

**GREATER DAYTON REGIONAL TRANSIT AUTHORITY**

**INVITATION FOR BID**

**FOR**

**LAPTOPS AND CART**

**CONTRACT BID NO. GD 17-19**



**PREPARED BY**

**GREATER DAYTON REGIONAL TRANSIT AUTHORITY**

**JULY 12, 2017**

July 12, 2017

DEAR PROSPECTIVE BIDDERS:

Re: Invitation for Bids (IFB)  
LAPTOPS AND CART  
IFB No. GD 17-19

The Greater Dayton Regional Transit Authority (RTA) is soliciting bids for LAPTOPS AND CART. Your firm is invited to submit a bid.

Please send your completed bid clearly marked "LAPTOPS AND CART" to the undersigned by 10:00 A.M., Dayton (Eastern) Time, JULY 26, 2017. Bids may be hand delivered, mailed or sent by delivery services addressed to: Manager of Procurement, Greater Dayton Regional Transit Authority, 4 S. Main Street, Dayton, OH 45402. Please allow additional working days for U.S. Postal Service delivery. If you will be attending the bid opening, plan to arrive at least 20 minutes early as there is no parking available at our facility and you will need to locate public parking.

**BASIS OF AWARD:** The award of this order is based on the lowest responsive and responsible bidder(s) as determined by the Greater Dayton Regional Transit Authority (RTA).

**DBE Participation:** It is the policy of the Department of Transportation (DOT) that DBE's, as defined in 49 CFR, Parts 23 and 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this Agreement. Although the DBE goal for this procurement is 0% RTA welcomes DBE participation.

Any interpretation, correction or change of the bid documents will be made by addendum. Interpretations, corrections or changes made in any other manner will not be binding, and bidders shall not rely upon such interpretations, corrections and changes. Addenda will be mailed to every bidder of record.

**Please Note:** This bid package and any addenda are available on the Procurement Department page of our website, <http://proc.greaterdaytonrta.org>. Please continue checking the website for any updates or addenda. If you have received this bid package via email or regular mail, all addenda will also be sent to you by the same method. **However, if you accessed this bid package from our website, we may not have you in our database. In order to ensure that you receive all updates and addenda, please contact Tamea Wiesman by email at [twiesman@greaterdaytonrta.org](mailto:twiesman@greaterdaytonrta.org) to be added to our database.**

Sincerely,

*Tamea Wiesman*

Tamea Wiesman, CPPB  
Sr. Purchasing Agent

Attachment

**GREATER DAYTON REGIONAL TRANSIT AUTHORITY**

**TABLE OF CONTENTS**

**LAPTOPS AND CART  
GD 17-19**

**LAPTOPS AND CART .....1**  
**TABLE OF CONTENTS ..... i**  
**SECTION I.....1**  
    INVITATION FOR BID.....2  
    RTA BACKGROUND .....3  
    BID FORM .....4  
    AFFIDAVIT OF INTENDED DISADVANTAGED BUSINESS ENTERPRISE .....8  
    AFFIDAVIT OF DISADVANTAGED BUSINESS ENTERPRISE .....9  
    DBE UNAVAILABILITY CERTIFICATION .....10  
    NON-COLLUSION AFFIDAVIT .....11  
    PERSONAL PROPERTY TAX AFFIDAVIT .....14  
    BUY AMERICA PROVISION .....15  
    RTA CLEAN AIR POLICY .....16  
    ADDENDA ACKNOWLEDGMENT FORM .....18  
    CERTIFICATION OF CONTRACTOR REGARDING DEBARMENT, SUSPENSION, AND  
    OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION .....20  
    CERTIFICATE OF PROCUREMENT INTEGRITY .....21  
**SECTION II .....22**  
    INSTRUCTIONS TO BIDDERS AND SPECIAL CONDITIONS .....22  
        1. Request for Bid .....23  
        2. Sealed Bids - Date.....23  
        3. Contract Award.....24  
        4. Funding .....25  
        5. Bid Security .....25  
        6. Sensitive Security Information .....25  
        7. Statement of Qualification .....25  
        8. Price Complete.....25  
        9. Payment Terms .....26  
        10. Tax Exempt.....26  
        11. Quantity and Time of Delivery .....26  
        12. Federal Participation and Terms of Contract Award .....27  
        13. Liability of RTA .....27  
        14. Specified Material and "Approved Equals" .....27  
        15. Performance Bond .....28  
        16. Affirmative Action Assurance Plan .....28  
        17. Bid Submission .....29  
        18. Warranty and Guarantee .....29  
        19. Duration of Contract .....30  
        20. Option to Extend the Term of the Contract .....30

21.	Restoration of Property Owned by, or Commissioned by, RTA upon Termination .....	30
22.	Non-Waiver by Acceptance or Payment.....	30
23.	Time for Performance .....	30
24.	Descriptions .....	30
25.	Laboratory Tests .....	31
26.	Appearance .....	31
27.	Nondiscrimination.....	31
28.	Contract Assurance (Nondiscrimination Assurance).....	32
29.	Proposal/Bid Protest Procedures.....	32
30.	Disadvantaged Business Enterprise Participation.....	35
31.	Cargo Preference - Use of United States Flag Vessels .....	40
32.	Buy America Act .....	40
33.	Patents - Copyrights - Trademarks .....	42
34.	Audit and Inspection of Records.....	42
35.	Disputes.....	42
36.	Ownership of Documents .....	42
37.	Maintenance of Records .....	43
38.	Payments .....	43
39.	Prompt Payment.....	43
40.	Covenant against Contingent Fees.....	43
41.	Indemnifications .....	44
42.	Entire Agreement .....	44
43.	Subcontracts Approval.....	44
44.	Laws of Ohio.....	45
45.	State Industrial Compensation .....	45
46.	Independent Contractor.....	46
47.	Limited Liability .....	46
48.	Insurance .....	46
49.	Assignability .....	48
50.	Waivers of Claims.....	48
51.	Energy Conservation.....	49
52.	Clean Water Act/Clean Air Act .....	49
53.	Environmental Violations .....	49
54.	Title VI, Civil Rights Act of 1964, Compliance.....	49
54.	Safety .....	51
55.	Compliance with RTA Security Measures .....	52
56.	Parts.....	52
57.	Americans with Disabilities Act (ADA).....	52
58.	Recycled Products.....	53
59.	Fly America .....	53
60.	Debarment and Suspension.....	53
61.	Lobbying .....	54
62.	Trade Secret Notification.....	54
63.	Program Fraud and False or Fraudulent Statements or Related Acts .....	55
64.	No Obligation by Federal Government.....	55
65.	Federal Changes.....	55

66.	Incorporation of Federal Transit Administration (FTA) Terms .....	56
67.	Duty to Inform .....	56
68.	Changes in the Work/Change Orders .....	56
69.	Late Submissions, Modifications, and Withdrawals of Bids .....	56
70.	Drug and Alcohol Rules.....	56
71.	Seat Belt Use.....	57
72.	Texting While Driving and Distracted Driving .....	57
73.	Intelligent Transportation Systems .....	57
74.	Contract Work Hours and Safety Act .....	57
<b>SECTION III</b>	.....	<b>58</b>
SPECIAL CONDITIONS	.....	59
<b>SECTION IV</b>	.....	<b>60</b>
SPECIFICATIONS	.....	61
<b>SECTION V</b>	.....	<b>62</b>
CONTRACT EXAMPLE	.....	62
ARTICLE I – SCOPE	.....	63
ARTICLE II – CONTRACT	.....	63
ARTICLE III - TIME FOR PERFORMANCE	.....	64
ARTICLE IV - METHOD OF PAYMENT AND MAXIMUM COMPENSATION	.....	64
ARTICLE V - TERMINATION OF CONTRACT FOR DEFAULT	.....	64
ARTICLE VI - TERMINATION FOR CONVENIENCE OF THE RTA	.....	65
ARTICLE VII - CONTRACT CHANGES	.....	65
ARTICLE VIII - INTEREST OF MEMBERS OF OR DELEGATES TO CONGRESS	.....	65
ARTICLE IX - PROHIBITED INTEREST	.....	65
ARTICLE X - EQUAL EMPLOYMENT OPPORTUNITY	.....	65
ARTICLE XI - DISADVANTAGED BUSINESS ENTERPRISE	.....	66
ARTICLE XII – ASSIGNABILITY	.....	66
ARTICLE XIII - SUBCONTRACT APPROVAL	.....	66
ARTICLE XIV – NONDISCRIMINATION	.....	66
ARTICLE XV - AUDIT AND INSPECTION OF RECORDS	.....	67
CERTIFICATE OF FUNDS	.....	68

GREATER DAYTON REGIONAL TRANSIT AUTHORITY  
4 S. Main Street  
Dayton, OH 45402

INVITATION FOR BID NO. GD 17-19

FOR

**LAPTOPS AND CART**

JULY 12, 2017

**SECTION I**  
**INVITATION FOR BID**

**Legal Notice GD 17-19**

**INVITATION FOR BID**

Sealed bids will be received in the office of the Manager of Procurement, Greater Dayton Regional Transit Authority, 4 S. Main Street, Dayton, Ohio 45402 until 10:00 A.M. local time, JULY 26, 2017, for the purchase of the following:

**LAPTOPS AND CART**

in accordance with specifications on file at the Greater Dayton Regional Transit Authority (RTA).

All bids and related documents shall be subject to a financial assistance contract between the RTA and the United States Department of Transportation under the Urban Mass Transportation Administration Act of 1964, as amended, terms and conditions established under that act will apply. All bidders will be required to certify they are not on the U.S. Comptroller General's Consolidated List of Ineligible Contractors. Manufacturers appearing on said list will be considered ineligible.

Bid forms, specifications and further information must be obtained at the offices of the Greater Dayton Regional Transit Authority. All bidders will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

The RTA hereby notifies all bidders that in regard to any contract entered into pursuant to this Invitation for Bid, advertisement or solicitation, disadvantaged business enterprises will be afforded full opportunity to submit bids in response and will not be subjected to discrimination on the basis of race, religion, color, creed, sex, disability, age or national origin in consideration for an award.

No bid may be withdrawn for a period of ONE HUNDRED TWENTY (120) days after bid opening. The RTA reserves the right, as the interests of the RTA may require, to postpone, accept or reject any and all bids and to waive defects or irregularities in bids received and to award the contract to the lowest responsive and responsible bidder as determined by its Board of Trustees.

Deborah Howard  
Manager of Procurement



## **RTA BACKGROUND**

### *History*

RTA is an independent political subdivision of the State of Ohio organized pursuant to Ohio Revised Code Section 306.30 through 306.71, inclusive, as amended.

The RTA was created on July 6, 1971, pursuant to the Revised Code, by ordinances of the Councils of the City of Dayton and the City of Oakwood. After completing the purchase of the assets of City Transit, the major privately owned public transportation system in the area, the RTA became operational on November 5, 1972. In July, 1980, after the approval in the preceding April by the voters of the County of a one-half percent sales and use tax of unlimited duration for all purposes of the RTA, the boundaries of the RTA were extended to be coextensive with the boundaries of Montgomery County including parts of Greene County.

### *Governing Body*

All power and authority of the RTA is vested in and exercised by its nine (9) member Board of Trustees.

**THE GREATER DAYTON REGIONAL TRANSIT AUTHORITY**

**BID FORM**

<p align="center">BIDS WILL BE RECEIVED UNTIL <b>10:00 A.M. ON JULY 26, 2017</b>, AND THEN PUBLICLY OPENED AT:</p> <p align="center">4 S. Main Street Dayton, OH 45402</p> <p align="center"><i>BID BOND REQUIREMENT:</i> A BID BOND, CASHIER'S CHECK OR CERTIFIED CHECK MUST ACCOMPANY THIS BID FOR NOT LESS THAN <u><b>\$ 0.00</b></u> OF THE BASE BID PRICE.</p>	<p align="center">BID NUMBER: <b>GD 17-19</b></p> <p align="center">CURRENT DATE: JULY 12, 2017</p> <p>PERFORMANCE BOND REQUIREMENT: IN THE EVENT BID IS ACCEPTED, A PERFORMANCE BOND WILL BE REQUIRED IN THE AMOUNT OF <u><b>-0-%</b></u> OF THE CONTRACT AMOUNT WITHIN <u>TEN (10) CALENDAR DAYS AFTER</u> <u>NOTIFICATION OF AWARD.</u></p>
---	--

The undersigned hereby agrees to provide the goods/services/equipment as listed below and in accordance with the specifications on file at the office of the Manager of Procurement, Greater Dayton Regional Transit Authority, 4 S. Main Street, Dayton, Ohio 45402, which have been carefully examined and which are incorporated herein and made a part of the bid documentation.

<b>Est. Qty.</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total Price</b>
15 ea.	HP ProBook 650 G3 15.6" LCD Notebook Mfg. Part No.: 1BS16UT#ABA or approved equal		
15 ea.	HP 8GB 2400 MHz DDR4 Memory (additional) Mfg Part No.: Z4Y85AA#ABA or approved equal		
15 ea.	HP 65W Smart AC Adapter (additional) Mfg. Part No.: H6Y89UT#ABA or approved equal		
1 ea.	Ergotron PowerShuttle – Laptop Charging Cart Mfg. Part No.: 24-291-085 or approved equal		
1 ea.	Cisco Catalyst 2960X-24PD-L Switch Mfg. Part No.: WS-C2960X-24PD-L		
	<b>TOTAL</b>		<b>Basis of Award</b>

*BASIS OF AWARD:*

**The award of this order is based on the lowest responsive and responsible bidder(s) as determined by the Greater Dayton Regional Transit Authority (RTA).**

*Terms of Payment*

Payment terms of net 30 days after installation/delivery and acceptance.

*Delivery*

See Special Conditions. Product will be delivered FOB Destination.

The undersigned understands that any condition stated in the bid, clarification made to the bid, or information submitted on or with this form, other than requested, may render the bid non-responsive and it may be rejected; and further agrees that this bid may not be withdrawn for a period of ONE HUNDRED TWENTY (120) days after the date set for the opening of the bids.

OFFER: By execution below, Bidder hereby offers to furnish the goods and/or services as indicated herein.

---

Name of Individual, Partner or Corporation (PLEASE PRINT)

---

Address City, State and Zip Code

---

Telephone Number Fax Number

---

E-mail Address Mobile Phone Number

---

Authorized Signature Title

---

Printed Name Printed Title

**The Greater Dayton Regional Transit Authority**

**SUMMARY OF BID REQUIREMENTS**

**FAILURE TO SUBMIT ANY OF THE FOLLOWING DOCUMENTS MAY RENDER  
YOUR BID NON-RESPONSIVE**

Bid Submission:

Complete the following checklist indicating that the documents required for this bid are enclosed.

- \_\_\_\_\_ Bid Form
- \_\_\_\_\_ Summary of Bid Requirements
- \_\_\_\_\_ Affidavit of Intended Disadvantaged Business Enterprise
- \_\_\_\_\_ Affidavit of Disadvantaged Business Enterprise
- N/A \_\_\_\_\_ DBE Unavailability Certification
- \_\_\_\_\_ Non-Collusion Affidavit
- \_\_\_\_\_ Personal Property Tax Affidavit
- N/A \_\_\_\_\_ Buy America Certification (applicable if bid is over \$100,000)
- \_\_\_\_\_ RTA Clean Air Policy Verification
- \_\_\_\_\_ Certification of Restrictions on Lobbying
- \_\_\_\_\_ Addenda Acknowledgment
- \_\_\_\_\_ Letter of AAAP Approval from the City of Dayton, Human Relations Council
- \_\_\_\_\_ Certification of Contractor Regarding Debarment, Suspension and Other Ineligibility and Voluntary Exclusion
- \_\_\_\_\_ Certification of Procurement Integrity
- \_\_\_\_\_ Bid Bond (as required)
- \_\_\_\_\_ Bidder's Warranty Information

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_

# **NOT REQUIRED UNLESS BIDDER HAS DBE PARTICIPATION**

## **Disadvantaged Business Enterprise (DBE) Information**

*Refer to Section II, Paragraph 30, Page 35*

**NOTE: All bidders must complete and submit with their bid one (1) or more of the DBE forms on Pages 8, 9 and 10. Failure to complete these forms may cause your bid to be considered non-responsive and, therefore, rejected.**

**The Greater Dayton Regional Transit Authority**

**AFFIDAVIT OF INTENDED DISADVANTAGED BUSINESS ENTERPRISE**

State of \_\_\_\_\_

County of \_\_\_\_\_

Comes now \_\_\_\_\_ of lawful age, and being duly sworn  
*(Name of individual)*

upon his/her oath states as follows:

This affidavit is made for the purpose of complying with that part of the specifications of the Greater Dayton Regional Transit Authority's DBE program, which requires that

\_\_\_\_\_  
*(Name of Bidder)*  
as a Contractor/vendor bidding on the project, sets forth the names of certified disadvantage Contractors, subcontractors, and suppliers with whom it will contract if awarded a contract for this project, the area(s) and scope of work and corresponding NAICS code of each listed Contractor, subcontractor and supplier and the approximate dollar amount of each listed item and corresponding NAICS Code.

That the following list is true and accurate to the best of my knowledge:

<u>Contractor</u>	<u>Description</u>	<u>Corresponding NAICS Code</u>	<u>Dollar Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that \_\_\_\_\_ is \_\_\_\_\_ is not a disadvantaged  
*(Firm Submitting Bid)*  
owned business as defined in DOT 49 CFR Parts 23 and 26.

That I am authorized to make this affidavit in my capacity as \_\_\_\_\_  
*(Title)*  
of this bidder.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
*(Name of Company)*

By: \_\_\_\_\_  
*(Affiant)* \_\_\_\_\_  
*(Title)*

Email: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
*(Notary Public)*

My Commission Expires: \_\_\_\_\_ (SEAL)

**The Greater Dayton Regional Transit Authority**

**AFFIDAVIT OF DISADVANTAGED BUSINESS ENTERPRISE**

State of \_\_\_\_\_

County of \_\_\_\_\_

I hereby declare and affirm that I am the \_\_\_\_\_  
*(Title)*

and duly authorized representative of \_\_\_\_\_  
*(Name of Company)*

whose address is \_\_\_\_\_

I hereby declare and affirm that I am a disadvantage business enterprise as defined by The Greater Dayton Regional Transit Authority in the Instructions to Bidders Contract No. GD 17-19 and that I will provide information requested by the Greater Dayton Regional Transit Authority to document this fact.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED, ON BEHALF OF THE ABOVE FIRM, TO MAKE THIS AFFIDAVIT.

By: \_\_\_\_\_  
*(Affiant)* *(Date)*

On this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, before me,

\_\_\_\_\_, known to me to be the person described in the foregoing affidavit, acknowledged that he/she executed the same in the capacity therein stated and for the purpose therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
*(Notary Public)*

My Commission Expires: \_\_\_\_\_ (SEAL)

NOT APPLICABLE

**The Greater Dayton Regional Transit Authority**  
**DBE UNAVAILABILITY CERTIFICATION**  
*(See Good Faith - Section II, Paragraph 30, C.)*

\_\_\_\_\_  
*(Affiant)* \_\_\_\_\_ *(Date)*  
of \_\_\_\_\_ certify that prior to  
*(Prime or General Bidder)*

the bid opening date, I contacted the following DBE contractors to obtain a bid/proposal for services/supplies necessary to be performed on the Greater Dayton Regional Transit Authority Legal Notice No. GD 17-19.

**Disadvantaged Service/Supplies**

Date	Contractor <i>(Must be DBE)</i>	Item(s) Sought <i>(i.e., Unit Price, Material &amp; Labor, Labor Only, etc.)</i>

Attach a detailed narrative of efforts made to involve disadvantage contractor(s), subcontractor(s) and suppliers which should answer, but not be limited to, the specific affirmative action steps, as detailed in Section II Paragraph 30, C.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the best of my knowledge and belief, said disadvantaged contractor(s) was unavailable (exclusive of unavailability due to lack of agreement on price) for work on this project, or unable to prepare a bid/proposal for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_  
*(Prime or General Contractor)*

Date: \_\_\_\_\_

\_\_\_\_\_ was offered an opportunity  
*(DBE firm)*  
participate on the above identified Legal Notice on \_\_\_\_\_ by \_\_\_\_\_  
*(date)* *(Source)*



The Greater Dayton Regional Transit Authority

Bid Requirement

NON-COLLUSION AFFIDAVIT

NOTE: Each bidder shall furnish this affidavit, properly executed and containing all required information, with their bid.

IF YOU FAIL TO COMPLY, YOUR BID WILL NOT BE CONSIDERED.

STATE OF \_\_\_\_\_ }
COUNTY \_\_\_\_\_ } SS: NON-COLLUSION AFFIDAVIT

\_\_\_\_\_ being first duly sworn deposes and says:

Individual only: That he is an individual doing business under the name of \_\_\_\_\_ at \_\_\_\_\_ in the City of \_\_\_\_\_, State of \_\_\_\_\_.

Partnership only: That he is the duly authorized representative of a partnership doing business under the name of \_\_\_\_\_ at \_\_\_\_\_ in the City of \_\_\_\_\_, State of \_\_\_\_\_.

Corporation only: That he is the duly authorized, qualified and acting \_\_\_\_\_ of \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_, and that he, said partnership or said corporation, is filing herewith a proposal or bid to the Greater Dayton Regional Transit Authority in conformity with the foregoing specifications.

Individual only: Affiant further says that the following is a complete and accurate list of the names and addresses of all persons interested in said proposed contract: \_\_\_\_\_

\_\_\_\_\_ Affiant further says that he is represented by the following attorney(s):

\_\_\_\_\_ and is also represented by the following resident agents in the City of Dayton:

(This form is continued)

Partnership only: Affiant further says that the following is a complete and accurate list of the names and addresses of the members of said partnership: \_\_\_\_\_

\_\_\_\_\_

Affiant further says that said partnership is represented by the following attorney(s):

\_\_\_\_\_

and is also represented by the following resident agents in the City of Dayton:

\_\_\_\_\_

Corporation only: Affiant further says that the following is a complete and accurate list of the officers, directors and attorney(s) of said corporation:

President: \_\_\_\_\_

Directors: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Local Manager of Statutory Agent: \_\_\_\_\_

Attorney(s): \_\_\_\_\_

And that the following officers are authorized to execute contracts on behalf of said corporation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Affiant further says that the bid filed herewith is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusion or sham; that said bidder has not, directly or indirectly, induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly, colluded, conspired, connived or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that said bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of said bidder or of any other bidder or to fix any overhead, profit, or cost element of such bid price or that of any other bidder, or to secure any advantage against the Greater Dayton Regional Transit Authority, or anyone interested in the proposed contract; that all statements contained in such bid are true; that said bidder has not directly, or indirectly, submitted his price or any breakdown thereof or the contents thereof, or divulged information or data relative thereto, or paid or agreed to pay, directly or indirectly, any money or other valuable consideration for assistance or aid rendered or to be rendered in procuring or attempting to procure the contract above referred to, to any corporation, partnership, company, association, organization, or to any member or agent

(This form is continued)

thereof, or to any other individual, except such persons as herein above disclosed to have a partnership or other financial interest with said bidder will not pay or agree to pay, directly or indirectly, any money or other valuable consideration to any corporation, partnership, company, association, organization or to any member or agent thereof, or to any other individual, for aid or assistance in securing contract above referred to in the event the same is awarded to

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Further Affiant saith not.

(Sign here) \_\_\_\_\_

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_ ,  
20 \_\_\_\_\_ .

\_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_ (SEAL)

**The Greater Dayton Regional Transit Authority**

**PERSONAL PROPERTY TAX AFFIDAVIT  
(O.R.C. 5719.042)**

The person making a bid shall submit to the RTA Chief Financial Officer a statement affirmed under oath that the person with whom the contract is to be made was not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which the taxing district has territory or that such person was charged with delinquent personal property taxes on any such tax list, in which case the statement shall also set forth the amount of such due and unpaid delinquent taxes and any due and unpaid penalties and interest thereon. If the statement indicates that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the Chief Financial Officer to the county treasurer within thirty (30) days of the date it is submitted.

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The undersigned being first duly sworn states that he/she is (check one):

the bidder                      **OR**                       the duly-authorized representative of the bidder

to whom a contract pursuant to Invitation for Bid No. **GD 17-19** for **LAPTOPS AND CART** was awarded; and further states that, at the time the bidder's bid was submitted (check and complete as required):

bidder was not charged with any delinquent personal property taxes on the general tax list of personal property of \_\_\_\_\_  
*(County, State)*

bidder was charged with delinquent personal property taxes on the general tax list of personal property of \_\_\_\_\_ as follows:  
*(County, State)*

\$ \_\_\_\_\_ in due and unpaid delinquent taxes  
\$ \_\_\_\_\_ in due and unpaid penalties and interest thereon

Name of Bidder: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*(Notary Public's Signature)*

My Commission Expires: \_\_\_\_\_ (SEAL)

**Not Applicable**

**The Greater Dayton Regional Transit Authority**

**BUY AMERICA PROVISION**

**Complete applicable section below (not both).**

**CERTIFICATE OF COMPLIANCE WITH 49 U.S.C. 5323(j)(1)**

The bidder hereby certifies that it will comply with the requirements of 49 U.S.C. 5323(j)(1), and the applicable regulations in 49 CFR part 661.

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

**CERTIFICATE OF NON-COMPLIANCE WITH 49 U.S.C. 5323(j)**

The bidder hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j), but it may qualify for an exception to the requirement pursuant to 49 U.S.C. 5323(j)(2), as amended, and the applicable regulations in 49 CFR 661.7.

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

**The Greater Dayton Regional Transit Authority  
Bid Requirement**

**RTA CLEAN AIR POLICY**

As the region's public transportation provider, the Greater Dayton Regional Transit Authority (RTA) recognizes its role in improving the environment, specifically air quality. Therefore, RTA is committed to environmentally sound solutions that adhere to its primary mission of affordable, flexible, reliable and convenient public transportation that meets the needs of an ever-changing regional community.

In order to meet this clean air commitment, RTA shall:

- Encourage use of the RTA system in an effort to offset the growing use of single-occupant vehicles, the greatest source of ozone pollution.
- Adjust and expand service, when feasible, in response to population shifts and regional needs in an effort to increase use of the system.
- Assure that RTA vehicles, either through adaptation or purchase, meet or exceed the emission standards of the Environmental Protection Agency (EPA). RTA will continue to investigate technologies developed to aid public transportation in its mission to improve air quality.
- Contract only with vendors and suppliers who comply with EPA Clean Air standards.
- Invite area employers to participate in RTA's corporate pass purchase program to increase ridership among their employees.
- Lobby for development of municipal land use ordinances and policies that encourage accessibility to mass transit.
- Maintain open communication with riders, taxpayers, public interest groups, private organizations, and government agencies to encourage free exchange of information regarding environmental issues and improvements.

*PLEASE EXECUTE:*

**RTA CLEAN AIR POLICY VERIFICATION**

There is no action pending against

---

*(Name of Bidder)*

for violating the Environmental Protection Agency clean air standards.

Company: \_\_\_\_\_

By: \_\_\_\_\_  
*(Duly Authorized Company Representative)*

Date: \_\_\_\_\_

**The Greater Dayton Regional Transit Authority  
Bid Requirement**

**CERTIFICATION OF RESTRICTIONS ON LOBBYING**

The undersigned hereby certifies on behalf of

that:

\_\_\_\_\_ *(Name of Bidder)*

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that all language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 49 CFR Part 20, modified as necessary by 31 U.S.C. Section 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**The Greater Dayton Regional Transit Authority**

**Bid Requirement**

**ADDENDA ACKNOWLEDGMENT FORM**

**Bidders must indicate below the addenda received and the dates addenda were received. (*If none received, write "none received".*)**

Addendum No. _____	Date Received: _____
Addendum No. _____	Date Received: _____
Addendum No. _____	Date Received: _____
Addendum No. _____	Date Received: _____
Addendum No. _____	Date Received: _____
Addendum No. _____	Date Received: _____

Name of individual, partner or corporation:

\_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_



# BID REQUIREMENT

*Insert Here:*

## CITY OF DAYTON LETTER OF AFFIRMATIVE ACTION ASSURANCE PLAN APPROVAL (AAAP)

*(Refer to Section II, Paragraph 15)*

**Note:** All bidders must submit with their bid a letter from the City of Dayton's Human Relations Council, stating that they have an approved Affirmative Action Assurance Plan. Failure to furnish the letter from the City of Dayton's Human Relations Council may be cause for rejection of your bid. If your firm is not on the approved list, or your approval has expired (approvals are valid for a one-year period), please contact the following office to obtain an application and submit a COPY of the completed application with your bid:

City of Dayton, Ohio  
Human Relations Council  
371 W. Second Street  
Dayton, OH 45402  
(937) 333-1403

The bid of any firm, who in RTA's judgment has failed to comply with such laws and regulations, even though their bid may be the lowest most responsive and responsible, may be considered non-responsive, and may be rejected. (Reference Section II, Item 15)

**The Greater Dayton Regional Transit Authority  
Bid Requirement**

**CERTIFICATION OF CONTRACTOR REGARDING DEBARMENT, SUSPENSION,  
AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned, an authorized official of the Bidder stated below, certifies, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(If the undersigned is unable to certify to any of the statements in this certification, such official shall attach an explanation to this bid).

THE UNDERSIGNED CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 2 CFR PART 1200 AND 2 CFR PART 180, 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

Printed Name \_\_\_\_\_

Title of Official: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

**The Greater Dayton Regional Transit Authority  
Bid Requirement**

**CERTIFICATE OF PROCUREMENT INTEGRITY**

I, \_\_\_\_\_ am the officer or employee responsible  
*(Name of Certifier)*

for the preparation of this offer or bid and hereby certify that, to the best of my knowledge and belief, with the exception of any information described in this certificate, I have no information concerning a violation or possible violation of Subsection 27(a), (b),(c), or (e) of the Office of Federal Procurement Policy Act\* (41 U.S.C. 423) (hereinafter referred to as "the Act"), as implemented in the FAR, occurring during the conduct of this procurement (Solicitation No. GD 17-19). As required by Subsection 27(d)(1)(B) of the Act, I further certify that each officer, employee, agent, representative, and consultant of:

\_\_\_\_\_ who has participated personally and  
*(Name of Offeror)*

substantially in the preparation or submission of this offer has certified that he or she is familiar with, and will comply with, the requirements of Subsection 27(a) of the Act, as implemented in the FAR, and will report immediately to me any information concerning any violation or possible violation of the Act, as implemented in the FAR, pertaining to this procurement.

Violations or possible violations: (Continue on plain bond paper if necessary and label it 'Certificate of Procurement Integrity (Continuation Sheet)'. ENTER 'NONE' IF NONE EXISTS.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*(Signature of the Officer or Employee  
Responsible for the Offer)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*(Typed Name of the Officer or Employee  
Responsible for the Offer)*

\_\_\_\_\_  
*Date*

\*Section 27 became effective on July 16, 1989.

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER TITLE 18, UNITED STATES CODE SECTION 1001.

**SECTION II**

**INSTRUCTIONS TO BIDDERS AND SPECIAL CONDITIONS**

## The Greater Dayton Regional Transit Authority

### INSTRUCTIONS TO BIDDERS AND SPECIAL CONDITIONS

The Greater Dayton Regional Transit Authority, hereinafter called "RTA", requests bids for: **LAPTOPS AND CART** under the following requirements and conditions, which shall be considered an essential part of the contract documents.

1. *Request for Bid*

Bids are requested for **LAPTOPS AND CART** per the specifications.

2. *Sealed Bids - Date*

Sealed bids shall be submitted in an envelope marked "Sealed Bid No. **GD 17-19** for **LAPTOPS AND CART** opening at **10:00 A.M.** Dayton (Eastern) time, on **JULY 26, 2017**, and will be received at the office of the Manager of Procurement, Greater Dayton Regional Transit Authority at 4 S. Main Street, Dayton, Ohio 45402, at which time and place the bids will be opened in public. Any bid received after the time referred to will not be considered and will be returned unopened. Any bid received and opened may not be withdrawn by the bidder for ONE HUNDRED TWENTY (120) days from the date on which the bids were opened.

- A. Bids may be withdrawn by personal, written or telegraphic requests received from bidders prior to bid opening date. No bid may be withdrawn for ONE HUNDRED TWENTY (120) days after opening. Modifications of bids already submitted will be considered if received prior to bid opening date. When submitting a request for withdrawal, please ensure that the envelope is boldly labeled "Withdrawal of Bid" and submitted to the same address as the bid.
- B. The RTA reserves the right, as the interests of the RTA may require, to postpone, accept or reject any and all bids and to waive defects or irregularities in bids received and to award a contract(s) in the best interest of the RTA.
- C. Because bids and offers can at times be ambiguous, in its solicitation documents, the RTA reserves the right to request additional information before making an award. The RTA also reserves the right to seek clarification from any bidder or offeror about any statement in its bid or proposal that the RTA finds ambiguous.
- D. In determining the successful bidder, consideration will be given to the price, experience of the bidder, responsibility of the bidder including financial responsibility, responsiveness to these specifications, and the bidder's record as an Equal Opportunity Employer. RTA's maintenance history with equipment previously furnished by a bidder, directly or indirectly through a manufacturer, will also be considered.
- E. All bids submitted are subject to instructions and general conditions and any special conditions and specifications contained herein, all of which are made a part

of this bid by reference and constitute the contract documents, and shall become a part of any agreement/purchase order between the RTA and successful bidder.

- F. Only bids printed in ink (which may include legible hand-printing) or typewritten, and properly signed by a member of the firm or authorized representative, will be accepted. Pencil figures or signatures will disqualify bidder.
- G. With respect to actions prior to award of a contract, only the RTA's Chief Financial Officer, Manager of Procurement, Purchasing Agents, or Chief Executive Officer have the authority to take action on behalf of the RTA. Only the RTA's Board of Trustees has the authority to award a contract(s) in excess of \$100,000.

### 3. *Contract Award*

The RTA reserves the right, as the interests of the RTA may require, to postpone, accept or reject any and all bids and to waive defects or irregularities in the bids received and to award a contract to the lowest bidder the RTA deems responsive and responsible.

In awarding a contract(s), the RTA reserves the right to consider all elements entering into the determination of the responsibility of the bidder(s). Any bid which is incomplete, conditional, obscure, or which contains additions not called for or irregularities of any kind, may be cause for rejection of the bid.

Contract(s) for the purchase of goods and/or services will be awarded within 60 calendar days from the date upon which bids were opened to the lowest bidder(s) the RTA deems responsive and responsible. The successful bidder will be required to execute the attached contract within ten (10) calendar days after notification of award.

In the event a single bid is received, the RTA will conduct a price and/or cost analysis of the bid. A price analysis is the process of examining and evaluating a price submitted without examining in detail the separate cost elements and the profit included in the cost bid. It should be recognized that a price analysis through comparison to other similar procurements must be based on an established or competitive price of the elements used in the comparison. The RTA has the right to make award(s) on the basis of each individual item, or any combination of items, or in the aggregate of all items.

The comparison must be made to a purchase of similar quantity and involving similar specifications. Where a difference exists, detailed analysis must be made of this difference and costs associated thereto.

RTA has the right to enter into a negotiated procurement should only a single bid be received.

Where it is impossible to obtain a valid price analysis, it may be necessary for the RTA to conduct a cost analysis of the bid price.

If the RTA does not have the capabilities to perform the needed analysis, FTA will lend support in obtaining the services of the Defense Contract Audit Agency. RTA shall submit to FTA all data and analyses of the determination prior to award of the contract.

4. *Funding*

The proposed contract shall be funded in part from the Federal Transit Administration (FTA) and the Ohio Department of Transportation (ODOT). Each bidder shall examine all contract documents noting particularly all requirements that will affect bidder's work in any way.

5. *Bid Security*

As security for the acceptance of a contract, each bid must be accompanied by a certified check, cashier's check, or bid bond in the amount of -0- drawn payable to the Greater Dayton Regional Transit Authority (RTA). Such bid deposits of all bidders will be held by RTA until all bids submitted shall have been canvassed and the bids have either been rejected or the contract has been awarded. The bid deposit of the successful bidder(s) will be held until the contract is duly executed. Bid deposits will be returned to the unsuccessful bidder(s) as soon as possible after award of the contract. The successful bidder(s) under this bid shall execute a contract with the RTA, or its authorized representative, within ten (10) calendar days after notification of the award. If the successful bidder(s) with whom the contract shall have been awarded refuses to execute the contract within ten (10) calendar days after notification of award of the contract, the amount of the bid deposit shall be forfeited to and retained by RTA as liquidated damages for such neglect or refusal.

6. *Sensitive Security Information*

Each third party contractor must protect, and take measures to ensure that its subcontractors at each tier protect, "sensitive security information" made available during the administration of a third party contract or subcontract to ensure compliance with 49 U.S. C. Section 40119(b) and implementing DOT regulations, "Protection of Sensitive Security Information," 49 CFR Part 15, and with 49 U.S.C. Section 114(r) and implementing Department of Homeland Security regulations, "Protection of Sensitive Security Information," 49 CFR Part 1520.

7. *Statement of Qualification*

RTA reserves the right to award a contract to the low bidder(s) it deems responsive and responsible. The bidder(s) may be required, upon request, to prove to the satisfaction of the RTA that the bidder(s) has the skill and experience and the necessary facilities and financial resources to perform the contract in a responsible and satisfactory manner.

8. *Price Complete*

The price quoted shall include all items of labor, material, tools, equipment and other costs necessary to fully complete the manufacture, delivery and installation (if applicable) for the goods and/or services being procured pursuant to the specifications. It is the intention of the specifications to provide and require complete goods and/or services prescribed. Anything omitted from the specifications, which is clearly necessary for the use of or operation of the goods and/or services shall be considered to be included within the scope of such goods and/or services although not directly specified or called for in the

specifications. No advantage shall be taken by the manufacturer or supplier in the omission of any part or detail that goes to make goods and/or services complete and ready for service or use. All parts shall be new, and in no case will used (except for testing), reconditioned or obsolete parts be accepted. The RTA and the manufacturer/supplier shall mutually agree when it is necessary or desirable to make changes in, additions to or deductions from the work to be performed, or the goods and/or services to be furnished, pursuant to the provisions of the contract documents. Any such changes that affect the contract price shall require the approval of the RTA, in writing, in which the effect on the contract price is specifically set forth. All requests and responses shall be in writing.

9. *Payment Terms*

Net 30 days after date of delivery of an order. Payment for products or services delivered to and accepted by RTA shall be at the contract price. RTA shall order materials by use of a purchase order referencing this contract, and such purchase order shall be the only authorization the Contractor shall use to deliver materials and invoice the RTA.

10. *Tax Exempt*

The RTA is exempt from payment of all taxes, and taxes must not be included in bid prices. Necessary exemption certificates shall be furnished to the successful bidder(s) upon request.

11. *Quantity and Time of Delivery*

- A. Delivery shall be made: **WITHIN 10 DAYS AFTER RECEIPT OF ORDER.** Award of this order is expected to be made at the August 1, 2017, Board of Trustees Meeting. Order will be placed upon execution of contract.
- B. In the event the LAPTOPS AND CART, delivered and installed (if applicable) by the Contractor, do not satisfy fully all of the specifications and all other requirements appearing in the contract documents, the RTA may reject the LAPTOPS AND CART or any portion, in which case the goods/services/equipment rejected shall be deemed not to have been delivered, and the RTA shall have the rights set forth in Article V of the contract, in addition to any other rights and remedies to which it may be entitled by law.
- C. Further, if the LAPTOPS AND CART are delivered and installed incomplete or contain(s) any defective or damaged parts, said parts shall be removed and new parts shall be furnished. The new parts furnished, including the transportation charges for same plus the labor for removal and installation of said parts, shall be free of all costs to RTA. If RTA finds it necessary to perform any work that should have been done by the Contractor, the Contractor agrees to reimburse RTA all costs incident thereto including material, labor and overhead.
- D. In case the LAPTOPS AND CART under this contract shall be necessarily delayed because of strike, injunctions, government controls or by reason of any causes or circumstances beyond the control of the Contractor which could not reasonably



have been foreseen by the Contractor at the time of bid opening, the time of completion of delivery shall be extended by a number of days to be determined in each instance by the RTA.

- E. Acceptance of the LAPTOPS AND CART shall not release the Contractor from liability for faulty workmanship or materials even after final payment has been made. The RTA shall have the right to reject all materials and workmanship that do not conform to the specifications. The Contractor shall not be relieved of any obligation to furnish materials and workmanship strictly in accordance with the specifications.
- F. Contractor shall make all deliveries in accordance with the time requirements and other terms and conditions set in all applicable specifications and special conditions.

12. *Federal Participation and Terms of Contract Award*

Any contract awarded pursuant to these specifications will be subject to the applicable terms and conditions of RTA's financial assistance grant contracts with the U.S. Department of Transportation, Federal Transit Administration (FTA).

13. *Liability of RTA*

The Contractor shall agree to save, keep, bear harmless and fully indemnify the RTA and all its employees or agents for damages, costs or expenses in law and equity including reasonable attorney fees, if any, that may at any time arise, or be set up, for any infringement of the patent rights of any person or persons in consequence of the use by the RTA or by any of its employees or agents, of articles supplied under this contract. The RTA will give to the Contractor notice in writing ten (10) days after the RTA has received actual notice of the institution of any suit or proceeding and permit the Contractor, through his counsel, to defend same and will give all needed information, assistance and authority to enable Contractor to do so.

14. *Specified Material and "Approved Equals"*

- A. In all cases the LAPTOPS AND CART must be furnished as specified. Where brand names or specific items or processes are used in the specifications, consider the term "or approved equal" to follow. However, a request for approval for any proposed substitution as an approved equal must be submitted in writing to RTA at least **EIGHT (8) DAYS** prior to bid opening date and acceptance of the substitute will be at RTA's discretion. The bidder(s) shall supply RTA with performance data, samples and special guarantees as a condition of acceptance of any proposed substitutions.
- B. For all items listed and which are described or defined by dimensions or other measure of physical characteristics or performance, it is understood that such information indicates the character of the required items and so strict interpretations with respect to nonessential details shall not be made as to limit competition among manufacturers of substantially equivalent items.

Whenever this specification defines the material or article required by using a proprietary product or of a manufacturer or vendor, rather than by using descriptive detail of substance and function, the term "or equal" always is understood to follow immediately the name of the make, vendor or proprietary product. An item of material shall be considered equal to the item so named in the specifications if: (1) it is at least equal in quality, durability, appearance, strength, and design; (2) it will perform at least equally the function imposed by the general design for the material or equipment being purchased; and (3) it conforms substantially, even with deviations, to the detailed requirements for the item in this specification.

Whenever in this specification the names of one or more manufacturers are mentioned as indicating that their product will comply with a particular specification or where specific trade names are mentioned, it is not intended to exclude products of other manufacturers whose names or symbols have not been provided, only however, that such products conform to the detailed requirements for the item as indicated in the specifications.

- C. Bidder shall be responsible to provide the RTA with information in the latest applicable revision of any part or process specifically called for in the specifications for consideration for inclusion in the specifications by addendum.
- D. All details must be settled before the bid opening date. The RTA shall have the power to reject the LAPTOPS AND CART furnished under the contract which, do not conform to the terms and conditions as set forth in the contract documents.
- E. Approved equals, changes or modifications to the specifications will be made by written addendum and sent to all bidders holding specifications.

15. *Performance Bond*

The successful bidder(s) shall furnish, at its own expense, a performance bond in the percentage/amount stipulated on the Bid Form within ten (10) calendar days after notification of award, as a guarantee of good faith on behalf of the Contractor that the terms of the specifications will be complied with in every particular. The performance bond shall, on its face, reference the date(s) of the contract period and the material, equipment or service covered by the contract. This bond shall be guaranteed by a surety company licensed to do business in the State of Ohio. The performance bond shall be conditioned on the complete performance of the contract, in accordance with the Ohio Revised Code Section 306.43. The RTA will not agree to release the surety on a performance bond until at least sixty (60) days after the acceptance of all goods and/or services to be provided under the contract, and the RTA reserves the right to require the surety to remain bound thereafter to the extent that the RTA may reasonably deem it necessary to do so to protect itself from the possibility of defective goods and/or services.

16. *Affirmative Action Assurance Plan*

All bidders will be required to comply with all Equal Employment Opportunity laws and regulations and file with RTA's DBE Officer, if requested, an Affirmative Action

Assurance Plan, consistent with RTA's non-discriminatory policy, subject to RTA approval. All bidders must submit with their bid a letter from the City of Dayton's Human Relations Council, stating that they have an approved Affirmative Action Assurance Plan. Failure to furnish the letter from the City of Dayton's Human Relations Council may be cause for rejection of your bid. If your firm is not on the approved list, or your approval has expired (approvals are valid for a one-year period), please contact the following office to obtain an application and submit a COPY of the completed application with your bid:

City of Dayton, Ohio  
Human Relations Council  
371 W. Second Street  
Dayton, OH 45402  
(937) 333-1403

The bid of any bidder who in RTA's judgment has failed to comply with such laws and regulations, even though their bid may be the lowest in dollar amount, may be considered non-responsive and may be rejected.

17. *Bid Submission*

The bid submitted shall contain: (1) The Bid Form; (2) Summary of Bid Requirements; (3) Affidavit of Intended Disadvantaged Business Enterprise (if applicable); (4) Affidavit of Disadvantaged Business Enterprise (if applicable); (5) DBE Non-availability Certification (if applicable); (6) Non-Collusion Affidavit; (7) Personal Property Tax Affidavit; (8) Buy America Certification (if applicable); (9) RTA Clean Air Policy Verification; (10) Certification of Restrictions on Lobbying; (11) Addenda Acknowledgment; (12) Letter of AAAP Approval from the City of Dayton, Human Relations Council; (13) Certification of Contractor Regarding Debarment, Suspension and Other Ineligibility and Voluntary Exclusion; (14) Certificate of Procurement Integrity; (15) Bid Bond (if applicable); and (16) Bidder's Warranty Information (as required); and all other information required herein. Bid shall be submitted in a sealed envelope and endorsed that it is a "Sealed Bid" and for what purpose. Bids shall be on the RTA's forms, which will be made available upon request to any person interested in bidding.

18. *Warranty and Guarantee*

- A. All materials, specialties, equipment, parts and accessories supplied by the Contractor shall be of the same design and model on all equipment purchased under this specification. The Contractor shall assume all responsibility for these materials, specialties, parts, equipment and accessories whether manufactured by the Contractor or purchased by him from another source.
- B. The Contractor shall provide: Standard Manufacturer's Warranty. Any and all specialties, parts, equipment or accessories that prove to be defective in normal operation within the above referenced period shall be replaced or repaired by the Contractor free of any and all cost to the RTA, including all materials, labor and

transportation costs. Transportation of warranty replacement parts shall be by the fastest means possible, including airfreight if the part is of a size that can be reasonably shipped via airfreight.

19. *Duration of Contract*

If the contract is a contract to provide all of the RTA's requirements for particular goods and/or services, then the duration of contract shall be for a period of 60 days.

20. *Option to Extend the Term of the Contract*

The Greater Dayton Regional Transit Authority may extend the term of this contract by written notice to the Contractor within 30 days, provided that the RTA shall give the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the RTA to an extension. If the RTA exercises this option, the extended contract shall be considered to include this option provision. The total duration of this contract, including the exercise of any options under this clause, shall not exceed N/A.

21. *Restoration of Property Owned by, or Commissioned by, RTA upon Termination*

In the event of termination either for default or for the convenience of the RTA, the Contractor shall account for any property in its possession paid for from funds received from the RTA, or property supplied to the Contractor by the RTA.

22. *Non-Waiver by Acceptance or Payment*

Neither the acceptance by the RTA of any goods and/or services; the payment by the RTA for any goods and/or services; nor both acceptance and payment, shall be deemed to waive, to compromise, or to affect in any manner the liability of the Contractor for any breach of contract, of warranty or of both contract and of warranty.

23. *Time for Performance*

Time is of the essence in the performance of this contract. The Contractor shall fully perform all of its obligations, including, without limitation, the satisfactory performance of all work to be done, by no later than the delivery or completion date set forth in the Special Conditions and Bid Form. The Contractor and the RTA recognize it will be difficult to compute the RTA's damage resulting from unexcused delays in the performance of the contract, particularly in view of the fact that the RTA is not a profit-making entity. Accordingly, it is agreed that the RTA will have the right to recover liquidated damages for delay in the completion of this contract beyond the date specified and not subject to the contract unavoidable delays clause to be computed as follows: \$0.

24. *Descriptions*

Bidders shall furnish with their bids, as an integral part thereof, complete descriptions and specifications of the product they propose to furnish.

Bidders shall be prepared to furnish any additional specifications or information concerning the items to be purchased under the terms of this bid, if so requested by the RTA.

When the descriptions and specifications of the product meet the description and specifications provided in the bid document, no additional submission is required.

25. *Laboratory Tests*

The RTA reserves the right to test all supplies delivered under the proposed contract, at an independent laboratory to be designated by the RTA. This laboratory test shall include each item of the specifications to determine whether the supplies delivered are in conformity therewith. Tests shall be made on supplies selected at random from deliveries made under the proposed contract(s). Where the results of such tests show that the supplies delivered are not equal to the specifications, then the Contractor shall pay the expense of making such test. If the results of any test show that the supplies delivered and tested conform to the specifications, then the expense of making such test shall be paid by the RTA.

26. *Appearance*

The highest standard of accepted practice shall govern the workmanship throughout.

27. *Nondiscrimination*

During the performance of this contract, Contractor agrees as follows:

Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, creed, sexual orientation, gender identity, disability, age, national origin, or retaliation. Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during the employment, without regard to their race, religion, color, creed, sexual orientation, gender identity, disability, age, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. Contractor agrees to post in accessible places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, creed, sexual orientation, gender identity, disability, age, or national origin.

Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representative of Contractor's commitments under this section, and shall post copies of the notice in accessible places available to employees and applicants for employment. Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended, and of the rules, regulations and relevant orders of the Secretary of Labor.

Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, as amended, and by rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records and accounts by FTA and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

In the event of Contractor's non-compliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations or orders, this contract may be canceled, terminated or suspended in whole or in part and Contractor may be declared ineligible for further RTA contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, as amended, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.

Contractor will include the foregoing provisions of this paragraph in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, as amended, so that such provisions will be binding upon each subcontractor or vendor. Contractor will take such action with respect to any subcontract or purchase order as RTA may direct as a means of enforcing such provisions, including sanctions for non-compliance, providing, however, that in the event Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by RTA, Contractor may request the United States to enter into such litigation to protect the interest of the United States.

28. *Contract Assurance (Nondiscrimination Assurance)*

The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

29. *Proposal/Bid Protest Procedures*

The RTA will hear and consider a bona fide bid protest regarding its procurement actions in accordance with the following procedures. Due to the significantly limited role of FTA in bid protests, it is anticipated that the majority of all protests will be evaluated and the final decision rendered by RTA. The RTA intends to provide a thorough review of all bona fide bid protests. The RTA's primary concern is the timely procurement of needed capital equipment, supplies or services. It does not intend to allow the filing of bid protests to unnecessarily delay the procurement process.

Parties are encouraged to exhaust all methods described in the bid documents for resolving a procurement issue before filing a formal bid protest with the RTA.

1. RTA reserves the right to postpone bid openings/proposal due dates for its own convenience and to reject any and all bids/proposals received.

2. Changes to the specifications/Scope of Work, will be made by addendum only and sent to all bidders/proposers of record.
3. Prime bidders/proposers may make appointments to discuss the specifications/scope of work; however, this does not relieve proposers/bidders from submitting the written documentation required below.
4. Protests may be filed during the pre-award, award or post-award phases of the procurement. Bidders/proposers may protest a bid/proposal award as soon as practical, but not later than five (5) business days following the receipt of proposed recommendation of award or receipt of rejection notification. All protests must be submitted in writing and be addressed to RTA's Chief Executive Director.

The protest shall:

- Name the protester;
- Name the solicitation/contract (e.g., GD 17-XX);
- State the grounds of the protest; and
- State the relief sought.

The protester shall submit with the protest any and all documents which he/she believes supports the protest. The protester shall state further if it wishes an informal conference in which to discuss the protest with the RTA.

5. If any information is omitted or incomplete, the RTA will notify the protester in writing and the protester shall be required to provide such information within (3) business days if the protest is to be further considered.
6. The Chief Executive Officer shall give consideration to all facts and issues involved. The RTA's Manager of Procurement shall present all relevant facts and issues to the Chief Executive Director. The Chief Executive Officer may, at his/her own discretion, form a committee which may include the general counsel and the department or division head who will benefit from the Contract, or any combination thereof.
7. If an informal conference is requested, the Chief Executive Officer shall give the protester written notice of the place, location and time of the informal conference, which shall be within three (3) business days of such notice. Any information to be considered in the protest decision must be submitted in writing within twenty-four (24) hours after the conference.
8. The Chief Executive Officer will return a written decision to the protester within ten (10) business days of the receipt of the protest including the submission of additional written information submitted to RTA under these rules as part of the

protest process. The written response from the RTA shall address each substantive issue raised in the protest. Such decision is final unless a request for reconsideration is filed.

9. If the protester is dissatisfied with the initial decision made by RTA, it may request in writing a reconsideration based on data which was not previously known, or because there has been an error of law or regulation. The request shall be delivered to the Chief Executive Officer within three (3) business days of receipt of the initial decision made by the Chief Executive Officer. The request shall state the reason(s) why the decision should be reconsidered and any information to support such a position. The CEO, in the manner provided above for an initial protest, shall consider and decide the request for reconsideration and shall issue a written decision to the protester within ten (10) business days. The protester will be notified of the decision and all substantive issues will be addressed that were raised in the request for reconsideration. Such a decision is final.
10. FTA will only entertain a protest that alleges RTA has failed to have or adhere to a protest procedure. A protest to FTA must be filed in accordance with FTA Circular 4220.1F.
11. RTA may only proceed with the procurement, when a protest is pending, when the conditions spelled out in FTA Circular 4220.1F have been met. RTA will not award prior to resolution of a protest, or open bids or proposals prior to resolution of a protest filed before bid opening due date, except as provided in FTA Circular 4220.1F.
12. Potential bidders/proposers will be advised of a pending protest if made before award.
13. Should the protester be dissatisfied with the decision rendered by the RTA, and the protest sent to the FTA has not been taken or relief granted thereunder, the protest would have to be taken to the appropriate state or local administrative or judicial authority.
14. All protest documents shall be faxed, hand delivered or sent by overnight courier with return receipt requested to the RTA Chief Executive Officer or the protestor and shall be deemed received on date delivered by fax, hand delivery, or overnight courier.

Potential protesters and other interested parties include all interested bidders/proposers and any subcontractor or supplier with a substantial economic interest in a portion of the IFB/RFP.

The FTA will be notified of any and all protests received. RTA will keep FTA informed of the status of the project.



30. *Disadvantaged Business Enterprise Participation*

A. *Policy*

It is the policy of the Department of Transportation (DOT) that DBE's, as defined in 49 CFR, Parts 23 and 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this Agreement. The Disadvantaged Business requirements of these sections apply to this agreement.

B. *DBE Obligation*

The recipient or its Contractor agrees to ensure that DBE's, as defined in 49 CFR Parts 23 and 26, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under this agreement. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Parts 23 and 26 to ensure that DBE's have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, religion, color, creed, sex, disability, age or national origin in the award and performance of DOT-assisted contracts.

Further, the Department of Transportation's Regulation 49 CFR Parts 23 and 26 requires recipients to set goals consistent with our own circumstances.

In keeping with that requirement, the RTA has established a DBE goal of -0- percent for this project. Any bidder that fails to comply with the goal or make good faith efforts, shall not be eligible to be awarded this contract.

*Procedure*

DBE's are required to be certified, prior to submission of bid, under the Federal Unified Certification Program (UPC), by the Ohio Department of Transportation (ODOT) or the City of Dayton's Human Relations Council. Please note that the City of Dayton's other socio-economic programs are not acceptable. The certification application is available upon request from ODOT at <http://www.dot.state.oh.us/Divisions/ODI/SDBE/Pages/default.aspx> or by calling 614/466-7699. The City of Dayton may be reached at 937/333-1403. The application is to be completed by all DBE firms and submitted to ODOT or the City of Dayton, who will review and approve or disapprove the firm as a DBE.

C. *Good Faith*

To demonstrate that sufficient reasonable efforts were taken to meet the DBE contract goal, the bidder shall document the steps it has taken to obtain DBE participation including but not limited to the following:

- (a) Whether the contractor/supplier solicited through all reasonable and available means (attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified DBEs who have the capacity to perform the work of the contract;
- (b) Whether the contractor/supplier solicited this interest within sufficient time to allow the DBEs to respond to the solicitation;
- (c) Whether the contractor/supplier took appropriate steps to follow up initial solicitations.
- (d) Whether the contractor/supplier selected portions of work to be performed by DBE's to increase the likelihood that DBE goals will be achieved (including, when appropriate, dividing contracts into economically feasible units to facilitate participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces);
- (e) Whether the contractor/supplier provided adequate information about plans, specifications, and/or bidder requirements of the contract in a timely manner to assist them in responding to a solicitation;
- (f) Whether the contractor/supplier negotiated in good faith with interested DBEs.
  - 1. It is the bidder's responsibility to make a portion of the work available to DBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available DBE subcontractors and suppliers, so as to facilitate DBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for DBEs to perform the work.
  - 2. A bidder using good business judgment would consider a number of factors in negotiating with subcontractors, including DBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using DBEs is not in itself sufficient reason for a bidder's failure to meet the contract DBE goal, as long as such costs are reasonable. Also, the ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the bidder of the responsibility to make good faith efforts. Prime contractors are not, however, required to accept higher quotes from DBEs if the price difference is excessive or unreasonable.

- (g) Whether the contractor/supplier rejected DBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal.
- (h) Whether the contractor/supplier made efforts to assist interested DBEs in obtaining bonding, lines of credit, or insurance as required by the recipient or contractor.
- (i) Whether the contractor/supplier made efforts to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.
- (j) Whether the contractor/supplier effectively used the services of available contractors' groups; local, state, and federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of DBEs.
- (k) In determining whether a bidder has made good faith efforts, the RTA may take into account the performance of other bidders in meeting the contract. For example, when the apparent successful bidder fails to meet the contract goal, but others meet it, RTA may reasonably raise the question of whether, with additional reasonable efforts, the apparent successful bidder could have met the goal. If the apparent successful bidder fails to meet the goal, but meets or exceeds the average DBE participation obtained by other bidders, the RTA may view this, in conjunction with other factors, as evidence of the apparent successful bidder having made good faith efforts.

*D. Assurances*

- (a) Federal Financial Assistance Agreement Assurance:
  1. RTA shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE Program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the [Recipient] of its failure to carry out its approved program, the Department may impose sanction as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C.

1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

(b) Contract Assurance:

1. The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

E. *DBE Program Definitions, as used in the contract:*

(a) Disadvantaged Business Enterprise means a *small business concern*:

1. That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and
2. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

(b) *Small business concern* means, with respect to firms seeking to participate as DBEs in DOT-assisted contracts, a small business concern as defined pursuant to Section 3 of the Small Business Act and the Small Business Administration regulations implementing it (13 CFR Part 121) that also does not exceed the cap on average annual gross receipts specified in 26.65(b).

(c) *Socially and economically disadvantaged individual* means any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who is —

1. Any individual who a recipient finds to be socially and economically disadvantaged on a case-by-case basis.
2. Any individual in the following groups, members of which are reputedly presumed to be socially and economically disadvantaged:
  - (i) "Black Americans," which includes persons having origins in any of the Black racial groups of Africa;
  - (ii) "Hispanic Americans," which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;

- (iii) "Native Americans," which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;
- (iv) "Asian-Pacific Americans," which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Tuvalu, Nauru, Federated States of Micronesia, or Hong Kong.
- (v) "Subcontinent Asian Americans," which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka;
- (vi) Women;
- (vii) Any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.

*Tribally-owned concern* means any concern at least 51 percent owned by an Indian tribe as defined in this section.

*F. Disadvantaged Business Enterprise Substitutions*

It is strictly prohibited that a Contractor change the DBE(s) identified in a contract. If bidders/proposers submit the names and addresses of DBE firms that will participate in a contract; a description of the work that each DBE will perform; the dollar amount of the participation of each DBE firm, etc., changes cannot be made without prior approval of the DBE Officer. Furthermore, the Contractor may not terminate a subcontract agreement, reduce the scope of work nor decrease the proposed price to the DBE without prior approval of the DBE Officer. Should a Contractor determine that it is necessary to request the substitution of a DBE for reasons such as default on the part of the DBE, poor work performance, etc., the Contractor must request in writing authorization to make a change, prior to subcontracting with other certified DBE's.

Should it be determined that a need exists to request a substitution of a DBE or modify a DBE's contract, the following steps are to be taken:

- (a) The Contractor must notify the DBE Officer in writing of the necessity to reduce, modify or terminate a DBE's contract and when necessary, propose a substitute firm to fulfill the commitment.

This notification should include the rationale for the proposed substitution. Examples of acceptable reasons would be as follows:

1. A committed DBE was found unable to comply with the contract within the required timeframe.
  2. A DBE was discovered not to be bona fide.
  3. The DBE desires to make significant changes in the contract.
- (b) The request should include the name, address and principal official of any proposed substitute, as well as the dollar value and specification/scope of work of the proposed contract or change order.
  - (c) RTA will review and evaluate the submitted documentation and respond to the request as soon as practicable. The RTA retains the right to request additional information or request an interview.
  - (d) A change must not be made until approved by RTA. The Contractor will then provide RTA with an executed copy of the DBE contract or change order with signatures of both parties to the agreement, within five (5) days.
  - (e) The RTA will not approve additional monies for escalated costs incurred by a Contractor when a substitution is necessary.

31. *Cargo Preference - Use of United States Flag Vessels*

The Contractor agrees:

- A. To utilize privately owned United States-flag commercial vessels to ship at least 50% of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, materials, or commodities pursuant to this contract, to the extent such vessels are available at fair and reasonable rates for United States-flag commercial vessels.
- B. To furnish within 20 days following the date of loading for shipments originating within the United States, or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, "on-board" commercial bill-of-lading in English for each shipment of cargo described in the paragraph above, to the RTA (through the prime Contractor) and the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590, marked with appropriate identification for the project.
- C. To insert the substance of the provisions of this clause in all subcontracts issued pursuant to this contract.

32. *Buy America Act*

The Contractor is to be governed by the latest provisions of the "Buy America" clause of the Surface Transportation Assistance Act of 1982, as amended, terms and conditions established under this act will apply, and execute the "Buy America" Certificate made a part of this document. See Title 23, Section 169, below:

*Section 169*

- A. Notwithstanding any other provisions of law, the Secretary of Transportation shall not obligate any funds authorized or appropriated by this Act or by an act amended by this Act or, after the date of enactment of this Act, Title 23, United States Code, the Urban Mass Transportation Act of 1964, or the Surface Transportation Assistance Act of 1978, as amended, terms and conditions established under this act will apply, and administered by the Department of Transportation, unless steel, iron, and manufactured products used in such project are produced in the United States.
- B. The provisions of Subsection "A" of this Section shall not apply where the Secretary finds:
1. That their application would be inconsistent with the public interest.
  2. That such materials and products are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality.
  3. In the case of procurement of bus or other rolling stock (including train control, communication and traction power equipment) under the Urban Mass Transportation Act of 1964, that:
    - (a) The cost of components which are produced in the United States is more than 60 per centum (60%) of the cost of all components of the vehicle or equipment described in this paragraph; and
    - (b) Final assembly of the vehicle or equipment described in this paragraph has taken place in the United States.
  4. That inclusion of domestic material will increase the cost of the overall project contract by more than ten per centum (10%) in the case of projects for the acquisition of rolling stock, and twenty-five per centum (25%) in the case of all other projects.
- C. For the purposes of this section, in calculating components costs, labor costs involved in final assembly shall not be included in the calculation.
- D. The Secretary of Transportation shall not impose any limitation or condition on assistance provided under this Act, the Urban Mass Transportation Act of 1964 or the Surface Transportation Assistance Act of 1968, as amended, terms and conditions established under this act will apply, or Title 23, United States Code, which restricts any State from imposing more stringent requirements than this Section on the use of articles, materials and supplies mined, produced or manufactured in foreign countries in projects carried out with such assistance or restricts any recipient of such assistance from complying with such state imposed requirements.
- E. Section 401 of the Surface Transportation Assistance Act of 1978 is repealed.

33. *Patents - Copyrights - Trademarks*

Contractor shall assume the defense of all claims and suits against RTA, its officers, agents and employees for infringement of the patents, copyrights or trademarks of any person arising out of the use by RTA, its officers, agents and employees of any article supplied under this contract, and the Contractor shall indemnify and hold harmless RTA, its officers, agents and employees from any and all liability, loss or damage arising from such claims or suits, including attorney fees.

34. *Audit and Inspection of Records*

Contractor shall permit the authorized representatives of RTA, its member entities, the Ohio Auditor of State, the U.S. Department of Transportation, and the Comptroller General of the United States access to any books, documents, papers and records of the Contractor which are directly pertinent to this contract, for the purpose of making audit, examination, excerpts and transcriptions until the expiration of three (3) years after final payment under this contract. Contractor further agrees to include in all of its subcontracts hereunder, a provision to the effect that the subcontractor agrees that RTA, its member entities, the Ohio Auditor of State, the U.S. Department of Transportation and the Comptroller General of the United States or any of their duly authorized representatives shall, until the expiration of three (3) years after final payment under the subcontract, have access to books, documents, papers and records of such subcontractor involving transactions, related to the subcontractor for the purpose of making audit, examination, excerpts and transcriptions. The term "subcontract" as used in this clause excludes (1) purchase orders not exceeding \$10,000 and (2) subcontractor or purchase orders for public utility services at rates established for uniform applicability to the general public.

The periods of access and examination described above, for records which relate to (1) appeals under the "Disputes" clause of this contract, (2) litigation of the settlement of claims arising out of the performance of this contract, or (3) costs and expense of this contract as to which exception has been taken by the Comptroller General or any of his duly authorized representatives, shall continue until such appeals, litigation, claims or exceptions have been disposed.

35. *Disputes*

Any dispute arising under this contract which is not disposed by agreement shall be decided by RTA, which shall reduce its decision to writing and furnish a copy of same to Contractor. RTA's obligation to provide a written decision shall be limited to its providing a written statement setting forth its conclusion; it shall not be required to state its reasoning, although it may choose to do so.

Pending any administrative decision or litigation concerning any dispute arising under this contract, Contractor shall proceed diligently with the performance with this contract.

36. *Ownership of Documents*

RTA shall be the owner of all plans, scope of work and related documents prepared pursuant to this contract or provided to Contractor by RTA. Any re-use of the plans,



scope of work or related documents by RTA for other than the purpose intended by this Contract shall impose no liability on the Contractor.

37. *Maintenance of Records*

The Contractor shall, at all times, maintain records of actual overhead costs and actual general and administrative costs in conformity with generally accepted accounting principles, and subject to Title 41 of the CFR. The Contractor shall maintain records of direct labor costs and other applicable payroll expenses. Labor and payroll records shall be in sufficient detail to indicate, at a minimum, employees by name, employees' time spent on the project, and itemization of applicable fringe benefit expenses.

38. *Payments*

Contractor shall be paid, upon the submission of activity reports with proper invoices or vouchers, the prices stipulated herein for supplies delivered and accepted or services rendered and accepted, less deductions, if any, as herein provided, within thirty (30) days.

39. *Prompt Payment*

We will include the following clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 15 days from the receipt of each payment the prime contractor receives from RTA. The prime contractor agrees further to return retainage payments to each subcontractor within 15 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the RTA. This clause applies to both DBE and non-DBE subcontractors.

When applicable, the RTA may use the following mechanisms to ensure prompt payment.

- A. Language providing that prime contractors and subcontractors will use appropriate alternative dispute resolution mechanisms to resolve payment disputes.
- B. Language providing that prime contractors will not be reimbursed for work performed by subcontractors until the prime contractor ensures that the subcontractors are paid promptly for work they have performed.
- C. Enforcement of public funds liens law and use of a similar mechanism for nonpublic improvement projects.
- D. Other applicable mechanisms as necessary.

40. *Covenant against Contingent Fees*

Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by Contractor for the purpose of securing business. For breach of violation of this warranty, RTA shall have the right to annul this contract without liability or, at its discretion, to deduct from the contract price

or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

41. *Indemnifications*

Contractor shall indemnify and save harmless RTA, its trustees, officers and employees from and against all claims, suits, damages, injuries, deaths, costs, liability, damage and expense whether direct, consequential or incidental, for personal injury and for property damage, such loss, costs, liability, damage and expense arising out of, or resulting in whole or in part, directly or indirectly, from work or operations under the contract but not limited to the acts, errors, omissions and negligence of Contractor's employees and agents, except to the extent of liability imposed due to RTA's own negligence.

42. *Entire Agreement*

This contract contains the entire agreement between the RTA and the Contractor and supersedes all prior negotiations, representations or agreements, either written or oral. Only a written instrument signed by both RTA and the Contractor may amend this contract.

43. *Subcontracts Approval*

Prime bidders are to report the name/addresses and any other pertinent information of all firms who quote to them on subcontracts.

RTA shall have the right to approve or disapprove all subcontracts in accordance with the following provisions.

As used in this clause, the term "subcontract" includes subcontractors and major suppliers of material or services to the Contractor.

Contractor shall notify RTA reasonably in advance of entering into any subcontract if Contractor's procurement system has not been approved by RTA and if the subcontract:

- A. Is to be a cost-reimbursement, time and materials, or labor-hour contract which is estimated to involve an amount in excess of ten thousand dollars (\$10,000) including any fee;
- B. Is expected to exceed one hundred thousand dollars (\$100,000); or
- C. Is one of a number of subcontracts, under this contract, with a single subcontractor for the same or related supplies or services which, in the aggregate, are expected to exceed one hundred thousand dollars (\$100,000).

The advance notification required by the above shall include: A description of the supplies or services to be called for by the subcontract;

Identification of the proposed subcontractor and an explanation of why and how the proposed subcontractor was selected including the competition obtained: The proposed subcontract price, together with Contractor's cost or price analysis thereof; the subcontractor's current, complete and accurate cost or pricing data and Certificate of Current Cost of Pricing Data, when such data and certificates are required by other provisions of this contract to be obtained from the

subcontractor; Identification of the type of subcontract to be used; and a memorandum of negotiation which sets forth the principle elements of the subcontract price negotiations. A copy of this memorandum shall be retained in Contractor's file for use of RTA's reviewing authorities. The memorandum shall be in sufficient detail to reflect the most significant considerations controlling the establishment of initial or revised prices.

Contractor shall not enter into any subcontract for which advance notification to RTA is required by this clause, without prior written consent of RTA, provided that RTA, in its discretion, may ratify in writing any subcontract. Such ratification shall constitute the consent of RTA required by this paragraph.

Neither consent by RTA to any subcontract nor any provisions thereof nor approval of Contractor's procurement system shall be construed to be a determination of the acceptability of any subcontract price or of any amount paid under any subcontract or to relieve Contractor of any responsibility for performing this contract, unless such approval or consent specifically provides otherwise.

Contractor agrees that no subcontract placed under this contract shall provide for payment on a cost plus a percentage-of-cost basis.

Strict compliance with the provisions of this paragraph shall be a condition of any reimbursement by RTA of the costs of subcontracts or material purchased by Contractor. The provisions of this clause in no way limit the provision of the clause entitled "Substitution of DBE Subcontractors".

Prime bidders are to report the name/addresses and any other pertinent information of all firms who quote to them on subcontracts.

44. *Laws of Ohio*

The rights and duties of the parties hereto shall be determined by the laws of the State of Ohio, and to that end, the contract shall be construed and considered as a contract made and to be performed in the County of Montgomery, Ohio.

45. *State Industrial Compensation*

Contractor shall comply with the state law known as the Workers' Compensation Act, Chapter 4123, Ohio Revised Code, as applicable, and shall pay into the State Insurance Fund the necessary premiums required by that Act to cover all employees furnishing the services purchased under the terms of this contract and under the control of Contractor, and shall relieve RTA from any costs due to accidents or other liabilities mentioned in said Act. If Contractor is a self-insurer under the Ohio Workers' Compensation Act, and duly authorized as such by the Industrial Commission of Ohio, it shall tender to RTA proof of such status. Contractor shall, from time to time upon request, tender to RTA a certificate evidencing its compliance with the Workers' Compensation Act.

46. *Independent Contractor*

Contractor shall be and remain an independent Contractor with respect to all service performed hereunder and agrees to and does hereby accept full and exclusive liability for the payment of any and all contributions or taxes for Social Security, unemployment insurance, or old age retirement benefits, pensions, or annuities now or hereafter imposed under any state or federal law which are measured by the wages, salaries, or other remuneration paid under this contract, and further agrees to indemnify and save harmless RTA from any such contributions or taxes or liability thereof.

47. *Limited Liability*

By virtue of the provisions of Section 306.31 of the Ohio Revised Code, RTA is a political subdivision of the State of Ohio, a body corporate with all the powers of a corporation. It is understood and agreed that only the corporate entity, RTA, shall be liable hereunder.

48. *Insurance*

**GREATER DAYTON REGIONAL TRANSIT AUTHORITY**  
**SUPPLIERS AND VENDORS INSURANCE REQUIREMENTS**

The Vendor shall maintain, at its own expense, throughout the period of the Contract and any extensions thereof the following minimum insurance coverages of the types and in the amounts described below that are applicable to the scope of work being performed:

**1. Workers Compensation and Employer's Liability Insurance.** Vendor must carry Workers' Compensation Insurance (including occupational disease) in compliance with Workers' Compensation statutes of any applicable jurisdiction in which the Work is to be performed. For the attainment of Workers Compensation in monopolistic states, including Ohio, coverage must be secured through the state fund. If Vendor is a qualified self-insurer in compliance with the laws of the state, this is also acceptable. A certificate of compliance from the appropriate workers' compensation bureau or board must be provided with the certificate of insurance.

Vendor must also carry Employer's Liability Insurance with minimum limits of \$500,000 each accident; \$500,000 for disease (per employee); and \$500,000 for disease (policy limit). This policy must include Ohio "Stop Gap" coverage.

**2. Commercial General Liability Insurance.** Vendor must carry Commercial General Liability Insurance written on ISO form CG 00 01 10 01 (or its equivalent) with limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. RTA (including its directors, officers, employees and volunteers) must be named as an additional insured on the CGL for liability arising out of the acts or omissions of the Vendor, including coverage for liability arising out of products and completed operations. The coverage afforded to RTA shall be primary to any other insurance carried by the RTA, and the RTA's coverage shall not contribute to any loss made pursuant to this coverage grant.

**3. Commercial Auto Liability Insurance.** Vendor shall carry Commercial Automobile Liability Insurance covering all owned, leased and non-owned vehicles used in connection with the work to be performed under this contract, with limits of not less than \$1,000,000 combined single limit per accident for bodily injury and property damage. RTA shall be afforded coverage under this policy for any liability arising out of the acts or omissions of Vendor.

**4. Excess/Umbrella Insurance.** Vendor shall carry Commercial Excess or Umbrella Liability Insurance over the Commercial General Liability, Employer's Liability and Commercial Automobile Liability policies in the amount of \$1,000,000 combined single limit. The Excess/Umbrella policy is subject to all requirements of the underlying policies as set forth herein.

**5. Pollution Liability Insurance.** If the Work under this Contract includes the transportation of hazardous substances (including but not limited to fuel and oil) to, from or about RTA's premises, and/or the disposal of such substances at a waste disposal site, Vendor shall purchase and maintain pollution liability coverage of at least \$1,000,000 per occurrence. This policy shall cover property damage, bodily injury and cleanup/pollution remediation costs caused by a pollution event and otherwise excluded under Vendor's Commercial General Liability or Commercial Automobile Liability policy. RTA shall be afforded protection under this policy as an additional insured, including coverage for claims arising out of Vendor's products and completed operations.

**6. Aircraft/Watercraft Liability Insurance.** If the Vendor is using aircraft or watercraft in performance of the Work under this contract, Vendor shall disclose this to RTA prior to contract execution. Vendor shall carry aircraft and/or watercraft liability insurance, including coverage for non-owned and hired craft, and RTA shall determine the appropriate limits which must be carried by Vendor.

**7. Fidelity Bond/Crime.** If Vendor or its employees will be on the premises of RTA in connection with performance of the Work under this contract, Vendor shall carry no less than \$100,000 in Third Party Crime Coverage for the benefit of the RTA in the event of theft or other intentional harm to RTA's property by Vendor's employees.

**8. Requirements common to all policies.**

**a.** Vendor shall be solely responsible for reimbursing any deductible amount to the insurer, even if payment is being made on behalf of RTA as an additional insured on Vendor's policy. Any deductibles or self-insured retentions in excess of \$5,000 must be disclosed and approved in writing by RTA.

**b.** Vendor waives all rights of recovery it may otherwise have against RTA (including its directors, officers, employees and volunteers) to the extent these damages are covered by any of Vendor's insurance policies as required in this contract.

**c.** All insurance required hereunder shall be placed with insurers that have a minimum A.M. Best's rating of A-/X and shall be licensed, admitted insurers authorized to do business in the state of Ohio.

**d.** A certificate(s) of insurance showing that Vendor's insurance coverages are in compliance with the insurance requirements set forth below must be completed by the Vendor's insurance agent, broker, or insurance company after the contract has been awarded. All certificates (other than Ohio workers' compensation) shall provide for thirty (30) days written notice to RTA prior to cancellation or non-renewal of any insurance referred to therein. The certificate shall reference RTA's status as an additional insured with primary/noncontributory coverage under both the General Liability and Auto policies.

**e.** Failure of RTA to receive certificate(s) or other evidence of full compliance with these insurance requirements (or failure of RTA to identify and/or object to a deficiency in the certificate(s) that is/are provided by Vendor) shall not be construed as a waiver of Vendor's obligations to maintain such insurance. RTA shall have the right, but not the obligation, to prohibit Vendor from beginning performance under this contract until such certificates or other evidence that insurance has been placed in complete compliance with the above insurance requirements is received and approved by RTA. Vendor shall provide certified copies of all insurance policies required above within ten (10) days of written request from RTA.

**f.** By requiring insurance herein, RTA does not represent that coverage and limits will necessarily be adequate to protect Vendor, and such coverage limits shall not be deemed as a limitation on Vendor's liability under the indemnities granted to RTA.

**g.** Any subcontractors engaged by Contractor to perform the Work shall comply with these insurance and indemnification provisions and shall provide primary/noncontributory coverage to RTA as set forth herein.

49. *Assignability*

The terms and provisions of the Contract Documents shall be binding upon RTA and the Contractor and their respective partners, successors, heirs, executors, administrators, assigns and legal representatives. The rights and obligations of the Contractor under the Contract may not be transferred, assigned, sublet, mortgaged, pledged or otherwise disposed of or encumbered in any way. The Contractor may subcontract a portion of its obligations to other firms or parties but only after having obtained the written approval by RTA of the subcontractor, which approval shall not be unreasonably withheld. RTA may assign its rights and obligations under the Contract to any successor to the rights and functions of RTA or to any governmental agency to the extent required by applicable laws and governmental regulations or to the extent RTA deems necessary or advisable under the circumstances.

50. *Waivers of Claims*

The Contractor's obligation to perform the work and complete the project in accordance with the contract document shall be absolute. Neither approval or any partial or final payment by the RTA, nor the issuance of a list of work to be completed or corrected, or

any payment by the RTA to the Contractor under the contract document, nor any use or occupancy of the project or any part thereof by the RTA, nor any act of acceptance by the RTA shall constitute an acceptance of work not in accordance with the contract document.

The making and acceptance of final payment shall constitute:

- A. A waiver of all claims by the RTA against the Contractor other than those arising from unsettled liens, from faulty or defective work appearing after final payment, or from failure to comply with the requirements of the contract document, or the terms of any special guarantees therein.
- B. A waiver of all claims by the Contractor against the RTA, other than those previously made in writing and still unsettled.

51. *Energy Conservation*

Contractor shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act, as amended, 42 U.S.C. Sections 6321 et seq.

52. *Clean Water Act/Clean Air Act*

Contractor must comply with the requirements of Section 508 of the Clean Water Act, as amended, 33 U.S.C. Section 1368, and other appl. req. of the CWA, as amended, 33 U.S.C. Section 1251-1377 and Section 306, as amended, 42 U.S.C. Section 7414, and other applicable of the Clean Air Act, as amended, 42 U.S.C. Section 7414, and other applicable provisions of the Clean Air Act, as amended, 42 U.S.C. Sections 7401-7671q, which prohibits the use of facilities included in the Environmental Protection Agency (EPA) "List of Violating Facilities." This provision also requires the reporting of any violations to RTA and the EPA.

53. *Environmental Violations*

For all contracts and subcontracts in excess of \$100,000, Contractor agrees to comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act, 42 USC (1857(h); Section 508 of the Clean Water Act, 33 USC 1368; Executive Order 11738 and Environmental Protection Agency regulations (40 CFR, Part 15) which prohibit the use under non-exempt federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities. Contractor shall report violations to FTA and to the U.S. EPA Assistant Administrator for Enforcement (EN0329).

54. *Title VI, Civil Rights Act of 1964, Compliance*

The Greater Dayton Regional Transit Authority (RTA), in accordance with Title VI of the Civil Rights Act of 1964, as amended, 78 Stat. 252, 42 U.S.C. 2000d et seq. and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will

affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

During the performance of this contract, the Contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- A. Compliance with Regulations: The Contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- B. Nondiscrimination: The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, creed, sex, age, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- C. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, creed, sex, age, or national origin.
- D. Information and Reports: The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the RTA or the Federal Transit Administration (hereinafter, "FTA") to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the RTA, or the FTA as appropriate, and shall set forth what efforts it has made to obtain the information.
- E. Sanctions for Noncompliance: In the event of the Contractor's noncompliance with nondiscrimination provisions of this contract, the RTA shall impose contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to:
  - (1) withholding of payments to the Contractor under the contract until the Contractor complies; and/or
  - (2) cancellation, termination, or suspension of the contract, in whole or in part.



- F. **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (A) through (F) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the RTA or the FTA may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the RTA to enter into such litigation to protect the interests of the RTA, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

54. *Safety*

The Contractor should be aware that RTA is a constantly operating organization, with activity 24 hours a day, seven days a week.

It is the intention of the RTA to protect RTA employees, customers and property from harm due to Contractor activity, and to reduce RTA's liability exposure limits regarding safety and environmental infractions.

During the pre-construction or post award meeting, the RTA will provide upon request RTA's System Wide Safety Manual and any additional required information to assure that contractors comply with RTA's safety rules.

In addition, the RTA expects all contractors and sub-contractor to comply with and abide with any and all applicable regulatory standards.

Some special and unique safety and environmental concerns found at RTA and incumbent upon the contractor and sub-contractor include:

1. RTA is a 24-hour per day operation.
2. Multiple sized vehicles move about the interior and exterior of most buildings, 24 hours per day. Please be advised that set traffic patterns have been established and must be followed.
3. Operators of all equipment are expected to be certified to operate appropriate equipment.
4. Restrictive rules apply to running of engines inside all buildings.
5. Restrictive storm water pollution rules apply.
6. Material Safety Data Sheets must be provided for all materials used. Specific notification is required if a product to be used on the job has been classified as an "Extremely Hazardous Material".

7. Building evacuation procedures.
8. Fire safety and prevention procedures.
9. First aid procedures.
10. Hazardous material safety.

55. *Compliance with RTA Security Measures*

All contractors are required to display an identification badge supplied by RTA while on RTA premises. Badges must be worn where they can be seen at all times. This requirement applies to every employee of all contractors and/or subcontractors. All contractors' employees are also required to wear clothing which identifies the company for which they work (i.e., uniform, hard hat, jacket, etc.). Badges must be obtained from the Project Manager and must be returned upon completion of the project. A fee will be charged for any badges that are lost or not returned, and will be deducted from the final project invoice.

56. *Parts*

Only standard parts of units that conform in material, design, and workmanship to the best procedure known in the industry shall be used. No reconditioned or obsolete parts shall be used. All parts shall be identical and interchangeable in their class.

57. *Americans with Disabilities Act (ADA)*

The Contractor agrees to comply with, and assure that any subcontractor under this Project complies with all applicable requirements of the Americans with Disabilities Act (ADA) of 1990, as amended, 42 U.S.C. Sections 12101 et seq. and 49 U.S.C. Section 322; Section 504 of the Rehabilitation Act of 1973, as amended,

29 U.S.C. Section 794; Section 16 of the Federal Transit Act, as amended, 49 U.S.C. app. Section 1612; and the following regulations and any amendments thereto:

- A. U.S. DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 C.F.R. Part 37;
- B. U.S. DOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 C.F.R. Part 27;
- C. U.S. DOT regulations, "Americans With Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 49 C.F.R. Part 38; and 36 CFR Part 1192.
- D. Department of Justice (DOJ) regulations, "Nondiscrimination on the Basis of Disability in State and Local Government Services," 28 C.F.R. Part 35;
- E. DOJ regulations, "Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities," 28 C.F.R. Part 36;

- F. General Services Administration regulations, "Construction and Alteration of Public Buildings," "Accommodations for the Physically Handicapped," 41 C.F.R. Part 101-19;
- G. Equal Employment Opportunity Commission (EEOC) "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630;
- H. Federal Communications Commission regulations, "Telecommunications Relay Services and Related Customer Premises Equipment for the Hearing and Speech Disabled," 47 C.F.R. Part 64, Subpart F; and
- I. FTA regulations, "Transportation for Elderly and Handicapped Persons," 49 C.F.R. Part 609.

58. *Recycled Products*

The Contractor agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.

59. *Fly America*

The Recipient understands and agrees that the federal government will not participate in the costs of international air transportation of any persons involved in or property acquired for the project unless that air transportation is provided by U.S.-flag air carriers to the extent service by these carriers is available, in accordance with sections of the International Air Transportation Fair Competitive Practices Act of 1974, as amended, 49 U.S.C. §40118, and with U.S. General Services Administration (U.S. GSA) regulations pertaining to the use of United States flag air carriers, at 41 C.F.R. §301-10.131 – 301-10.143.

60. *Debarment and Suspension*

The Contractor agrees to comply with U.S. Department of Transportation regulations, "Government Debarment and Suspension (Non-procurement)", 2 CFR Part 1200 and 2 CFR Part 180, and otherwise comply with the requirements of those regulations. This includes the requirement of the bidder to submit the *Certification of Primary Contractor Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion* for all projects when the total aggregate value of the Contract exceeds \$25,000 and to submit a *Certification of Lower Tier Participation Regarding Debarment, Suspension and Other Ineligibility and Voluntary Exclusions* for each subcontractor which will have a financial interest in this Project which exceeds \$25,000 or will have a critical influence on or a substantive control over the Project.

During the term of the Contract the Contractor agrees to immediately notify RTA of 1) any potential subcontractor that is subject to this provision and to submit the appropriate certification prior to award of the subcontract, 2) any information that its certification or

certification of its subcontractors was erroneous when submitted, 3) any information that certifications have become erroneous by reason of changed circumstances.

The Contractor shall submit with each request for payment a list of all subcontractors to this contract which have a financial interest in this Project which exceeds \$25,000 or have had a critical influence on or substantive control over the Project and submit evidence that the appropriate certificate has been submitted and that they remain valid.

RTA will not make payment to the Contractor or subcontractor which 1) does not comply with this contract provision or 2) is not in compliance with the above-cited federal requirements.

61. *Lobbying*

During the term of this Contract the Contractor agrees to comply with the provisions of 31 USC Section 1352, which prohibits the use of federal funds for lobbying by any official or employee of any federal agency, or member or employee of Congress; and requires the Contractor to disclose any lobbying of any official or employee of any federal agency, or member or employee of Congress in connection with federal assistance. The Contractor agrees to comply with U.S. DOT regulations, "New Restrictions on Lobbying," 49 CFR Part 20 and include these requirements in any subcontract which exceeds \$25,000.

The Contractor and all subcontractors in receipt of contracts exceeding \$25,000 shall submit Standard Form LLL quarterly to RTA. The Contractor shall also submit with each request for payment 1) a list of each contractor and subcontractor that is subject to the Lobbying Certifications, 2) certifications or evidence of certification for all subcontractors, 3) information regarding material changes in the previous certifications or disclosures, and 4) Standard Form LLL or evidence that the form was previously submitted to RTA.

RTA will not make any payment to the Contractor or subcontractor which 1) does not comply with the contract provisions or 2) is not in compliance with the above-cited federal requirements.

62. *Trade Secret Notification*

Under Ohio Law, a bid document may be a public record unless it meets an exception under the Public Records Law. One such exception is for trade secrets. Trade secrets must be treated with confidentiality. However, the bidder must notify the RTA in all of their bid documents as to which portions of their bid documents constitute trade secrets and are to be treated as confidential. As bidder, it is your responsibility to mark those parts of the bid which you wish to have treated as confidential. While this does not assure that these portions of the document will constitute a trade secret and be exempt from public records requests under Ohio Law, in the absence of notice from you to us that those documents are to be treated as trade secrets and to be held confidential, they will be made available to the public upon a public records request unless another exception applies to exempt them from disclosure.

63. *Program Fraud and False or Fraudulent Statements or Related Acts*

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

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

The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

64. *No Obligation by Federal Government*

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

The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

65. *Federal Changes*

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Agreement (Form FTA MA (7) dated October 2000) between Purchaser and FTA, as they may be amended or promulgated from time to time during the term of

this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

66. *Incorporation of Federal Transit Administration (FTA) Terms*

The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F, dated November 1, 2008, as amended, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any Greater Dayton RTA requests which would cause Greater Dayton RTA to be in violation of the FTA terms and conditions.

67. *Duty to Inform*

If at any time during the performance of this contract, the Contractor becomes aware of actual or potential problems, fault defect in the project or any nonconformance with any contract document, federal, state or local law, rule or regulation, the Contractor shall give immediate notice thereof to the RTA's Purchasing Agent.

68. *Changes in the Work/Change Orders*

Oral changes are not permitted. No change in the contract shall be made unless the RTA gives prior written approval therefore. The Contractor shall be liable for all costs resulting from, and/or for satisfactorily correcting any change in the work not authorized by the RTA in writing.

The Contractor shall submit to the RTA a detailed pricing and schedule proposal for the work to be performed under the change order. The proposal may be accepted by the RTA or may be modified by negotiations between the Contractor and RTA. A change order amendment shall be executed in writing by both parties. Disagreements that cannot be resolved within negotiations shall be resolved in accordance with the contract "Disputes" clause. Regardless of any disputes, the Contractor shall proceed with the work ordered, provided the Contractor has obtained the prior concurrence of RTA.

69. *Late Submissions, Modifications, and Withdrawals of Bids*

Any bid received at the office designated in the solicitation after the exact time specified for receipt will not be considered.

70. *Drug and Alcohol Rules*

The Greater Dayton Regional Transit Authority (RTA) is required to comply with the Federal Transit Administration's drug and alcohol rule, 49 CFR Part 655. This rule requires RTA to ensure that any entity performing a safety-sensitive function on our behalf implement a drug and alcohol program which complies with the following clause:

"The contractor agrees to establish and implement a drug and alcohol testing program that complies with 49 CFR Part 655, produce any

documentation necessary to establish its compliance with Part 655, and permit any authorized representative of the United States Department of Transportation or its operating administrations, the State of Ohio, or Greater Dayton Regional Transit Authority to inspect the facilities and records associated with the implementation of the drug and alcohol testing program as required under 49 CFR Part 655 and review the testing process. The contractor agrees further to certify annually its compliance with Parts 655.”

71. *Seat Belt Use*

In compliance with Federal Executive Order No. 13043, “Increasing Seat Belt Use in the United States,” April 16, 1997, 23 U.S.C. Section 402 note, FTA encourages each third party contractor to adopt and promote on-the-job seat belt use policies and programs for its employees and other personnel that operate company owned, rented, or personally operated vehicles, and to include this provision in each third party subcontract involving the project.

72. *Texting While Driving and Distracted Driving*

Consistent with Executive Order No. 13513, “Federal Leadership on Reducing Text Messaging While Driving,” October 1, 2009, 23 U.S.C. Section 402 note, and DOT Order 3902.10, “Text Messaging While Driving,” December 30, 2009, FTA encourages each third party contractor to promote policies and initiatives for its employees and other personnel that adopt and promote safety policies that to decrease crashes by distracted drivers, including policies to ban text messaging while driving, and to include this provision in each third party subcontract involving the project.

73. *Intelligent Transportation Systems*

Intelligent transportation system (ITS) property and services must comply with the National ITS Architecture and Standards to the extent required by 23 U.S.C. Section 517(d) and FTA Notice, “FTA National ITS Architecture Policy on Transit Projects,” 66 FR 1455 et seq., January 8, 2001, and later published policies or implementing directives FTA may issue. Consequently, third party contracts involving ITS are likely to require provisions to ensure compliance with Federal requirements.

74. *Contract Work Hours and Safety Act*

Mechanics and laborers are required to be paid on the basis of a standard 8-hour workday and a 40-hour workweek. Any work in excess of eight (8) hours a day or 40 hours a week must be compensated at a rate no less than 1-1/2 times the worker’s base rate. Further, no laborer or mechanic will be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous, as determined under the standards established by the Secretary of Labor.

**SECTION III**  
**SPECIAL CONDITIONS**



## GREATER DAYTON REGIONAL TRANSIT AUTHORITY

### SPECIAL CONDITIONS

**BASIS OF AWARD:** The award of this order is based on the lowest responsive and responsible bid as determined by the Greater Dayton Regional Transit Authority (RTA).

**CONTRACT TERM:** RTA anticipates placing one order for all items. Award is anticipated at the August 1, 2017, Board of Trustees Meeting. Order will be placed upon execution of contract. The duration of the contract shall not exceed 60 days from notification of award.

**DELIVERY:** Delivery will be made within 10 days after receipt of order or verbal notification. Failure to deliver the required product within the specified time period is not in compliance with the terms and conditions set forth in the IFB. The file will be documented accordingly regarding delinquent shipments. Continued delinquency could prohibit the award of future orders.

**DELINQUENT DELIVERY:** If the successful bidder fails to meet the required delivery time and it becomes necessary for the RTA to order product(s) from another source, the delinquent vendor will be responsible for reimbursing the RTA for the difference in the cost of the product(s) and any shipping costs that may be incurred by the RTA.

**SHIPPING:** All products ordered will be shipped FOB Destination. All shipping costs incurred will be at the successful bidder's expense.

**SECTION IV**  
**SPECIFICATIONS**

# GREATER DAYTON REGIONAL TRANSIT AUTHORITY

## SPECIFICATIONS

### Laptops and Laptop Cart

- HP ProBook 650 G3 15.6” LCD Notebook
  - Intel Core i5 (7<sup>th</sup> Generation) i5-7200U Dual Core 2.50 GHz
  - 4 GB DDR2 SDRAM
  - 500 GB HDD
  - Windows 10 Pro 64-bit
  - 1366 X 768 Screen Resolution
  - *Mfg Part No.: 1BS16UT#ABA or approved equal*
  - Est. Quantity: 15
  
- HP 8GB 2400 MHz DDR4 Memory (additional)
  - *Mfg Part No.: Z4Y85AA#ABA or approved equal*
  - Est. Quantity: 15
  
- HP 65W Smart AC Adapter (additional)
  - *Mfg Part No.: H6Y89UT#ABA or approved equal*
  - Est. Quantity: 15
  
- Ergotron PowerShuttle – Laptop Charging Cart
  - Cart for 20 laptops, netbooks, tablets up to 15.6” displays
  - Power strip to plugin 20 AC adapters
  - Integrated power management system
  - Robust key and lock assembly
  - Double hinged, locking steel front doors with recessed handle
  - Rugged steel-frame construction
  - Steel front and rear doors
  - Secure top access compartment for 1U switch
  - *Mfg Part No.: 24-291-085 or approved equal*
  - Est. Quantity: 1
  
- Cisco Catalyst 2960X-24PD-L Switch (No substitutes. Operating system software must match.)
  - *Mfg Part No.: WS-C2960X-24PD-L*
  - Est. Quantity: 1

**SECTION V**  
**CONTRACT EXAMPLE**

**CONTRACT - EXAMPLE**

**GREATER DAYTON REGIONAL TRANSIT AUTHORITY**

**CONTRACT**

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Greater Dayton Regional Transit Authority, Dayton, Ohio, a political subdivision organized and existing under and by virtue of the laws of the State of Ohio, hereinafter called "RTA," and \_\_\_\_\_ hereinafter called "Contractor."

The parties hereto, intending to be legally bound, hereby agree as follows:

***ARTICLE I – SCOPE***

The Contractor shall sell, and the RTA shall purchase, the following described goods and/or services:

**LAPTOPS AND CART**

all as more fully described in Legal Notice IFB No. **GD 17-19**.

All goods and/or services to be sold pursuant to this contract shall satisfy completely each and every specification appearing in the specifications and all other requirements which may appear in the Contract Documents.

The Contractor shall furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment and services which may be necessary to perform completely all services, and to deliver and install, if necessary, all goods to be sold pursuant to this Contract, all in strict accordance with the Contract Documents.

***ARTICLE II – CONTRACT***

Contract Documents shall consist of the following:

- |                            |                       |
|----------------------------|-----------------------|
| A) This Contract           | E) Signed Copy of Bid |
| B) Invitation to Bid       | F) Performance Bond   |
| C) Instructions to Bidders | (If required)         |
| and Special Conditions     | G) Addenda Issued     |
| D) Specifications          |                       |

The Contract Documents form the entire contract between the parties hereto, any oral understandings or agreements to the contrary notwithstanding.

**ARTICLE III - TIME FOR PERFORMANCE**

Time is of the essence in the performance of this contract. The Contractor shall fully perform all of his obligations, including, without limitation the satisfactory delivery and installation of all goods to be sold, and the satisfactory performance of all work to be done but not later than \_\_\_\_\_. This article applies even in the event of a union or employee strike, as this is a foreseeable circumstance that can be prevented, mitigated, and expected by the Contractor.

**ARTICLE IV - METHOD OF PAYMENT AND MAXIMUM COMPENSATION**

The maximum aggregate compensation payable by RTA to Contractor shall not exceed \_\_\_\_\_.

The Contractor shall, for the payment of all sums due under this contract, look solely to the monies provided the RTA from tax revenues resulting from duly authorized taxes which shall now or hereafter be levied by the RTA, and from grant contract funds, if any, which may actually be received by the RTA from the federal government under the Urban Mass Transportation Act of 1964, as amended, for the purpose of underwriting, in whole or in part, the RTA's costs pursuant to this contract.

It is expressly understood that the RTA shall be under no obligation whatsoever for any excess costs arising from changes, modifications or extra work orders not specifically approved by the RTA in one or more writings in which the excess cost or costs is specifically set forth.

The RTA will make payment to the Contractor within thirty (30) days after its acceptance of all of the goods and/or services to be sold pursuant to this contract.

**ARTICLE V - TERMINATION OF CONTRACT FOR DEFAULT**

If, through any cause, the Contractor shall fail to perform fully, timely and in proper manner its obligations under this contract, or if the Contractor shall breach any of the covenants, conditions or agreements contained in the contract, the RTA shall thereafter have the right to terminate this contract by giving notice in writing which shall specify the effective date thereof, to the Contractor of such termination. In such event, any goods delivered and/or installed by the Contractor under this contract shall, at the option of the RTA, become the RTA's property and the Contractor shall be entitled to receive just and equitable compensation therefor, not to exceed the amount payable therefor under Article IV hereof. In the event of a termination pursuant to this Article, the RTA may elect instead to remove any goods delivered and/or installed and redeliver the same to the Contractor, all at the Contractor's sole expense, including reasonable charges for any time and/or labor expended by the RTA's employees.

Notwithstanding the above, the Contractor shall not be relieved of any liability to the RTA for damages sustained by the RTA by virtue of any breach of contract or warrants, or of both, by the Contractor for the purpose of setoff and/or recoupment until such time as the exact amount of damages due the RTA from the Contractor is determined.

***ARTICLE VI - TERMINATION FOR CONVENIENCE OF THE RTA***

The RTA may terminate this contract any time by a notice in writing that shall specify the effective date thereof, from the RTA to the Contractor, at least thirty (30) days before the effective date of such termination. In that event, any goods accepted by the RTA prior to the effective date of the termination shall become the RTA's property and the Contractor shall be entitled to receive just and equitable compensation therefor and for any services accepted by the RTA prior to the effective date; provided, nevertheless, that the amount of such compensation shall not, in any event, exceed the amount of the total contract price, as set forth in Article IV, above, properly attributable to the goods and/or services so accepted.

Neither the acceptance, by the RTA, of any goods and/or services; the payment, by the RTA, for any goods and/or services; nor both acceptance and payment, shall be deemed to waive, to compromise, or to affect in any manner the liability of the Contractor for any breach of contract, of warranty, or both of contract and of warranty.

***ARTICLE VII - CONTRACT CHANGES***

Any proposed change in this contract shall be submitted to the RTA for its prior approval, and shall not become effective unless it is contained in a writing signed by the Chief Executive Officer of the RTA.

***ARTICLE VIII - INTEREST OF MEMBERS OF OR DELEGATES TO CONGRESS***

No member of or delegate to the Congress of the United States shall be admitted to any share or part of this contract or to any benefit arising therefrom.

***ARTICLE IX - PROHIBITED INTEREST***

No member, officer or employee of the RTA or of a local public body during his/her tenure or one year thereafter shall have any interest, direct or in direct, in this contract or the proceeds thereof.

***ARTICLE X - EQUAL EMPLOYMENT OPPORTUNITY***

In connection with the execution of this contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, creed, sexual orientation, gender identity, disability, age, or national origin. The Contractor shall take Affirmative Action to ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, creed, sexual orientation, gender identity, disability, age, or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

## ***ARTICLE XI - DISADVANTAGED BUSINESS ENTERPRISE***

In connection with the performance of this contract, the Contractor will cooperate with the RTA in meeting its commitments and goals with regard to the maximum utilization of disadvantaged business enterprises and will use its best efforts to ensure that minority, women or other disadvantaged business enterprises shall have the maximum practicable opportunity to compete for subcontract work, if any, and for the supply of materials or services, if any, which may be necessary or desirable for the performance of this contract.

## ***ARTICLE XII – ASSIGNABILITY***

The terms and provisions of the Contract Documents shall be binding upon RTA and the Contractor and their respective partners, successors, heirs, executors, administrators, assigns and legal representatives. The rights and obligations of the Contractor under the Contract may not be transferred, assigned, sublet, mortgaged, pledged or otherwise disposed of or encumbered in any way. The Contractor may subcontract a portion of its obligations to other firms or parties but only after having obtained the written approval by RTA of the subcontractor, which approval shall not be unreasonably withheld. RTA may assign its rights and obligations under the Contract to any successor to the rights and functions of RTA or to any governmental agency to the extent required by applicable laws and governmental regulations or to the extent RTA deems necessary or advisable under the circumstances.

## ***ARTICLE XIII - SUBCONTRACT APPROVAL***

The Contractor shall not subcontract or otherwise transfer any part of or interest in this contract (whether by assignment or notation) without the prior written consent of the RTA. Any such transfer without prior written consent of the RTA shall be void and of no effect.

## ***ARTICLE XIV – NONDISCRIMINATION***

During the performance of this contract, the Contractor agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, creed, sexual orientation, gender identity, disability, age, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, color, creed, sexual orientation, gender identity, disability, age, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, creed, sexual orientation, gender identity, disability, age, or national origin.



- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Contractor's noncompliance with the non-discrimination clauses of this contract or with any of the said rules, regulations or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further grantee contracts or Federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order, of the Secretary of Labor, or as otherwise provided by law.
- (7) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for non-compliance: Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

#### ***ARTICLE XV - AUDIT AND INSPECTION OF RECORDS***

In the event a single bid is received, the following will be considered part of the contract.

In the case of all negotiated contracts, and contracts for construction, reconstruction, or improvement of facilities and equipment, which entered into under other than competitive bidding procedures, Contractor agrees that the grantee, the Comptroller General of the United States, or any of their duly authorized representatives, shall, for the purpose of audit and examination shall be permitted to inspect all work, materials, payrolls, and other data and records with regard to the project, and to audit the books, records, and accounts with regard to the project.

Further, Contractor agrees to maintain all required records for at least three years after grantees make final payments and all other pending matters are closed.

**IN WITNESS WHEREOF**, the parties to this contract have set their hands to triplicate copies on the day and year hereinabove written with each copy to be considered an original.

Greater Dayton Regional Transit Authority

*RTA*

By: \_\_\_\_\_  
Mark Donaghy  
Chief Executive Officer

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
*Contractor*

By: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

***CERTIFICATE OF FUNDS***

I hereby certify that the funds estimated to be required to meet the payment called for in the Contract between the Greater Dayton Regional Transit Authority and \_\_\_\_\_ dated \_\_\_\_\_, 20\_\_\_\_, have been lawfully appropriated for that purpose and are in the treasury or in the process of collection to the credit of the appropriate fund, free from any previous encumbrances.

\_\_\_\_\_  
Mary K. Stanforth  
Chief Financial Officer

Date: \_\_\_\_\_