Date: December 7, 2017

TO:   Prospective Quoters

RE:   Request for Quotation (RFQ)
       RFQ 17-34 Route Maintenance

The Greater Dayton Regional Transit Authority (RTA) is interested in obtaining quotes for Route Maintenance. Your firm is invited to submit a quote.

**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.

In order to be considered, please ensure that your quote is received by the undersigned no later than **December 28, 2017** at **2:00 p.m.** Quotes may be mailed, delivered or sent by delivery service addressed to the undersigned at Greater Dayton Regional Transit Authority, 4 S. Main Street, Dayton, OH 45402. Please allow additional working days for the internal delivery of mailed quotes in addition to the U.S. Postal Service delivery. Quotes may also be faxed to the undersigned at (937) 425-8410 or emailed to jsiwsshelm@greaterdaytonrta.org.

The successful quoters will be offered a **one year with one option year contract**, effective on or about **January 2, 2018**. The award will be based on the **lowest quote** received from responsive and responsible quoters as determined by the RTA.

The successful vendor(s) will receive a blanket purchase order in accordance with the effective date stated in this Request for Quotation. No written notification of the award will be sent.

The RTA reserves the right, as the interest of the RTA requires, to postpone, accept or reject any and all quotes and to waive any informality in the quotes received.

A quote may be withdrawn by personal, written, or telegraphic request received from the bidder prior to the scheduled opening date. No quote may be withdrawn for a period of 60 days after the opening date.

If you have any questions relating to this solicitation, please contact me at (937) 425-xxxx.

Sincerely,

*Joe Swisshelm*

Joe Swisshelm, C.P.M.
Senior Purchasing Agent
Project Overview:

Greater Dayton RTA (RTA) currently has approximately 4,300 bus stop sign locations and 275 bus shelters. The appearance of bus shelters and signs is paramount to RTA maintaining a clean and well-kept image in the community. Shelters and signs are always visible and are seen by everyone in the community, therefore it is imperative that bus shelters and signs are maintained to very high standards as outlined in RTA’s Transit Amenity Guidelines (see attachment).

RTA is currently seeking proposals from qualified contractors to award one contract for the following potential route maintenance items:

A. Bus stop sign maintenance (includes installation, relocation, replacement of signs and poles as requested, placing tape and/or stop bags over discontinuing routes or for routes temporary closed for construction detours).

B. Transit amenity maintenance (Installation/relocation/replacement of transit amenities, including shelters, benches, bike racks, bike stations, trash cans, and lighting at existing and new sites).

C. Maintenance of damaged or vandalized bus shelters, signs, benches, bike racks, bike stations, trash cans, and lighting (including shelter glass panel replacement and repairs)

Term of Engagement:
The term of the contract will be for one (1) year with a one (1) year option. RTA prefers to receive an hourly labor rate to cover all items and a parts cost estimate (located in Specification A, Section 2).

Because the quantity of work and material required for this project will be on an as-needed basis and the amount of work to be done is unknown, this contract will be an hourly rate arrangement and a parts cost estimate with a not-to-exceed cap.

The proposer shall have all the resources of personnel, equipment and material to provide the services outlined. The contractor shall have sufficient resources available at his/her local place of business to provide the requirements of this specification.

RTA currently has three main service changes annually. In general, these changes occur in the months of February, June, and August and require route maintenance; however, the exact number of service changes and actual dates are subject to change. The RTA is requesting the
changes in the first round of items to be completed by February 18, 2018—the first determined service change date for 2018.

SCOPE OF WORK

A. Bus Stop Sign Installation and Maintenance:

1. Bus Stop Sign Installation and SOP (Attachment Sign Install Specs in the Transit Amenity Guidelines.)
   a. All bus stop repair and installation must be tracked separately by site location and type of work performed on a Bus Stop Repair and Installation Log.
   b. RTA will provide the contractor with a bus stop sign for any installation (Basic bus stop, RTA Connect, any other special signage).
   c. Each basic bus stop sign is unique as it has a 4-digit identifier and is tied to a specific location and RTA’s real-time communications.
   d. In most cases, the contractor must use the basic RTA Marquise sign and Numeral sign with the appropriate ID and routes served in the appropriate location.

2. Each location will have a specific install type. Signs will be mounted on an existing utility pole, street sign pole, RTA pole, or an RTA U-channel or square post. (Refer to the Transit Amenity Guidelines for sign mounting requirements). The contractor will supply the required installation equipment such as banding, brackets, hardware, or U-channel/square posts as indicated by RTA. The required posts, bandings, and other pieces are described in Specifications A.
   a. All bus stop repair and installation must be tracked separately by site location and type of work performed and submitted to RTA’s designated Project Manager.
   b. To install a bus stop sign: (location will be identified by RTA). RTA will notify contractor of specific information by stop location. Sign must have route information as well as a unique four-digit ID number for each install and comply with the Transit Amenity Guidelines.
   c. Utility locates must be done through Ohio Utility Protection Services (OUPS). If there is a utility conflict the contractor must notify RTA’s designated Project Manager of this situation ASAP. It takes 48 hours from the time a ticket is submitted for the utilities to be located.
   d. When an installation is complete the contractor must notify RTA’s designated Project Manager of the completed work on an agreed upon basis.
   e. The contractor is also required to email a digital photo of the sign with the ID number clearly visible and a long shot of the bus stop area. Examples will be provided to the selected contractor.
   f. The contractor is required to install/remove all bus stops or other tape, and temporary signage from closed stops as requested by RTA.
g. The contractor is required to return all RTA property at a designated facility or location.

h. Contractor must maintain a current and up to date spreadsheet of each route and each bus stop as accurate information is vital to the success of the requested services. All inventories are property of RTA and current and accurate spreadsheets must be submitted quarterly from the contractor to RTA.

i. The contractor must understand and be capable of using a GPS location device to follow coordinates for stop locations or report coordinates back to RTA in the form of longitude/latitude values.

j. The contractor will also be responsible for removing stops that are discontinued, relocating existing stops, and repairing damages stops and will be required to email RTA a digital photo of the sign with the ID number clearly visible and a long shot of the bus stop area. Photos are also required for stop removals to verify site condition is back to previous conditions.

k. All stops must meet the Transit Amenity Guidelines for location, height, ADA requirements, etc.

3. Special Circumstances
   a. From time to time there is a need to install temporary bus stop signs. Many times, they are mounted on existing stop posts or attached to existing surfaces.
   b. RTA will mark the location of the temporary signs when possible and explain attachment requirements.
   c. Contractor is also required to email RTA a digital photo of the sign with the ID number clearly visible and a long shot of the bus stop area up completion of the installation.
   d. Examples will be provided to the selected contractor.

B. Installation/Removal/Relocation of Signs, Benches, Trash Receptacles, Bike Racks, Shelters

1. From time to time RTA may temporarily relocate or remove shelters, amenities, and/or signs in an area due to construction, repairs to sidewalks/roads or service route realignments. The contractor will follow the explicit directions provided by RTA on how work is to be completed (e.g., a shelter may be returned to RTA for scrap, or it may be stored for future se, or reused at another location).

2. The contractor is required to return all RTA property for sign installation and equipment including shelters, benches, trash receptacles, bike racks, bike stations, and all spare parts at a designated facility or location. Again, RTA will provide explicit instructions per each bus stop location. A flatbed and boom truck are needed on some shelters due to size and assembly.

3. During the applicable time the contractor is responsible for restoring the site to its original condition with exception of leaving the concrete pad in place.

4. Special Conditions
   a. If a shelter, bench, trash receptacle, or bike rack is damaged or destroyed by a vehicle accident or other accident, the wreckage is to be secured and or removed within 48
hours in order to create a safe bus stop for RTA passengers. The damaged item will be returned to RTA at a designated facility or location.

b. Repair damaged shelter and signs outside the normal daily install and repairs due to accidents/etc. including labor and equipment/tooling/etc.

c. The contractor is responsible to ensure that all shelters are repaired and maintained as indicated by the following:
   i. Tightening of all loose nuts and or bolts
   ii. Window glazing
   iii. Spot paint of corroded or rusted surfaces of areas equal to or under one square foot.
   iv. Repair and or refinishing of areas greater than one square foot as approved by RTA.
   v. Defective lights and any other amenities provided shall be repaired to working order.

C. Repair of Damaged or Vandalized Bus Shelters, Signs, or Amenities

1. The contractor shall repair any vandalism, graffiti, broken glass panels, or other damage to all shelters including erosion and spot painting as well as signs damaged or knocked down within 48 hours of its discovery by the contractor or within 48 hours after receipt of notice of such or damage from RTA.

2. Damaged shelters that cannot be repaired onsite shall be secured (i.e., made safe from existing hazards) within 48 hours and replaced within 7 days when shelter is in stock. All RTA property will be returned to a designated facility or location by the contractor.

3. If shelter vandalism or damage is of a hazardous nature or if shelter lighting needs repair or replacement, the contractor shall repair such deficiencies within 48 hours of its discovery by the contractor or upon notice from RTA.

4. The contractor shall replace damaged or missing trash receptacles within 48 hours of its discovery by the contractor or upon notice from RTA.

5. Email RTA’s designated Project Manager with before and after pictures of all repairs and installations of signs, shelters, benches, bike racks, stickers, site construction, and trash receptacles.

6. Contractor will be responsible for returning shelters/signs to their sites upon completion of such repairs.

7. Within seven (7) days of the close of each month the contractor is required to submit a spreadsheet logging the previous month’s inspections, maintenance, sign installation/repairs, and shelter installation/repair activity identifying each location inspected and what repair or maintenance was performed to RTA’s designated Project Manager. The spreadsheet should include:
   a. Shelter Address
   b. Bus Stop ID#
   c. Cross Street
d. Direction of Travel (ex: EB, WB, NB, SB)
e. Date Services
f. Description of Work Performed and related photographs

8. Bus Shelter, Amenities, and Sign Maintenance Specifications
   a. The contractor shall repair rust or corrosion on shelters, benches, trash receptacles, or bike racks using the following specifications:
      i. For rust and corrosion on areas equal to or less than one square foot, spot paint matching the item’s paint should be used.
      ii. For areas, larger than one square foot, the contractor shall:
         a. First gain approval from the designated RTA Project Manager, and
         b. Sand, prepare, and paint at the bid price per square foot for refinishing.
      iii. Items showing noticeable or significant corrosion or rust should be recommended for replacement.

9. The contractor will clean up any debris, trash, or dirt caused during their repairs made at any shelter or stop in order to maintain a clean, safe and professional site for RTA passengers.

10. The contract will report any cleaning maintenance needs to RTA’s designated Project Manager when found during inspection and repair routes so the cleaning contract can be notified.

Specification A

1. RTA Bus Stop Special Provisions, including Bus Shelter and Sign assembly specifications.
   1.1. RIGHT-OF-WAY / UTILITY COORDINATION
       1.1.1. The Contractor is responsible for final verification of placement of signs and supports within public Right-of-Way.
       1.1.2. The Contractor shall also be responsible for all utility coordination.

2. Items to develop hourly labor rate Descriptions:
   2.1. Type A item SIGN ONLY REMOVAL AND REPLACE includes the removal of the existing sign and hardware and the transportation of the removed property to RTA.
   2.2. Type B item SIGN ONLY REMOVAL AND REPLACE BANDED TO POLE includes the removal of the existing sign and banding/hardware and the transportation of the removed property to RTA.
   2.3. Type C item SIGN COVER NUMERAL WITH TAPE OR BAGS includes covering signs numerals with a permanent tape or bag entire stop in place. RTA to provide bags.
   2.4. Type D item POST MOUNTED BUS STOP ENTIRE REMOVAL includes removing the entire bus stop sign, assembly, post, and the transportation of the removed property to RTA.
   2.5. Type E item POST MOUNTED SIGN INSTALL includes the mounting of a sign supplied by RTA on the support (existing post, existing pole, etc.). The Contractor shall supply all brackets, mounting hardware, and/or banding assembly.
   2.6. Type F item POST OR POLE MOUNTED BUS STOP ENTIRE INSTALL (Dirt/Grass area) includes the install of post and the mounting of signs supplied by RTA to the post. The Contractor shall supply the post, brackets, and mounting hardware.
   2.7. Type G item SIGN POST SURFACE MOUNT (BOLT DOWN) TO PAVEMENT ENTIRE INSTALL includes the installation of a contractor supplied post, bolt-down footer/anchor, brackets, and sign hardware.
2.8. Type H item INSTALL INFORMATION SIGN include installation of information signage usually by way of contractor supplied zip ties to an existing post and/or pole.

2.9. Type I item MAINTAINING TRAFFIC includes all work required to provide traffic control devices such as construction signs and safety drums where necessary as directed by the RTA Engineer and ODOT regulations.

2.10. Install/Remove Shelter and Lighting (Hardware typically included).

2.11. Install/Remove Bike Racks, Bike Stations, Benches, Trash Receptacles (Hardware typically included).

3. Bus Shelter and Sign Maintenance Specifications

3.1. The contractor shall repair rust or corrosion on shelters, benches or bike racks using the following specifications:

3.1.1. For rust and corrosion on shelters equal to or less than an area equivalent to or smaller than one square foot, spot paint matching the shelter or bench’s paint should be used.

3.1.2. For areas, larger than one square foot, the contractor shall:

3.1.2.1. First gain approval from the RTA designated Project Manager, and

3.1.2.2. Sand, prepare, and paint at the bid price per square foot for refinishing.

3.1.3. Signs showing noticeable or significant corrosion or rust should be recommended for replacement by the Contractor.

4. Contractor supplied parts list

4.1. Bus Stop Sign assembly:

4.1.1. Bus stop sign brackets—made from ¼” X 1” cold rolled steel with drilled holes (8” center to center for signs and two hole for post mounting.

4.1.2. 14 Gauge 12’ 2” x 2” Perforated Steel sign post - powder coated black.

4.1.3. In ground break away anchors (22F12A X 03 PG), and black bolted base anchors (for surface mounting posts).

4.1.4. Bus stop sign hardware—typically--bolts (4), nuts (4), washers (8), lock washers (4) per sign.

4.1.5. Steel strapping/banding material and brackets (for pole mounting signs).


4.1.7. Tape for covering bus stop sign numerals--3M HIP3930 2” wide 50 yard/roll tape.

5. Shelter, trash receptacle, bench, bike rack, post footer

5.1. Anchor bolts (for mounting to concrete) for: Shelters, Benches, Trash receptacles, Bike racks, Post Footers, Bike Stations. In some cases amenity vendors supply anchor bolts.

5.2. Touch-up paint as needed.

All items to base hourly labor rate on:

1. Sign Type A
2. Sign Type B
3. Sign Type C
4. Sign Type D
5. Sign Type E
6. Sign Type F
7. Sign Type G
8. Sign Type H
9. Traffic Control Type I
10. Bench, Bike Rack, Shelter, Trash Assembly/ Installation
11. Bench Only Install
12. Shelter Assembly & Installation Small
13. Shelter Installation Small
14. Shelter Assembly & Installation Large
15. Shelter Installation Large
16. Bike Rack Only Install
17. Trash Can Only Install
18. Replace Glass (per panel)
19. Maintenance (Refinish / Touch-up painting)
20. Bike Station Moving/Installation
21. Admin costs
RTA Connect Sign

Hardware

| ![Screw](image1) | ![Washer](image2) | ![Nut](image3) |

Brackets

| ![Bracket1](image4) | ![Bracket2](image5) | ![Bracket3](image6) |
**Basic Sign**

<table>
<thead>
<tr>
<th>Hardware</th>
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<td><img src="image1" alt="Bolt" /></td>
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<tr>
<td><img src="image2" alt="Washer" /></td>
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<tr>
<td><img src="image3" alt="Nut" /></td>
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<table>
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<td><img src="image4" alt="Bracket" /></td>
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<td><img src="image5" alt="Bracket" /></td>
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<tr>
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</tr>
</tbody>
</table>
Street Pole Sign

Hardware
Brackets

Trash Cans
Bench
Sign Poles
Lighting
# Transit Amenity Guidelines

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**4 South Main Street**  
**Dayton, Ohio 45402**

**UPDATED: 12/7/2017**
Introduction

1.1 Purpose

This document summarizes the recommended guidelines for bus stop placement and design in the Greater Dayton Regional Transit Authority (RTA) Service Area. The guidelines are intended to provide RTA and its stakeholders physical design specifications that are recommended to be integrated with local comprehensive plan policies, land use ordinances, pedestrian plans, and street design guidelines. These guidelines should be referred to when planning access improvements to transit facilities. Developers or builders who are interested in designing transit friendly projects may also make use of these design guidelines. The general public may find these guidelines useful in understanding the current practices for the placement of transit amenities. These guidelines, developed by RTA take into consideration the operational needs, the requirements of the Americans with Disabilities Act (ADA), other federal and state accessibility mandates, and public safety. The purpose of these guidelines is to:

- Promote consistency in bus stop placement and design;
- Encourage developers to design clean and attractive bus stops that meet the operational requirements of our system;
- Encourage members of the community to use public transit through the provision of safe, comfortable, convenient, and consistent bus stops.

To the extent any of a portion of these guidelines is inconsistent with the ADA or any other federal, state, or local laws or regulations, the applicable law or regulation shall control. Developers, design professionals, engineers, contractors, and other persons who utilize these guidelines shall be responsible for complying with all applicable laws.

1.2 Bus Stop Policies and Procedures

It is RTA’s intent to establish consistent and systematic guidelines and procedures for the review of proposed amenity and amenity revisions. These guidelines and procedures specify the process for making decisions, developing transit plans and reviewing projects that may affect transit operations. These policies and procedures ensure that the amenities receive the proper assessment and technical review before amenities are moved or constructed.
1.3 Installing and Recording Bus Stop Additions and Deletions

Requests for new bus stop locations, other amenities or concerns regarding existing stops may originate from any number of sources including RTA staff, bus operators, the public, developers, and stakeholders. These requests may include issues such as requests to add, move, or remove bus stops or amenities; or may be operational and/or safety issues related to the stop location.

Pursuant of RTA Procedure – Installing and Recording Bus Stop Additions and Deletions (revised February 2017):

- Bus stop requests may be made directly to RTA or through an RTA stakeholder. All amenity requests will be reviewed by RTA Planning Department Staff. If the stakeholder receives the request, it will be forwarded to RTA staff for action. The Planning Department will evaluate the potential impacts on customers, residents, businesses in the surrounding area as well as RTA operations. A site visit by both RTA staff and stakeholder may be scheduled at the discretion of RTA to determine whether the request is feasible.
Bus Stops & Amenities

2.1 Bus Stop Placement

Bus stops should be placed in an adequate location with length to allow the coach to clear crosswalks and not obstruct traffic. An excerpt from the Transit Cooperative Research Program (TCRP) Report 19, Chapter 3 Street-side Factors denotes several types of placements and proper distances for each (see Exhibit 1). In the case of each of the three primary placements “No Parking Zones” should be established with a minimum required length as follows; far-side 90’, nearside 100’ and mid-block of 150’. It will be helpful to refer to “Exhibit 2” as a reference of advantages, disadvantages, and recommendation of conditions for bus stop placements.

Many of the current bus stops in the system have been placed near-side. Whenever possible it is preferred that bus stops be located on the far side of a street intersection to reduce the space required for the bus stop and to minimize conflicts between buses re-entering the traffic stream and vehicles making right turns onto cross streets. The Planning Department is responsible for identifying the proper placement (near, far side or mid) of any new bus stop. Any bus stop that is being replaced or relocated must also be brought to the attention of the Planning Department for proper placement.

(Exhibit 1 - Street-side Factors, Bus Stops nearside, far-side, and mid-block)

(Exhibit 2 - Diagram of Bus Stop Locations)

UPDATED: 12/7/2017

Transit Amenity Guidelines
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<table>
<thead>
<tr>
<th>Location Related to Intersection</th>
<th>Advantages</th>
<th>Disadvantages</th>
<th>Where Recommended</th>
</tr>
</thead>
</table>
| Far-side                         | Minimizes conflicts between right turning vehicles and buses  
                                    Provides additional right turn capacity by making curb lane available for traffic  
                                    Minimizes sight distance problems on approaches to intersection  
                                    Encourages pedestrians to cross behind the bus  
                                    Creates shorter deceleration distances for buses  
                                    Results in bus drivers taking advantage of gaps in traffic flow created at traffic signals | May result in intersections being blocked during peak periods by parked buses  
                                    May obscure sight distance for crossing vehicles  
                                    May increase sight distance problems for pedestrians  
                                    Can cause a bus to stop far-side after stopping for a red light  
                                    May increase number of rear-end accidents since drivers do not expect buses to stop again after a red light  
                                    Could result in traffic queued into intersection | There is a high volume of turns  
                                    Route alignment requires left turn  
                                    Complex intersections with multi-phase signals or dual turn lanes  
                                    Traffic is heavier on the near-side  
                                    Existing pedestrian conditions are better on far-side  
                                    Traffic conditions and signals may cause delays if near-side  
                                    Intersections have transit signal priority treatments |
| Near-side                        | Minimizes interference when traffic is heavy on the far side of the intersection  
                                    Allows passengers to access buses closest to the crosswalk  
                                    Results in the width of the intersection being available for the driver to pull away from the curb  
                                    Eliminates double stopping  
                                    Allows passengers to board and alight while the bus is stopped at a red light  
                                    Provides driver with opportunity to look for oncoming traffic | Increases conflicts with right-turning vehicles  
                                    May result in stopped buses obscuring curbside traffic control devices and crossing pedestrians  
                                    May cause sight distance to be obscured for cross vehicles stopped to the right of the bus  
                                    May block the through lane during peak period with queuing buses  
                                    Increases sight distance problems for crossing pedestrians | Traffic is heavier on the far-side  
                                    Existing pedestrian conditions are better than on the far-side  
                                    Pedestrian movements are safer on near-side  
                                    Bus route continues straight through the intersection |
| Mid-block                        | Minimizes sight distance problems for vehicles and pedestrians  
                                    May result in passenger waiting areas experiencing less pedestrian congestion | Requires additional distance for no-parking restrictions  
                                    Encourages jaywalking  
                                    Increase walking distance for patrons crossing intersections | When the route alignment requires a right turn and curb radius is short  
                                    Problematic traffic conditions at the intersection  
                                    Passenger traffic generator is located mid-block  
                                    Compatible with corridor or district plan |

(Exhibit 2 - Bus Stop Placement)
Source: WMATA Design and Placement of Transit Stops 2009
If a bus stop must be placed near a driveway, it is best to place it on the farside of the driveway where it will not impede with entering and exiting traffic. If blocking a driveway is unavoidable, special design considerations shall be given in order to prevent vehicles from attempting to squeeze by the bus in a situation with reduced sight distance. When there are two driveways to a parcel on the same street, it is better to block the upstream driveway forcing vehicles to turn behind the bus to access the driveway (see exhibit 3).

**Exhibit 3 – Driveway Adherence Guide**  
*Source: Orange County Transit Authority Bus Stop Safety and Design Guidelines March 24, 2004*

### 2.2 Bus Stop Spacing
Spacing of a bus stop should be a minimum distance of 1/10 of a mile, but a preferred distance between bus stops is 2/10 of a mile or a separation of 2 city blocks (average 1056 feet). A separation of ¼ mile should be the standard in a suburban or rural area. The spacing of bus stops is in the intent of having 4-5 bus stops per route mile in local business service and 2-3 bus stops per route mile in much less dense areas of ridership.

Exceptions may be warranted when major collection points exist such as medical, disability, senior citizens / youth facilities or medium / large density residential complexes. Another factor may be bus stops located on both sides of a major intersection that has a distance too great for timely transition. In addition, it is agreed with the City of Dayton that bus stops will not be placed in within a two-block radius of Wright Stop Plaza to promote the use of Wright Stop Plaza as a major collection point and minimize congestion of bus traffic within the main...
intersections of the central business district. To evaluate a new route and build ridership, placement of bus stops may initially depart from the above standards.

2.3 Bus Stop Design
The physical location of any bus stop, generally sized for a 40’ bus, will be primarily determined by the following standards: maximizing safety, operational efficiency, and minimizing impacts to adjacent property.
Maintaining adequate separation between driveways/intersections and bus stops, pull-outs and bulb-outs can increase the safety and efficiency of both the roadway and transit service.
Coordination of any new stop location or a request to relocate a bus stop needs to be addressed with RTA for an internal assessment of bus stop requests. Please contact the Planning Department at 937-425-8355, or via email planning@greaterdaytonrta.org.

2.4 Amenities
An amenity as defined for RTA purposes is “any physical improvement made to a bus stop or transit facility that contributes to a rider’s comfort, access and/or safety while either waiting to board, boarding or alighting any RTA bus.” The RTA Board of Trustees acknowledged the importance of providing these passenger amenities and adopted a formal operating policy to implement the Passenger Amenity Program that became effective 1992. The program is reviewed a minimum of every two years. There are nine specific amenities included in the RTA Passenger Amenity Program document. These are: bus stop signage, concrete boarding pads, benches, shelters, trash receptacles, bus pads, schedule information, lighting, and Park-n-Ride facilities.

2.4 (a) Bus Stop Signage
Bus stop signs should be located a minimum of 2’ and generally no further than 4’ from the curb as to not protrude into traffic. This will allow a safety zone away from traffic designating where to stand and remain visible to an approaching bus operator. Acceptable mounting can be accomplished by application to a free-standing preferred square channel (minimum of u-channel) metal standard, existing utility pole, or on a shelter mounted bracket.
The sign is preferred to be visible from both sides to assist those with physical limitations having to encounter further difficulty of accessing printed information. The sign will have a minimum clearance of 7’, but have a preferred height less than 9’. This will allow an adequate view of design elements for route designations, real-time text instructions, and contact information. This height may also tend to deter vandalism. The bus stop sign should in no way detract from the visibility of any regulatory sign and should have prior approval when placed in conjunction with any regulatory sign. A bus stop sign should not be placed in conjunction with a regulatory sign (such as a stop or yield sign).
The standard signs with appropriate dimensions, branded in 2010 and modified in 2015, are set here in example. Each bus stop will have a Marquee style sign displaying the RTA logo, website address and general phone number. In addition to the Marquee sign there will be placed a route numeral sign (small or large) with a comprehensive list of all routes served by the bus stop, an individual bus stop identification number with “Real-time” information text instructions, and a message requesting patrons “Please No Smoking”. The small numeral signs will be used for listing 1 - 6 routes and the large numeral signs used for listing 7 – 12 routes.
2.4 (b) Passenger Boarding and Alighting Pad (landing pads)

A level and paved waiting areas with adequate space provide greater access to transit service for wheelchair users, the elderly, and other encumbered riders such as parents with strollers. Establishing a bus stop with just a post and sign does not automatically trigger the need for a Passenger Boarding and Alighting Pad unless other improvements such as shelters are constructed. However, to further increase access to transit services to all, it is recommended that the landing pads should be installed to the extent possible. Stops that cannot be rendered accessible obligates the transit provider to offer ADA complementary paratransit for customers who could otherwise use the accessible bus stop.

Per the Department of Transportation (DOT) 2006 ADA Standards for Transportation Facilities, where landing pads are provided they must be:

- Firm and stable. RTA has a preference of using concrete, but other durable materials may be accepted by the local jurisdiction and permissible with section 302 of the DOT ADA Standards.
- Clear of obstructions, and be at least 96 inches (8 feet) perpendicular from the curb/roadway and at least 60 inches (5 feet) parallel to the roadway (see exhibit 4). A landing area of this size or larger is necessary for deployment of the transit vehicle’s ramp or lift and for a customer using a wheelchair to maneuver on and off the ramp or lift. It is permissible that where a shelter is provided the bus pad may extend into the clear floor space of the shelter. However, it is crucial that the landing pad is not blocked by any obstacles such as newspaper stands, trash receptacles, bike racks, or flower pots, etc.
- It shall provide connection to streets, sidewalks, or pedestrian paths by an accessible route. Any local requirements above ADA for accessible routes must also be met.
- Sloped (parallel to the roadway, i.e. running slope) the same as the roadway, to the maximum extent practicable. Perpendicular to the roadway (cross slope), the slope of the landing area shall not be steeper than 2.08 % (1” rise over 48” run).
2.4 (c) Benches

A bench should be placed at any bus stop that has 20 or more boarding which has the required public space or established easement to achieve practical accessibility. Specifications of the benches will be as follows; Dimensions: 72” L X 32” T X 27” D, Seating Surface will be ¾” X 1 ½” solid steel flat bar. These will be ornamental vertical straps in a straight-back style. Horizontal cross bars will be 2 3/8” O.D. steel pipe, and Bench Ends will be cast iron. The Finishing on all components will be an electro-statically top-coated Triglycidyl Isocyanurate (TGIC) polyester powder coat. Each shelter placed for public transit use shall have a bench component located within the shelter and may be of a different specification than the standard (pictured on page 9).

Benches should be placed on a firm level surface (preference of concrete) and anchored at a minimum of two points to inhibit tipping during a patron’s use or unauthorized movement. A minimum setback from the curb of 32 inches to allow an acceptable access of the seat shall be maintained. The bench shall not be placed within the area of the Passenger Boarding and Alighting Pad.
2.4 (d) Shelters
Passenger shelters for RTA sites will be designed to engineering standards approved by RTA and the local jurisdiction. This includes shelters that are transparent for passenger visibility and safety, sight distance for approaching vehicles, protection from the elements, and reasonably vandal-resistant for easy maintenance. Additional passenger amenities or service features at these stops are subject to change.
RTA standard passenger shelter designs will include a bench component. Shelters are purchased directly by RTA for any designated public bus stop with adequate public space or accomplished within a private easement requiring a passenger shelter having the required 40 passenger boardings or agreed upon exception. These shelters are the property of RTA unless designated otherwise by prior agreement. An alternate shelter design will be considered based upon approval by the jurisdiction and RTA and constructed and maintained by the proposer or their designated party. Only RTA approved shelters will be maintained by the RTA. Community Grant (projects partially or fully funded by other public or private entities) bus stop and shelters are covered by a separate agreement with a local jurisdiction or private entity. However, regardless of maintaining responsibilities, any immediate safety, vandalism or cleanliness issue must be addressed by RTA immediately and then report to the local jurisdiction or private entity as follow up. Shelter size will be appropriate to anticipated service and use. The size of the RTA shelter will be determined by RTA and the local jurisdiction. RTA owns and maintains several different styles of shelters. They generally consist of enclosed units (partially enclosed and fully enclosed), old style cap-n-bench units (canopy with attached bench), and a newer style cap-n-bench (larger canopy with detached bench). The cap-n-bench styles by design lend themselves to allowing the passenger boarding and alighting pad to extend into them and allow accessibility to pedestrian pathways to the rear.

**RTA Enclosed Shelters**
RTA Caps with Benches
Pursuant to ADA requirements in section 810.3 bus stop shelters shall provide a minimum clear floor or ground space complying with 305 entirely within the shelter. Bus shelter shall be connected by an accessible route complying with 402 to a boarding and alighting area complying with 810.2 (See Exhibit 6)
2.4 (e) Trash Receptacles
Trash receptacles can help to control litter and maintain a bus stop’s cleanliness. Trash receptacles may be placed at any bus stop where service can be established by the jurisdiction, private entity, business or individual. Trash receptacles should be provided at bus stops with high levels of ridership or those that have a problem with litter due to proximity to fast food or convenient stores. A trash can will be required for any location that has 20 or more boardings average per day.

Trash receptacles at bus stop locations may be served by the jurisdiction or by private contractor or in conjunction of both should need require. Those bus stops that have a RTA shelter will be serviced by a minimum of a private contractor. Physical location of the trash receptacle should not interfere with the accessibility of the bus stop and its amenities or adjacent sidewalks. Trash receptacles at bus stops should resemble other publicly owned and maintained trash receptacles along the corridor.

RTA owns and maintains several different styles of trash receptacles. The more common types are a 24-gallon concrete, 40-gallon concrete, 40-gallon black steel, and Big Belly Solar powered trash compactor. Each are fitted with a liner that receives the trash and can be easily removed to discard trash. Examples of the typical trash receptacles are pictured as follows:

![Trash Receptacles Examples]

The installation of each trash receptacle requires that the receptacle be anchored to the extent possible. In the application of concrete trash receptacles on concrete, construction adhesive can be used to avoid tipping and unauthorized movement. As bus stop improvements are made,
cement receptacles should be replaced with steel or Big Belly solar compacting trash receptacles. As for the steel and Big Belly trash receptacles, they are to be mounted to a cement base by the appropriate bolts and brackets specified by the supplier.

In addition to these RTA owned trash cans, many jurisdictions have their own cans deployed at bus stop. The design of these cans is at the sole discretion of the jurisdiction. If these trash cans are located at a bus stop serviced by the RTA’s private contractor, they will be cleaned in coordination with those bus stops on the appropriate day of service. Trash cans may also be placed at a bus stop that does not have service by the jurisdiction or by RTA private contractor if the service of the trash receptacle is established by an “Adopt-a-stop” agreement. The document will specify the location and require a minimum frequency of weekly service on a designated day of the week.
2.4 (f) Concrete Bus Pads
For heavily used bus stop areas a rigid pavement design is strongly recommended due to the loads and shear forces applied to pavement surfaces during bus starting and stopping movements.
The installation of concrete bus pads is discretionary of the local jurisdiction. The locations of recommended concrete pads will be influenced by bus frequency, speed and existing pavement conditions. Concrete bus pads should be installed to be the width of the curb lane and the length of the appropriate bus stop area, approximately 120 feet.

2.4 (g) Schedule Information
At high volume bus stops (i.e. Transit Hubs and the Job Center) or at bus stops where the local jurisdiction (such as Beavercreek, Ohio) has mandated that schedule information be placed, there will be an accommodation for the display of schedule information. Typically, there will be digital display boards depicting “Real-time” schedule information at the Transit Hubs along with a schedule rack with all bus schedules. Where applicable, printed schedule boards will be provided in shelters that have display cases such as those in Beavercreek and the Job Center. Each individual bus stop has “text” instructions to access “Real-time” information via phone, as well as contact information to access public transit time tables. Each bus stop has been GPS located to assure accuracy of information of approaching buses.

2.4 (h) Lighting
Adequate lighting at the bus stop allows bus drivers and approaching traffic to see waiting passenger at night. Lighting also provides added security for those waiting at the bus stop. Lighting can be provided by a nearby streetlight, ambient light from adjacent businesses, lighting equipment installed within a shelter, or by a stand-alone light pole. Bus stops without shelter lighting, should be located within 50 feet of an overhead light source. Bus stop light fixtures or shelter illumination should be between 1.5 and 2.0 foot-candles. Lighting should be to a low enough level to not create a spotlight effect that makes it difficult for passengers waiting on the inside of the shelter to see outside.

Physical location of the solar lighting should not interfere with the accessibility of the bus stop and its amenities or adjacent sidewalks. RTA supports two styles of Solar lighting throughout its system. These are the shelter mount style and stand-alone, pole-mount style pictured here. Each style must be mounted in such a way to be unobstructed by trees to receive adequate sunlight for charging. Regular periodic checks should be made to assure functionality of the light and to assure no obstructions of tree growth have hindered sunlight.
2.4 (i) Park-n-Ride Facilities
A Park-n-Ride facility is an area at or near a bus stop, where an individual may use a motor vehicle to arrive at that access point to board public transit and leave their vehicle for the duration of their trip. There are 33 Park-n-ride facilities that support the RTA system. The four major Transit Hubs are directly maintained by RTA Maintenance staff. The other 29 locations are areas in which private ownership exists and by agreement the facilities are used for RTA patrons. Each individual Park-n-ride location has its own unique agreement. The agreement should specify parking areas to be used and any maintenance stipulations if required.
An annual survey of the park-n-ride facilities should be made to gauge a level of use and by what counties the vehicles originate from. There is no minimum of use required as RTA does not directly maintain these facilities, but the survey may tend to highlight what counties could be promoted for additional use and increased ridership.

3 Maintenance
3.1 Emergency Maintenance Issues
When an Emergency Maintenance Issue arises requiring maintenance of any amenity, the general protocol will be as follows:
As immediate as possible, report to the scene of the incident, as thoroughly as possible document the existing conditions including photos (strongly recommended), remove any safety issue for the prevention of injury to RTA patrons and citizens in general (i.e. sharp objects, tripping hazards, obstruction to paths of travel including roadways and sidewalks, etc.). Notify the Customer and Business Development Department, Planning Department. The Planning Department representative will notify the jurisdiction of the maintenance issue. The jurisdictional leader and the Planning Department representative will then determine the best course of action to be taken to repair, replace or remove the amenity. A work request ticket will be entered in the RTA system for tracking purposes by the Planning Department Representative.

### 3.2 Non-emergency Maintenance Issues

When a non-emergency issue arises requiring maintenance of any amenity, the general protocol will be as follows:

Notify the Customer and Business Development Department, Planning Department representative. The Planning Department representative will notify the jurisdiction of the maintenance issue. A work request ticket will be entered in the RTA system for tracking purposes by the Planning Department representative. The work request will be provided to the external entity or Infrastructure group for scheduling of the required maintenance. For internal maintenance items, a reasonable level of inventory must be maintained to address potential maintenance issues (i.e. sign, standards, temporary bus signs, trash receptacles, benches, shelters, solar lighting – batteries or whole units, etc.).

For all pre-planned amenity work, such as service or mid-pick changes, work orders must be sent at a minimum two (2) weeks in advance of when the work is to be completed. It is most important that the RTA staff be on guard to provide preventive maintenance of our vast transit system and report non-emergency issues in a timely manner. By continuing to seek out areas of concern, we can deliver premier service for our patrons and the communities that we serve. RTA has an Amenities Survey Report that should be used as a checklist in defining any deficiencies of a current or proposed bus stop.

Non-emergency issues notifications can come from many other sources such as; RTA patrons, jurisdictional leaders or concerned citizens. It is key for good stakeholder relations to provide valuable two-way communication with the reporting party to identify that the report was received, that a course of action and timeline has been established and that the issue was rectified. This can be accomplished efficiently with timely delivery of repairs, report of their completion by the Infrastructure group, and constant outreach from the Planning Department to the reporting party.

### 3.3 Planned Maintenance by an External Entity

Jurisdictions, private contractors, developers from time to time have need to disrupt operations of a bus route, a bus stop, or pathways leading into the transit system. A road construction report is being compiled to show those effects on the RTA transit system. Advance knowledge of these disruptions in operation will allow RTA to plan for how the customer will be best served. This service will entail any notice of reroute, bus stop closures, schedule delays, or in some cases elimination of service. In all cases, the Planning Department will remain in constant contact with the jurisdiction, contractors and / or developers.

Proper documentation of target start and completion dates, update phases of work, areas effected, and changes in modes of service will be the focus of the construction report. This information should be readily available to the Communications, Operations, and Maintenance
Departments. The Communications Department should alert passengers of any disruption of service. The Maintenance Department can be better prepared with required fleet. The Operations department can inform operators of routes and bus stops that are effected. During discussions of road construction or other developments, RTA should address the need for bus pull-offs for roadways with speeds of 35 mph or greater. This type of bus bay design, described in the Transit Cooperative Research Program Report 19, is well suited for higher-speed, higher-volume roadways where long entrance and exit tapers should be provided so that the bus can achieve both deceleration and acceleration outside of the through-traffic lane. These bus bays are designed to provide minimal interruption to through-traffic on a busy road, and the dimensions vary with the speed limit of the roadway. While bus bays often decrease potential bus/vehicle conflicts, they can also pose great difficulty for bus operators when attempting to re-enter the traffic stream. Minimal design specification should be followed (see Exhibit 9, page 15).

Exhibit 9 - Minimal Design Specification

**3.4 Unplanned Maintenance by an External Entity**

When unplanned disruptions occur immediate notification should be given to the Operations Department (937-425-8628) to allow for expedient adjustment of service. The Operations department should then immediately inform the Maintenance and the Planning Department so that appropriate courses of action can be taken to assign fleet needs and to alert customers of temporary changes to service.
SPECIAL CONDITIONS

QUANTITIES: All quantities are estimated. No guarantee is made or implied as to the minimum or maximum quantities that may be ordered during the stipulated order period.

PRICES: The prices quoted shall be "FIRM" for the term of the order.

BASIS OF AWARD: Award will be based on the lowest quote received from responsive and responsible bidders as determined by the RTA.

(Aggregate Awards)
The RTA has the right to make the award(s) on the basis of each individual item or any combination of items, or in the aggregate of all items.

DURATION OF CONTRACT: The duration of the agreement shall be for a period of one (1) year with a one-year option.

The total duration of this contract, including the exercise of any options under this clause, shall not exceed 24 months.

DELIVERY: work shall be scheduled three weeks out. Failure to conform within the specified time period is not in compliance with the terms and conditions set forth in the RFQ. 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 service time and it becomes necessary for the RTA to order service 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.

APPROVED EQUALS: Where brand names or specific items or processes are used in the specifications, consider the term "or equal" to follow. However, a request for approval for any proposed substitution as an approved equal must be submitted in writing to the RTA, no later than 2:00 pm on December 14, 2017. Acceptance of any proposed substitution will be at RTA's discretion. The quoter shall supply the RTA with performance data, samples and special guarantees as a condition of acceptance of any proposed substitution.

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

AFFIRMATIVE ACTION ASSURANCE PLAN (IN EXCESS OF $10,000): All firms 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 quote a copy of the email from the City of Dayton’s Human Relations Council (HRC), stating that their application for Affirmative Action Assurance (AAA) certification has been approved. Failure to furnish a copy of the AAA approval email from the City of Dayton’s HRC may be cause for rejection of the quote.

In order to receive the AAA approval email, vendor must first log onto the City of Dayton’s vendor certification portal, CityBOTS (www.citybots.com), and complete the online AAA form. To obtain CityBOTS login credentials, vendor must go to www.citybots.com, click the “Request Login” button, and follow the instructions. (If vendor’s Tax ID number does not exist in the City of Dayton’s CityBOTS database, they will need to contact the HRC’s Business & Technical Assistance team at bta@daytonohio.gov or (937) 333-1403 to set up a CityBOTS account.)

Once the online AAA form is submitted for approval, the HRC will process it within 5 business days. Vendor will then receive an email explaining the status of their AAA certification.

If an approval email is not received by the quote due date, vendor is to write “Application Pending” on the Summary of Requirements page, for “Affirmative Action Assurance (AAA) Certification”. A copy of the approval email must be received within five (5) business days after the bid due date.

The proposal of any firm, who in RTA’s judgment has failed to comply with such laws and regulations, may be considered non-responsive, and may be rejected.

TAX-EXEMPT: The RTA is exempt from payment of all taxes, and taxes must not be included in the quoted price. Necessary exemption certificates shall be furnished to the successful bidder upon request.

PAYMENT TERMS: Payments will be net 30 days after receipt of an invoice. Payment for services shall be at the quoted price.

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.

TERMINATION OF ORDER FOR CAUSE (IN EXCESS OF $10,000): If, through any cause, the Contractor shall fail to perform fully, timely and in a proper manner its obligation under this order, or if the Contractor shall breach any of the covenants, conditions or agreements contained in the order, the RTA shall thereafter have the right to terminate this order by giving notice in writing which shall specify the effective date thereof, to the Contractor of such termination. In such event, any product delivered and/or installed by the Contractor under this order shall, at the option of the RTA, become the RTA’s property; then the Contractor shall be entitled to receive just and equitable compensation thereof, that is agreeable to both parties. In the event of a termination pursuant to this clause, the RTA may elect instead to remove any product 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 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 order or warranty 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.

TERMINATION FOR CONVENIENCE OF THE AUTHORITY (IN EXCESS OF $10,000): The RTA may terminate this order at any time by a notice in writing, which shall specify the effective date thereof, from the RTA to the Contractor, at least 15 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 therefore and for any services accepted by the RTA prior to the effective date of termination; provided, nevertheless, that the amount of the total order price is properly attributable to the goods and/or services accepted.

INDEMNIFICATION: The successful Contractor shall indemnify and save harmless RTA, its trustees, officers and employees from and against all loss, costs, liability, damage and expense whether direct, consequential or incidental, for personal injury
and for property damage; and for 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.

**NON-WAIVER BY ACCEPTANCE OF PAYMENT:** Neither the acceptance by the RTA of any services, the payment by the RTA for any services, nor both acceptance and payment, shall be deemed to waive, compromise, or affect in any manner the liability of the Contractor for any breach of contract, of warranty or of both contract and warranty.

**ACCESS:** 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 and to reduce RTA’s liability exposure limits regarding safety and environmental infractions.

RTA has retained the services of security guards who will grant access to gated areas at the Longworth Campus. Successful vendor will be provided the phone number to the RTA security office so that driver may call just prior to arrival so as not to slow his route schedule. Driver should not assume that if a gate is secure, he does not have ample access.
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 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 no 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.
**Summary of Quote Requirements**

The Federal Third Party Contracting Clauses & Required Submittals may be accessed at the Greater Dayton Regional Transit Authority (RTA) procurement website at [http://proc.greaterdaytonrta.org](http://proc.greaterdaytonrta.org). On the top left of the screen, under Resources, click on *RFQ Small Purchase Clauses & Submittals*. In order for your quote to be considered, you must indicate below that you have read and will comply with the clauses that are marked as applicable to this RFQ.

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X Energy Conservation

X Recycled Products

Certification of Contractor Regarding Debarment, Suspension, and other Ineligibility and Voluntary Exclusion Form

Certification of Lower-Tier Participants (Subcontractors) regarding Debarment, Suspension, and other Ineligibility and Voluntary Exclusion Form

Affidavit of Contractor or Subcontractors – Prevailing Wages

SIGNATURE: _______________________________________________________

NAME PRINTED: _____________________________________________________

TITLE: _____________________________________________________________

COMPANY: _________________________________________________________

DATE: _____________________________________________________________
GREATER DAYTON REGIONAL TRANSIT AUTHORITY

QUOTE FORM

YEAR ONE

Final Hourly Labor Rate:  $________

Parts Cost Rate:

1. Sign Post – 14 gauge 12’ 2”x 2” square perforated post – powder coated black.  $________
2. Single breakaway galvanized anchor - a 36” piece of 12 gauge 2-1/4” x 2-1/4” perforated square tubing that is driven a minimum of 30” into the ground.  $________
3. Black bolted post base anchor - anchor for the sign post or solar light post that is bolted to concrete. It will need to be able to hold a 8-10’ 2”x 2” square quick punch sign post (the same one as above) cut to length with either a bus stop sign attached or a solar light.  Color in matching powder coated black. Example is attached but not in correct color.  $________
4. Sign hardware—each signs typically consists of bolts (4), nuts (4), washers (8), lock washers (4) per sign.  $________
5. Sign Brackets—made from ¼” X 1” cold rolled steel—two holes are drilled approximately 8” center to center to attach signs. Two holes are drilled to attach bracket to square post.  $________
6. Banding hardware.  $________
7. Black bolted anchors for general bench, trash receptacle, bike rack concrete surface mounting.  $________

Tape for covering bus stop sign numerals--3M HIP3930 2” wide 50 yard/roll tape.  $________
OPTION YEAR

Final Hourly Labor Rate:  $________

Parts Cost Rate:

1. Sign Post – 14 gauge 12’' 2”x 2” square perforated post – powder coated black.  $________
2. Single breakaway galvanized anchor - a 36” piece of 12 gauge 2 -1/4” x 2-1/4” perforated square tubing that is driven a minimum of 30” into the ground.  $________
3. Black bolted post base anchor - anchor for the sign post or solar light post that is bolted to concrete. It will need to be able to hold a 8-10’ 2”x 2” square quick punch sign post (the same one as above) cut to length with either a bus stop sign attached or a solar light. Color in matching powder coated black. Example is attached but not in correct color.  $________
4. Sign hardware—each signs typically consists of bolts (4), nuts (4), washers (8), lock washers (4) per sign.  $________
5. Sign Brackets—made from ¼” X 1” cold rolled steel—two holes are drilled approximately 8” center to center to attach signs. Two holes are drilled to attach bracket to square post.  $________
6. Banding hardware.  $________
7. Black bolted anchors for general bench, trash receptacle, bike rack concrete surface mounting.  $________

Tape for covering bus stop sign numerals--3M HIP3930 2” wide 50 yard/roll tape.  $________

Name of Individual, Partner or Corporation

Address                             City, State and Zip Code

Telephone Number                 Fax Number                 E-Mail

Authorized Signature              Title                    Date

Authorized Name Printed