure of the proposer to outreach in all of the potential work items selected by the City as potential subconsulting work items may result in the RFP response being deemed non-responsive.

Note: City staff will access the BAVN and verify compliance with this indicator after the RFP submission deadline.

4	WRITTEN NOTICES TO SUBCONSULTANTS
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All notifications must be provided utilizing BAVN, and made not less than **fifteen (15) calendar days** prior to the date the Prime Bid/Proposal is required to be submitted. In all instances, proposers must document that invitations for subcontracting bids were sent to available MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs for each item of work to be performed.

Required Documentation: E-mail notification in each of the selected potential work items to potentially available MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs for each anticipated work item to be performed. The notification must be performed using the BAVN’s BIP Outreach system. The notification must be to potential subconsultants currently registered on the BAVN. If the proposer is aware of a potential subconsultant that is not currently registered on the BAVN, it is the proposer’s responsibility to encourage the potential subconsultant to become registered so that the proposer can include them as part of their outreach. Notifications must contain areas of work anticipated to be subconsulted, City of Los Angeles project name, name of the proposer, and contact person's name, address, and telephone number. Proposers are required to send notifications to a sufficient number of firms comprised of MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs in each potential work item chosen, as determined by the City. What is considered sufficient will be determined by the total number of potential subconsultants in each specific work item.

The City will determine each work area by the North American Industry Classification System (NAICS) code. The following table shows the sufficient number of MBE, WBE, SBE, EBE, DVBE and OBE subcontractors that need to be notified for each work area.

# of Subcontractors in NAICS Code	% Prime Must Notify	Number Prime Must Notify
1-10	100%	1-10
11-20	80%	9-16
21-50	60%	13-30
51-100	40%	21-40
101-200	25%	26-50
>200	10%	20+

A proposer’s failure to utilize this notification function will result in their RFP response being deemed non-responsive.

Note: Proposers will not be able to utilize the BAVN’s BIP Outreach notification function if there are less than fifteen (15) calendar days prior to the RFP response submittal deadline. In utilizing the BAVN’s notification function, proposers will receive a message if they have failed to outreach to a sufficient number of firms when they go to view their summary sheet. Proposers will be given an opportunity to include their own customized statements when utilizing the notification function. However, the City will take into consideration the wording and may deem a proposer non-responsive if the wording is perceived to seriously limit potential subconsultant responses. City staff will access the BAVN and verify compliance with this indicator after the RFP submission deadline. Proposers are encouraged to print their BIP Outreach summary sheet prior to logging out as documented proof of their progress.

5	PLANS, SPECIFICATIONS AND REQUIREMENTS
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The proposer provided interested potential subconsultants with information about the availability of plans, specifications, and requirements for the selected subconsulting work.

Required Documentation: Include in Indicator 4, information detailing how, where and when the proposer will make the required information available to interested potential subconsultants. The notification must be performed using the BAVN's BIP Outreach system.

Note: For purposes of RFPs, making a copy of the RFP available to potential subconsultants will meet this requirement. At the time a proposer utilizes the BAVN's BIP Outreach notification function, the required information will automatically be included in the notification. Proposers will not be able to utilize the BAVN's BIP Outreach notification function if there are less than fifteen (15) calendar days prior to the RFP response submittal deadline. City staff will access the BAVN and verify compliance with this indicator after the RFP submission deadline.

6	NEGOTIATED IN GOOD FAITH
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The proposer has responded to every unsolicited offer sent by a Registered Subcontractor using BAVN and has evaluated in good faith bids or proposals submitted by interested MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs. Proposers must not unjustifiably reject as unsatisfactory a bid or proposal offered by a Registered Subcontractor, as determined by the Awarding Authority. The proposer must submit a list of all subcontractors for each item of work, including dollar amounts of potential work for MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs, and a copy of any and all bids or proposals received. This list must include an explanation of the evaluation that led to the bid or proposal being rejected and the explanation must have been communicated to the subcontractor using BAVN.

Required Documentation:

- a) Schedule A MBE/WBE/SBE/EBE/DVBE/OBE Subconsultants Information Form;
- b) An online Summary Sheet organized by work area, listing the following:
 - 1) The responses and/or bids received;
 - 2) The name of the subconsultant who submitted the bid/quote;
 - 3) A brief reason given for selection/non-selection as a subconsultant;
- c) Copies of all potential MBE/WBE/SBE/EBE/DVBE/OBE bids or quotes received must be submitted prior to award of a contract by the City;

The reasons for selection/non-selection should be included in the notes section of the online Summary Sheet. If the proposer elects to perform a listed work area with its own forces, they must include a bid/quote for comparison purposes and an explanation must be provided and included on the summary sheet. **All bids/quotes received, regardless of whether or not the proposer outreached to the subconsultant, must be submitted and included on the on-line Summary**

Sheet. To that extent, the City expects the proposer to submit a bid from each subconsultant listed on the online Summary Sheet, including those listed on the proposer’s Schedule A. **All potential subcontractors with whom the bidder has had contact outside of the BAVN must be documented on the online Summary Sheet.**

The summary sheet must be performed using the BAVN’s BIP Outreach system and must be submitted by 4:30 p.m. on the first calendar day following the day of the RFP response submittal deadline. If a bid/quote is submitted by a firm that is not registered with the BAVN, the proposer is required to add that firm to their summary sheet. A proposer’s failure to utilize the BAVN’s summary sheet function will result in their RFP response being deemed non-responsive.

Note: Staff will request copies of all of the bids/quotes received as part of the BIP Outreach evaluation process. Proposers must have a bid/quote from each potential subconsultant listed on their Schedule A prior to submission of the Schedule A. The submission of the Schedule A is outlined in G herein. Proposers are encouraged to submit all of their bids/quotes with their RFP response submittal. Proposers will not be able to edit their summary sheet on the BAVN’s BIP Outreach summary sheet function after 4:30 p.m. on the first calendar day following the day of the RFP response submittal deadline. City staff will access the BAVN and verify compliance with the summary sheet provision of this indicator after the RFP submission deadline. Proposers are required to have each of the subconsultants on their Schedule A registered on the BAVN prior to being awarded the contract.

7	BOND, LINES OF CREDIT, AND INSURANCE ASSISTANCE
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Each notification by the proposer shall also include an offer of assistance to interested potential MBEs, WBEs, SBEs, EBEs, DVBES, and OBEs in obtaining bonds, lines of credit, and insurance required by the Awarding Authority or proposer.

Required Documentation: Include in Indicator 4, information about the proposer's efforts to assist with bonds, lines of credit and insurance. The notification must be performed using the BAVN’s BIP Outreach system.

Note: At the time a proposer utilizes the BAVN’s BIP Outreach notification function, the required information will automatically be included in the notification. Proposers will not be able to utilize the BAVN’s BIP Outreach notification function if there are less than fifteen (15) calendar days prior to the RFP response submittal deadline. Proposers will be given an opportunity to include their own customized statements when utilizing the notification function. However, the City will take into consideration the wording and may deem a proposer non- responsive if the wording seriously limits potential subconsultant responses or is deemed contrary to the intent of this indicator. City staff will access the BAVN and verify compliance with this indicator after the RFP submission deadline.

The proposer shall submit completed BIP Outreach documentation either via the BAVN’s BIP Outreach system or prior to award, as specified for each indicator. The Awarding Authority in its review of the BIP Outreach documentation may request additional information to validate and/or clarify that the BIP Outreach submission was adequate. Any additional information submitted after the response due date and time will be treated at a higher level of scrutiny and may require third

Party documentation in order to substantiate its authenticity. Such information shall be submitted promptly upon request by the Awarding Authority.

D. AWARD OF CONTRACT

The Awarding Authority reserves the right to reject any and all RFP responses. The award of a contract will be to the responsive, responsible proposer whose proposal complies with all requirements prescribed herein. This includes compliance with the required Business Inclusion Program Outreach. A positive and adequate demonstration to the satisfaction of the Awarding Authority that a BIP Outreach to include MBE/WBE/SBE/EBE/DVBE/OBE subconsultants' participation was made is a condition for eligibility for award of the contract.

In the event that the Awarding Authority considers awarding away from a proposer because of the proposer's failure to supply adequate BIP Outreach documentation, the Awarding Authority shall afford the proposer an opportunity to present further evidence to the Awarding Authority prior to a public hearing of the proposer's BIP Outreach evaluation.

E. SUBCONSULTANT SUBSTITUTION

In addition to the requirements set forth in the provisions pertaining to the listing of subconsultants, the following shall apply for the purpose of this program:

1. Substitution During Contract Duration: The contract award requires that the level of all subconsultant participation shall be maintained throughout the duration of the contract. To this extent, any unapproved reduction in the listed subcontract amount will be considered an unauthorized substitution.
 - a. The Consultant shall request approval of the Awarding Authority for all substitutions of bid-listed (Schedule A) subconsultants.
 - b. The request shall be in writing and submitted to the designated Project Manager for the Awarding Authority. The request shall give the reason for the substitution, the name of the subconsultant and the name of the replacement.
2. MBE/WBE/SBE/EBE/DVBE/OBE Subconsultant Substitution: The Awarding Authority requires that whenever the Consultant seeks to substitute a bid-listed (Schedule A) subconsultant, the Consultant must make a BIP Outreach to replace the subconsultant.
 - a. The Consultant shall contact some of each of the following: certified MBE, certified WBE, certified SBE, certified EBE, certified DVBE, and OBE sub-bid prospects from each trade for which sub-bid/subconsulting work is available and document the following for submittal:
 - 1) Name of company contacted; contact person and telephone number; date and time of contact.
 - 2) Response for each item of work which was solicited, including dollar amounts.

- 3) Reason for selection or rejection of sub-bid prospect.
 - 4) In the event that the Consultant is unable to find some certified MBE, certified WBE, certified SBE, certified EBE, certified DVBE, and OBE sub-bid prospects for each trade, the Consultant should contact the Office of Contract Compliance at (213) 847-2684 for assistance prior to certifying under penalty of perjury that it was unable to fully meet this requirement.
- b. In the event that a subcontract is reduced due to a project change that will not be specified in a change order, the Consultant shall request approval for reducing the subcontract by documenting the following for submittal:
- 1) The name of the company for which the subcontract reduction is requested and the dollar amount of the reduction.
 - 2) The reason for the reduction. Specific details should be given in order for the Consultant's request to be processed promptly.
- c. The Consultant shall submit all documentation to the Awarding Authority's Project Manager.

F. SUB-AGREEMENT FALSIFICATION

Falsification or misrepresentation of a sub-agreement as to company name, contract amount and/or actual work to be done by the sub-bidder/subconsultant will result in sanctions set forth in provisions pertaining to listing of subconsultants.

G. SUBMITTAL DOCUMENTS

1. MBE/WBE/SBE/EBE/DVBE/OBE Subcontractors Information Form (Schedule A)

Proposers shall submit with their proposal the MBE/WBE/SBE/EBE/DVBE/OBE Subcontractors Information Form, provided here in as Schedule A. The proposer shall list itself and the names and addresses of all firms to be used with a complete description of work or supplies to be provided by each, and the description of work to be performed.

2. MBE/WBE/SBE/EBE/DVBE/OBE Utilization Profile (Schedule B) During the term of the contract, the consultant must submit the MBE/WBE/SBE/EBE/DVBE/OBE Utilization Profile (Schedule B) when submitting an invoice to the City.

3. Final Subcontracting Report (Schedule C)

Upon completion of the project, a summary of these records shall be prepared on the "Final Subcontracting Report" form (Schedule C) and certified correct by the consultant or its authorized representative. The completed form shall be furnished to the Awarding Authority within 15 working days after completion of the contract.

H. RESPONSIBILITY FOR IMPLEMENTATION AND MONITORING

The Awarding Authority which acts as the City's Project Manager for the resulting contract will be the responsible entity for proper implementation and monitoring of the policy.

I. AWARD OF CONTRACT

Nothing herein restricts the discretion of the Awarding Authority to reject all proposals in accordance with Charter Section 371.

**SCHEDULE A
CITY OF LOS ANGELES
MBE/WBE/SBE/EBE/DVBE/OBE SUBCONTRACTORS INFORMATION FORM**

(NOTE: COPY THIS PAGE AND ADD ADDITIONAL SHEETS AS NECESSARY, SIGN ALL SHEETS)

Project Title

Proposer	Address
Contact Person	Phone/Fax

LIST OF ALL SUBCONSULTANTS (SERVICE PROVIDERS/SUPPLIERS/ETC.)				
NAME, ADDRESS, TELEPHONE NO. OF SUBCONSULTANT	DESCRIPTION OF WORK OR SUPPLY	MBE/WBE/SBE/EBE/DVBE/OBE	CALTRANS/CITY/MTA CERT. NO.	DOLLAR VALUE OF SUBCONTRACT

PERCENTAGE OF MBE/WBE/SBE/EBE/DVBE/OBE PARTICIPATION			<hr style="border: none; border-top: 1px solid black; margin-bottom: 10px;"/> Signature of Person Completing this Form <hr style="border: none; border-top: 1px solid black; margin-bottom: 10px;"/> Printed Name of Person Completing this Form <hr style="border: none; border-top: 1px solid black; margin-bottom: 10px;"/> Title Date
	DOLLARS	PERCENT	
TOTAL MBE AMOUNT	\$	%	
TOTAL WBE AMOUNT	\$	%	
TOTAL SBE AMOUNT	\$	%	
TOTAL EBE AMOUNT	\$	%	
TOTAL DVBE AMOUNT	\$	%	
TOTAL OBE AMOUNT	\$	%	
BASE BID AMOUNT	\$		

MUST BE SUBMITTED WITH PROPOSAL

**SCHEDULE B
CITY OF LOS ANGELES
MBE/WBE/SBE/EBE/DVBE/OBE UTILIZATION PROFILE**

Project Title	Contract No.
----------------------	---------------------

Consultant	Address
Contact Person	Phone/Fax

CONTRACT AMOUNT (INCLUDING AMENDMENTS)	THIS INVOICE AMOUNT	INVOICED TO DATE AMOUNT (INCLUDE THIS INVOICE)

MBE/WBE/SBE/EBE/DVBE/OBE SUBCONTRACTORS (LIST ALL SUBS)					
NAME OF SUBCONTRACTOR	MBE/WBE/ SBE/EBE/ DVBE/OBE	ORIGINAL SUBCONTRACT AMOUNT	THIS INVOICE (AMOUNT NOW DUE)	INVOICED TO DATE (INCLUDE THIS INVOICE)	SCHEDULED PARTICIPATION TO DATE

CURRENT PERCENTAGE OF MBE/WBE/SBE/EBE/DVBE/OBE PARTICIPATION TO DATE			Signature of Person Completing this Form: _____
	DOLLARS	PERCENT	
TOTAL MBE PARTICIPATION	\$	%	Printed Name of Person Completing this Form: _____ Title: _____ Date: _____
TOTAL WBE PARTICIPATION	\$	%	
TOTAL SBE PARTICIPATION	\$	%	
TOTAL EBE PARTICIPATION	\$	%	
TOTAL DVBE PARTICIPATION	\$	%	
TOTAL OBE PARTICIPATION	\$	%	

**SCHEDULE C
CITY OF LOS ANGELES
FINAL SUBCONTRACTING REPORT**

Project Title		Contract No.
Company Name	Address	
Contact Person		Phone

Name, Address, Telephone No. of all Subconsultants Listed on Schedule B	Description of Work or Supply	MBE/WBE/SBE/EBE/DVBE/OBE	Original Dollar Value of Subcontract	Actual Dollar Value of Subcontract*

* If the actual dollar value differs from the original dollar value, explain the differences and give details.

	Total Dollars	Achieved Levels	Pledged Levels		Total Dollars	Achieved Levels	Pledged Levels
MBE Participation				WBE Participation			
SBE Participation				EBE Participation			
DVBE Participation				OBE Participation			

Signature of Person Completing this Form

Printed Name

Title

Date

SUBMIT WITHIN 15 DAYS OF PROJECT COMPLETION

Section B

Municipal Lobbying Ordinance

The Municipal Lobbying Ordinance serves to identify persons engaged in compensated lobbying activities aimed at influencing decision of City government. Respondents are required to submit with their response a completed and signed Bidder Certification CEC Form 50 acknowledging that, if the Respondent qualifies as a lobbying entity under Los Angeles Municipal Code Section 48.02 (the exemptions in Los Angeles Municipal Code Section 48.03 and Los Angeles Administrative Code Section 10.40.4 do not apply), the Respondent agrees to comply with the disclosure requirements and prohibitions established in the Municipal Lobbying Ordinance.

A copy of the ordinance can be found at:

https://ethics.lacity.org/wp-content/uploads/2017/10/law_mlo.pdf

Further information is available at:

<https://ethics.lacity.org/laws/#lobbying>

INSTRUCTIONS

All Respondents **MUST complete and submit** the enclosed Bidder Certification CEC Form 50 and include in their response.

Responses submitted without a completed Bidder Certification CEC Form 50 **WILL** be deemed non-responsive and disqualified from being considered.



City Ethics Commission
200 N Spring Street
City Hall — 24th Floor
Los Angeles, CA 90012
Mail Stop 129
(213) 978-1960

Bidder Certification CEC Form 50

This form must be submitted to the awarding authority with your bid or proposal for the contract noted below. Please write legibly.

Original filing Amended filing (original signed on _____; last amendment signed on _____)

Bid/Contract/BAVN Number:	Awarding Authority (Department):
---------------------------	----------------------------------

Name of Bidder:	Phone:
-----------------	--------

Address:

Email:

CERTIFICATION

I certify the following on my own behalf or on behalf of the entity named above, which I am authorized to represent:

- A. I am a person or entity that is applying for a contract with the City of Los Angeles.
- B. The contract for which I am applying is an agreement for one of the following:
 - 1. The performance of work or service to the City or the public;
 - 2. The provision of goods, equipment, materials, or supplies;
 - 3. Receipt of a grant of City financial assistance for economic development or job growth, as further described in Los Angeles Administrative Code § 10.40.1(h); or
 - 4. A public lease or license of City property where both of the following apply, as further described in Los Angeles Administrative Code § 10.37.1(l):
 - a. I provide services on the City property through employees, sublessees, sublicensees, contractors, or subcontractors, and those services:
 - i. Are provided on premises that are visited frequently by substantial numbers of the public; or
 - ii. Could be provided by City employees if the awarding authority had the resources; or
 - iii. Further the proprietary interests of the City, as determined in writing by the awarding authority.
 - b. I am not eligible for exemption from the City's living wage ordinance, as eligibility is described in Los Angeles Administrative Code § 10.37.1(l)(b).
- C. The value and duration of the contract for which I am applying is one of the following:
 - 1. For goods or services contracts—a value of more than \$25,000 and a term of at least three months;
 - 2. For financial assistance contracts—a value of at least \$100,000 and a term of any duration; or
 - 3. For construction contracts, public leases, or licenses—any value and duration.
- D. I acknowledge and agree to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if I qualify as a lobbying entity under Los Angeles Municipal Code § 48.02.

I certify under penalty of perjury under the laws of the City of Los Angeles and the state of California that the information in this form is true and complete.

Date: _____ Signature: _____
Name: _____
Title: _____

Los Angeles Administrative Code § 10.40.1

- (h) "City Financial Assistance Recipient" means any person who receives from the City discrete financial assistance in the amount of One Hundred Thousand Dollars (\$100,000.00) or more for economic development or job growth expressly articulated and identified by the City, as contrasted with generalized financial assistance such as through tax legislation.

Categories of such assistance shall include, but are not limited to, bond financing, planning assistance, tax increment financing exclusively by the City, and tax credits, and shall not include assistance provided by the Community Development Bank. City staff assistance shall not be regarded as financial assistance for purposes of this article. A loan shall not be regarded as financial assistance. The forgiveness of a loan shall be regarded as financial assistance. A loan shall be regarded as financial assistance to the extent of any differential between the amount of the loan and the present value of the payments thereunder, discounted over the life of the loan by the applicable federal rate as used in 26 U.S.C. Sections 1274(d), 7872(f). A recipient shall not be deemed to include lessees and sublessees.

Los Angeles Administrative Code § 10.37.1

- (l) "Public lease or license".

- (a) Except as provided in (l)(b), "Public lease or license" means a lease or license of City property on which services are rendered by employees of the public lessee or licensee or sublessee or sublicensee, or of a contractor or subcontractor, but only where any of the following applies:
- (1) The services are rendered on premises at least a portion of which is visited by substantial numbers of the public on a frequent basis (including, but not limited to, airport passenger terminals, parking lots, golf courses, recreational facilities); or
 - (2) Any of the services could feasibly be performed by City employees if the awarding authority had the requisite financial and staffing resources; or
 - (3) The DAA has determined in writing that coverage would further the proprietary interests of the City.
- (b) A public lessee or licensee will be exempt from the requirements of this article subject to the following limitations:
- (1) The lessee or licensee has annual gross revenues of less than the annual gross revenue threshold, three hundred fifty thousand dollars (\$350,000), from business conducted on City property;
 - (2) The lessee or licensee employs no more than seven (7) people total in the company on and off City property;
 - (3) To qualify for this exemption, the lessee or licensee must provide proof of its gross revenues and number of people it employs in the company's entire workforce to the awarding authority as required by regulation;
 - (4) Whether annual gross revenues are less than three hundred fifty thousand dollars (\$350,000) shall be determined based on the gross revenues for the last tax year prior to application or such other period as may be established by regulation;
 - (5) The annual gross revenue threshold shall be adjusted annually at the same rate and at the same time as the living wage is adjusted under section 10.37.2 (a);
 - (6) A lessee or licensee shall be deemed to employ no more than seven (7) people if the company's entire workforce worked an average of no more than one thousand two-hundred fourteen (1,214) hours per month for at least three-fourths (3/4) of the time period that the revenue limitation is measured;
 - (7) Public leases and licenses shall be deemed to include public subleases and sublicenses;
 - (8) If a public lease or license has a term of more than two (2) years, the exemption granted pursuant to this section shall expire after two (2) years but shall be renewable in two-year increments upon meeting the requirements therefor at the time of the renewal application or such period established by regulation.

Section C

City Charter §470 (c)(12) (Campaign Finance Ordinance)

Charter Section 470(c)(12) and related ordinances state that respondents may not make campaign contributions to and/or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit a response until either the contract is approved or, for awarded responders, twelve (12) months after the contract is signed. The respondent's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

By submitting the Prohibited Contributors (Bidders) Form 55, as prescribed by the City Ethics Commission, the respondent acknowledges and agrees to comply with the requirements of Charter Section 470(c)(12) and related ordinances.

A copy of Los Angeles City Charter §470 can be found at:
https://ethics.lacity.org/PDF/laws/law_charter470.pdf

A copy of the ordinance can be found at:
https://ethics.lacity.org/wp-content/uploads/2018/02/law_CFO_2017.pdf

Further information is available at:
<https://ethics.lacity.org/laws/#campaigns>

INSTRUCTIONS

All Respondents **MUST complete and submit** the enclosed Prohibited Contributors (Bidders) Form 55 and include in their response.

Responses submitted without a completed Prohibited Contributors (Bidders) Form 55 **WILL** be deemed non-responsive and disqualified from being considered.



Ethics Commission
200 N Spring Street
City Hall — 24th Floor
Los Angeles, CA 90012
(213) 978-1960
ethics.lacity.org

Prohibited Contributors (Bidders) Form 55

This form must be completed in its entirety and submitted with your bid or proposal to the City department that is awarding the contract. Failure to submit a completed form may affect your bid or proposal. If you have questions about this form, please contact the Ethics Commission.

Original filing Amended filing (original signed on _____; last amendment signed on _____)

Reference Number (bid or contract number, if applicable):

Date Bid Submitted:

Description of Contract (title of RFP and services to be provided):

City Department Awarding the Contract:

BIDDER INFORMATION

Name:

Address:

Email:

Phone:

SCHEDULE SUMMARY

Please complete all three of the following:

1. SCHEDULE A — Bidder's Principals (check one)

- The bidder is the individual listed above and has no other principals (Schedule A is not required).
- The bidder is the individual listed above or an entity and has other principals, who are listed on the attached Schedule A pages.

2. SCHEDULE B — Subcontractors and Their Principals (check one)

- The bidder has no subcontractors on this bid or proposal whose subcontracts are worth \$100,000 or more (Schedule B is not required).
- The bidder has one or more subcontractors on this bid or proposal with subcontracts worth \$100,000 or more, and those subcontractors and their principals are listed on the attached Schedule B pages.

3. TOTAL NUMBER OF PAGES SUBMITTED (including this cover page): _____

BIDDER'S CERTIFICATION

I certify that I understand, will comply with, and have notified my principals and subcontractors of the requirements and restrictions in Los Angeles City Charter section 470(c)(12) and any related ordinances. I certify under penalty of perjury under the laws of the City of Los Angeles and the state of California that the information provided on this form and the attached pages is true and complete to the best of my knowledge and belief.

Date:

Signature:

Name:

Title:



Ethics Commission
200 N Spring Street
City Hall — 24th Floor
Los Angeles, CA 90012
(213) 978-1960
ethics.lacity.org

Prohibited Contributors (Bidders) Form 55

SCHEDULE A — BIDDER'S PRINCIPALS

Please identify the names and titles of all of the bidder's principals (attach additional sheets if necessary). Principals include a bidder's board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the bidder of at least 20 percent and employees of the bidder who are authorized by the bid or proposal to represent the bidder before the City.

Check this box if additional Schedule A pages are attached.

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____



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Los Angeles, CA 90012
(213) 978-1960
ethics.lacity.org

Prohibited Contributors (Bidders) Form 55

SCHEDULE B — SUBCONTRACTORS AND THEIR PRINCIPALS

Please identify all subcontractors whose subcontracts are worth \$100,000 or more. Separate Schedule B pages are required for each subcontractor who meets that threshold.

Subcontractor: _____
Address: _____

Check one of the following:

- The subcontractor listed above is an individual and has no other principals.
- The subcontractor listed above is an individual or an entity and has principals, and their names and titles are identified below (attach additional sheets if necessary). Principals include a subcontractor's board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the subcontractor of at least 20 percent and employees of the subcontractor who are authorized by the bid or proposal to represent the subcontractor before the City.

Check this box if additional Schedule B pages are attached.

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

Section D
Non-Collusion Affidavit

Pursuant to the Los Angeles Administrative Code, Division 10, Chapter 1, Article 2, Section 10.15, each response must include a statement submitted and signed by the respondent under penalty of perjury that: The response is genuine, not a sham or collusive; the response is not made in the interest or behalf of any person not named therein; the respondent has not directly or indirectly induced or solicited any person to submit a false or sham response or to refrain from responding; and the respondent has not in any manner sought by collusion to secure an advantage over any other respondent.

INSTRUCTIONS

All Respondents **MUST complete and submit** the enclosed Non-Collusion Affidavit and include in their response.

Responses submitted without a completed Non-Collusion Affidavit **WILL** be deemed non-responsive and disqualified from being considered.

NON-COLLUSION AFFIDAVIT

The appropriate, authorized operator's designate must sign and affix the corporate seal (see space below).

I, _____, depose and say that I am
_____, of _____,
("President," "Vice-President," etc.) (Insert Name and Address of Organization)

who submits this proposal to the City of Los Angeles, Department of Transportation, and hereby declare that this proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named and the proposer had not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from submitting a proposal, and that the proposer has not in any manner sought by collusion to secure for him/herself an advantage over any other proposer.

Date: _____ at _____
(Month, Day, Year) (City, State)

(Corporate Seal)

I certify under penalty of perjury that the foregoing is correct.

(Signature)

Section E

Contractor Responsibility Ordinance

Respondents are advised that any contract awarded pursuant to this procurement process will be subject to the provisions of Los Angeles Administrative Code 10.40 et seq., Contractor Responsibility Ordinance. The Contractor Responsibility Ordinance (CRO) requires a determination, via the Responsibility Questionnaire, that prospective contractors are responsible and capable of fully performing the work before a contract is awarded by the City of Los Angeles.

Further information regarding the requirements of the ordinance is available at:

<https://bca.lacity.org/Ordinances>

INSTRUCTIONS

All Respondents **MUST complete and submit** the enclosed Responsibility Questionnaire and include in their response.

Responses submitted without a completed Responsibility Questionnaire **WILL** be deemed non-responsive and disqualified from being considered.

SERVICE

**CITY OF LOS ANGELES
RESPONSIBILITY QUESTIONNAIRE**

RESPONSES TO THE QUESTIONS CONTAINED IN THIS QUESTIONNAIRE MUST BE SUBMITTED ON THIS FORM. In responding to the Questionnaire, neither the City form, nor any of the questions contained therein, may be retyped, recreated, modified, altered, or changed in any way, in whole or in part. Bidders or Proposers that submit responses on a form that has been retyped, recreated, modified, altered, or changed in any way shall be deemed non-responsive.

The signatory of this Questionnaire guarantees the truth and accuracy of all statements and answers to the questions herein. Failure to complete and return this questionnaire, any false statements, or failure to answer (a) question(s) when required, may render the bid/proposal non-responsive. All responses must be typewritten or printed in ink. Where an explanation is required or where additional space is needed to explain an answer, use the Responsibility Questionnaire Attachments. Submit the completed form and all attachments to the awarding authority. Retain a copy of this completed form for future reference. Contractors must submit updated information to the awarding authority if changes have occurred that would render any of the responses inaccurate in any way. Updates must be submitted to the awarding authority within 30 days of the change(s).

A. CONTACT INFORMATION

CITY DEPARTMENT INFORMATION

City Department/Division Awarding Contract	City Contact Person	Phone
--	---------------------	-------

City Bid or Contract Number (if applicable) and Project Title

BIDDER/CONTRACTOR INFORMATION

Bidder/Proposer Business Name

Street Address	City	State	Zip
----------------	------	-------	-----

Contact Person, Title	Phone	Fax
-----------------------	-------	-----

TYPE OF SUBMISSION:

The Questionnaire being submitted is:

- An initial submission of a completed Questionnaire.
- An update of a prior Questionnaire dated ____/____/____.
- No change. I certify under penalty of perjury under the laws of the State of California that there has been no change to any of the responses since the last Responsibility Questionnaire dated ____/____/____ was submitted by the firm. Attach a copy of that Questionnaire and sign below.

Print Name, Title	Signature	Date
-------------------	-----------	------

TOTAL NUMBER OF PAGES SUBMITTED, INCLUDING ALL ATTACHMENTS: _____

SERVICE

B. BUSINESS ORGANIZATION/STRUCTURE

Indicate the organizational structure of your firm. "Firm" includes a sole proprietorship, corporation, joint venture, consortium, association, or any combination thereof.

Corporation: Date incorporated: ____/____/____ State of incorporation: _____

List the corporation's current officers.

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Check the box only if your firm is a publicly traded corporation.

List those who own 5% or more of the corporation's stocks. Use Attachment A if more space is needed. Publicly traded corporations need not list the owners of 5% or more of the corporation's stocks.

Limited Liability Company: Date of formation: ____/____/____ State of formation: _____

List members who own 5% or more of the company. Use Attachment A if more space is needed.

Partnership: Date formed: ____/____/____ State of formation: _____

List all partners in your firm. Use Attachment A if more space is needed.

Sole Proprietorship: Date started: ____/____/____

List any firm(s) that you have been associated with as an owner, partner, or officer for the last five years. Use Attachment A if more space is needed. Do not include ownership of stock in a publicly traded company in your response to this question.

Joint Venture: Date formed: ____/____/____

List: (1) each firm that is a member of the joint venture and (2) the percentage of ownership the firm will have in the joint venture. Use Attachment A if more space is needed. **Each member of the Joint Venture must complete a separate Questionnaire for the Joint Venture's submission to be considered as responsive to the invitation.**

SERVICE

C. OWNERSHIP AND NAME CHANGES

1. Is your firm a subsidiary, parent, holding company, or affiliate of another firm?

Yes No

If **Yes**, explain on Attachment A the relationship between your firm and the associated firms. Include information about an affiliated firm only if one firm owns 50% or more of another firm, or if an owner, partner or officer of your firm holds a similar position in another firm.

2. Has any of the firm's owners, partners, or officers operated a similar business in the past five years?

Yes No

If **Yes**, list on Attachment A the names and addresses of all such businesses, and the person who operated the business. Include information about a similar business only if an owner, partner or officer of your firm holds a similar position in another firm.

3. Has the firm changed names in the past five years?

Yes No

If **Yes**, list on Attachment A all prior names, addresses, and the dates they were used. Explain the reason for each name change in the last five years.

4. Are any of your firm's licenses held in the name of a corporation or partnership?

Yes No

If **Yes**, list on Attachment A the name of the corporation or partnership that actually holds the license.

Bidders/Contractors must continue on to Section D and answer all remaining questions contained in this Questionnaire.

The responses in this Questionnaire will not be made available to the public for review. This is not a public document. [CPCC §20101(a)]

SERVICE

D. FINANCIAL RESOURCES AND RESPONSIBILITY

5. Is your firm now, or has it ever been at any time in the last five years, the debtor in a bankruptcy case?

- Yes No

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

6. Is your company in the process of, or in negotiations toward, being sold?

- Yes No

If **Yes**, explain the circumstances on Attachment B.

E. PERFORMANCE HISTORY

7. How many years has your firm been in business? _____ Years.

8. Has your firm ever held any contracts with the City of Los Angeles or any of its departments?

- Yes No

If **Yes**, list on an Attachment B all contracts your firm has had with the City of Los Angeles for the last 10 years. For each contract listed in response to this question, include: (a) entity name; (b) purpose of contract; (c) total cost; (d) starting date; and (e) ending date.

9. List on Attachment B all contracts your firm has had with any private or governmental entity (other than the City of Los Angeles) over the last five years that are similar to the work to be performed on the contract for which you are bidding or proposing. For each contract listed in response to this question, include: (a) entity name; (b) purpose of contract; (c) total cost; (d) starting date; and (e) ending date.

- Check the box if you have not had any similar contracts in the last five years

10. In the past five years, has a governmental or private entity or individual terminated your firm's contract prior to completion of the contract?

- Yes No

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

11. In the past five years, has your firm used any subcontractor to perform work on a government contract when you knew that the subcontractor had been debarred by a governmental entity?

- Yes No

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

12. In the past five years, has your firm been debarred or determined to be a non-responsible bidder or contractor?

- Yes No

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

SERVICE

F. DISPUTES

13. In the past five years, has your firm been the defendant in court on a matter related to any of the following issues? For parts (a) and (b) below, check **Yes** even if the matter proceeded to arbitration without court litigation. For part (c), check **Yes** only if the matter proceeded to court litigation. If you answer **Yes** to any of the questions below, explain the circumstances surrounding each instance on Attachment B. You must include the following in your response: the name of the plaintiffs in each court case, the specific causes of action in each case; the date each case was filed; and the disposition/current status of each case.

(a) Payment to subcontractors?

Yes **No**

(b) Work performance on a contract?

Yes **No**

(c) Employment-related litigation brought by an employee?

Yes **No**

14. Does your firm have any outstanding judgements pending against it?

Yes **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

15. In the past five years, has your firm been assessed liquidated damages on a contract?

Yes **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance and identify all such projects, the amount assessed and paid, and the name and address of the project owner.

G. COMPLIANCE

16. In the past five years, has your firm or any of its owners, partners or officers, ever been investigated, cited, assessed any penalties, or been found to have violated any laws, rules, or regulations enforced or administered, by any of the governmental entities listed on Attachment C (Page 9)? For this question, the term "owner" does not include owners of stock in your firm if your firm is a publicly traded corporation.

Yes **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance, including the entity that was involved, the dates of such instances, and the outcome.

17. If a license is required to perform any services provided by your firm, in the past five years, has your firm, or any person employed by your firm, been investigated, cited, assessed any penalties, subject to any disciplinary action by a licensing agency, or found to have violated any licensing laws?

Yes **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance in the last five years.

SERVICE

18. In the past five years, has your firm, any of its owners, partners, or officers, ever been penalized or given a letter of warning by the City of Los Angeles for failing to obtain authorization from the City for the substitution of a Minority-owned (MBE), Women-owned (WBE), or Other (OBE) business enterprise?

Yes No

If **Yes**, explain on Attachment B the circumstances surrounding each instance in the last five years.

H. BUSINESS INTEGRITY

19. For questions (a), (b), and (c) below, check **Yes** if the situation applies to your firm. For these questions, the term "firm" includes any owners, partners, or officers in the firm. The term "owner" does not include owners of stock in your firm if the firm is a publicly traded corporation. If you check **Yes** to any of the questions below, explain on Attachment B the circumstances surrounding each instance.

(a) Is a governmental entity or public utility currently investigating your firm for making (a) false claim(s) or material misrepresentation(s)?

Yes No

(b) In the past five years, has a governmental entity or public utility alleged or determined that your firm made (a) false claim(s) or material misrepresentation(s)?

Yes No

(c) In the past five years, has your firm been convicted or found liable in a civil suit for, making (a) false claim(s) or material misrepresentation(s) to any governmental entity or public utility?

Yes No

20. In the past five years, has your firm or any of its owners or officers been convicted of a crime involving the bidding of a government contract, the awarding of a government contract, the performance of a government contract, or the crime of fraud, theft, embezzlement, perjury, bribery? For this question, the term "owner" does not include those who own stock in a publicly traded corporation.

Yes No

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

CERTIFICATION UNDER PENALTY OF PERJURY

I certify under penalty of perjury under the laws of the State of California that I have read and understand the questions contained in this questionnaire and the responses contained on all Attachments. I further certify that I have provided full and complete answers to each question, and that all information provided in response to this Questionnaire is true and accurate to the best of my knowledge and belief.

Print Name, Title

Signature

Date

SERVICE

ATTACHMENT A FOR SECTIONS A THROUGH C

Where additional information or an explanation is required, use the space below to provide the information or explanation. Information submitted on this sheet must be typewritten or printed in ink. Include the number of the question for which you are submitting additional information. Make copies of this Attachment if additional pages are needed.

Page _____

SERVICE

ATTACHMENT B FOR SECTIONS D THROUGH H

Where additional information or an explanation is required, use the space below to provide the information or explanation. Information submitted on this sheet must be typewritten or printed in ink. Include the number of the question for which you are submitting additional information. Make copies of this Attachment if additional pages are needed.

Page _____

SERVICE

ATTACHMENT C: GOVERNMENTAL ENTITIES FOR QUESTION NO. 16

Check **Yes** in response to Question No. 16 if your firm or any of its owners, partners or officers, have ever been investigated, cited, assessed any penalties, or found to have violated any laws, rules, or regulations enforced or administered, by any of the governmental entities listed below (or any of its subdivisions), including but not limited to those examples specified below. The term "owner" does not include owners of stock in your firm if your firm is a publicly traded corporation. If you answered **Yes**, provide an explanation on Attachment B of the circumstances surrounding each instance, including the entity involved, the dates of such instances, and the outcome.

FEDERAL ENTITIES

Federal Department of Labor

- American with Disabilities Act
- Immigration Reform and Control Act
- Family Medical Leave Act
- Fair Labor Standards Act
- Davis-Bacon and laws covering wage requirements for federal government contract workers
- Migrant and Seasonal Agricultural Workers Protection Act
- Immigration and Naturalization Act
- Occupational Safety and Health Act
- anti-discrimination provisions applicable to government contractors and subcontractors
- whistleblower protection laws

Federal Department of Justice

- Civil Rights Act
- American with Disabilities Act
- Immigration Reform and Control Act of 1986
- bankruptcy fraud and abuse

Federal Department of Housing and Urban Development (HUD)

- anti-discrimination provisions in federally subsidized/assisted/sponsored housing programs
- prevailing wage requirements applicable to HUD related programs

Federal Environmental Protection Agency

- Environmental Protection Act

National Labor Relations Board

- National Labor Relations Act

Federal Equal Employment Opportunity Commission

- Civil Rights Act
- Equal Pay Act
- Age Discrimination in Employment Act
- Rehabilitation Act
- Americans with Disabilities Act

STATE ENTITIES

California's Department of Industrial Relations

- wage and labor standards, and licensing and registration
- occupational safety and health standards
- workers' compensation self insurance plans
- Workers' Compensation Act
- wage, hour, and working standards for apprentices
- any provision of the California Labor Code

California's Department of Fair Employment and Housing

- California Fair Employment and Housing Act
- Unruh Civil Rights Act
- Ralph Civil Rights Act

California Department of Consumer Affairs

- licensing, registration, and certification requirements
- occupational licensing requirements administered and/or enforced by any of the Department's boards, including the Contractors' State Licensing Board

California's Department of Justice

LOCAL ENTITIES

City of Los Angeles or any of its subdivisions for violations of any law, ordinance, code, rule, or regulation administered and/or enforced by the City, including any letters of warning or sanctions issued by the City of Los Angeles for an unauthorized substitution of subcontractors, or unauthorized reductions in dollar amounts subcontracted.

OTHERS

Any other federal, state, local governmental entity for violation of any other federal, state, or local law or regulation relating to wages, labor, or other terms and conditions of employment.

Section F

City of Los Angeles Contract History

The City Council passed a resolution (Council File 98-1331) on July 21, 1998 requiring that all Respondents to a procurement supply in their response, a list of all City of Los Angeles contracts held by the respondent or any affiliated entity during the preceding 10 years.

INSTRUCTIONS

All Respondents **MUST complete and submit** the enclosed City of Los Angeles Contract History Form and include in their response.

Responses submitted without a completed City of Los Angeles Contract History Form **MAY** be deemed non-responsive and disqualified from being considered.

CITY OF LOS ANGELES CONTRACT HISTORY

The City Council passed a resolution on July 21, 1998 requiring that all proposed vendors supply in their proposal or bid a list of all City of Los Angeles contracts held by the bidder or any affiliated entity during the preceding 10 years. Use the space below to list all such contracts. Include the dates of the contract, the services or goods provided, the amount of the contract, and the contract number. If the bidder or any affiliated entity has held no City of Los Angeles contracts during the preceding 10 years, state so in the space below. Use the back of the page and additional pages as needed.

Were any contracts held with the City of Los Angeles in the last 10 years? Yes No

Department with which Contract Held	Contract Dates	Services/Goods Provided	Contract Amount	Contract Number
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Name of Organization

Title

Print Name

Date

Signature

Section G

**Contractor Workforce Information
(LA Residence Information)**

All Respondents must complete the Los Angeles Residence Information form in order to be considered for a contract award. An important policy goal of the City is to encourage businesses to locate or remain in the City. To track that goal effectively, the Los Angeles City Council, on January 7, 1992, adopted a motion (Council File 92-0021) that requires all City departments to gather various information on contractors who conduct business with the City and all respondents to state their headquarter address as well as the percentage of their workforce residing in the City of Los Angeles.

The following information is to be included in each proposal:

- a) The headquarters address of the firm and the total number of employees, regardless of work location;
- b) The percentage of the firm's total work force employed within the City and the percentage residing within the City; and,
- c) The address(es) of any branch office(s) located within the City and the total number employed in each Los Angeles branch office, the percentage of the work force in each Los Angeles branch office that is employed within the City, and the percentage residing within the City.

INSTRUCTIONS

All Respondents **MUST complete and submit** the enclosed City of Los Angeles Contract History Form and include in their response.

Responses submitted without a completed City of Los Angeles Contract History Form **WILL** be deemed non-responsive and disqualified from being considered.

CONTRACTOR BUSINESS LOCATIONS AND WORKFORCE INFORMATION

The City Council in consideration of the importance of preserving and enhancing the economic base and well-being of the City encourages businesses to locate or remain within the City of Los Angeles. This is important because of the jobs businesses generate and for the business taxes they remit. The City Council, on January 7, 1992, adopted a motion that requires bidders to state their headquarter address as well as the percentage of their workforce residing in the City of Los Angeles.

Organization: _____

I. Corporate or Main Office Information:

Address	Workforce in Organization:		
	Total Number of Employees	Percentage Working* within City of Los Angeles	Percentage Residing in City of Los Angeles

* i.e. working for any customer located within the geographical boundaries of the City of Los Angeles

II. City of Los Angeles Branch Offices Information:

Note: If there are no Los Angeles Branch office, mark N/A on first line.

Address	Workforce in Los Angeles Branch Office:		
	Total Number of Employees	Percentage Working* within City of Los Angeles	Percentage Residing in City of Los Angeles

* i.e. working for any customer located within the geographical boundaries of the City of Los Angeles

Section H
Child Support Obligations

The City of Los Angeles has adopted an ordinance (Ordinance No. 172401) requiring all contractors and subcontractors performing work for the City comply with all State and Federal reporting requirements and wage and earning assignments relative to legally mandated child support. Respondents must complete and return the enclosed form and agree to comply with all terms and conditions within. Furthermore, Respondents are advised that any contract awarded pursuant to this procurement process will be subject to the applicable provisions of the Child Support Obligations Ordinance.

INSTRUCTIONS

All Respondents **MUST complete and submit** the enclosed Certification of Compliance with Child Support Obligations and include in their response.

Responses submitted without a completed Certification of Compliance with Child Support Obligations **WILL** be deemed non-responsive and disqualified from being considered.

City of Los Angeles

**CERTIFICATION OF COMPLIANCE WITH CHILD SUPPORT
OBLIGATIONS**

This document must be returned with the Proposal/Bid Response

The undersigned hereby agrees that _____ will:
Name of Business

1. Fully comply with all applicable State and Federal employment reporting requirements for its employees.
2. Fully comply with and implement all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment.
3. Certify that the principal owner(s) of the business are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally.
4. Certify that the business will maintain such compliance throughout the term of the contract.

I declare under penalty of perjury that the foregoing is true and was executed at:

City/County/State

Date

Name of Business

Address

Signature of Authorized Officer or Representative

Print Name

Title

Telephone Number

Section I

Iran Contracting Act of 2010

In accordance with California Public Contract Code Sections 2200-2208, all Respondents submitting a response for, entering into, or renewing contracts with the City of Los Angeles for goods and services estimated at \$1,000,000 or more are required to complete, sign, and submit the Iran Contracting Act of 2010 Compliance Affidavit.

INSTRUCTIONS

All Respondents **MUST complete and submit** the enclosed Iran Contracting Act of 2010 Compliance Affidavit and include in their response.

Responses submitted without a completed Iran Contracting Act of 2010 Compliance Affidavit **MAY** be deemed non-responsive and disqualified from being considered.

IRAN CONTRACTING ACT OF 2010 COMPLIANCE AFFIDAVIT
(California Public Contract Code Sections 2200-2208)

The California Legislature adopted the Iran Contracting Act of 2010 to respond to policies of Iran in a uniform fashion (PCC § 2201(q)). The Iran Contracting Act prohibits bidders engaged in investment activities in Iran from bidding on, submitting proposals for, or entering in to or renewing contracts with public entities for goods and services of One Million Dollars (\$1,000,000) or more (PCC § 2203(a)). A bidder who “engages in investment activities in Iran” is defined as either:

1. A bidder providing goods or services of Twenty Million Dollars (\$20,000,000.00) or more in the energy sector of Iran, including provision of oil or liquefied natural gas tankers, or products used to constructor maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; **or**
2. A bidder that is a financial institution (as that term is defined in 50U.S.C. § 1701) that extends Twenty Million Dollars (\$20,000,000.00) or more in credit to another person, for forty-five (45) days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created by the California Department of General Services (DGS) pursuant to PCC § 2203(b) as a person engaging in the investment activities in Iran.

The bidder shall certify that at the time of submitting a bid for new contract or renewal of an existing contract, the bidder is **not** identified on the DGS list of ineligible businesses or persons and that the bidder is **not** engaged in investment activities in Iran in violation of the Iran Contracting Act of 2010.

California law establishes penalties for providing false certifications, including civil penalties equal to the greater of Two Hundred Fifty Thousand Dollars (\$250,000.00) or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts (PCC § 2205).

To comply with the Iran Contracting Act of 2010, the bidder shall provide its vendor or financial institution name, and City Business Tax Registration Certificate (BTRC) if available, in completing **ONE (1)** of the options shown below.

OPTION #1: CERTIFICATION

I, the official named below, certify that I am duly authorized to execute this certification on behalf of the bidder or financial institution identified below, and that the bidder or financial institution identified below is **not** on the current DGS list of persons engaged in investment activities in Iran and is **not** a financial institution extending Twenty Million Dollars (\$20,000,000.00) or more in credit to another person or vendor, for forty-five (45) days or more, if that other person or vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current DSG list of persons engaged in investment activities in Iran.

<i>Vendor Name/Financial Institution (printed)</i>		<i>BTRC(or n/a)</i>
<i>By (Authorized Signature)</i>		
<i>Print Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>City Approval(Signature)</i>	<i>(Print Name)</i>

OPTION #2: EXEMPTION

Pursuant to PCC § 2203(c) and (d), a public entity may permit a bidder or financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enter into, or renew, a contract for goods and services. If the bidder or financial institution identified below has obtained an exemption from the certification requirement under the Iran Contracting Act of 2010, the bidder or financial institution shall complete and sign below and attach documentation demonstrating the exemption approval.

<i>Vendor Name/Financial Institution(printed)</i>		<i>BTRC(or n/a)</i>
<i>By (Authorized Signature)</i>		
<i>Print Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>City Approval (Signature)</i>	<i>(Print Name)</i>

Section J
Living Wage Ordinance
And
Worker Retention Ordinance

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure in excess of Twenty-Five Thousand Dollars (\$25,000.00) and a contract term of at least three (3) months, lessees and licensees of City property, and certain recipients of City financial assistance, must comply with the provisions of the Los Angeles Administrative Code Section 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq. Worker Retention Ordinance (WRO). Additional information may be found at the following websites:

Respondents who believe that they meet the qualifications for one of the exemptions must apply for exemption from the Ordinance by completing and submitting the appropriate Exemption/Non-Coverage Application form with their proposal. Application forms are as follows: Exemption Application (Form LW-10), Small Business Exemption Application (Form LW-26), 501(c)(3) Non-profit Exemption Application (Form OCC/LW-28), and Non-Coverage Determination Application (Form OCC/LW-29). These forms and more detailed information about the ordinances are available on the Bureau of Contract Administration's website at:

<https://bca.lacity.org/living-wages-ordinance-lwo>

<https://bca.lacity.org/service-contract-worker-retention-ordinance-scwro>
(Rev. 01/18)

INSTRUCTIONS

If applying for an exemption, Respondent must complete and submit the appropriate exemption form(s) and submit form(s) with their response.

If no exemptions are claimed, a form is not required to be submitted with the response.

LWO EXEMPTION APPLICATION

OCC APPROVAL REQUIRED

This application for exemption must be submitted by the Contractor along with its bid or proposal to the AWARDING DEPARTMENT. Awarding Departments may also apply for an exemption for OCC approval. INCOMPLETE SUBMISSIONS WILL BE RETURNED.

Los Angeles Administrative Code section 10.37, the Living Wage Ordinance (LWO), presumes all City contractors are subject to the LWO unless this exemption application is approved.

CONTRACTOR INFORMATION:	
1. Company Name: _____ Phone #: _____	
2. Company Address: _____	
3. Are you a Subcontractor? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, state the name of your Prime Contractor: _____	
4. Type of Service Provided: _____	
EXEMPTION INFORMATION:	
CHECK OFF ONE BOX BELOW THAT BEST DESCRIBES THE TYPE OF EXEMPTION YOU ARE APPLYING FOR AND ATTACH THE SUPPORTING DOCUMENTATION LISTED ON THE RIGHT:	
TO BE REQUESTED BY AWARDING DEPARTMENTS ONLY	
EXEMPTION	SUPPORTING DOCUMENTATION REQUIRED
<input type="checkbox"/> Grant Funded Services provided that the grant funding agency indicates in writing that the provisions of the Ordinance should not apply.	A copy of grant-funding agency's determination to the OCC.
EXEMPTION	SUPPORTING DOCUMENTATION REQUIRED
<input type="checkbox"/> CFAR: First Year Financial Assistant Recipient <input type="checkbox"/> CFAR: Employing Fewer than Five Employees <input type="checkbox"/> CFAR: Hardship Waiver for Job Training and Preparation Programs <input type="checkbox"/> CFAR: Exemption for Certain Employees	1. Memo justifying the exemption 2. Proof of startup date 3. List of employee names and hire dates 4. Copy of payrolls (20 weeks period for CFAR with less than 5 employees) 5. If applicable, a copy of the Awarding Authority's Hardship Waiver Recommendation to City Council.
<input type="checkbox"/> Collective bargaining agreement	A copy of the CBA with the superseding language clearly marked. In addition, Employers servicing the Airport must provide a copy of the most current payroll. Airline Food Caterers must provide payrolls and health benefit statements.
<input type="checkbox"/> Student work-study or employment program	Documentation detailing program policies and guidelines, and the amount paid to the students
By signing, the contractor certifies under penalty of perjury under the laws of the State of California that the information submitted in support of this application is true and correct to the best of the contractor's knowledge.	
_____ Print Name of Person (Contractor) Completing This Form	_____ Signature of Person (Contractor) Completing This Form
_____ Title	_____ Phone #
_____ Date	
ANY DETERMINATION/APPROVAL IS APPLICABLE ONLY TO THE LISTED CONTRACTOR FROM THE LWO DURING THE PERFORMANCE OF THIS CONTRACT. A SUBCONTRACTOR PERFORMING WORK ON THIS CONTRACT IS NOT EXEMPT UNLESS THE OFFICE OF CONTRACT COMPLIANCE HAS APPROVED A SEPARATE APPLICATION FOR THE INDIVIDUAL SUBCONTRACTOR.	
AWARDING DEPARTMENT USE ONLY:	
Dept: _____	Contract #: _____
Contact: _____	Phone #: _____
OCC USE ONLY:	
Approved / Not Approved – Reason: _____	
By Analyst: _____	Date: _____

LWO SMALL BUSINESS EXEMPTION APPLICATION

This application for exemption is for lessees and licensees only and must be submitted along with your bid or proposal to the AWARDING DEPARTMENT. If approved, it will EXPIRE TWO (2) YEARS from the date of approval. This may be renewable in two (2) year increments upon meeting the requirements. INCOMPLETE SUBMISSIONS WILL BE RETURNED.

Los Angeles Administrative Code section 10.37, the Living Wage Ordinance (LWO), presumes all City contractors are subject to the LWO unless this exemption application is approved.

TO BE FILLED OUT BY THE CONTRACTOR:	
1. Company Name: _____	Phone Number: _____
2. Company Address: _____	
3. Are you a Sublessee or Sublicensee? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, state the name of your Prime Lessee or Prime Licensee: _____	
4. STATE the total number of businesses you have (inside and outside the City of Los Angeles premises): _____	
5. STATE the total number of businesses you have inside the City of Los Angeles premises only: _____	
6. Location of lease or license: _____	

WORKFORCE INFORMATION	
CHECK OFF ONE BOX IN PART A THAT BEST DESCRIBES YOUR BUSINESS AND ATTACH DOCUMENTATION LISTED IN PART B:	
PART A	PART B: SUPPORTING DOCUMENTATION REQUIRED
<input type="checkbox"/> I have Seven (7) employees or LESS in the entire company (inside AND outside the City of Los Angeles premises).	Submit a copy of your most recent State of California Form DE - 9C and the equivalent form(s) for business(es) in other states.
<input type="checkbox"/> My company's workforce worked an average of no more than 1,214 hours per month for at least three-fourths of the calendar year.	Submit a completed Employee Worksheet (Form OCC/LW-26B). Information on the Employee Worksheet may subsequently require verification through payroll records. OR Payrolls for the nine (9) months you would like to have reviewed.

**If you DID NOT check off ANY boxes in PART A, your company IS NOT ELIGIBLE FOR AN EXEMPTION.
If you checked off ANY box in PART A, ATTACH supporting documentation, SIGN, AND SUBMIT EXEMPTION FORM.**

By signing, the contractor certifies under penalty of perjury under the laws of the State of California that the information submitted in support of this application is true and correct to the best of the contractor's knowledge.

_____	_____	
Print Name of Person Completing this Form	Signature of Person Completing this Form	
_____	_____	_____
Title	Phone #	Date

ANY APPROVAL OF THIS APPLICATION EXEMPTS ONLY THE LISTED CONTRACTOR FROM THE LWO DURING THE PERFORMANCE OF THIS CONTRACT. A SUBCONTRACTOR PERFORMING WORK ON THIS CONTRACT IS NOT EXEMPT UNLESS THE OFFICE OF CONTRACT COMPLIANCE HAS APPROVED A SEPARATE EXEMPTION FOR THE INDIVIDUAL SUBCONTRACTOR.

AWARDING DEPARTMENT USE ONLY:			
Dept: _____	Contact: _____	Phone #: _____	Contract #: _____

OCC USE ONLY:	
Approved / Not Approved – Reason: _____	
By Analyst: _____	Date: _____

LWO – 501(C)(3) NON-PROFIT EXEMPTION APPLICATION

This application for exemption must be submitted along with your bid or proposal to the AWARDING DEPARTMENT. INCOMPLETE SUBMISSIONS WILL BE RETURNED.

Los Angeles Administrative Code 10.37, the Living Wage Ordinance (LWO), presumes all City contractors are subject to the LWO unless this exemption application is approved.

TO BE FILLED OUT BY THE CONTRACTOR:
1. Company Name: _____ Phone #: _____
2. Company Address: _____
3. Are you a Subcontractor? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, state the name of your Prime Contractor: _____
4. Type of Service Provided: _____

EXEMPTION INFORMATION:
CHECK OFF ONE BOX BELOW THAT BEST DESCRIBES THE TYPE OF EXEMPTION YOU ARE APPLYING FOR AND ATTACH THE SUPPORTING DOCUMENTATION LISTED ON THE RIGHT:

EXEMPTION	SUPPORTING DOCUMENTATION REQUIRED
<p>501(c)(3) Non-Profit Organizations:</p> <ul style="list-style-type: none"> ■ A corporation organized under 501(c)(3) of the IRS Code qualifies for an exemption from the LWO if the highest paid employee makes less than eight times the hourly wage of the lowest paid employee. ■ The exemption is valid for all employees except Child Care Workers. ■ Therefore, even if a 501(c)(3) organization meets the salary test, Child Care Workers performing work on the City agreement must still be provided with the LWO required wage and time off benefits. ■ Under the LWO's Rules and Regulations, a Child Care Worker is an employee "whose work on an agreement involves the care or supervision of children 12 years of age and under." ■ This is read broadly so that the term would include, for example, tutors working with children 12 or under. 	<ol style="list-style-type: none"> 1. ATTACH a copy of your 501(c)(3) letter from the IRS. 2. ANSWER the following questions: <ul style="list-style-type: none"> A. STATE the hourly wage of HIGHEST paid employee in the organization: \$ _____ B. STATE the hourly wage of LOWEST paid employee in the organization: \$ _____ C. MULTIPLY B by 8: \$ _____ 3. Based on Question 2 above, is A less than C? <ul style="list-style-type: none"> <input type="checkbox"/> YES If YES, sign and submit this application for final approval. <input type="checkbox"/> NO If NO, your company is NOT eligible for an exemption. 4. Will there be any Child Care Workers (as defined by the LWO Regulations) working on this Agreement? <ul style="list-style-type: none"> <input type="checkbox"/> YES <input type="checkbox"/> NO 5. Fill & Submit LW-18 Subcontractor Information Form.

I declare under penalty of perjury under the laws of the State of California that: (1) I am authorized to bind the entity listed above; (2) the information provided on this form is true and correct to the best of my knowledge; and (3) the entity qualifies for exemption from the LWO on the basis indicated above. By signing below, I further agree that **should the entity listed above cease to qualify** for an exemption because of a change in salary structure, non-profit status, the hiring of employees, or any other reason, **the entity will notify the Awarding Department and the Office of Contract Compliance of such change and comply with the LWO's wage and time off requirements.**

_____	_____
Print Name of Person Completing this Form	Signature of Person Completing this Form
_____	_____
Title	Phone # _____ Date _____

ANY APPROVAL OF THIS APPLICATION EXEMPTS ONLY THE LISTED CONTRACTOR FROM THE LWO DURING THE PERFORMANCE OF THIS CONTRACT. A SUBCONTRACTOR PERFORMING WORK ON THIS CONTRACT IS NOT EXEMPT UNLESS THE OFFICE OF CONTRACT COMPLIANCE HAS APPROVED A SEPARATE EXEMPTION FOR THE INDIVIDUAL SUBCONTRACTOR.

AWARDING DEPARTMENT USE ONLY:
Dept: _____ Contact: _____ Phone #: _____ Contract #: _____

OCC USE ONLY:
Approved / Not Approved – Reason: _____
By Analyst: _____ Date: _____

LWO Non-Coverage Determination Application

OCC DETERMINATION REQUIRED

This application for non-coverage must be submitted by the Contractor. INCOMPLETE SUBMISSION WILL BE RETURNED.

Los Angeles Administrative Code 10.37, the Living Wage Ordinance (LWO), presumes all City Contractors are subject to the LWO unless this non-coverage determination application is approved.

SECTION I: CONTRACTOR INFORMATION

- 1. Company Name: _____
- 2. Address: _____
- 3. Contact Person: _____ Phone #: _____
- 4. Are you a Subcontractor? Yes No
If YES, state the name of the Prime Contractor: _____

SECTION II: CONTRACT INFORMATION

- 1. Contract Amount: _____ Start Date: _____ End Date: _____
- 2. Purpose of the Contract: _____
- 3. Type of Service Provided: _____
- 4. Location of Service: _____
- 5. Awarding Dept: _____ Contact Person: _____ Phone #: _____

SECTION III: NON-COVERAGE DETERMINATION REQUEST INFORMATION

Per Section 10.37.13 of the LWO, contractors may request a determination of non-coverage on any basis by this article, including, but not limited to: non-coverage, for failure to satisfy definition of "City financial assistance recipient", "public lease/license", or "service contract".

- 1. Request for non-coverage determination due to failure to satisfy the following definition:
 City Financial Assistant Recipient Public Lease/License Service Contract Other
- 2. Provide a **detailed memorandum** explaining the basis of the request, which may include, but is not limited to: the terms of a city financial assistance agreement, purpose of the contract, location, and work performed. The OCC may request further information to issue a determination.

By signing, the contractor certifies under penalty of perjury under the laws of the State of California that the information submitted in support of this application is true and correct to the best of the contractor's knowledge.

_____	_____	
Print Name of Person Completing this Form	Signature of Person Completing this Form	
_____	_____	_____
Title	Phone #	Date

ANY DETERMINATION/APPROVAL IS APPLICABLE ONLY TO THE LISTED CONTRACTOR FROM THE LWO DURING THE PERFORMANCE OF THIS CONTRACT. A SUBCONTRACTOR PERFORMING WORK ON THIS CONTRACT IS NOT EXEMPT UNLESS THE OFFICE OF CONTRACT COMPLIANCE HAS APPROVED A SEPARATE APPLICATION FOR THE INDIVIDUAL SUBCONTRACTOR.

OCC USE ONLY

Approved/ Not Approved - Reason: _____

By OCC Analyst: _____ Date: _____



Los Angeles Department of Transportation

REQUEST FOR PROPOSALS CITY CONTRACTING REQUIREMENTS

SECTION II

Compliance Documents to be Completed and Submitted on LABAVN.ORG

Section K
Equal Benefits Ordinance
And
First Source Hiring Ordinance

If a contract is subject to the Equal Benefits Ordinance (EBO) and/or the First Source Hiring Ordinance (FSHO), Respondents are required to complete a streamlined EBO/FSHO Compliance Affidavit web application form that is located on the City of Los Angeles' Business Assistance Virtual Network (BAVN) at www.labavn.org. Respondents are responsible for creating a BAVN profile and completing and submitting the affidavit. See below for additional details about the EBO and the FSHO.

Equal Benefits Ordinance (EBO):

Respondents are advised that any contract awarded pursuant to this procurement process will be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO).

All Respondents must complete and submit the Equal Benefits Ordinance Compliance Affidavit, available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at www.labavn.org, prior to award of a City contract that exceeds \$25,000. Respondents do not need to submit supporting documentation with their bids or proposals. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the EBO Affidavit.

First Source Hiring Ordinance (FSHO):

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City, the value of which exceeds \$25,000 with a term of at least three (3) months, and certain recipients of City Loans or Grants, must comply with the provisions of Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO).

All Respondents must complete and electronically sign the FSHO Compliance Affidavit available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at www.labavn.org prior to award of a City contract.

The affidavits will be valid for a period of three years from the date it is first uploaded on the City's BAVN.

Respondents seeking additional information regarding the requirements of the EBO or FSHO may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

(Rev. 06/16)

INSTRUCTIONS

Respondent must complete and electronically sign the Equal Benefits Ordinance Compliance Affidavit and First Source Hiring Ordinance Compliance Affidavit on www.labavn.org.

Section L
Disclosure Ordinances
(Slavery Disclosure Ordinance and Border Wall Contracting Ordinance)

Unless otherwise exempt, by the provisions of the Slavery Disclosure Ordinance (SDO) and Disclosure of Border Wall Contracting Ordinance (DBWCO), any contract awarded under this procurement process will be subject to the SDO, Section 10.41 of the Los Angeles Administrative Code, and the DBWCO, Section 10.50 of the Los Angeles Administrative Code.

Effective July 18, 2018, the DBWCO was combined with SDO on a revised Disclosure Ordinances Affidavit to be completed electronically on the Los Angeles Business Assistance Virtual Network (LABAVN).

You will be required to register on LABAVN (www.labavn.org) in order to access the new compliance affidavit web form. The web form can be found by clicking on the "Profiles" tab. Scroll to the "Company Profile" section and click on "Compliance Documents". The web form should be completed and submitted by the time of solicitation submission deadline.

The web form will be verified by the Bureau of Contract Administration (BCA) only if your company is the successful Respondent selected for contract award. Respondents seeking additional information regarding the requirements of the SDO and the DBWCO may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

Respondents seeking additional information regarding the requirements of the Equal Benefits Ordinance or First Source Hiring Ordinance may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

(Rev. 07/18)

INSTRUCTIONS

Respondent must complete and electronically sign the Disclosure Ordinance Affidavit on www.labavn.org.

Section M

Local Business Preference Program

Per City of Los Angeles Ordinance No. 181910 and LAAC § 10.47, *et seq.*, the City is committed to maximizing opportunities for local businesses, as well as encouraging local businesses to locate and operate in Los Angeles County. It is the policy of the City to prevent unemployment, encourage an increase in local jobs, and create high road economic development. The Local Business Preference Program (LBPP) aims to benefit the City by increasing local jobs and expenditures within the private sector. Criteria and instructions for participation in the LBPP are set forth herein.

INSTRUCTIONS

Respondent interested in participating in the LBPP must complete the required documentation and electronically sign and submit on www.labavn.org.

PROPOSAL

(Pages LBPP-1 through LBPP-7)

CITY OF LOS ANGELES
REQUEST FOR PROPOSALS - LOCAL BUSINESS PREFERENCE PROGRAM (LBPP)
City of Los Angeles Ordinance No. 181910, Article 21, Sections 10.47, *et esq.* of the Los Angeles Administrative Code

Local Business Prime	8%
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Or

Local Business Subcontractor (s)	Up to 5%
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NOTE: Local Business Preference Program information and/or assistance may be obtained through the Stewart Young, (213) 972-8416 or stewart.young@lacity.org or Angela De La Rosa, (213) 972-5949 or angela.delarosa@lacity.org.

MANDATORY LOCAL BUSINESS PREFERENCE PROGRAM (LBPP) FOR USE ON CITY-FUNDED CONTRACTS GREATER THAN \$150,000.00

A. General

This program is subject to the policies and requirements established by the City Council and the City of Los Angeles (City) Mayor's Office. The City is committed to maximizing opportunities for local businesses, as well as encouraging local businesses to locate and operate in Los Angeles County (County). It is the policy of the City to prevent unemployment, encourage an increase in local jobs, and create high road economic development. The Local Business Preference Program (LBPP) aims to benefit the City by increasing local jobs and expenditures within the private sector. The LBPP is set forth herein. Bidders should be fully informed of this program.

Awarding Authorities shall opt out when the contract is funded by a grant or is federally funded and funding regulations prohibit the funding recipient from implementing the LBPP on the resulting contract. The Awarding Authority can also opt out of the program when full and open competition is limited because of a sole source vendor, provider, or supplier. Finally, the Awarding Authority is entitled to determine at anytime before the award of a contract that it is not in the City's best interest to grant a proposal preference to a qualifying Local Business, Local Subcontractor, or Provisionally Qualified Local Business. Failure to comply with the LBPP shall result in investigations by the Bureau of Contract Administration/ Office of Contract Compliance (BCA/OCC) in its role as the Designated Administrative Agency.

B. Participation Criteria for Local Business Preference Program

To be eligible for participation in this program, the BCA/OCC requires that the prospective local business submit an affidavit attesting as such on the Los Angeles Business Assistance Virtual Network (LABAVN) website. An affidavit form is available to be downloaded on the LABAVN website at <http://www.labavn.org>. Determination of qualification as a local business by any other entities, other than BCA/OCC, or by any other means other than submission of an affidavit on LABAVN shall not be accepted for purposes of participation in the LBPP. Affidavit forms are prioritized according to the date they are received. The local business must be listed on LABAVN as such prior to the bid due date in order to participate in the LBPP. In cases where the affidavit was submitted prior to the proposal deadline but has not been verified by BCA/OCC and the local business designation would result in a change of award recommendation, status as a local business will be based on the date it was submitted upon completion of their certification and after receiving a request to expedite by the Awarding Authority.

C. Definitions

1. "Awarding Authority" means any Board or Commission of the City, or any employee or officer of the City, except those of departments that control their own funds, authorized to award or enter into any Contract, as defined by Article 21, Section 1 of the Los Angeles Administrative Code, on behalf of the City. The Proprietary Departments and

the Departments of Recreation and Parks, and Library are strongly encouraged to adopt local preference programs consonant with the provisions of Article 21, Section 10.47, *et seq.*

2. "Contract" means a written agreement involving consideration in excess of \$150,000.00 for the purchase of goods, equipment or services, including construction, by or for the benefit of the City or its residents.
3. "Contractor" means the person, business or entity awarded the Contract by the Awarding Authority.
4. "Bid Price" means the dollar amount after the bidder's quoted price is adjusted for evaluation in accordance with applicable provisions.
5. "Local Business" means a business entity that occupies work space within the County, is in compliance with all applicable City and County licensing and tax laws, and can demonstrate one of the following: (1) it is headquartered in the County and physically conducts and manages all of its operations from a location in the County; (2) that at least 50 of its full time employees perform work within the boundaries of the County at least 60 percent of their total regular hours worked on an annual basis; or (3) that at least half of the full-time employees (50%) of the business work within the boundaries of the County at minimum of 60 percent of their total, regular hours worked on an annual basis.
 - a. A business entity with multiple locations within the County, can aggregate 50 of its full time employees working at least 60% of their regular hours from its different locations within the County to qualify as a Local Business.
 - b. A business entity awarded a City contract under the LBPP, must carry out the services of the contract using employees whose exclusive, primary working location is in Los Angeles County.
 - c. A joint venture must be a legally established entity and be certified as an LBE in order to participate in the LBPP. Individual LBE certification by one or more of the joint venture partners will not be considered sufficient to qualify for participation in the LBPP.
 - d. A firm that is certified as a Local Small Business Enterprise (LSBE) with the Los Angeles County Office of Small Business will be verified as an LBE on BAVN upon request through the LBE affidavit.
6. "Local Subcontractor" means a contractor that meets the same qualification as a local business.
7. "Provisionally Qualified Local Business" means a business entity that is yet to establish operations within the County, and does not immediately qualify as a local business

under the Los Angeles Administrative Code. However, the business is provisionally qualified as a local business because it is undertaking imminent steps to qualify as a local business as defined by Article 21, Section 10.47.3. No later than 30 days after the Awarding Authority notifies the bidder of its intent to award the contract to them, the Provisionally Qualified Local Business must demonstrate that it is a party to an enforceable, contractual right to occupy commercial space within the County, that its occupancy will commence no later than 60 days after the date on which the Contract with the City is executed, and can demonstrate that before the Contractor is scheduled to begin performance under the contract with the City, the Contractor will satisfy the requirements of Subsection C of Section 10.47.2.

8. "Supplier" and/or "Regular Dealer" means a business that owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. Additionally, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not regular dealers. A person may be a regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone, or asphalt without owning, operating, or maintaining a place of business as previously described if the person both owns and operates distribution equipment for the products. Any supplementing of regular dealers' own distribution equipment shall be by a long-term lease agreement and not on an ad hoc or contract-by-contract basis.

D. Local Business Preference Program Participation Recognition

1. Qualifying contractors who participate in the LBPP by qualifying as a local business will receive 8% of the total possible evaluation points added to their evaluation score provided their bid proposal is in excess of \$150,000.00 or in excess of \$1,000,000.00 if a Provisionally Qualified Local Business.
2. Qualifying contractors who participate in the LBPP but do not qualify as a local business, but however are qualified because they identify a qualified local subcontractor to perform the work under the contract will receive up to a 5% of the total possible evaluation points added to their evaluation score.
 - a. The Awarding Authority shall provide 1% of the total possible evaluation points credit, up to a maximum of 5%, to the contractor's evaluation score for every 10% of the total cost of the proposed work to be performed by the local subcontractor. This rule applies to a local subcontractor or local subcontractors; provided that the work performed is of a commercially useful purpose in execution of the contract and/or performed in the subcontractor's normal course of business. The work performed and all costs of each local subcontractor or subcontractors should be clearly specified in the proposal.

3. Preferences shall only be awarded to a Local Business or Local Subcontractor when the services provided under the contract are directly provided by its employees whose primary work location is in Los Angeles County. Preferences shall only be awarded for equipment, goods or materials when the Local Business or Local Subcontractor acts as a supplier or dealer (not less than two thirds of the time), or designs, manufactures, or assembles the equipment, goods or materials (not less than two thirds of the time), at a business location in the County.
4. A Provisionally Qualified Local Business who participates in the LBPP by qualifying as a local business will receive 8% of the total possible evaluation points credit added to its evaluation score, as long as the proposed contract between the business and the City involves consideration valued at no less than \$1,000,000.00 and has a duration of no less than three (3) years.
 - a. To participate in the program a proposed Provisionally Qualified Local Business must download and complete a Provisionally Qualified Local Business affidavit form at <http://bca.lacity.org>, which it shall attach and submit with its bid documents to the Awarding Department.
5. Once a Business asserting to be a Provisionally Qualified Local Business is notified by the Awarding Department of its intent to award a contract, the Provisionally Qualified Local Business shall submit all of the following documentation: (1) an enforceable, contractual right to occupy commercial space within the County, which shall commence no later than 60 days after the date of the execution of the contract; (2) a business plan on its ability to become a Local business; (3) any other sufficient documentation required by the Awarding Authority.

All required supporting documentation/ evidence demonstrating qualification as a Provisionally Qualified Local Business must be submitted to the Awarding Department within 30 days of request.

- a. If an Awarding Department is satisfied with the documentation submitted by the Provisionally Qualified Local Business, and it determines that it shall award the contract to the business, then the Awarding Department, prior to the execution of the contract, shall send BCA a memo stating that the business was able to demonstrate that it qualifies as a Provisionally Qualified Local Business. The memo shall also list the documents received by the Awarding Department, with copies attached, and recommend that BCA determine the business to be a Provisionally Qualified Local Business.
6. A Provisionally Qualified Local Business shall lose its status as such when it fails to fully comply as a local business within 60 days after the date on which the Contract with the City is executed. The Awarding Department shall notify the Provisionally Qualified Local Business thirty (30) days after contract award that it comply as a local business or contract award will be rescinded.

7. Loss of status as a Provisionally Qualified Local Business is permanent and forbids a business from qualifying as a Provisionally Qualified Local Business in the future for purposes of bidding on City Contracts.
8. The maximum preference for all qualifying local businesses, local subcontractor(s), and provisionally qualified local businesses shall not exceed 8% credit of the total evaluation points for any proposal.
9. In the event where a certified Local business, bids on a City contract, and is determined by the Awarding Department after the bid deadline to not qualify as a Local Business, the business will be eligible for the Local Subcontractor Preference of up to 5%, if it has identified a qualifying Local Subcontractor(s) to perform work under the contract.
 - a. The above exemption shall only apply where the non-compliance is an error or mistake. It shall not apply to a business that intentionally or fraudulently claims to be a Local Business through misleading or false statements.
 - b. It is the responsibility of the business registered on LABAVN as a certified Local Business to inform BCA via email at bca.certifications@lacity.org, that it no longer meets the certification criteria within 7 days of the change. Failure to do so shall be construed as a misleading and/or false statement.
10. Upon receipt of information believed by the Awarding Authority to be reliable and which indicates that the Local Business no longer qualifies as a Local Business for more than 60 days during the entire time of the Contract, the Awarding Authority shall withhold or recover funds from the Contractor in an amount that represents the value of 8% of the executed contract.
11. If for any reason the Local Subcontractor, providing the basis for a Local Subcontractor Preference, is unable to, or does not, perform the work under the Contract; the Contractor shall, within 60 days, replace that Local Subcontractor with another Local Subcontractor. If the Contractor is unable to replace the Local Subcontractor specified in the Contract with another Local Subcontractor within 60 days, the Awarding Authority shall be entitled to withhold or recover funds from the Contractor in an amount that represents the value of the work that was pledged to the Local Subcontractor, not to exceed 8% of the Contractor's executed contract.
12. Value of the Proposal Preference may be calculated as the difference between the Proposal price between the Contractor's Proposal and the Proposal of the next most competitive bid. In cases where the value of the awarded Business's proposal price is lower, the value of the Proposal Preference may be calculated as the product between the proposal preference percentage points provided and the submitted proposal price.
13. In the event that investigations reveal that a business fraudulently represents itself as a Local Business for the purpose of gaining a preference under the LBPP, the business shall not be eligible for the Local Business status for up to five years from the date of

disqualification. This will also apply to any business that has received a preference, but failed to maintain its Local Business qualification for a cumulative of 60 days during the entire time of the contract.

E. Complaints and Protests

1. All complaints and/or protests regarding qualifying local businesses, provisionally qualified local businesses, and local subcontractors claiming non-compliance by Awarding Authorities or its failure to maintain certification criteria, shall be made to the BCA/OCC either in writing or by email for further investigations. Complaints must be accompanied by documentation which substantiates complainant's allegations.
2. Any complaints that meet the criteria of No. 1 shall be investigated by BCA/OCC in its role as the Designated Administrative Agency.

Submit complaints to:

By Mail

**Bureau of Contract Administration
Office of Contract Compliance
Department of Public Works
1149 South Broadway, Suite 300
Los Angeles, CA 90015**

By Email

bca.biphelp@lacity.org



REQUEST FOR PROPOSALS CITY CONTRACTING REQUIREMENTS

SECTION III

Required Documents Prior to Award of Contract

Section N

Contractor Responsibility Ordinance Pledge of Compliance

Los Angeles Administrative Code § 10.40 *et seq.* (Contractor Responsibility Ordinance) provides that, unless specifically exempt, City contractors working under service contracts of at least \$25,000 and three (3) months, contracts for the purchase of goods and products of at least \$100,000, contracts for the purchase of garments of at least \$25,000, and construction contracts of any amount; public lessees; public licensees; and certain recipients of City financial assistance or City grant funds, must comply with all applicable provisions of the Ordinance. Upon award of a City contract, public lease, public license, financial assistance or grant, the contractor, public lessee, public licensee, City financial assistance recipient, or grant recipient, and any of its subcontractor(s), must submit the Pledge of Compliance with Contractor Responsibility Ordinance.

Further information regarding the requirements of the ordinance is available at:

<https://bca.lacity.org/Ordinances>

INSTRUCTIONS

If recommended for an award of contract, prior to the award of a City contract, Respondent **MUST complete and submit** the enclosed Contractor Responsibility Ordinance Pledge of Compliance.

This form is not required with the Response and need not be attached to the Response.

**CITY OF LOS ANGELES
PLEDGE OF COMPLIANCE WITH CONTRACTOR RESPONSIBILITY ORDINANCE**

Los Angeles Administrative Code (LAAC) Section 10.40 et seq. (Contractor Responsibility Ordinance) provides that, unless specifically exempt, City contractors working under service contracts of at least \$25,000 and three months, contracts for services and for purchasing goods and products that involve a value in excess of twenty-five thousand dollars (\$25,000) and a term in excess of three months are covered by this Article; and construction contracts of any amount; public lessees; public licensees; and certain recipients of City financial assistance or City grant funds, shall comply with all applicable provisions of the Ordinance. Upon award of a City contract, public lease, public license, financial assistance or grant, the contractor, public lessee, public licensee, City financial assistance recipient, or grant recipient, and any its subcontractor(s), shall submit this Pledge of Compliance to the awarding authority.

The contractor agrees to comply with the Contractor Responsibility Ordinance and the following provisions:

- (a) To comply with all federal, state, and local laws in the performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws, which affect employees.
- (b) To notify the awarding authority within 30 calendar days after receiving notification that any governmental agency has initiated an investigation which may result in a finding that the contractor did not comply with any federal, state, or local law in the performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws, which affect employees.
- (c) To notify the awarding authority within 30 calendar days of all findings by a governmental agency or court of competent jurisdiction that the contractor has violated any federal, state, or local law in the performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees.
- (d) If applicable, to provide the awarding authority, within 30 calendar days, updated responses to the Responsibility Questionnaire if any change occurs which would change any response contained within the Responsibility Questionnaire and such change would affect the contractor's fitness and ability to continue the contract.
- (e) To ensure that subcontractors working on the City agreement (including contractors or subcontractors of a public lessee, licensee, sublessee, or sublicensee that perform or assist in performing services on the leased or licensed premises) shall comply with all federal, state, and local laws in the performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws, which affect employees.
- (f) To ensure that subcontractors working on the City agreement (including contractors or subcontractors of a public lessee, licensee, sublessee, sublicensee that perform or assist in performing services on the leased or licensed premises) submit a Pledge of Compliance.
- (g) To ensure that subcontractors working on the City agreement (including contractors or subcontractors of a public lessee, licensee, sublessee, or sublicensee that perform or assist in performing services on the leased or licensed premises) shall comply with paragraphs (b) and (c).

Failure to complete and submit this form to the Awarding Authority may result in withholding of payments by the City Controller, or contract termination.

Company Name, Address and Phone Number

Signature of Officer or Authorized Representative Date

Print Name and Title of Officer or Authorized Representative

Awarding City Department Contract Number

Section O

Certification of Compliance with the Americans with Disability Act

The City is a covered entity under Title II of the Americans with Disabilities Act, 42 U.S.C.A. Section 12131 *et seq.* Respondents awarded a contract through this procurement process must comply with the Americans with Disabilities Act and execute the Certification of Compliance with the Americans with Disabilities Act prior to the execution of a contract.

INSTRUCTIONS

If recommended for an award of contract, prior to the award of a City contract, Respondent **MUST complete and submit** the enclosed Certification of Compliance with the Americans with Disabilities Act.

This form is not required with the Response and need not be attached to the Response.

CERTIFICATION REGARDING COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

The undersigned certifies, that to the best of his/her knowledge and belief, that:

1. The Contractor/Borrower/Agency (hereafter Contractor) is in compliance with and will continue to comply with the Americans with Disabilities Act 42 U.S.C. 12101 et. seq. and its implementing regulations.
2. The Contractor will provide for reasonable accommodations to allow qualified individuals with disabilities to have access and participate in its programs, services and activities in accordance with the provisions of the Americans With Disabilities Act.
3. The Contractor will not discriminate against persons with disabilities nor against persons due to their relationship or association with a person with a disability.
4. The Contractor will require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
5. This Certification is a material representation of fact upon which the City relied when entering into this agreement.

AGREEMENT NUMBER: _____

CONTRACTOR: _____

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

Section P

Insurance Requirements: Workers' Compensation, General Liability, Auto Liability

The Respondent prior to the execution of a City contract must furnish the City evidence of insurance Coverage as set forth in **Exhibit 1** of the **Standard Provisions for City Contracts**, which is located in **Section IV.W**. City may require the respondent to have fidelity, surety bond, performance bond, or letter of credit to ensure satisfactory performance during the term of contract. Such requirements are also included in the Exhibit 1 of the Standard Provisions for City Contracts. Furthermore, the contractor will also be required to indemnify the City in accordance with the provisions set forth in PSC-18 of the Standard Provisions for City Contracts.

(Updated 3/18)

INSTRUCTIONS

If recommended for an award of contract, prior to the award of a City contract, Respondent **MUST** request their Insurance Broker/Agent to **complete** an Acord 25 Form (Certificate of Liability Insurance) with the required minimum limits set by Exhibit 1 (Form Gen 146) of Standard Provisions for City Contracts **and submit** to CAO Risk Management via <https://kwikcomply.org>.

This form is not required with the Response and need not be attached to the Response.

Section Q

Business Tax Registration Certificate

The City of Los Angeles requires all firms and individuals doing business within the City of Los Angeles to obtain the necessary Tax Registration Certificate(s) and pay City business taxes. All firms and individuals that conduct business with the City of Los Angeles will be required to provide a Business Tax Registration Certificate (BTRC) number or an exemption number as proof of compliance with the City's business tax requirements in order to receive payment for goods or services. To register for a BTRC, go to the Office of Finance website at <http://finance.lacity.org/>.

INSTRUCTIONS

If recommended for an award of contract, prior to the award of a City contract, if Respondent does not have a valid BTRC, Respondent **MUST** apply and obtain a BTRC number from the Office of Finance.

The BTRC is not required with the Response and need not be provided with the Response.

Section R

Internal Revenue Service Form W-9

Request for Taxpayer Identification Number and Certification

The City of Los Angeles requires all firms and individuals doing business with the City of Los Angeles to complete a Form W-9, as required by the Internal Revenue Service (IRS), in order for the City to conduct financial transactions with said entities, such as returning proposal deposits, or processing payments.

Further information regarding the requirements is available at:

<https://www.irs.gov/forms-pubs/about-form-w-9>

INSTRUCTIONS

If recommended for an award of contract, prior to the award of a City contract, Respondent **MUST complete and submit** IRS Form W-9. The most recent Form W-9 can be obtained at:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

The Form W-9 is not required with the Response and need not be provided with the Response.

Section S

Financial Guarantee

Performance Bond, Letter of Credit, Etc.

A Performance Bond may be required once an as-needed project is awarded to Contractor. If it is determined that a performance bond is required, the awarded Contractor(s) will be required to maintain a minimum Performance Bond in an amount equal to or greater than the awarded bid dollar amount unless otherwise stated by the Contract Administrator. If a Performance Bond is required, it is requested that acceptable bond documents be submitted within ten (10) working days after notice of award of any as-needed contract. Bonds must be obtained from an insurance company with a Certificate of Authority from the California Insurance Commissioner authorizing the company to write surety insurance within the State of California.

INSTRUCTIONS

If a Performance Bond is requested upon the notice of award of the contract, the Respondent will have ten (10) days to submit proof of the Performance Bond. Refer to the language in the solicitation for instructions on how to submit proof of the Performance Bond.

The Performance Bond is not required with the Response and need not be provided with the Response.



REQUEST FOR PROPOSALS CITY CONTRACTING REQUIREMENTS

SECTION IV

City Contract Compliance Requirements

Section T

**Non-Discrimination, Equal Employment Practices, and Affirmative Action
(Non-Construction and Construction)**

Respondents are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2., Non-discrimination Clause.

All contracts (both construction and non-construction) for which the consideration is \$1,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.3., Equal Employment Practices Provisions. By affixing its signature on a contract that is subject to the Equal Employment Practices Provisions, the Contractor shall agree to adhere to the provisions in the Equal Employment Practices Provisions for the duration of the contract.

All contracts (both construction and non-construction) for which the consideration is \$25,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.4., Affirmative Action Program Provisions. By affixing its signature on a contract that is subject to the Affirmative Action Program Provisions, the Contractor shall agree to adhere to the provisions in the Affirmative Action Program Provisions for the duration of the contract.

Furthermore, contractors shall include similar provisions in all subcontracts awarded for work to be performed under the contract with the City and shall impose the same obligations. The contract with the subcontractor that contends similar language shall be made available to the Office of Contract Compliance upon request.

Respondents seeking additional information regarding the requirements of the City's Non-Discrimination Clause, Equal Employment Practices and Affirmative Action Program may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

(Updated 6/16)

Section U

Contractor Performance Evaluation Ordinance

At the end of this contract, the City will conduct an evaluation of the Contractor's performance. The City may also conduct evaluations of the Contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Contractor assigns to the contract. A Contractor who receives a "Marginal" or "Unsatisfactory" rating will be provided with a copy of the final City evaluation and allowed 14 calendar days to respond. The City will use the final City evaluation, and any response from the Contractor, to evaluate proposals and to conduct reference checks when awarding other personal services contracts.

Section V

Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance

Any contract awarded pursuant to this procurement process will be subject to the Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance, Section 10.48 of the Los Angeles Administrative Code. The Ordinance provides, among other things, that contractors/subcontractors with at least 10 employees are: prohibited from seeking a job applicant's criminal history information until after a job offer is made; must post Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance information in conspicuous places at worksites; and cannot withdraw a job offer based on an applicant's criminal history unless a link has effectively been made between the applicant's criminal history and the duties of the job position.

Respondents seeking additional information regarding the requirements of the Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

(Rev. 06/18)

Section W

Standard Provisions for City Contracts

Any contract awarded pursuant to this procurement process will be subject to the Standard Provisions for City Contracts.

STANDARD PROVISIONS FOR CITY CONTRACTS

TABLE OF CONTENTS

PSC-1	<u>Construction of Provisions and Titles Herein</u>	1
PSC-2	<u>Applicable Law, Interpretation and Enforcement</u>	1
PSC-3	<u>Time of Effectiveness</u>	1
PSC-4	<u>Integrated Contract</u>	2
PSC-5	<u>Amendment</u>	2
PSC-6	<u>Excusable Delays</u>	2
PSC-7	<u>Waiver</u>	2
PSC-8	<u>Suspension</u>	3
PSC-9	<u>Termination</u>	3
PSC-10	<u>Independent Contractor</u>	5
PSC-11	<u>Contractor's Personnel</u>	5
PSC-12	<u>Assignment and Delegation</u>	6
PSC-13	<u>Permits</u>	6
PSC-14	<u>Claims for Labor and Materials</u>	6
PSC-15	<u>Current Los Angeles City Business Tax Registration Certificate Required</u>	6
PSC-16	<u>Retention of Records, Audit and Reports</u>	6
PSC-17	<u>Bonds</u>	7
PSC-18	<u>Indemnification</u>	7
PSC-19	<u>Intellectual Property Indemnification</u>	7
PSC-20	<u>Intellectual Property Warranty</u>	8
PSC-21	<u>Ownership and License</u>	8
PSC-22	<u>Data Protection</u>	9

TABLE OF CONTENTS (Continued)

PSC-23	<u>Insurance</u>	9
PSC-24	<u>Best Terms</u>	9
PSC-25	<u>Warranty and Responsibility of Contractor</u>	10
PSC-26	<u>Mandatory Provisions Pertaining to Non-Discrimination in Employment</u>	10
PSC-27	<u>Child Support Assignment Orders</u>	10
PSC-28	<u>Living Wage Ordinance</u>	11
PSC-29	<u>Service Contractor Worker Retention Ordinance</u>	11
PSC-30	<u>Access and Accommodations</u>	11
PSC-31	<u>Contractor Responsibility Ordinance</u>	12
PSC-32	<u>Business Inclusion Program</u>	12
PSC-33	<u>Slavery Disclosure Ordinance</u>	12
PSC-34	<u>First Source Hiring Ordinance</u>	12
PSC-35	<u>Local Business Preference Ordinance</u>	12
PSC-36	<u>Iran Contracting Act</u>	12
PSC-37	<u>Restrictions on Campaign Contributions in City Elections</u>	12
PSC-38	<u>Contractors' Use of Criminal History for Consideration of Employment Applications</u>	13
PSC-39	<u>Limitation of City's Obligation to Make Payment to Contractor</u>	13
PSC-40	<u>Compliance with Identity Theft Laws and Payment Card Data Security Standards</u>	14
PSC-41	<u>Compliance with California Public Resources Code Section 5164</u>	14
PSC-42	<u>Possessory Interests Tax</u>	14
PSC-43	<u>Confidentiality</u>	15
Exhibit 1	<u>Insurance Contractual Requirements</u>	16

STANDARD PROVISIONS FOR CITY CONTRACTS

PSC-1. Construction of Provisions and Titles Herein

All titles, subtitles, or headings in this Contract have been inserted for convenience, and shall not be deemed to affect the meaning or construction of any of the terms or provisions of this Contract. The language of this Contract shall be construed according to its fair meaning and not strictly for or against **CITY** or **CONTRACTOR**. The word "**CONTRACTOR**" includes the party or parties identified in this Contract. The singular shall include the plural and if there is more than one **CONTRACTOR**, unless expressly stated otherwise, their obligations and liabilities shall be joint and several. Use of the feminine, masculine, or neuter genders shall be deemed to include the genders not used.

PSC-2. Applicable Law, Interpretation and Enforcement

Each party's performance shall comply with all applicable laws of the United States of America, the State of California, and **CITY**, including but not limited to, laws regarding health and safety, labor and employment, wage and hours and licensing. This Contract shall be enforced and interpreted under the laws of the State of California without regard to conflict of law principles. **CONTRACTOR** shall comply with new, amended, or revised laws, regulations, or procedures that apply to the performance of this Contract with no additional compensation paid to **CONTRACTOR**.

In any action arising out of this Contract, **CONTRACTOR** consents to personal jurisdiction, and agrees to bring all such actions, exclusively in state or federal courts located in Los Angeles County, California.

If any part, term or provision of this Contract is held void, illegal, unenforceable, or in conflict with any federal, state or local law or regulation, the validity of the remaining parts, terms or provisions of this Contract shall not be affected.

PSC-3. Time of Effectiveness

Unless otherwise provided, this Contract shall take effect when all of the following events have occurred:

- A. This Contract has been signed on behalf of **CONTRACTOR** by the person or persons authorized to bind **CONTRACTOR**;
- B. This Contract has been approved by the City Council or by the board, officer or employee authorized to give such approval;
- C. The Office of the City Attorney has indicated in writing its approval of this Contract as to form; and
- D. This Contract has been signed on behalf of **CITY** by the person designated by the City Council, or by the board, officer or employee authorized to enter into this Contract.

PSC-4. Integrated Contract

This Contract sets forth all of the rights and duties of the parties with respect to the subject matter of this Contract, and replaces any and all previous Contracts or understandings, whether written or oral, relating thereto. This Contract may be amended only as provided for in the provisions of PSC-5 hereof.

PSC-5. Amendment

All amendments to this Contract shall be in writing and signed and approved pursuant to the provisions of PSC-3.

PSC-6. Excusable Delays

Neither party shall be liable for its delay or failure to perform any obligation under and in accordance with this Contract, if the delay or failure arises out of fires, floods, earthquakes, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by the party or any of the party's Subcontractors), freight embargoes, terrorist acts, insurrections or other civil disturbances, or other similar events to those described above, but in each case the delay or failure to perform must be beyond the control and without any fault or negligence of the party delayed or failing to perform (these events are referred to in this provision as "Force Majeure Events").

Notwithstanding the foregoing, a delay or failure to perform by a Subcontractor of **CONTRACTOR** shall not constitute a Force Majeure Event, unless the delay or failure arises out of causes beyond the control of both **CONTRACTOR** and Subcontractor, and without any fault or negligence of either of them. In such case, **CONTRACTOR** shall not be liable for the delay or failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit **CONTRACTOR** to perform timely. As used in this Contract, the term "Subcontractor" means a subcontractor at any tier.

In the event **CONTRACTOR'S** delay or failure to perform arises out of a Force Majeure Event, **CONTRACTOR** agrees to use commercially reasonable best efforts to obtain the goods or services from other sources, and to otherwise mitigate the damages and reduce the delay caused by the Force Majeure Event.

PSC-7. Waiver

A waiver of a default of any part, term or provision of this Contract shall not be construed as a waiver of any succeeding default or as a waiver of the part, term or provision itself. A party's performance after the other party's default shall not be construed as a waiver of that default.

PSC-8. Suspension

At **CITY'S** sole discretion, **CITY** may suspend any or all services provided under this Contract by providing **CONTRACTOR** with written notice of suspension. Upon receipt of the notice of suspension, **CONTRACTOR** shall immediately cease the services suspended and shall not incur any additional obligations, costs or expenses to **CITY** until **CITY** gives written notice to recommence the services.

PSC-9. Termination

A. Termination for Convenience

CITY may terminate this Contract for **CITY'S** convenience at any time by providing **CONTRACTOR** thirty days written notice. Upon receipt of the notice of termination, **CONTRACTOR** shall immediately take action not to incur any additional obligations, costs or expenses, except as may be necessary to terminate its activities. **CITY** shall pay **CONTRACTOR** its reasonable and allowable costs through the effective date of termination and those reasonable and necessary costs incurred by **CONTRACTOR** to effect the termination. Thereafter, **CONTRACTOR** shall have no further claims against **CITY** under this Contract. All finished and unfinished documents and materials procured for or produced under this Contract, including all intellectual property rights **CITY** is entitled to, shall become **CITY** property upon the date of the termination. **CONTRACTOR** agrees to execute any documents necessary for **CITY** to perfect, memorialize, or record **CITY'S** ownership of rights provided herein.

B. Termination for Breach of Contract

1. Except as provided in PSC-6, if **CONTRACTOR** fails to perform any of the provisions of this Contract or so fails to make progress as to endanger timely performance of this Contract, **CITY** may give **CONTRACTOR** written notice of the default. **CITY'S** default notice will indicate whether the default may be cured and the time period to cure the default to the sole satisfaction of **CITY**. Additionally, **CITY'S** default notice may offer **CONTRACTOR** an opportunity to provide **CITY** with a plan to cure the default, which shall be submitted to **CITY** within the time period allowed by **CITY**. At **CITY'S** sole discretion, **CITY** may accept or reject **CONTRACTOR'S** plan. If the default cannot be cured or if **CONTRACTOR** fails to cure within the period allowed by **CITY**, then **CITY** may terminate this Contract due to **CONTRACTOR'S** breach of this Contract.
2. If the default under this Contract is due to **CONTRACTOR'S** failure to maintain the insurance required under this Contract, **CONTRACTOR** shall immediately: (1) suspend performance of any services under this Contract for which insurance was required; and (2) notify its employees and Subcontractors of the loss of insurance coverage and Contractor's obligation to suspend performance of

services. **CONTRACTOR** shall not recommence performance until **CONTRACTOR** is fully insured and in compliance with **CITY'S** requirements.

3. If a federal or state proceeding for relief of debtors is undertaken by or against **CONTRACTOR**, or if **CONTRACTOR** makes an assignment for the benefit of creditors, then **CITY** may immediately terminate this Contract.
4. If **CONTRACTOR** engages in any dishonest conduct related to the performance or administration of this Contract or violates **CITY'S** laws, regulations or policies relating to lobbying, then **CITY** may immediately terminate this Contract.
5. Acts of Moral Turpitude
 - a. **CONTRACTOR** shall immediately notify **CITY** if **CONTRACTOR** or any Key Person, as defined below, is charged with, indicted for, convicted of, pleads nolo contendere to, or forfeits bail or fails to appear in court for a hearing related to, any act which constitutes an offense involving moral turpitude under federal, state, or local laws ("Act of Moral Turpitude").
 - b. If **CONTRACTOR** or a Key Person is convicted of, pleads nolo contendere to, or forfeits bail or fails to appear in court for a hearing related to, an Act of Moral Turpitude, **CITY** may immediately terminate this Contract.
 - c. If **CONTRACTOR** or a Key Person is charged with or indicted for an Act of Moral Turpitude, **CITY** may terminate this Contract after providing **CONTRACTOR** an opportunity to present evidence of **CONTRACTOR'S** ability to perform under the terms of this Contract.
 - d. Acts of Moral Turpitude include, but are not limited to: violent felonies as defined by Penal Code Section 667.5, crimes involving weapons, crimes resulting in serious bodily injury or death, serious felonies as defined by Penal Code Section 1192.7, and those crimes referenced in the Penal Code and articulated in California Public Resources Code Section 5164(a)(2); in addition to and including acts of murder, rape, sexual assault, robbery, kidnapping, human trafficking, pimping, voluntary manslaughter, aggravated assault, assault on a peace officer, mayhem, fraud, domestic abuse, elderly abuse, and child abuse, regardless of whether such acts are punishable by felony or misdemeanor conviction.

- e. For the purposes of this provision, a Key Person is a principal, officer, or employee assigned to this Contract, or owner (directly or indirectly, through one or more intermediaries) of ten percent or more of the voting power or equity interests of **CONTRACTOR**.
6. In the event **CITY** terminates this Contract as provided in this section, **CITY** may procure, upon such terms and in the manner as **CITY** may deem appropriate, services similar in scope and level of effort to those so terminated, and **CONTRACTOR** shall be liable to **CITY** for all of its costs and damages, including, but not limited to, any excess costs for such services.
7. If, after notice of termination of this Contract under the provisions of this section, it is determined for any reason that **CONTRACTOR** was not in default under the provisions of this section, or that the default was excusable under the terms of this Contract, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to PSC-9(A) Termination for Convenience.
8. The rights and remedies of **CITY** provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.
- C. In the event that this Contract is terminated, **CONTRACTOR** shall immediately notify all employees and Subcontractors, and shall notify in writing all other parties contracted with under the terms of this Contract within five working days of the termination.

PSC-10. Independent Contractor

CONTRACTOR is an independent contractor and not an agent or employee of **CITY**. **CONTRACTOR** shall not represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent or employee of **CITY**.

PSC-11. Contractor's Personnel

Unless otherwise approved by **CITY**, **CONTRACTOR** shall use its own employees to perform the services described in this Contract. **CITY** has the right to review and approve any personnel who are assigned to work under this Contract. **CONTRACTOR** shall remove personnel from performing work under this Contract if requested to do so by **CITY**.

CONTRACTOR shall not use Subcontractors to assist in performance of this Contract without the prior written approval of **CITY**. If **CITY** permits the use of Subcontractors, **CONTRACTOR** shall remain responsible for performing all aspects of this Contract and paying all Subcontractors. **CITY** has the right to approve **CONTRACTOR'S** Subcontractors, and **CITY** reserves the right to request replacement of any

Subcontractor. **CITY** does not have any obligation to pay **CONTRACTOR'S** Subcontractors, and nothing herein creates any privity of contract between **CITY** and any Subcontractor.

PSC-12. Assignment and Delegation

CONTRACTOR may not, unless it has first obtained the written permission of **CITY**:

- A. Assign or otherwise alienate any of its rights under this Contract, including the right to payment; or
- B. Delegate, subcontract, or otherwise transfer any of its duties under this Contract.

PSC-13. Permits

CONTRACTOR and its directors, officers, partners, agents, employees, and Subcontractors, shall obtain and maintain all licenses, permits, certifications and other documents necessary for **CONTRACTOR'S** performance of this Contract. **CONTRACTOR** shall immediately notify **CITY** of any suspension, termination, lapses, non-renewals, or restrictions of licenses, permits, certificates, or other documents that relate to **CONTRACTOR'S** performance of this Contract.

PSC-14. Claims for Labor and Materials

CONTRACTOR shall promptly pay when due all amounts owed for labor and materials furnished in the performance of this Contract so as to prevent any lien or other claim under any provision of law from arising against any **CITY** property (including reports, documents, and other tangible or intangible matter produced by **CONTRACTOR** hereunder), and shall pay all amounts due under the Unemployment Insurance Act or any other applicable law with respect to labor used to perform under this Contract.

PSC-15. Current Los Angeles City Business Tax Registration Certificate Required

For the duration of this Contract, **CONTRACTOR** shall maintain valid Business Tax Registration Certificate(s) as required by **CITY'S** Business Tax Ordinance, Section 21.00 *et seq.* of the Los Angeles Municipal Code ("LAMC"), and shall not allow the Certificate to lapse or be revoked or suspended.

PSC-16. Retention of Records, Audit and Reports

CONTRACTOR shall maintain all records, including records of financial transactions, pertaining to the performance of this Contract, in their original form or as otherwise approved by **CITY**. These records shall be retained for a period of no less than three years from the later of the following: (1) final payment made by **CITY**, (2) the expiration of this Contract or (3) termination of this Contract. The records will be subject to examination and audit by authorized **CITY** personnel or **CITY'S** representatives at any time. **CONTRACTOR** shall provide any reports requested by **CITY** regarding

performance of this Contract. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

In lieu of retaining the records for the term as prescribed in this provision, **CONTRACTOR** may, upon **CITY'S** written approval, submit the required information to **CITY** in an electronic format, e.g. USB flash drive, at the expiration or termination of this Contract.

PSC-17. Bonds

All bonds required by **CITY** shall be filed with the Office of the City Administrative Officer, Risk Management for its review and acceptance in accordance with Los Angeles Administrative Code ("LAAC") Sections 11.47 *et seq.*, as amended from time to time.

PSC-18. Indemnification

Except for the active negligence or willful misconduct of **CITY**, or any of its boards, officers, agents, employees, assigns and successors in interest, **CONTRACTOR** shall defend, indemnify and hold harmless **CITY** and any of its boards, officers, agents, employees, assigns, and successors in interest from and against all lawsuits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by **CITY**, including but not limited to, costs of experts and consultants), damages or liability of any nature whatsoever, for death or injury to any person, including **CONTRACTOR'S** employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of an act, error, or omission by **CONTRACTOR**, Subcontractors, or their boards, officers, agents, employees, assigns, and successors in interest. The rights and remedies of **CITY** provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract. This provision will survive expiration or termination of this Contract.

PSC-19. Intellectual Property Indemnification

CONTRACTOR, at its own expense, shall defend, indemnify, and hold harmless the **CITY**, and any of its boards, officers, agents, employees, assigns, and successors in interest from and against all lawsuits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by **CITY**, including but not limited to, costs of experts and consultants), damages or liability of any nature arising out of the infringement, actual or alleged, direct or contributory, of any intellectual property rights, including, without limitation, patent, copyright, trademark, trade secret, right of publicity, and proprietary information: (1) on or in any design, medium, matter, article, process, method, application, equipment, device, instrumentation, software, hardware, or firmware used by **CONTRACTOR**, or its Subcontractors, in performing the work under this Contract; or (2) as a result of **CITY'S** actual or intended use of any Work Product (as defined in PSC-21) furnished by **CONTRACTOR**, or its Subcontractors, under this Contract. The rights and remedies of **CITY** provided in this section shall not be exclusive

and are in addition to any other rights and remedies provided by law or under this Contract. This provision will survive expiration or termination of this Contract.

PSC-20. Intellectual Property Warranty

CONTRACTOR represents and warrants that its performance of all obligations under this Contract does not infringe in any way, directly or contributorily, upon any third party's intellectual property rights, including, without limitation, patent, copyright, trademark, trade secret, right of publicity and proprietary information.

PSC-21. Ownership and License

Unless otherwise provided for herein, all finished and unfinished works, tangible or not, created under this Contract including, without limitation, documents, materials, data, reports, manuals, specifications, artwork, drawings, sketches, blueprints, studies, memoranda, computation sheets, computer programs and databases, schematics, photographs, video and audiovisual recordings, sound recordings, marks, logos, graphic designs, notes, websites, domain names, inventions, processes, formulas, matters and combinations thereof, and all forms of intellectual property originated and prepared by **CONTRACTOR** or its Subcontractors under this Contract (each a "Work Product"; collectively "Work Products") shall be and remain the exclusive property of **CITY** for its use in any manner **CITY** deems appropriate. **CONTRACTOR** hereby assigns to **CITY** all goodwill, copyright, trademark, patent, trade secret and all other intellectual property rights worldwide in any Work Products originated and prepared under this Contract. **CONTRACTOR** further agrees to execute any documents necessary for **CITY** to perfect, memorialize, or record **CITY'S** ownership of rights provided herein.

CONTRACTOR agrees that a monetary remedy for breach of this Contract may be inadequate, impracticable, or difficult to prove and that a breach may cause **CITY** irreparable harm. **CITY** may therefore enforce this requirement by seeking injunctive relief and specific performance, without any necessity of showing actual damage or irreparable harm. Seeking injunctive relief or specific performance does not preclude **CITY** from seeking or obtaining any other relief to which **CITY** may be entitled.

For all Work Products delivered to **CITY** that are not originated or prepared by **CONTRACTOR** or its Subcontractors under this Contract, **CONTRACTOR** shall secure a grant, at no cost to **CITY**, for a non-exclusive perpetual license to use such Work Products for any **CITY** purposes.

CONTRACTOR shall not provide or disclose any Work Product to any third party without prior written consent of **CITY**.

Any subcontract entered into by **CONTRACTOR** relating to this Contract shall include this provision to contractually bind its Subcontractors performing work under this Contract such that **CITY'S** ownership and license rights of all Work Products are preserved and protected as intended herein.

PSC-22. Data Protection

- A. **CONTRACTOR** shall protect, using the most secure means and technology that is commercially available, **CITY**-provided data or consumer-provided data acquired in the course and scope of this Contract, including but not limited to customer lists and customer credit card or consumer data, (collectively, the "City Data"). **CONTRACTOR** shall notify **CITY** in writing as soon as reasonably feasible, and in any event within twenty-four hours, of **CONTRACTOR'S** discovery or reasonable belief of any unauthorized access of City Data (a "Data Breach"), or of any incident affecting, or potentially affecting City Data related to cyber security (a "Security Incident"), including, but not limited to, denial of service attack, and system outage, instability or degradation due to computer malware or virus. **CONTRACTOR** shall begin remediation immediately. **CONTRACTOR** shall provide daily updates, or more frequently if required by **CITY**, regarding findings and actions performed by **CONTRACTOR** until the Data Breach or Security Incident has been effectively resolved to **CITY'S** satisfaction. **CONTRACTOR** shall conduct an investigation of the Data Breach or Security Incident and shall share the report of the investigation with **CITY**. At **CITY'S** sole discretion, **CITY** and its authorized agents shall have the right to lead or participate in the investigation. **CONTRACTOR** shall cooperate fully with **CITY**, its agents and law enforcement.
- B. If **CITY** is subject to liability for any Data Breach or Security Incident, then **CONTRACTOR** shall fully indemnify and hold harmless **CITY** and defend against any resulting actions.

PSC-23. Insurance

During the term of this Contract and without limiting **CONTRACTOR'S** obligation to indemnify, hold harmless and defend **CITY**, **CONTRACTOR** shall provide and maintain at its own expense a program of insurance having the coverages and limits not less than the required amounts and types as determined by the Office of the City Administrative Officer of Los Angeles, Risk Management (template Form General 146 in Exhibit 1 hereto). The insurance must: (1) conform to **CITY'S** requirements; (2) comply with the Insurance Contractual Requirements (Form General 133 in Exhibit 1 hereto); and (3) otherwise be in a form acceptable to the Office of the City Administrative Officer, Risk Management. **CONTRACTOR** shall comply with all Insurance Contractual Requirements shown on Exhibit 1 hereto. Exhibit 1 is hereby incorporated by reference and made a part of this Contract.

PSC-24. Best Terms

Throughout the term of this Contract, **CONTRACTOR**, shall offer **CITY** the best terms, prices, and discounts that are offered to any of **CONTRACTOR'S** customers for similar goods and services provided under this Contract.

PSC-25. Warranty and Responsibility of Contractor

CONTRACTOR warrants that the work performed hereunder shall be completed in a manner consistent with professional standards practiced among those firms within **CONTRACTOR'S** profession, doing the same or similar work under the same or similar circumstances.

PSC-26. Mandatory Provisions Pertaining to Non-Discrimination in Employment

Unless otherwise exempt, this Contract is subject to the applicable non-discrimination, equal benefits, equal employment practices, and affirmative action program provisions in LAAC Section 10.8 et seq., as amended from time to time.

- A. **CONTRACTOR** shall comply with the applicable non-discrimination and affirmative action provisions of the laws of the United States of America, the State of California, and **CITY**. In performing this Contract, **CONTRACTOR** shall not discriminate in any of its hiring or employment practices against any employee or applicant for employment because of such person's race, color, religion, national origin, ancestry, sex, sexual orientation, gender, gender identity, age, disability, domestic partner status, marital status or medical condition.
- B. The requirements of Section 10.8.2.1 of the LAAC, the Equal Benefits Ordinance, and the provisions of Section 10.8.2.1(f) are incorporated and made a part of this Contract by reference.
- C. The provisions of Section 10.8.3 of the LAAC are incorporated and made a part of this Contract by reference and will be known as the "Equal Employment Practices" provisions of this Contract.
- D. The provisions of Section 10.8.4 of the LAAC are incorporated and made a part of this Contract by reference and will be known as the "Affirmative Action Program" provisions of this Contract.

Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-27. Child Support Assignment Orders

CONTRACTOR shall comply with the Child Support Assignment Orders Ordinance, Section 10.10 of the LAAC, as amended from time to time. Pursuant to Section 10.10(b) of the LAAC, **CONTRACTOR** shall fully comply with all applicable State and Federal employment reporting requirements. Failure of **CONTRACTOR** to comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignment or Notices of Assignment, or the failure of any principal owner(s) of **CONTRACTOR** to comply with any Wage and Earnings Assignment or Notices of Assignment applicable to them personally, shall constitute a default by the **CONTRACTOR** under this Contract. Failure of **CONTRACTOR** or principal owner to cure

the default within 90 days of the notice of default will subject this Contract to termination for breach. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-28. Living Wage Ordinance

CONTRACTOR shall comply with the Living Wage Ordinance, LAAC Section 10.37 *et seq.*, as amended from time to time. **CONTRACTOR** further agrees that it shall comply with federal law proscribing retaliation for union organizing. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-29. Service Contractor Worker Retention Ordinance

CONTRACTOR shall comply with the Service Contractor Worker Retention Ordinance, LAAC Section 10.36 *et seq.*, as amended from time to time. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-30. Access and Accommodations

CONTRACTOR represents and certifies that:

- A. **CONTRACTOR** shall comply with the Americans with Disabilities Act, as amended, 42 U.S.C. Section 12101 *et seq.*, the Rehabilitation Act of 1973, as amended, 29 U.S.C. Section 701 *et seq.*, the Fair Housing Act, and its implementing regulations and any subsequent amendments, and California Government Code Section 11135;
- B. **CONTRACTOR** shall not discriminate on the basis of disability or on the basis of a person's relationship to, or association with, a person who has a disability;
- C. **CONTRACTOR** shall provide reasonable accommodation upon request to ensure equal access to **CITY**-funded programs, services and activities;
- D. Construction will be performed in accordance with the Uniform Federal Accessibility Standards (UFAS), 24 C.F.R. Part 40; and
- E. The buildings and facilities used to provide services under this Contract are in compliance with the federal and state standards for accessibility as set forth in the 2010 ADA Standards, California Title 24, Chapter 11, or other applicable federal and state law.

CONTRACTOR understands that **CITY** is relying upon these certifications and representations as a condition to funding this Contract. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-31. Contractor Responsibility Ordinance

CONTRACTOR shall comply with the Contractor Responsibility Ordinance, LAAC Section 10.40 *et seq.*, as amended from time to time.

PSC-32. Business Inclusion Program

Unless otherwise exempted prior to bid submission, **CONTRACTOR** shall comply with all aspects of the Business Inclusion Program as described in the Request for Proposal/Qualification process, throughout the duration of this Contract. **CONTRACTOR** shall utilize the Business Assistance Virtual Network (“BAVN”) at <https://www.labavn.org/>, to perform and document outreach to Minority, Women, and Other Business Enterprises. **CONTRACTOR** shall perform subcontractor outreach activities through BAVN. **CONTRACTOR** shall not change any of its designated Subcontractors or pledged specific items of work to be performed by these Subcontractors, nor shall **CONTRACTOR** reduce their level of effort, without prior written approval of **CITY**.

PSC-33. Slavery Disclosure Ordinance

CONTRACTOR shall comply with the Slavery Disclosure Ordinance, LAAC Section 10.41 *et seq.*, as amended from time to time. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-34. First Source Hiring Ordinance

CONTRACTOR shall comply with the First Source Hiring Ordinance, LAAC Section 10.44 *et seq.*, as amended from time to time. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-35. Local Business Preference Ordinance

CONTRACTOR shall comply with the Local Business Preference Ordinance, LAAC Section 10.47 *et seq.*, as amended from time to time. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-36. Iran Contracting Act

In accordance with California Public Contract Code Sections 2200-2208, all contractors entering into, or renewing contracts with **CITY** for goods and services estimated at \$1,000,000 or more are required to complete, sign, and submit the "Iran Contracting Act of 2010 Compliance Affidavit."

PSC-37. Restrictions on Campaign Contributions and Fundraising in City Elections

Unless otherwise exempt, if this Contract is valued at \$100,000 or more and requires approval by an elected **CITY** office, **CONTRACTOR**, **CONTRACTOR'S** principals, and **CONTRACTOR'S** Subcontractors expected to receive at least \$100,000 for performance under the Contract, and the principals of those Subcontractors (the “Restricted Persons”)

shall comply with Charter Section 470(c)(12) and LAMC Section 49.7.35. Failure to comply entitles **CITY** to terminate this Contract and to pursue all available legal remedies. Charter Section 470(c)(12) and LAMC Section 49.7.35 limit the ability of the Restricted Persons to make campaign contributions to and engage in fundraising for certain elected **CITY** officials or candidates for elected **CITY** office for twelve months after this Contract is signed. Additionally, a **CONTRACTOR** subject to Charter Section 470(c)(12) is required to comply with disclosure requirements by submitting a completed and signed Ethics Commission Form 55 and to amend the information in that form as specified by law. Any **CONTRACTOR** subject to Charter Section 470(c)(12) shall include the following notice in any contract with any Subcontractor expected to receive at least \$100,000 for performance under this Contract:

“Notice Regarding Restrictions on Campaign Contributions and Fundraising
in City Elections

You are a subcontractor on City of Los Angeles Contract #_____. Pursuant to the City of Los Angeles Charter Section 470(c)(12) and related ordinances, you and your principals are prohibited from making campaign contributions to and fundraising for certain elected City of Los Angeles (“**CITY**”) officials and candidates for elected **CITY** office for twelve months after the **CITY** contract is signed. You are required to provide the names and contact information of your principals to the **CONTRACTOR** and to amend that information within ten business days if it changes during the twelve month time period. Failure to comply may result in termination of this Contract and any other available legal remedies. Information about the restrictions may be found online at ethics.lacity.org or by calling the Los Angeles City Ethics Commission at (213) 978-1960.”

PSC-38. Contractors’ Use of Criminal History for Consideration of Employment Applications

CONTRACTOR shall comply with the City Contractors’ Use of Criminal History for Consideration of Employment Applications Ordinance, LAAC Section 10.48 *et seq.*, as amended from time to time. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-39. Limitation of City’s Obligation to Make Payment to Contractor

Notwithstanding any other provision of this Contract, including any exhibits or attachments incorporated therein, and in order for **CITY** to comply with its governing legal requirements, **CITY** shall have no obligation to make any payments to **CONTRACTOR** unless **CITY** shall have first made an appropriation of funds equal to or in excess of its obligation to make any payments as provided in this Contract. **CONTRACTOR** agrees that any services provided by **CONTRACTOR**, purchases made by **CONTRACTOR** or expenses incurred by **CONTRACTOR** in excess of the appropriation(s) shall be free and without charge to **CITY** and **CITY** shall have no obligation to pay for the services, purchases or expenses. **CONTRACTOR** shall have no obligation to provide any services,

provide any equipment or incur any expenses in excess of the appropriated amount(s) until **CITY** appropriates additional funds for this Contract.

PSC-40. Compliance with Identity Theft Laws and Payment Card Data Security Standards

CONTRACTOR shall comply with all identity theft laws including without limitation, laws related to: (1) payment devices; (2) credit and debit card fraud; and (3) the Fair and Accurate Credit Transactions Act (“FACTA”), including its requirement relating to the content of transaction receipts provided to Customers. **CONTRACTOR** also shall comply with all requirements related to maintaining compliance with Payment Card Industry Data Security Standards (“PCI DSS”). During the performance of any service to install, program or update payment devices equipped to conduct credit or debit card transactions, including PCI DSS services, **CONTRACTOR** shall verify proper truncation of receipts in compliance with FACTA.

PSC-41. Compliance with California Public Resources Code Section 5164

California Public Resources Code Section 5164 prohibits a public agency from hiring a person for employment or as a volunteer to perform services at any park, playground, or community center used for recreational purposes in a position that has supervisory or disciplinary authority over any minor, if the person has been convicted of certain crimes as referenced in the Penal Code, and articulated in California Public Resources Code Section 5164(a)(2).

If applicable, **CONTRACTOR** shall comply with California Public Resources Code Section 5164, and shall additionally adhere to all rules and regulations that have been adopted or that may be adopted by **CITY**. **CONTRACTOR** is required to have all employees, volunteers and Subcontractors (including all employees and volunteers of any Subcontractor) of **CONTRACTOR** working on premises to pass a fingerprint and background check through the California Department of Justice at **CONTRACTOR'S** sole expense, indicating that such individuals have never been convicted of certain crimes as referenced in the Penal Code and articulated in California Public Resources Code Section 5164(a)(2), if the individual will have supervisory or disciplinary authority over any minor.

PSC-42. Possessory Interests Tax

Rights granted to **CONTRACTOR** by **CITY** may create a possessory interest. **CONTRACTOR** agrees that any possessory interest created may be subject to California Revenue and Taxation Code Section 107.6 and a property tax may be levied on that possessory interest. If applicable, **CONTRACTOR** shall pay the property tax. **CONTRACTOR** acknowledges that the notice required under California Revenue and Taxation Code Section 107.6 has been provided.

PSC-43. Confidentiality

All documents, information and materials provided to **CONTRACTOR** by **CITY** or developed by **CONTRACTOR** pursuant to this Contract (collectively “Confidential Information”) are confidential. **CONTRACTOR** shall not provide or disclose any Confidential Information or their contents or any information therein, either orally or in writing, to any person or entity, except as authorized by **CITY** or as required by law. **CONTRACTOR** shall immediately notify **CITY** of any attempt by a third party to obtain access to any Confidential Information. This provision will survive expiration or termination of this Contract.

Form Gen. 133 (Rev.10/17)

EXHIBIT 1

INSURANCE CONTRACTUAL REQUIREMENTS

CONTACT For additional information about compliance with City Insurance and Bond requirements, contact the Office of the City Administrative Officer, Risk Management at (213) 978-RISK (7475) or go online at www.lacity.org/cao/risk. The City approved Bond Assistance Program is available for those contractors who are unable to obtain the City-required performance bonds. A City approved insurance program may be available as a low cost alternative for contractors who are unable to obtain City-required insurance.

CONTRACTUAL REQUIREMENTS

CONTRACTOR AGREES THAT:

1. Additional Insured/Loss Payee. The CITY must be included as an Additional Insured in applicable liability policies to cover the CITY'S liability arising out of the acts or omissions of the named insured. The CITY is to be named as an Additional Named Insured and a Loss Payee As Its Interests May Appear in property insurance in which the CITY has an interest, e.g., as a lien holder.

2. Notice of Cancellation. All required insurance will be maintained in full force for the duration of its business with the CITY. By ordinance, all required insurance must provide at least thirty (30) days' prior written notice (ten (10) days for non-payment of premium) directly to the CITY if your insurance company elects to cancel or materially reduce coverage or limits prior to the policy expiration date, for any reason except impairment of an aggregate limit due to prior claims.

3. Primary Coverage. CONTRACTOR will provide coverage that is primary with respect to any insurance or self-insurance of the CITY. The CITY'S program shall be excess of this insurance and non-contributing.

4. Modification of Coverage. The CITY reserves the right at any time during the term of this Contract to change the amounts and types of insurance required hereunder by giving CONTRACTOR ninety (90) days' advance written notice of such change. If such change should result in substantial additional cost to CONTRACTOR, the CITY agrees to negotiate additional compensation proportional to the increased benefit to the CITY.

5. Failure to Procure Insurance. All required insurance must be submitted and approved by the Office of the City Administrative Officer, Risk Management prior to the inception of any operations by CONTRACTOR.

CONTRACTOR'S failure to procure or maintain required insurance or a self-insurance program during the entire term of this Contract shall constitute a material breach of this Contract under which the CITY may immediately suspend or terminate this Contract or, at its discretion, procure or renew such insurance to protect the CITY'S interests and pay any and all premiums in connection therewith and recover all monies so paid from CONTRACTOR.

6. Workers' Compensation. By signing this Contract, CONTRACTOR hereby certifies that it is aware of the provisions of Section 3700 *et seq.*, of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake

Form Gen. 133 (Rev. 10/17)

self-insurance in accordance with the provisions of that Code, and that it will comply with such provisions at all time during the performance of the work pursuant to this Contract.

7. California Licensee. All insurance must be provided by an insurer admitted to do business in California or written through a California-licensed surplus lines broker or through an insurer otherwise acceptable to the CITY. Non-admitted coverage must contain a **Service of Suit** clause in which the underwriters agree to submit as necessary to the jurisdiction of a California court in the event of a coverage dispute. Service of process for this purpose must be allowed upon an agent in California designated by the insurer or upon the California Insurance Commissioner.

8. Aggregate Limits/Impairment. If any of the required insurance coverages contain annual aggregate limits, CONTRACTOR must give the CITY written notice of any pending claim or lawsuit which will materially diminish the aggregate within thirty (30) days of knowledge of same. You must take appropriate steps to restore the impaired aggregates or provide replacement insurance protection within thirty (30) days of knowledge of same. The CITY has the option to specify the minimum acceptable aggregate limit for each line of coverage required. No substantial reductions in scope of coverage which may affect the CITY'S protection are allowed without the CITY'S prior written consent.

9. Commencement of Work. For purposes of insurance coverage only, this Contract will be deemed to have been executed immediately upon any party hereto taking any steps that can be considered to be in furtherance of or towards performance of this Contract. The requirements in this Section supersede all other sections and provisions of this Contract, including, but not limited to, PSC-3, to the extent that any other section or provision conflicts with or impairs the provisions of this Section.

Required Insurance and Minimum Limits

Name: _____

Date: 07/05/2018

Agreement/Reference: RFP: Technology Integration (Transit)

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL) WC Statutory

EL _____

Waiver of Subrogation in favor of City Longshore & Harbor Workers

Jones Act

General Liability City of Los Angeles must be named as additional insured \$1,000,000

Products/Completed Operations Sexual Misconduct _____

Fire Legal Liability _____

Automobile Liability (for any and all vehicles used for this contract, other than commuting to/from work) \$1,000,000

Professional Liability (Errors and Omissions) \$1,000,000

Discovery Period 12 Months After Completion of Work or Date of Termination

Property Insurance (to cover replacement cost of building - as determined by insurance company) \$1,000,000

All Risk Coverage Boiler and Machinery

Flood _____ Builder's Risk

Earthquake _____ _____

Pollution Liability _____

Surety Bonds - Performance and Payment (Labor and Materials) Bonds 100% of the contract price

Crime Insurance _____

Other: \$1M Umbrella Policy required.

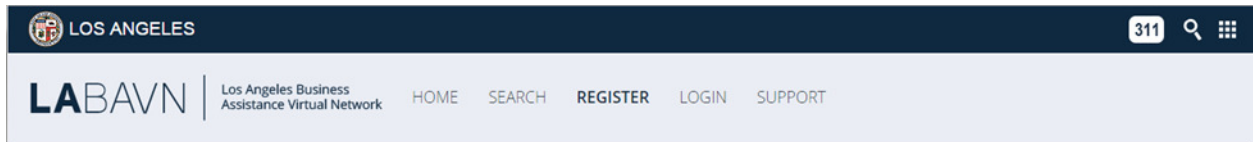
APPENDIX B

LOS ANGELES BUSINESS ASSISTANCE VIRTUAL NETWORK (BAVN)

LABAVN – LOS ANGELES BUSINESS ASSISTANCE VIRTUAL NETWORK

REGISTER A NEW ACCOUNT ON BAVN

7-29-2016



The Los Angeles Business Assistance Virtual Network (BAVN) at <http://www.labavn.org> is a free service provided by the City of Los Angeles and the Mayor's Office of Economic Development.

Registering on BAVN allows you to view and download information about all contractual opportunities offered by the City of Los Angeles in one convenient location as well as find up-to-date certified sub-contractors to complement your project bid. Our goal is to have your business grow in the City of Los Angeles.

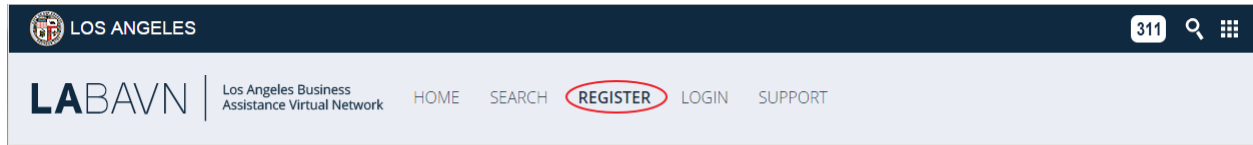
If you are not registered already, please register for a free account on BAVN by visiting us at <http://www.labavn.org>.

This tutorial will walk you through the process of Registering your Company on BAVN.

Step 1

Click on the “Register” link to start the process:

Go to <http://www.labavn.org> and click on the “Register” link.



Step 2

Verify that your company does not already exist on BAVN

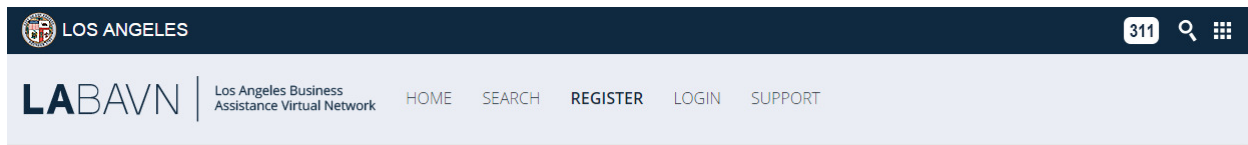
Not Sole Proprietor

The screenshot shows the 'Register a BAVN account' form. At the top, it says 'Please check first if your company is already registered by entering the information below'. Below this is a section titled '* Required' with two columns of input fields. The left column is 'CHECK FOR AN EXISTING COMPANY ACCOUNT' and the right is 'CHECK FOR AN EXISTING USER ACCOUNT'. Red callouts with arrows point to the following fields: 'Company Name*' (with 'My Company' entered), 'Sole Proprietor*' (with 'No' selected), 'Email address*' (with 'admin@mycompany.com' entered), 'Located*' (with 'within the USA' selected), and 'Tax ID*' (with '0255866' entered). A 'Check' button is at the bottom left. A 'Back' button is next to the 'Email address*' field.

1. Enter Company name
2. Select if Sole Proprietor
3. Enter Email address
4. Select Company location
5. Enter Company Tax Id
6. Click the “Check” button

Required fields are marked with *

Sole Proprietor



Register a BAVN account

Please check first if your company is already registered by entering the information below

* Required

CHECK FOR AN EXISTING COMPANY ACCOUNT

Company Name*

Sole Proprietor*

Email address*

Located*

Tax ID

CHECK FOR AN EXISTING USER ACCOUNT

Enter your company name

Specify if Sole Proprietor

Enter your email

Enter your company location

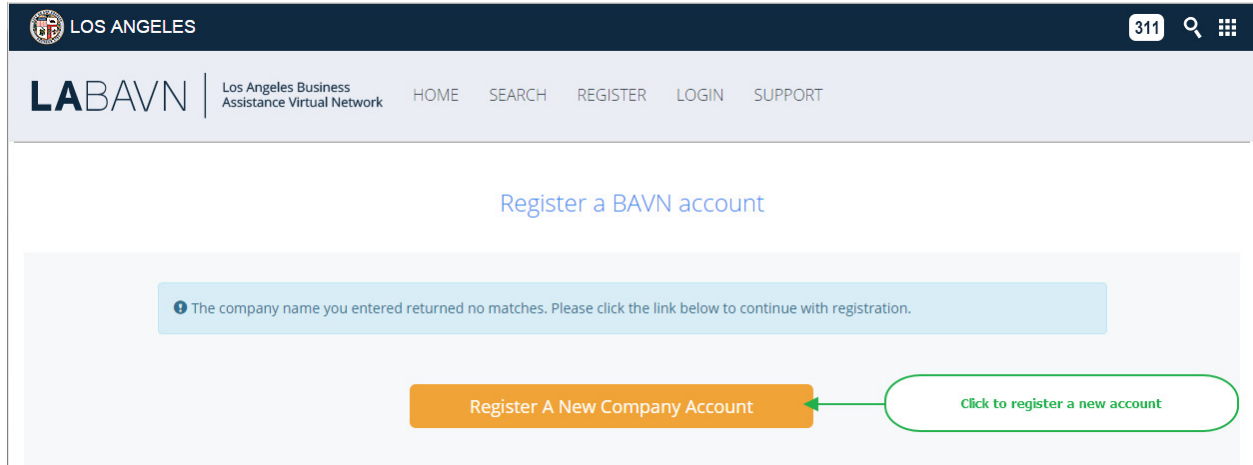
Company Tax Id is not required

1. Enter Company name
2. Select if Sole Proprietor
3. Enter Email address
4. Select Company location
5. Company Tax Id (not required)
6. Click the "Check" button

*Required fields are marked with **

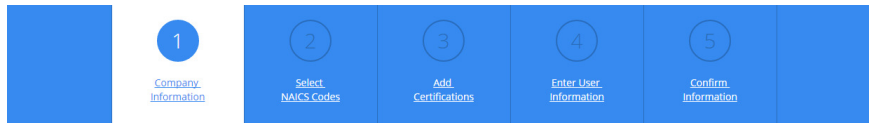
Step 3

Company does not exist on BAVN



Click on the “Register a New Company Account” button.

Step 4

Enter your Company Information

Okay, let's get started :)

Please enter your company's information. Fields marked with a * are required.

Company Name*

Address 1*

Address 2 city*

State* zip*

Country* Phone*

Description
33/400 characters max

Great, now let's gather some company info.

Contractor*

Non-Profit

Sole Proprietor

BTRC Number

The Office of Finance issues BTRC (Business Tax Registration Certificate) numbers to legally registered companies in Los Angeles.

Tax id*

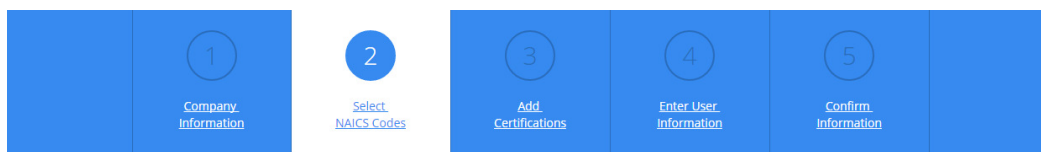
1. Enter Company address (Address 1/Address2)
2. Enter Company City
3. Select State
4. Enter Company Zip
5. Select Country
6. Enter Company Phone
7. Enter Company Description (Optional)
8. Choose Registration type: Prime, Prime-Sub or Subcontractor
7. Enter BTRC number if appropriate
9. Click the "Next" button

*Required fields are marked with **

Step 5

Select your Company's NAICS Code(s)

You may visit the Census website (<https://www.census.gov/eos/www/naics/>) to confirm the NAICS code(s) that are a best match to your Company's activities



What type of business are you?

NAICS codes are a classification system developed by the US Census Bureau to determine what types of work a business performs. Select NAICS codes for your profile to let us know the type of work your business performs. Start by clicking a 2 digit code and drill down until you can select a 6 digit code to add to your profile.

[Visit the Census website](#) for more information on the NAICS code system and help selecting NAICS codes

Select NAICS Codes:

To select a NAICS code, select a 2-digit code below to display its associated codes, then keep drilling down to see more associated codes until you are able to finally select a NAICS code.

[Show all 2 digit NAICS codes](#)

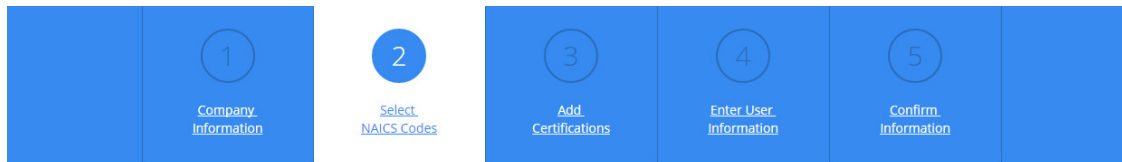
- ▶ [11](#) Agriculture, Forestry, Fishing and Hunting
- ▶ [21](#) Mining
- ▶ [22](#) Utilities
- ▶ [23](#) Construction
- ▶ [31](#) Manufacturing
- ▶ [32](#) Manufacturing
- ▶ [33](#) Manufacturing
- ▶ [42](#) Wholesale Trade
- ▶ [44](#) Retail Trade
- ▶ [45](#) Retail Trade
- ▶ [48](#) Transportation and Warehousing
- ▶ [49](#) Transportation and Warehousing
- ▶ [51](#) Information
- ▶ [52](#) Finance and Insurance
- ▶ [53](#) Real Estate and Rental and Leasing
- ▶ [54](#) Professional, Scientific, and Technical Services
- ▶ [55](#) Management of Companies and Enterprises
- ▶ [56](#) Administrative and Support and Waste Management and Remediation Services
- ▶ [61](#) Educational Services
- ▶ [62](#) Health Care and Social Assistance
- ▶ [71](#) Arts, Entertainment, and Recreation
- ▶ [72](#) Accommodation and Food Services
- ▶ [81](#) Other Services (except Public Administration)
- ▶ [92](#) Public Administration

Back

Next

1. Click on the *"Show all 2 digit NAICS codes"* link
2. Click on the Activity that matches you Company

Step 5A

Drill down the NAICS tree to match your Company activities

What type of business are you?

NAICS codes are a classification system developed by the US Census Bureau to determine what types of work a business performs. Select NAICS codes for your profile to let us know the type of work your business performs. Start by clicking a 2 digit code and drill down until you can select a 6 digit code to add to your profile.

[Visit the Census website](#) for more information on the NAICS code system and help selecting NAICS codes

Select NAICS Codes:

Selected NAICS Codes

- 32223: Stationery Product Manufacturing
- 322230: Stationery Product Manufacturing

[Show all 2 digit NAICS codes](#)

▼	32	Manufacturing
▼	322	Paper Manufacturing
▼	3222	Converted Paper Product Manufacturing
<input checked="" type="checkbox"/>	32223	Stationery Product Manufacturing
<input checked="" type="checkbox"/>	322230	Stationery Product Manufacturing

Back Next

1. Click on a 2-digit activity to show 3-digit codes
2. Click on a 3-digit code to show 4-digit codes
3. Click on a 4-digit code to show 5-digit codes
4. Click on a 5-digit code to show 6-digit codes
5. Check on the matches for your Company (5/6 digit codes)
6. Repeat steps 5 and 5A to add additional codes
7. Click the "Next" button

Step 5.1 (Construction)

Construction code selected

What type of business are you?

NAICS codes are a classification system developed by the US Census Bureau to determine what types of work a business performs. Select NAICS codes for your profile to let us know the type of work your business performs. Start by clicking a 2 digit code and drill down until you can select a 6 digit code to add to your profile.

[Visit the Census website](#) for more information on the NAICS code system and help selecting NAICS codes

Select NAICS Codes:

To select a NAICS code, select a 2-digit code below to display its associated codes, then keep drilling down to see more associated codes until you are able to finally select a NAICS code.

[Show all 2 digit NAICS codes](#)

- ▼ **23** Construction
- ▶ [236](#) Construction of Buildings
- ▶ [237](#) Heavy and Civil Engineering Construction
- ▶ [238](#) Specialty Trade Contractors

Back

Next

What type of business are you?

NAICS codes are a classification system developed by the US Census Bureau to determine what types of work a business performs. Select NAICS codes for your profile to let us know the type of work your business performs. Start by clicking a 2 digit code and drill down until you can select a 6 digit code to add to your profile.

[Visit the Census website](#) for more information on the NAICS code system and help selecting NAICS codes

Select NAICS Codes:

Selected NAICS Codes

- 236115: New Single-Family Housing Construction (except Operative Builders)

[Show all 2 digit NAICS codes](#)

- ▼ [23](#) Construction
- ▼ [236](#) Construction of Buildings
- ▼ [2361](#) Residential Building Construction
- [23611](#) Residential Building Construction
- [236115](#) New Single-Family Housing Construction (except Operative Builders)
- [236116](#) New Multifamily Housing Construction (except Operative Builders)
- [236117](#) New Housing Operative Builders
- [236118](#) Residential Remodelers

1. Click on activity code 23 and drill down to 5/6 digit codes
2. Check on the matches for your Company (5/6 digit codes)
3. Click the "Next" button

Step 5.2 (Licenses)

Construction Company Licenses

Check your company licenses.

License	Description
<input type="checkbox"/>	A - General Engineering Contractor
<input checked="" type="checkbox"/>	B - General Building Contractor
<input type="checkbox"/>	C-2 - Insulation and Acoustical Contractor
<input type="checkbox"/>	C-4 - Boiler, Hot Water Heating and Steam Fitting Contractor
<input type="checkbox"/>	C-5 - Framing and Rough Carpentry Contractor
<input type="checkbox"/>	C-6 - Cabinet, Millwork and Finish Carpentry Contractor
<input type="checkbox"/>	C-7 - Low Voltage Systems Contractor
<input type="checkbox"/>	C-8 - Concrete Contractor
<input type="checkbox"/>	C-9 - Drywall Contractor
<input type="checkbox"/>	C10 - Electrical Contractor
<input type="checkbox"/>	C11 - Elevator Contractor
<input type="checkbox"/>	C12 - Earthwork and Paving Contractor
<input type="checkbox"/>	C13 - Fencing Contractor
<input type="checkbox"/>	C14 - Metal Roofing Contractor
<input type="checkbox"/>	C15 - Flooring and Floor Covering Contractor
<input type="checkbox"/>	C16 - Fire Protection Contractor
<input type="checkbox"/>	C17 - Glazing Contractor
<input type="checkbox"/>	C20 - Warm-Air Heating and Air-Conditioning Contractor
<input type="checkbox"/>	C21 - Building Moving/Demolition Contractor
<input type="checkbox"/>	C23 - Ornamental Metal Contractor
<input type="checkbox"/>	C26 - Lathing Contractor
<input type="checkbox"/>	C27 - Landscaping Contractor
<input type="checkbox"/>	C28 - Lock and Security Equipment Contractor
<input type="checkbox"/>	C29 - Masonry Contractor
<input type="checkbox"/>	C31 - Construction Zone Traffic Control Contractor
<input type="checkbox"/>	C32 - Parking and Highway Improvement Contractor
<input type="checkbox"/>	C33 - Painting and Decorating Contractor
<input type="checkbox"/>	C34 - Pipeline Contractor
<input type="checkbox"/>	C35 - Lathing and Plastering Contractor
<input type="checkbox"/>	C36 - Plumbing Contractor
<input type="checkbox"/>	C38 - Refrigeration Contractor
<input type="checkbox"/>	C39 - Roofing Contractor
<input type="checkbox"/>	C42 - Sanitation System Contractor
<input type="checkbox"/>	C43 - Sheet Metal Contractor
<input type="checkbox"/>	C45 - Electrical Sign Contractor
<input type="checkbox"/>	C46 - Solar Contractor
<input type="checkbox"/>	C47 - Manufactured Housing Contractor
<input type="checkbox"/>	C50 - Reinforcing Steel Contractor
<input type="checkbox"/>	C51 - Structural Steel Contractor
<input type="checkbox"/>	C53 - Swimming Pool Contractor
<input type="checkbox"/>	C54 - Ceramic and Mosaic Tile Contractor
<input type="checkbox"/>	C55 - Water Conditioning Contractor
<input type="checkbox"/>	C57 - Water Well Drilling Contractor
<input type="checkbox"/>	C60 - Welding Contractor
<input type="checkbox"/>	C61 - Limited Specialty
<input type="checkbox"/>	ASB - Asbestos Certification
<input type="checkbox"/>	HAZ - Hazardous Substance Removal Certification
<input type="checkbox"/>	HIC - Home Improvement Certification
<input type="checkbox"/>	D12 - Synthetic Products Contractor

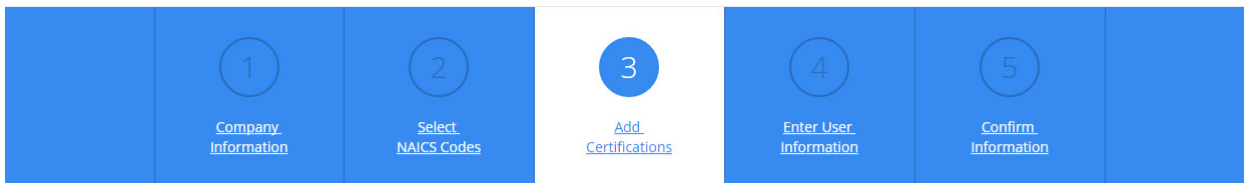
Back

Next

1. Check your Company licenses
2. Click the "Next" button

Step 6

Select Company Certification(s)



Are you certified?

The [Bureau of Contract Administration](#) will review and verify your requests before your company is displayed on BAVN as certified

Cert	Description	Certifying Agency	Cert Number
<input type="checkbox"/> DBE	Disadvantaged Business Enterprise	Select..	000-00000-000
<input checked="" type="checkbox"/> MBE	Minority-Owned Business Enterprise	City of Los Angeles (LA)	45688
<input type="checkbox"/> WBE	Women-Owned Business Enterprise	Select..	000-00000-000
<input type="checkbox"/> SLB	Small Local Business	Select..	000-00000-000
<input type="checkbox"/> SBE(LA)	Small Business Enterprise (LA)	Select..	000-00000-000
<input type="checkbox"/> EBE	Emerging Business Enterprise	Select..	000-00000-000
<input type="checkbox"/> DVBE	Disabled Veteran Business Enterprise	Select..	000-00000-000
<input type="checkbox"/> LBE(LA)	Local Business Enterprise (LA)	You will need to apply for the City of Los Angeles' LBE certification after registration.	
<input type="checkbox"/> SBE (Proprietary)	Small Business Enterprise (Proprietary)	Select..	000-00000-000

Select Harbor Certifications

To complete your application for the [Harbor Department's Local Business Enterprise \(LBE\) Program](#), you will be asked for additional questions.

CERT	DESCRIPTION
<input type="checkbox"/> LBE (Harbor)	LA Harbor Local Business Enterprise

Back Next

1. If applicable, click on the Certification you would like to apply for and a Certifying Agency. Click the "Next" button

Step 6A

LBE Harbor Certification checked

Select Harbor Certifications

To complete your application for the [Harbor Department's Local Business Enterprise \(LBE\) Program](#), you will be asked for additional questions.

CERT	DESCRIPTION
<input checked="" type="checkbox"/> LBE (Harbor)	LA Harbor Local Business Enterprise

Back Next

Apply for Harbor's Local Business Enterprise (LBE)

The Harbor Department defines a Local Business Enterprise (LBE) as:

- A business headquartered within Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties. Headquartered shall mean that the business physically conducts and manages all of its operations from a location in the above-named counties.; or
- A business that has at least 50 full-time employees, or 25 full-time employees for specialty marine contracting firms (NAICS code 237990), working in Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties.

Terms and Conditions

I certify under penalty of perjury that the information provided is true and correct.

I understand that this information will be verified at the time of contact execution.

I understand that by submitting false information, I could be banned from doing business with the City for five years.

By checking the box you agree to the terms and conditions

Back

Next

1. Check LBE (Harbor) Certification
2. Click the "Next" button
3. Check the agreement box
4. Click the "Next" button

Step 7

Add User Information

Let's set up your user info

Your login information will be emailed to you after you have completed your registration.

First Name*	<input type="text" value="Evelyn"/>	Last Name*	<input type="text" value="Smith"/>
Email	<i>admin@mycompany.com</i>	Confirm Email*	<input type="text" value="admin@mycompany.com"/>
Title	<input type="text" value="General Manager"/>		
	<input type="button" value="Back"/>	<input type="button" value="Next"/>	

1. Enter your **First** and **Last** names and reconfirm your **email address**
2. Click the “*Next*” button

Step 8

Verify Company and User Information

Almost finished!

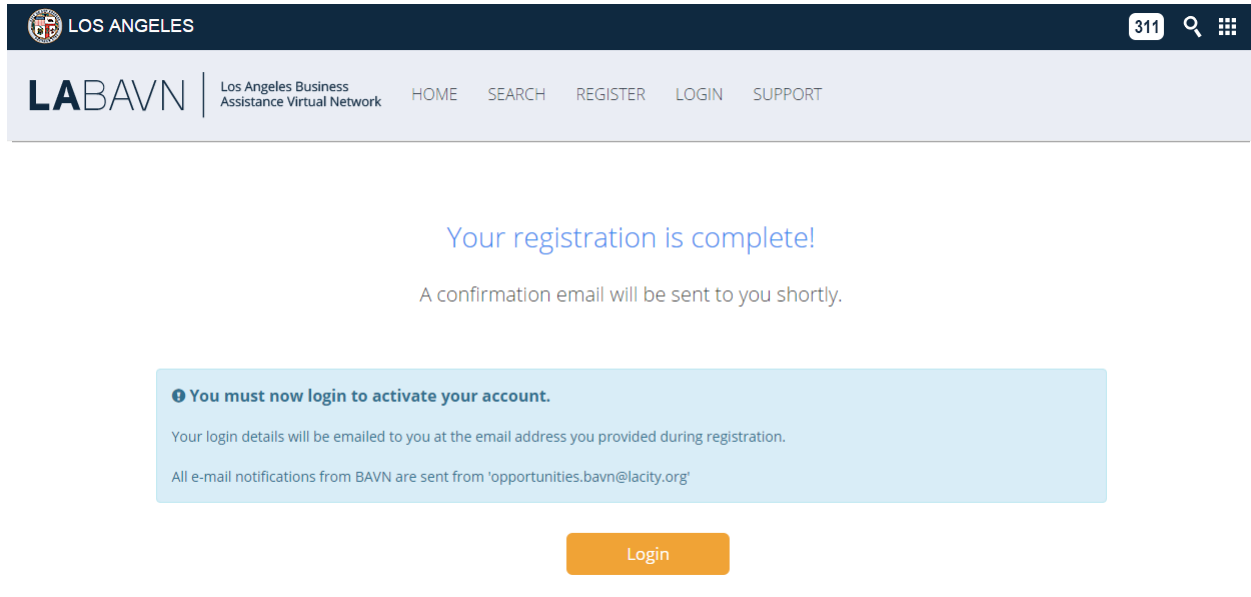
Please review your company and user information below

<p>COMPANY INFORMATION EDIT</p> <p>COMPANY : My Company</p> <p>ADDRESS: 500 Main St Los Angeles, CA undefined United States</p> <p>PHONE +1-213-555-0114</p> <p>REGISTER AS A: Prime Contractor</p> <p>NON-PROFIT: No</p> <p>SOLE PROPRIETOR: No</p> <p>BTRC:</p> <p>TAX ID: 012344</p>	<p>USER INFORMATION EDIT</p> <p>NAME: Evelyn Smith</p> <p>EMAIL : admin@mycompany.com</p> <p>TITLE: General Manager</p> <p>NAICS CODES EDIT</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><u>Selected NAICS Codes</u></p> <ul style="list-style-type: none"> • 32223: Stationery Product Manufacturing • 322230: Stationery Product Manufacturing </div> <p>CERTIFICATIONS EDIT</p> <p>MBE: Minority-Owned Business Enterprise</p>
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1. Verify your Company information. If changes are needed click the “Edit” button
2. Verify your User information. If changes are needed click the “Edit” button
3. Verify your NAICS Codes. If changes are needed click the “Edit” button
4. Verify your Company Certification(s). If changes are needed click the “Edit” button
5. Click the “Submit Registration” button
6. Your login name (email) and password will be emailed to you.

NOTE Please check your inbox for your **login name** and **password**. Also check you **spam folder** if the email has not arrived, as it may have been routed there

Step 9

Registration complete notification

The screenshot shows the top navigation bar of the LABAVN website. On the left is the LABAVN logo with the text "Los Angeles Business Assistance Virtual Network". On the right are navigation links: HOME, SEARCH, REGISTER, LOGIN, and SUPPORT. A dark blue header contains the "LOS ANGELES" logo, a "311" button, and search and menu icons. The main content area displays a confirmation message: "Your registration is complete!" followed by "A confirmation email will be sent to you shortly." Below this is a light blue callout box with a blue circle icon and the text: "You must now login to activate your account." It also states: "Your login details will be emailed to you at the email address you provided during registration." and "All e-mail notifications from BAVN are sent from 'opportunities.bavn@lacity.org'". At the bottom of the callout is an orange "Login" button.

1. Notification of successful Registration
2. Click the “*Login*” button to activate your account
3. Use the login name and password emailed to you
4. Please contact ITA.BAVN@lacity.org for all questions or concerns