

SERIAL 16109 S GROUND TRANSPORTATION SERVICES

DATE OF LAST REVISION: May 19, 2016

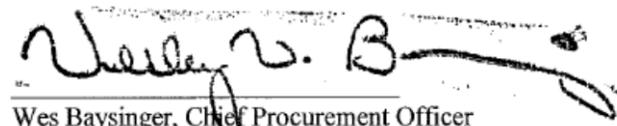
CONTRACT END DATE: June 30, 2017

CONTRACT PERIOD THROUGH JUNE 30, 2017

TO: All Departments
FROM: Office of Procurement Services
SUBJECT: Contract for **GROUND TRANSPORTATION SERVICES**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **May 19, 2016 (Eff. 07/01/16)**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.



Wes Baysinger, Chief Procurement Officer
Office of Procurement Services

LA/at
Attach

Copy to: Office of Procurement Services
 Bill White, Protective Services
 Gloria DRomero, Protective Services

(Please remove Serial 09128-S from your contract notebooks)

GROUND TRANSPORTATION SERVICES

1.0 INTENT:

Maricopa County is soliciting qualified vendors to establish ground transportation between off-site parking and County buildings in the downtown area for jurors and employees so that they can conveniently and safely conduct their business. The contractor shall maintain high standards of quality, customer service, and safety measures in providing public mobility. The shuttle route shall traverse a fixed route in the Downtown Phoenix area. Drivers shall transport customers for short distances along busy corridors in a high density traffic area. The service must be managed on a daily operational basis. A fleet inventory of shuttle vehicles must be available, maintained, kept clean, and reliable. The firms' daily operating policy will include assurances of compliance with all applicable regulations and laws, safety, accessibility, cleanliness, and comfort to its passengers. Other routes and service options within may be established as deemed necessary.

Other governmental entities under agreement with the County may have access to services provided hereunder (see also Sections 3.5 and 3.6, below).

The County reserves the right to add additional contractors, at the County's sole discretion, in cases where the currently listed contractors are of an insufficient number or skill-set to satisfy the County's needs or to ensure adequate competition on any project or task order work.

2.0 SPECIFICATIONS:

2.1 GENERAL INFORMATION:

- 2.1.1 Exhibit 2, Route Maps of the route the transportation vehicles shall travel are hereby incorporated into the contract and are attached as Exhibit 2.
- 2.1.2 Each contractor shall be required to determine the precise length of the route for bid submittal purposes.
- 2.1.3 Periods of unusually high demands or traffic may vary the mileage and or time needed to complete all scheduled pick-up and drop of locations.
- 2.1.4 Passenger loads will vary. Juror loads may be as low as 200 per day to a high of 500 per day. The County loads average 150 per day may increase up to 330 per day during County events.
- 2.1.5 Wait times shall not exceed fifteen (15) minutes. The Contractor shall provide coverage during break and lunch periods to ensure the flow of service is not disrupted. Wait times average 15 minutes in normal traffic. They may increase to twenty minutes during heavy traffic times.

2.2 SHUTTLE VEHICLE - MINIMUM REQUIREMENTS:

- 2.2.1 The contractor shall provide two fifty-five (55) seat motor coaches, one for the juror route and one for the employee route. The contractor shall have available a twenty-seven (27) seat ADA compliant minibus as needed. At the onset of this contract 2 busses shall be made available with the option to increase or decrease as needed.
- 2.2.2 Each vehicle shall be equipped with one (1) hydraulic wheelchair ramp and be capable of accommodating two (2) wheelchairs simultaneously. During daily operation, at least one (1) space shall be dedicated for wheelchair usage; the other, as needed. (Refer to §2.2.3).
- 2.2.3 The buses assigned to this contract shall be maintained clean, in sound running condition, free of rust, and not have any third part advertising. The County shall have the right to advertise on the busses assigned to this contract.

- 2.2.4 The bus shall conform to Title 49 CFR Part 38- AMERICAN WITH DISABILITIES ACT (ADA) ACCESSIBILITY SPECIFICATIONS FOR TRANSPORTATION VEHICLES.
- 2.2.5 All buses in this contract shall have functional air conditioning and heating, and be radio dispatched.
- 2.2.6 The fleet shall be professionally maintained by qualified mechanics. A copy of the firm's PM program for the vehicle must accompany bid package. PM history shall be available within 48 hours of a request by the County.
- 2.2.7 All buses shall be smoke-free and cleaned before the start of each day's route. The drivers shall be responsible to ensure the buses are kept clean during the business day.
- 2.2.8 The buses assigned to this contract must meet all Federal and State Department of Transportation rules, regulations, and codes and all local and municipal requirements.
- 2.2.9 All buses shall be marked with an identification sign on the front and right sides depicting the shuttle route (Details for the signage to be provided). The sign shall be large enough to read from a distance of 20 feet. Identification signs and the installation thereof shall be provided by the Contractor at no additional cost to the County. The County reserves the right to have additional signage for County purposes.

2.3 EMERGENCY SITUATIONS:

- 2.3.1 During unscheduled emergencies, the services may be requested on short notice and would be required to report to a designated downtown location within one (1) hour of notification and within two (2) hours of notification to other locations within Maricopa County.
- 2.3.2 Additionally, no less than three 24-hour contacts must be provided and service provider may, on occasion, be contacted as part of emergency management drills to verify availability and provide notional estimated times of arrival at a given location.
- 2.3.3 Vehicles must be able to traverse distances of up to 150 miles and have the flexibility to refuel without being out of service for more than one hour. Domestic pets, either secured within a carrier and/or well managed on a leash must also be allowed in the transport of evacuees. Drivers have the responsibility to assess the safety of the load, given these the number, demeanor and/or impact of these pets and to exclude, on a case by case basis, any animal from the vehicle for the reasons cited above. If such a case exists, the driver/carrier must advise emergency management of the case, along the appropriate details regarding said animal, so that alternative transportation can be made arranged. Respondents are encouraged to provide any incidental cleaning fees within the pricing sheets for any additional cleaning which may be required when animals are present.

2.4 REGULAR SERVICE HOURS:

Employee route is 6:00AM-6:00PM and Juror route is 6:30AM-6:30PM.

2.5 DRIVER REQUIREMENTS:

All drivers shall:

- 2.5.1 Present a professional appearance shall clean be professional and must be uniformed.
- 2.5.2 Have and maintain a current and in good standing Class C commercial driver license.
- 2.5.3 Understand the importance of keeping to a schedule.
- 2.5.4 Drivers are not to sell tickets, accept cash or engage in solicitation of any kind, nor permit any passenger to engage in any solicitations of any kind.

2.5.5 Deliver any lost and found items to the Protective Services Officer at the Jackson garage command center or call 602-506-3700 for direction.

2.6 FIXED STOPS AND ROUTES:

At the time of this IFB, there are **two (2)** ~~four (4)~~ Routes which shall be the primary circuits. The County may add additional routes or services and request pricing for such as deemed necessary.

2.7 ADVERTISING:

The County reserves the right to place advertising and any other County related signage on the buses at the expense of the County, except as noted in §2.2.9. Protective Services Department must pre-approve all advertisements/signage.

2.8 ALTERNATIVE FUELS OPTION:

Respondents are encouraged to make available alternative fuel buses. Please state in your bid if you have an inventory of these vehicles. Pricing for alternative fuels usage in the shuttle fleet assigned to this contract shall be as an option to Maricopa County and priced in Attachment A, PRICING.

2.9 PASSENGER LOADS:

The Contractor shall monitor passenger loads daily to evaluate efficiency and adjust coverage as necessary. Reports of such shall be provided to the County at the end of each week. The report shall state quantity of passengers loading/unloading at each stop, time of day, and day of week.

2.10 DRIVER AND/OR VEHICLE CITATIONS:

The Contractor shall and/or the driver shall responsible for all parking, or vehicle citations incurred by their driver or the vehicle.

2.11 IDENTIFICATION OF PASSENGERS:

COUNTY AND JURORS:

The driver shall ensure only County employees; jurors and evacuees are passengers by requesting their County ID, and Juror notification. Should a County employee or juror bring a guest, the driver shall accept the guest as a rider. In addition to service animals, domestic pets, either contained within a carrier or on a leash will also require evacuee transportation slips. No other patrons are allowed to traverse the shuttle system, however, at times Jurors and/or County employees may have misplaced or forgotten their ID or Juror notification slips.

EVACUEES:

The driver shall ensure evacuees are passengers by requesting their County ID, Juror notification or evacuee slips to be display. Should evacuee bring a guest, the driver shall accept the guest as a rider. In addition to service animals, domestic pets, either contained within a carrier or on a leash will also require evacuee transportation slips.

2.12 TRAFFIC DELAYS:

Traffic delays may occur at various times of the day and for a variety of reasons. Therefore, an alternate route may be necessary. If it is anticipated any traffic delays become ongoing for a length of time on a portion of the route, thus resulting in implementing an alternate route, the alternate route shall be submitted to PS in writing for pre-approval. Should normal traffic delays due to time-of-day congestion or accidents occur, the driver shall contact the Maricopa County Protective Services Department at 602-506-8186 or 602-768-8736 to inform them of such traffic delays.

2.13 SHUTTLE BREAKDOWNS:

The Contractor shall be responsible to immediately replace buses that have mechanical problems and cannot continue service. The replacement bus shall be equal in size and capacity, and made available within one (1) hour after notification of such breakdown. Failure to provide such replacement within the required time shall cause the County to adjust payment to the Contractor an amount equal to the hourly rate bid for each hours delay. In those cases where a replacement bus is not provide within the one (1) hour time the County will have the right to bring in a similar bus from another provider and back charge the Contractor for any cost difference in providing service for the applicable day or other time frame. Should a bus be permanently replaced by another, the Contractor shall be responsible for the transfer of all signage.

The Maricopa County Protective Services representative shall be notified within 10 minutes of any service interruptions/mechanical problems impacting bus service.

2.14 ACCIDENTS/INJURIES:

All accidents and/or injuries that occur while performing these services shall be the responsibility of the Contractor and be reported in writing to, Protective Services Department within 24 hours of the incident.

2.15 COUNTY REQUIRED BACKGROUND CHECK:

Maricopa County background check shall be a requirement for all employees of Contractor's staff providing services to the County. The cost for this requirement shall be incurred by the County.

2.16 EMPLOYEES OF THE CONTRACTOR:

No one except authorized employees of the Contractor is allowed on the buses. Contractor employees are NOT to be accompanied in their work area by acquaintances, family members, or any other person unless said person is an authorized employee of the Contractor.

2.17 REMOVAL OF CONTRACTOR'S EMPLOYEES:

The Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work. The County may require that the Contractor remove from the job covered by this contract, any employee who endanger persons or property or whose continued employment under this contract is inconsistent with the interest of Maricopa County. The Contractor will have 1 hour to provide a replacement.

2.18 BOTTLED WATER

The contractor may offer bottled water without charge to authorized riders of the juror shuttles. If offered, the contractor shall include the cost in their bid.

2.19 REQUIRED SUBMITTALS:

- 2.19.1 Provide an inventory of your firms' fleet quantity, type, year, and make. Provide year and make of vehicles your firm shall utilize in this contract.
- 2.19.2 Does your firm have any buses that use alternative fuels? If yes, would any be utilized in this contract if the County opts for such?
- 2.19.3 Provide a statement as to how shuttle interior temperatures are controlled during summer and winter seasons.
- 2.19.4 Provide a statement as to what type of PM program your firm uses to maintain the fleet and how administered.
- 2.19.5 Provide a copy of your firms' licensing as required by the regulatory authority.
- 2.19.6 Provide a copy of your firms' safety program and how administered.
- 2.19.7 Supply your firms' DOT reportable accident and injury record for the past 12 months.

- 2.19.8 Provide your firms requirements for drivers – licensing, training, merit system, drug testing, background checks, etc.

3.0 PURCHASING REQUIREMENTS:

3.1 INVOICES AND PAYMENTS:

- 3.1.1 The Contractor shall submit one (1) legible copy of their detailed invoice before payment(s) can be made. Incomplete invoices will not be processed. At a minimum, the invoice must provide the following information:

- Company name, address and contact
- County bill-to name and contact information
- Contract Serial Number or
- County purchase order number
- Invoice number and date
- Payment terms
- Date of service or delivery
- Quantity (number of days or weeks)
- Contract Item number(s)
- Description of Purchase (product or services)
- Arrival and completion time (if applicable)
- Total Amount Due

- 3.1.2 Problems regarding billing or invoicing shall be directed to the using agency as listed on the Purchase Order.

- 3.1.3 Payment shall be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Contract Award the Contractor shall complete the Vendor Registration Form located on the County Department of Finance Vendor Registration Web Site (<http://www.maricopa.gov/Finance/Vendors.aspx>).

- 3.1.4 Discounts offered in the contract shall be calculated based on the date a properly completed invoice is received by the County (ROI).

- 3.1.5 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

3.2 APPLICABLE TAXES:

- 3.2.1 **Payment of Taxes:** The Contractor shall pay all applicable taxes. With respect to any installation labor on items that are not attached to real property performed by Contractor under the terms of this Contract, the installation labor cost and the gross receipts for materials provided shall be listed separately on the Contractor's invoices.

- 3.2.2 **State and Local Transaction Privilege Taxes:** Maricopa County is subject to all applicable state and local transaction privilege taxes. To the extent any state and local transaction privilege taxes apply to sales made under the terms of this contract_it is the responsibility of the seller to collect and remit all applicable taxes to the proper taxing jurisdiction of authority.

- 3.2.3 **Tax Indemnification:** Contractor and all subcontractors shall pay all Federal, state, and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and require all subcontractors to hold Maricopa County harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under Federal, and/or state and local laws and regulations and any other costs including

transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.

3.3 TAX: (SERVICES):

No tax shall be levied against labor. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

3.4 POST AWARD MEETING:

The Contractor may be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of this Contract. This meeting will be coordinated by the Procurement Officer of the Contract.

3.5 STRATEGIC ALLIANCE for VOLUME EXPENDITURES (\$AVE)

The County is a member of the \$AVE cooperative purchasing group. \$AVE includes the State of Arizona, many Phoenix metropolitan area municipalities, and many K-12 unified school districts. Under the \$AVE Cooperative Purchasing Agreement, and with the concurrence of the successful Respondent under this solicitation, a member of \$AVE may access a contract resulting from a solicitation issued by the County. If you **do not** want to grant such access to a member of \$AVE, **please so state** in your proposal. In the absence of a statement to the contrary, the County will assume that you do wish to grant access to any contract that may result from this Request for Proposal.

3.6 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS (ICPA's)

County currently holds ICPA's with numerous governmental entities throughout the State of Arizona. These agreements allow those entities, with the approval of the Contractor, to purchase their requirements under the terms and conditions of the County Contract. Please indicate on Attachment A, your acceptance or rejection regarding such participation of other governmental entities. Your response will not be considered as an evaluation factor in awarding a contract.

4.0 CONTRACTUAL TERMS & CONDITIONS:

4.1 CONTRACT TERM:

This Invitation for Bid is for awarding a firm, fixed-price purchasing contract to cover a term of one (1) year.

4.2 OPTION TO RENEW:

The County may, at its option and with the concurrence of the Contractor, renew the term of this Contract up to a maximum of four (4) additional years, (or at the County's sole discretion, extend the contract on a month to month basis for a maximum of six (6) months after expiration). The Contractor shall be notified in writing by the Office of Procurement Services of the County's intention to renew the contract term at least thirty (60) calendar days prior to the expiration of the original contract term..

4.3 PRICE ADJUSTMENTS:

Any requests for reasonable price adjustments must be submitted sixty (60) days prior to the Contract expiration. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the Consumer Price Index or by performing a market survey.

4.4 FUEL COST PRICE ADJUSTMENT:

- 4.4.1 This provision provides for limited increased or decreased costs of motor fuels (fuels) used to perform services under this Contract. This provision does not apply to burner fuel (i.e. propane, natural gas, fuel oil, used motor oil). It applies to motor fuel only. Fuel cost adjustments may be either positive or negative. A positive fuel cost adjustment will result in an increase in payments to Contractor while a negative fuel cost adjustment will result in a decrease in payments to Contractor.
- 4.4.2 This provision is intended to minimize risk to both parties to this Contract due to fuel cost fluctuations that may occur during the term of this Contract. This provision is not designed to estimate actual quantities of fuel used in providing services under this Contract, but to provide a reasonable basis for calculating a fuel cost adjustment based on average conditions.
- 4.4.3 Application of this provision will come into effect upon Contractor submittal of a fuel cost adjustment request. A request may be submitted only when the increased cost of fuel, established as a percentage of total contract price (base fuel cost) upon award of this Contract, exceeds ten (10%) percent of the base fuel cost. The Contractor may request a fuel surcharge no more than four (4) times annually, during the month(s) of March, June, September and December. The request must be submitted no later than the tenth (10th) of the month. Any surcharge shall be effective the first of the following month after receipt and approval. The date of County approval of a fuel cost adjustment request shall become the base date for any future Contractor adjustment requests.
- 4.4.4 Contractor shall include, as part of its price bid, the percentage of total contract price fuel represents (e.g., fuel cost equals 10% of Contractor cost) (see also, Attachment A, Vendor Information). This percentage will represent and establish the base fuel cost for this Contract. The base fuel cost shall be established as the due date for submission of proposals for this Contract. All subsequent fuel cost adjustments shall be based upon the date the County approves a Contractor's request for fuel cost adjustment (e.g. fuel cost adjustment approved by County on January 1, 2006, January 1, 2006 becomes base date for any next Contractor request for adjustment).
- 4.4.5 Fuel Cost Application Requirement. The Contractor must provide documentation including type of motor fuel and fuel invoices with price of the fuel used in providing services under this Contract, from the month bids were due and the month of the cost adjustment request, with any fuel cost adjustment application. The fuel cost adjustment application must be completed with all applicable data, and signed by the Contractor. Any cost adjustment will be calculated by the County by using the bureau of Labor Statistics, Producer Price Index for Gasoline – WPU0571 and #2 Diesel Fuel – WPO57303 (<http://data.bls.gov/cgi-bin/surveymost?wp>).
- 4.4.6 The fuel surcharge shall be based on the current quarterly index of the West Coast (PADD5) Diesel (On-Highway)-All Types or Reformulated Areas Gasoline compared to the previous quarterly index period as reported on the Energy Information Administration (EIA) website: <http://www.eia.doe.gov/>
- 4.4.7 The computation of the fuel surcharge amount shall be determined as follows:
- 4.4.7.1 The fuel cost component from Attachment A (vendor information) of the Contract with Maricopa County, multiplied by the percent of change indicated by the EIA report from the previous index period.
- 4.4.7.2 Upon agreement by the County to the surcharge, the County shall issue written approval of the change prior to any adjusted invoicing submitted for payment.
- 4.4.7.3 The surcharge shall be added as a separate line item to the invoice.

4.5 INDEMNIFICATION:

To the fullest extent permitted by law, and to the extent that claims, damages, losses or expenses are not covered and paid by insurance purchased by the Contractor, the Contractor shall defend indemnify and hold harmless the County (as Owner), its agents, representatives, agents, officers, directors, officials, and employees from and against all claims, damages, losses, and expenses (including, but not limited to attorneys' fees, court costs, expert witness fees, and the costs and attorneys' fees for appellate proceedings) arising out of, or alleged to have resulted from the negligent acts, errors, omissions, or mistakes relating to the performance of this Contract.

Contractor's duty to defend, indemnify, and hold harmless the County, its agents, representatives, agents, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss, or expense that is attributable to bodily injury, sickness, disease, death or injury to, impairment of, or destruction of tangible property, including loss of use resulting there from, caused by negligent acts, errors, omissions, or mistakes in the performance of this Contract, but only to the extent caused by the negligent acts or omissions of the Contractor, a subcontractor, any one directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the sole negligence of County.

4.6 INSURANCE:

4.6.1 Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.

4.6.2 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

4.6.3 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

4.6.4 Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.

4.6.5 The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

4.6.6 The insurance policies required by this Contract, except Workers' Compensation and Errors and Omissions, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

4.6.7 The policies required hereunder, except Workers' Compensation and Errors and Omissions, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

4.6.8 **Commercial General Liability.**

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$2,000,000 for each occurrence, \$4,000,000 Products/Completed Operations Aggregate, and \$4,000,000 General Aggregate Limit. The policy shall include coverage for premises liability, bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provisions which would serve to limit third party action over claims. There shall be no endorsement or modifications of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

4.6.9 **Automobile Liability.**

Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services or use or maintenance of the Premises under this Contract.

4.6.10 **Workers' Compensation.**

Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

Contractor, its contractors and its subcontractors waive all rights against Contract and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor, its contractors and its subcontractors pursuant to this Contract.

4.6.11 Certificates of Insurance.

4.6.11.1 Prior to Contract **AWARD**, Contractor shall furnish the County with valid and complete certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

4.6.11.2 In the event any insurance policy (ies) required by this contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.

4.6.11.3 If a policy does expire during the life of the Contract, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.

4.6.12 Cancellation and Expiration Notice.

Applicable to all insurance policies required within the Insurance Requirements of this Contract, Contractor's insurance shall not be permitted to expire, be suspended, be

canceled, or be materially changed for any reason without thirty (30) days prior written notice to Maricopa County. Contractor must provide to Maricopa County, within 2 business days of receipt, if they receive notice of a policy that has been or will be suspended, canceled, materially changed for any reason, has expired, or will be expiring. Such notice shall be sent directly to Maricopa County Office of Procurement Services and shall be mailed, emailed, hand delivered or sent by facsimile transmission to (320 West Lincoln Street, Phoenix, AZ 85003, Phone Number 602/506-3967 /Fax Number 602/258-1573).

4.7 REQUIREMENTS CONTRACT:

- 4.7.1 Contractors signify their understanding and agreement by signing a bid submittal, that the Contract resulting from the bid is a requirements contract. However, the Contract does not guarantee any minimum or maximum number of purchases will be made. It only indicates that if purchases are made for the materials contained in the Contract, they will be purchased from the Contractor awarded that item. Orders will only be placed when the County identifies a need and proper authorization and documentation have been approved.
- 4.7.2 County reserves the right to cancel Purchase Orders within a reasonable period of time after issuance. Should a Purchase Order be canceled, the County agrees to reimburse the Contractor for actual and documentable costs incurred by the Contractor in response to the Purchase Order. The County will not reimburse the Contractor for any costs incurred after receipt of County notice of cancellation, or for lost profits, shipment of product prior to issuance of Purchase Order, etc.
- 4.7.3 Contractors agree to accept verbal notification of cancellation of Purchase Orders from the County Procurement Officer with written notification to follow. By submitting a bid in response to this Invitation for Bids, the Contractor specifically acknowledges to be bound by this cancellation policy.

4.8 SUSPENSION OF WORK:

The Procurement Officer may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this contract for the period of time that the Procurement Officer determines appropriate for the convenience of the County. No adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor. No request for adjustment under this clause shall be granted unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the contract.

4.9 STOP WORK ORDER:

The Procurement Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Procurement Officer shall either—

- 4.9.1 Cancel the stop-work order; or
- 4.9.2 Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the County, clause of this contract.

4.9.3 The Procurement Officer may make an equitable adjustment in the delivery schedule and/or contract price, or otherwise, and the contract shall be modified, in writing, accordingly, if the Contractor demonstrates that the stop work order resulted in an increase in costs to the Contractor.

4.10 UNCONDITIONAL TERMINATION FOR CONVENIENCE:

Maricopa County may terminate the resultant Contract for convenience by providing sixty (60) calendar days advance notice to the Contractor.

4.11 TERMINATION FOR DEFAULT:

The County may, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to:

4.11.1 Deliver the supplies or to perform the services within the time specified in this contract or any extension;

4.11.2 Make progress, so as to endanger performance of this contract; or

4.11.3 Perform any of the other provisions of this contract.

4.11.4 The County's right to terminate this contract under these subparagraphs may be exercised if the Contractor does not cure such failure within 10 days (or more if authorized in writing by the County) after receipt of the notice from the Procurement Officer specifying the failure.

4.12 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel any Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

4.13 OFFSET FOR DAMAGES:

In addition to all other remedies at Law or Equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance of the contract.

4.14 SUBCONTRACTING:

4.14.1 The Contractor may not assign to another Contractor or Subcontract to another party for performance of the terms and conditions hereof without the written consent of the County. All correspondence authorizing subcontracting must reference the Bid Serial Number and identify the job project.

4.14.2 The Subcontractor's rate for the job shall not exceed that of the Prime Contractor's rate, as bid in the pricing section, unless the Prime Contractor is willing to absorb any higher rates. The Subcontractor's invoice shall be invoiced directly to the Prime Contractor, who in turn shall pass-through the costs to the County, without mark-up. A copy of the Subcontractor's invoice must accompany the Prime Contractor's invoice.

4.15 AMENDMENTS:

All amendments to this Contract shall be in writing and approved/signed by both parties. Maricopa County Office of Procurement Services shall be responsible for approving all amendments for Maricopa County.

4.16 ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete materials to a Contract. If a service requirement is deleted, payment to the Contractor will be reduced proportionately, to the amount of service reduced in accordance with the bid price. If additional materials are required from a Contract, prices for such additions will be negotiated between the Contractor and the County.

4.17 ACCESS TO AND RETENTION OF RECORDS FOR THE PURPOSE OF AUDIT AND/OR OTHER REVIEW:

4.17.1 In accordance with section MCI 371 of the Maricopa County Procurement Code the Contractor agrees to retain all books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this Contract for six (6) years after final payment or until after the resolution of any audit questions which could be more than six (6) years, whichever is latest. The County, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of, any and all said materials.

4.17.2 If the Contractor's books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

4.17.3 If at any time it is determined by the County that a cost for which payment has been made is a disallowed cost, the County shall notify the Contractor in writing of the disallowance. The course of action to address the disallowance shall be at sole discretion of the County, and may include either an adjustment to future invoices, request for credit, request for a check or deduction from current billings submitted by the Contractor by the amount of the disallowance, or to require reimbursement forthwith of the disallowed amount by the Contractor by issuing a check payable to Maricopa County.

4.18 VALIDITY:

The invalidity, in whole or in part, of any provision of this Contract shall not void or affect the validity of any other provision of the Contract.

4.19 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from a Contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall supply to the other party, upon request, any available information that is relevant to a Contract and to the performance thereunder.

4.20 RELATIONSHIPS:

4.20.1 In the performance of the services described herein, the Contractor shall act solely as an independent contractor, and nothing herein or implied herein shall at any time be construed as to create the relationship of employer and employee, co-employee, partnership, principal and agent, or joint venture between the County and the Contractor.

4.20.2 The County reserves the right of final approval on proposed staff for all Task Orders. Also, upon request by the County, the Contractor will be required to remove any

employees working on County projects and substitute personnel based on the discretion of the County within two business days, unless previously approved by the County.

4.21 NON-DISCRIMINATION:

Vendor agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 including flow down of all provisions and requirements to any subcontractors. Executive Order 2009-09 supersedes Executive order 99-4 and amends Executive order 75-5 and may be viewed and downloaded at the Governor of the State of Arizona's website <http://azmemory.azlibrary.gov/cdm/singleitem/collection/execorders/id/680/rec/1> which is hereby incorporated into this contract as if set forth in full herein. During the performance of this contract, CONTRACTOR shall not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

4.22 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION:

4.22.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor

4.22.1.1 is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

4.22.1.2 have not within 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

4.22.1.3 are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and

4.22.1.4 have not within a 3-year period preceding this Contract had one or more public transaction (Federal, State or local) terminated for cause of default.

4.22.2 The Contractor agrees to include, without modification, this clause in all lower tier covered transactions (i.e. transactions with subcontractors) and in all solicitations for lower tier covered transactions related to this Contract.

4.23 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §41-4401 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS:

4.23.1 By entering into the Contract, the Contractor warrants compliance with the Immigration and Nationality Act (INA using e-verify) and all other federal immigration laws and regulations related to the immigration status of its employees and A.R.S. §23-214(A). The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the Immigration Reform and Control Act of 1986, as amended from time to time, for all employees performing work under the Contract and verify employee compliance using the E-verify system and shall keep a record of the verification for the duration of the employee's employment or at least three years, whichever is longer. I-9 forms are available for download at USCIS.GOV.

4.23.2 The County retains the legal right to inspect contractor and subcontractor employee documents performing work under this Contract to verify compliance with paragraph 4.23 of this Section. Contractor and subcontractor shall be given reasonable notice of the County's intent to inspect and shall make the documents available at the time and date specified. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County will consider this a material breach of the contract and may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

4.24 **CONTRACTOR LICENSE REQUIREMENT:**

4.24.1 The Respondent shall procure all permits, insurance, licenses and pay the charges and fees necessary and incidental to the lawful conduct of his/her business, and as necessary complete any required certification requirements, required by any and all governmental or non-governmental entities as mandated to maintain compliance with and in good standing for all permits and/or licenses. The Respondent shall keep fully informed of existing and future trade or industry requirements, Federal, State and Local laws, ordinances, and regulations which in any manner affect the fulfillment of a Contract and shall comply with the same. Contractor shall immediately notify both Office of Procurement Services and the using agency of any and all changes concerning permits, insurance or licenses.

4.24.2 Respondents furnishing finished products, materials or articles of merchandise that will require installation or attachment as part of the Contract, shall possess any licenses required. A Respondent is not relieved of its obligation to possess the required licenses by subcontracting of the labor portion of the Contract. Respondents are advised to contact the Arizona Registrar of Contractors, Chief of Licensing, at (602) 542-1525 to ascertain licensing requirements for a particular contract. Respondents shall identify which license(s), if any, the Registrar of Contractors requires for performance of the Contract.

4.25 **INFLUENCE:**

As prescribed in MC1-1202 of the Maricopa County Procurement Code, any effort to influence an employee or agent to breach the Maricopa County Ethical Code of Conduct or any ethical conduct may be grounds for Disbarment or Suspension under MC1-902.

An attempt to influence includes, but is not limited to:

4.25.1 A Person offering or providing a gratuity, gift, tip, present, donation, money, entertainment or educational passes or tickets, or any type valuable contribution or subsidy,

4.25.2 That is offered or given with the intent to influence a decision, obtain a contract, garner favorable treatment, or gain favorable consideration of any kind.

If a Person attempts to influence any employee or agent of Maricopa County, the Chief Procurement Officer, or his designee, reserves the right to seek any remedy provided by the Maricopa County Procurement Code, any remedy in equity or in the law, or any remedy provided by this contract.

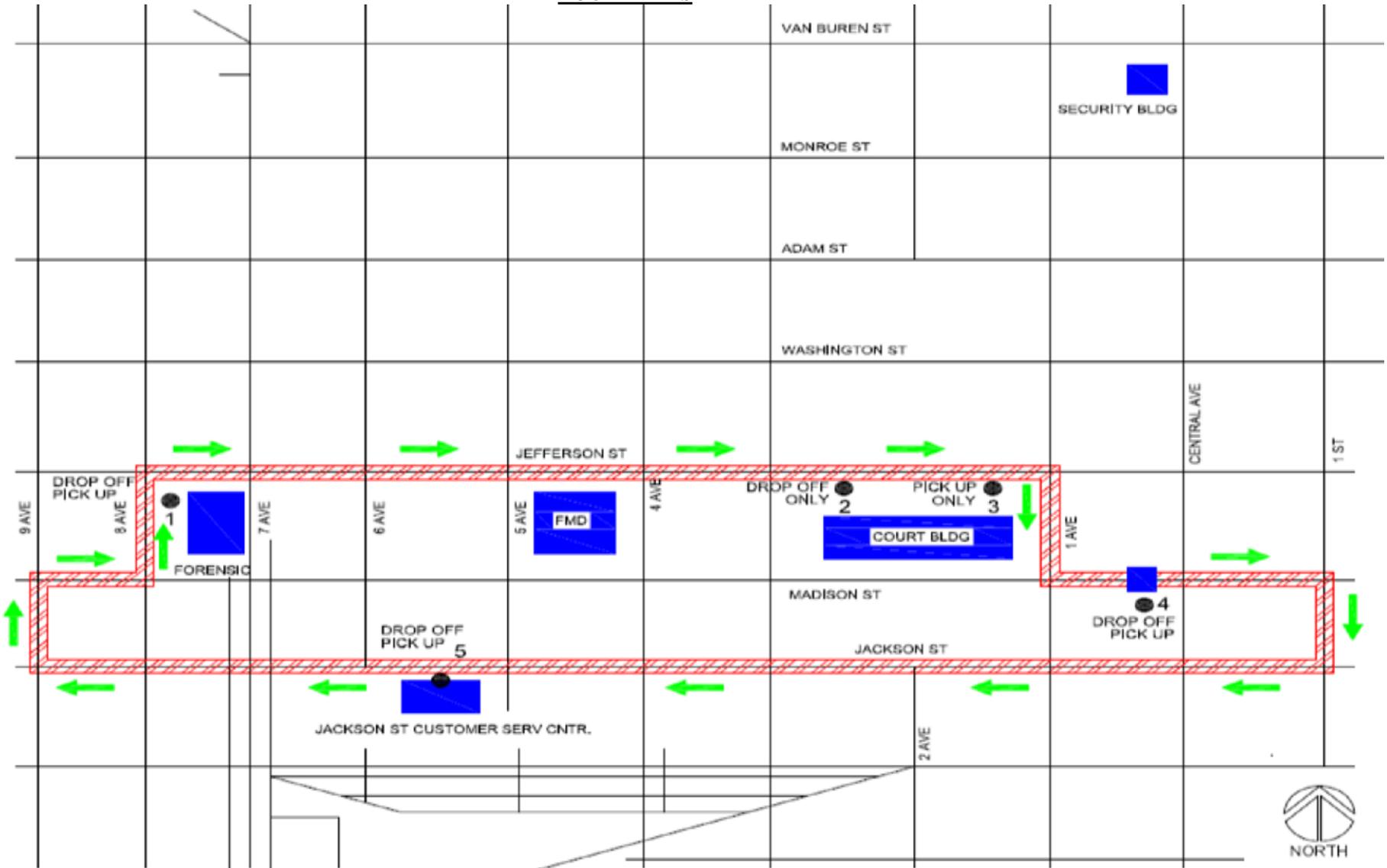
4.26 **PUBLIC RECORDS:**

All Offers submitted and opened are public records and must be retained by the Records Manager at the Office of Procurement Services. Offers shall be open to public inspection after Contract award and execution, except for such Offers deemed to be confidential by the Office of Procurement Services. If an Offeror believes that information in its Offer should remain confidential, it shall indicate as confidential, the specific information in its offer and submit a statement with its offer detailing the reasons that the information should not be disclosed. Such

reasons shall include the specific harm or prejudice which may arise. The Records Manager of the Office of Procurement Services shall determine whether the identified information is confidential pursuant to the Maricopa County Procurement Code and the Arizona Public Records Law.

EXHIBIT 2

ROUTE MAPS



7:00 AM - 6:00 PM
6:30 am - 6:30 pm

ROUTE #2 JURY SHUTTLE 4 STOPS

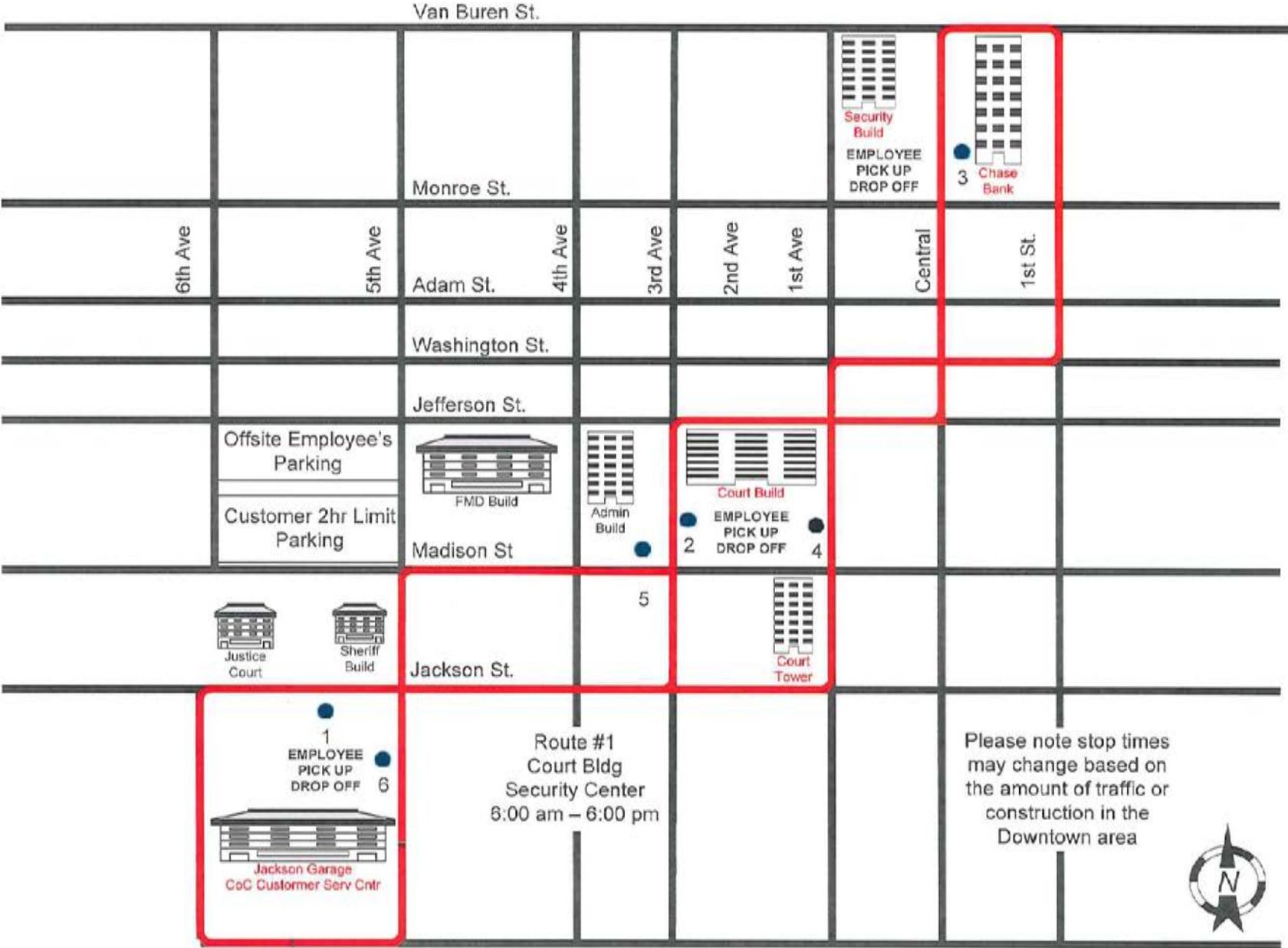


EXHIBIT 3

APPROXIMATE SHUTTLE TIME

Stop1	Stop2	Stop3	Stop4	Stop5	Stop6
6:00	6:04	6:09	6:12	6:15	6:18
6:20	6:24	6:29	6:32	6:35	6:38
6:40	6:44	6:49	6:52	6:55	6:58
7:00	7:04	7:09	7:12	7:15	7:18
7:20	7:24	7:29	7:32	7:35	7:38
7:40	7:44	7:49	7:52	7:55	7:58
8:00	8:04	8:09	8:12	8:15	8:18
8:20	8:24	8:29	8:32	8:35	8:38
8:40	8:44	8:49	8:52	8:55	8:58
9:00	9:04	9:09	9:12	9:15	9:18
9:20	9:24	9:29	9:32	9:35	9:38
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10:00	10:04	10:09	10:12	10:15	10:18
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11:00	11:04	11:09	11:12	11:15	11:18
11:20	11:24	11:29	11:32	11:35	11:38
11:40	11:44	11:49	11:52	11:55	11:58
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15:20	15:24	15:29	15:32	15:35	15:38
15:40	15:44	15:49	15:52	15:55	15:58
16:00	16:04	16:09	16:12	16:15	16:18
16:20	16:24	16:29	16:32	16:35	16:38
16:40	16:44	16:49	16:52	16:55	16:58
17:00	17:04	17:09	17:12	17:15	17:18
17:20	17:24	17:29	17:32	17:35	17:38
17:40	17:44	17:49	17:52	17:55	17:58
18:00					