**Attachment E - Addendum #1 to RFP**

**Lassen Transit Service Agency Response to Request for Proposal Questions**

**V. PROPOSAL FORMS**

**A. Statement of Principals**

The names of all persons interested in the foregoing proposal as principals are as follows:

*(Stockholders and limited partners need not be listed unless they are officers or employees of the corporation or limited partnership. All general partners and corporate officers shall be listed. If a stockholder or partner is a firm, list the principals of that firm, as stated herein. If proposer or other interested person is a corporation, it must furnish a certificate attesting to corporate existence and authority of officers to sign contracts and other documents. State legal name of corporation, names of the president, secretary, treasurer, and manager thereof.)*

|  |  |  |
| --- | --- | --- |
| NAME | BUSINESS ADDRESS | INTEREST  *(Owner, partner, etc.)* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Attach additional sheets if necessary, by staple.

Attest by Authorized Official:

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

Print Name Title

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

Street Address City, State, Zip

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

Signature

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**B. Service and Budget Cost Proposal**

This Service and Budget Proposal Form is to be used to submit the Contractor’s cost proposal for all work described in the Sample Agreement and Scope of Work. All proposals without the Service and Budget Proposal Form will be considered Non-Responsive.

The Contractor’s price proposal must consist of fixed hourly rates and fixed monthly rates, all in accordance with the Sample Agreement. Such rates shall be proposed for each of the five years contemplated in this proposal, and shall be based on the levels of service, in terms of vehicle service hours, as stated below. The detailed budget breakdown on the following pages shall be consistent with the rates proposed.

Vehicle Revenue Service Hours (VRSH) are NOT calculated as “Gate to Gate.” VRSH for fixed routes and Commuter Routes are calculated from first-timed stops to last-timed stops *(see Exhibit A)*.

VRSH for demand response are calculated at minimum 8 hours on a weekday (7:00 AM to 3:00 PM) and 6 hours on a Saturday (8:00 AM to 2:00 PM), plus an additional VRSH if necessary. The demand response service shall be available at the same times as the fixed route service within Susanville (see Exhibit A) and requires a 24 hour in advance reservation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Period I  2021/22 | Period II  2022/23 | Period III  2023/24 | Period IV  2024/25 | Period V  2025/26 |
| Service Level  VRSH | 11,000  ± 5% | 11,000  ± 5% | 11,000  ± 5% | 11,000  ± 5% | 11,000  ± 5% |
|  |  |  |  |  |  |
| Price Formula |  |  |  |  |  |
|  |  |  |  |  |  |
| Fixed Monthly Rate | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |
| Fixed Hourly Rate | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ |

Calculation of Maximum Annual Cost *(based on 11,000 Vehicle Revenue Hours)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **2021/22** | **2022/23** | **2023/24** | **2024/25** | **2025/2026** |
| Fixed Monthly Rate  X 12 Months | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |
| Fixed Hourly Rate  X 11,000 ± 5% VRH’s | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |
| Total Maximum Annual Cost\* | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |

\* Based on 11,000 Vehicle Revenue Hours Per Year at Contractor’s Proposed Fixed Hourly Rate and Fixed Monthly Rate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Optional Period I  2026/27 | Optional Period I  2027/28 | Optional Period II  2028/29 | Optional Period II  2029/30 |
| Service Level  VRSH | 11,000  ± 5% | 11,000  ± 5% | 11,000  ± 5% | 11,000  ± 5% |
|  |  |  |  |  |
| Price Formula |  |  |  |  |
|  |  |  |  |  |
| Fixed Monthly Rate | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |
| Fixed Hourly Rate | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ |  |

Calculation of Maximum Annual Cost *(based on 11,000 Vehicle Revenue Hours)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **2026/27** | **2027/28** | **2028/29** | **2029/30** |
| Fixed Monthly Rate  X 12 Months | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
|  |  |  |  |  |
| Fixed Hourly Rate  X 11,000 ± 5% VRH’s | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
|  |  |  |  |  |
| Total Maximum Annual Cost\* | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |

\* Based on 11,000 Vehicle Revenue Hours Per Year at Contractor’s Proposed Fixed Hourly Rate and Fixed Monthly Rate.

This Service and Budget Proposal represents an offer to do work as described in the RFP, RFP Addendum # , the Sample Agreement, and the detailed budget breakdown on the following pages. This offer shall remain valid until June 30, 2026, and the amount of the proposal indicated above shall remain valid through the term of the Agreement.

Name of Contractor:

*(Please print)*

Signature:

*(Authorized Person with Legal Authority to Bind Proposer)*

Signer's Name:

*(Please print)*

Signer's Title:

*(Please print)*

Date Signed:

**FIXED MONTHLY RATE WORKSHEET**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fixed Monthly Rate:** | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 |
|  |  |  |  |  |  |
| Management Wages | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Management Benefits | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Operations Assistant | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Operations Assistant | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Maintenance Wages | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Maintenance Benefits | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Paid Time Off |  |  |  |  |  |
| Employee Incentives | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Other Wages | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Other Benefits | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Overtime | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Insurance | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Performance Bond | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Training and  recruitment expenses | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Safety Expenses | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Uniforms | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Janitorial | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Telephone | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Postage | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Office Supplies | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Preventative Maintenance  Parts Supplies | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Accounting | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Non-Revenue Vehicle Expense | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| One Time Start‑up  Expenses | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Management Fee and Profit | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Other Expense*(Please*  *Specify)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| TOTAL: \* | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |

\* Total shall equal Fixed Monthly Rate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fixed Monthly Rate:** | 2026/27 | 2027/28 | 2028/29 | 2029/30 |
|  |  |  |  |  |
| Management Wages | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Management Benefits | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Operations Assistant | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Operations Assistant | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Maintenance Wages | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Maintenance Benefits | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Paid Time Off |  |  |  |  |
| Employee Incentives | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Other Wages | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Other Benefits | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Overtime | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Insurance | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Performance Bond | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Training and  recruitment expenses | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Safety Expenses | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Uniforms | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Janitorial | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Telephone | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Postage | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Office Supplies | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Preventative Maintenance  Parts Supplies | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Accounting | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Non-Revenue Vehicle Expense | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| One Time Start‑up  Expenses | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Management Fee and Profit | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Other Expense*(Please*  *Specify)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| TOTAL: \* | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |

\* Total shall equal Fixed Monthly Rate

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**FIXED HOURLY RATE WORKSHEET**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fixed Hourly Rate:** | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 |
|  |  |  |  |  |  |
| Drivers' Wages | $\_\_\_­\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ |
| Driver's Benefits | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| Vehicle Repair:  Parts and Supplies | $\_\_\_­\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ |
| Tires | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| Washing solutions | $\_\_\_­\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ |
| Towing | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| Other expenses  *(Please specify)*: | $\_\_\_­\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ |
|  | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
|  | $\_\_\_­\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ |
|  | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
|  | $\_\_\_­\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ |
|  | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
|  | $\_\_\_­\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ |
|  | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
|  | $\_\_\_­\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ |
|  | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
|  | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
|  | $\_\_\_­\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ |
| TOTAL:\*\* | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |

\*\* Total shall equal proposed Fixed Hourly Rate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fixed Hourly Rate:** | 2026/27 | 2027/28 | 2028/29 | 2029/30 |
|  |  |  |  |  |
| Drivers' Wages | $\_\_\_­\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ | $\_\_\_­\_\_\_\_ |
| Driver's Benefits | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| Vehicle Repair:  Parts and Supplies | $\_\_\_­\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ | $\_\_\_­\_\_\_\_ |
| Tires | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| Washing solutions | $\_\_\_­\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ | $\_\_\_­\_\_\_\_ |
| Towing | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| Other expenses  *(Please specify)*: | $\_\_\_­\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ | $\_\_\_­\_\_\_\_ |
|  | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
|  | $\_\_\_­\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ | $\_\_\_­\_\_\_\_ |
|  | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
|  | $\_\_\_­\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ | $\_\_\_­\_\_\_\_ |
|  | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
|  | $\_\_\_­\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ | $\_\_\_­\_\_\_\_ |
|  | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
|  | $\_\_\_­\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ | $\_\_\_­\_\_\_\_ |
|  | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
|  | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
|  | $\_\_\_­\_\_\_\_ | $\_\_\_­\_\_\_\_ | $\_\_­\_\_\_\_\_ | $\_\_\_­\_\_\_\_ |
| TOTAL:\*\* | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |

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**Contractor Proposed Equipment List**

List any and all equipment that may be utilized in providing service under this Agreement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year of Manufacture | Manufacturer | Model or Type | Type of Lift  Brand Name and Model Number | Number of Seats & Wheelchair Spaces |
| 1. \_\_\_\_\_\_\_\_\_  2. \_\_\_\_\_\_\_\_\_  3. \_\_\_\_\_\_\_\_\_  4. \_\_\_\_\_\_\_\_\_  5. \_\_\_\_\_\_\_\_\_  6. \_\_\_\_\_\_\_\_\_  7. \_\_\_\_\_\_\_\_\_  8. \_\_\_\_\_\_\_\_\_  9. \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ |

Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Type name)

Per: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

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

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**C. PROPOSER’S BOND**

Know All Men by These Presents,

That we AS PRINCIPAL, and

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

AS SURETY, are held and firmly bound unto the Lassen Transit Service Agency hereinafter called the LTSA in the penal sum of ten thousand dollars ($10,000), submitted by said principal to the LTSA, for the work described below, for the payment of which sum in lawful money of the United States. Well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH

That whereas the Principal has submitted the above mentioned Proposal to the LTSA for certain services for which said proposals are to be opened at

, California on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ specifically described as follows:

The Management and Operation of LRB public transit services.

NOW, THEREFORE, if the aforementioned Principal is awarded the contract, and within the time and manner required under the signature, enters into a written contract, in the prescribed form in accordance with the proposal, and files the bond with the LTSA to guarantee faithful performance, then this obligation shall be null and void; otherwise, it shall be and remain in full force and virtue.

In the event suit is brought upon this bond by the Obligee and judgment is recovered, the surety shall pay all costs incurred by the Obligee in such suit, including a reasonable attorney's fee to be fixed by the court.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on this day

of , A.D., 20 .

(SEAL)

(SEAL)

(SEAL)

Principal

(SEAL)

(SEAL)

(SEAL)

Principal

(SEAL)

(SEAL)

(SEAL)

Surety

Address

**Note:** Signatures of those executing for the surety must be properly acknowledged.

**D. PERFORMANCE BOND**

**KNOW ALL MEN BY THESE PRESENTS**, that we, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as Principal, and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

as Surety, are held and firmly bound unto the Lassen Transit Service Agency, hereinafter called the Owner, in the sum of (10%) of the contract amount

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dollars for the payment of which sum well

and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

The condition of this obligation is such that whereas the Principal entered into a certain

Contract, hereunto attached, with the Owner, dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

NOW THEREFORE, if the Principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of said Contract during the original term of said contract and any extension thereof that may be granted by the Owner, with or without notice to the Surety and during the life of any guarantee required under the Contract and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of any and all duly authorized modifications of said Contract that may hereafter be made, then this obligation to be void, otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above‑bound parties have executed this instrument under their

several seals this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 , the name and corporate

seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Name of Principal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

*(If corporation, affix seal)*

Name of Surety:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

*(Affix corporate seal)*

‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑----------------------------------------

*(Attach acknowledgement of signature of Surety. This bond must be recorded.)*

**VI PROPOSAL QUESTIONAIRE**

Please complete the following questionnaire. Proposals which do not include this questionnaire in a completed format will be considered non‑responsive and will be rejected. All questions must have a response. *(Use additional paper.)*

1) Does the individual proposing firm, any participating firm in any proposed joint venture, or any proposed subcontractor have any conflict of interest within the following context?

"No person performing services for the Lassen Transit Service Agency in connection with any project resulting from this proposal shall have financial or other personal interest, other than employment or retention by the LTSA, in any contract or subcontract in connection with such project. No officer or employee of such person performing services for the LTSA shall have any financial or other personal interest in any real property acquired for any such project, unless such interest is openly disclosed upon the public records of the LTSA and such officer, employee or person has participated in property acquisition for or on behalf of the LTSA."

2) State the number of years the proposer has provided or managed publicly funded transit services. List time spans and describe the service provided *(including annual revenue vehicle mileage, number and size of vehicles, size of service area, client group served, and amount of firebox revenue collected annually for each system referenced)*. Identify the responsible individual, providing his/her phone number, who can verify service. Attach additional description material, if necessary; however, please complete the following:

Indicate years of experience in service:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| System Name: | | System Address: | | |
| Dates of Service: | Annual Service Miles: | Number of Vehicles: | Size of Vehicles: | |
| Annual Fare Revenue: | Contact Telephone: | Contact Name: | |  |

3) Specifically identify and describe the experience and qualifications of the proposed on‑site General Manager. *(Please attach a resume.)* Identify where this person obtained the required experience described in the "Minimum Qualifications" section of the RFP. Identify a responsible individual *(including phone number)* who can verify the proposed on‑site General Manager's experience. If the proposed Operations Manager obtained his or her experience with the Proposer's firm, proposer certifies that the proposed General Manager has the requisite experience.

4) Describe your firm’s knowledge of the LRB public transit service, including funding sources and the restrictions on the funding sources. Indicate ideas, if any, your firm has that may improve the current operation of the LRB.

5) Describe your firm’s knowledge and experience with the Transportation Development ACT, focusing primarily on the establishment of charter service rates and fare box recovery as they pertain to the LRB.

6) Describe your firm’s knowledge and experience with rules and regulations set forth in the Americans with Disabilities ACT in areas as they pertain to the LRB.

7) Attach at least four (4) recent CHP safety compliance reports *(or other applicable law enforcement safety‑related reports)* which pertain to transit services operated by your firm.

8) Has your firm received an "unsatisfactory" rating from a law enforcement or any other regulatory agency with regard to maintenance, records or facility at any time during the past five (5) years?

9) Has your firm been cited over the past five (5) years from any regulatory agency for improper maintenance or for accidents caused by improper maintenance?

10) Is there any recent, current or pending litigation involving your firm due to accidents which have resulted in death or injury from operation of a bus system? *("Recent" shall be defined as any judgment entered or settlement reached within the past five (5) years which resulted in a dismissal of a lawsuit.)* If yes, specify court and number of the case.

11) Please list the number of miles between preventable collision accidents for systems operated by your firm during each of the past two (2) consecutive years.

12) Attach your firm's 2020 or most recent Income Statement and Balance Sheet.

13) Are there any past, current or pending financial/legal issues which might jeopardize your firm's ability to provide services per the requirements of the attached Agreement at the prices quoted by you? If yes, give details.

14) Describe other organizational resources and services which your firm will provide as part of this Agreement at no additional charge.

15) How many miles per year will you operate LTSA provided buses out of service?

Deadhead miles: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ miles

Training/Testing/Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ miles

16) Specifically identify and describe your proposed approach to providing maintenance services. Identify the experience and qualifications of lead maintenance person or firm providing the maintenance services. Provide references for the personnel or firm proposed to provide maintenance on LTSA and Contractor supplied equipment

17) Describe your firm's proposed PMI program for all buses, components and equipment to be used in LRB public transit service, including, but not limited to engine, transmission, brakes, chassis, wheelchair lifts, air conditioning, fare boxes, batteries, and two‑way radios.

Attach proposed documents to be used in PMI program. Description of PMI program should include both mileage and time intervals and should reflect PMI levels covered on a vehicle's first 150,000 miles of life and beyond.

18) Describe the maintenance tools, supplies, support equipment, and other equipment which will be provided by your firm at the maintenance facility and office. Compare to the minimum requirements of the RFP.

19) Attach the proposed driver pre and post trip inspection forms which will be used by drivers for bus inspection each shift, including specific emphasis on wheelchair lift inspection.

20) Describe your firm's proposed spare parts inventory program for vehicles/components/equipment being used in LTSA service.

21) Describe what steps your firm will undertake to expeditiously repair/replace vehicles/equipment damaged or destroyed while in your possession.

22) Describe your firm's proposed security program for LTSA provided buses, equipment and fare revenue.

23) Present a proposed organizational chart. Then, please list the proposed number of positions and responsibilities as well as the proposed number of hours and wage scale of those positions dedicated to the LRB operation, in the format indicated below. *(Include management, office, dispatch, driver, mechanic and service personnel.)*

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**Services Program**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job**  **Classification** | **Number of Positions** | **Number of Hours** | **Wage Scale per hour** | **Average Hourly Wage** |
| Operations Assistant |  |  |  |  |
| Responsibilities: |  |  |  |  |
|  |  |  |  |  |
| Mechanic(s) |  |  |  |  |
| Responsibilities: |  |  |  |  |
|  |  |  |  |  |
| Drivers: |  |  |  |  |
| Responsibilities: |  |  |  |  |
|  |  |  |  |  |
| Dispatchers: |  |  |  |  |
| Responsibilities: |  |  |  |  |
|  |  |  |  |  |

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24) Please describe the fringe benefits package which will be provided, including a description of services, dollar value of such benefits, and the positions to which such benefits shall apply.

25) What is your firm's proposal with regard to use of the current Contractor's employees? *(Be thorough.)*

26) Describe your firm's proposed program to accommodate "no‑shows," absenteeism, vacation and turnover of employees. *(What assurance does the LTSA have that the required services will be provided on a timely basis?)*

27) Describe in detail the training/evaluation/ongoing safety program being proposed for drivers, dispatchers, supervisors, and information service personnel. Include in your description the proposed areas covered, frequency, minimum number of hours per employee, etc. Attach any proposed personnel policy.

28) Describe in detail your firm's experience in providing transportation services. Describe the training program that will be used for dispatchers and drivers.

29) Describe in detail your firm's experience in providing transportation services for the elderly and disabled. What specific training do you provide to ensure that drivers and dispatchers are able to respond to the special needs of the elderly and disabled?

30) Attach an example of your firm's proposed Management Information System which will be used to report the operational/financial data required in the "Scope of Work."

31) Indicate in brief, why you consider your firm to be the best to perform this Contract. Please indicate any new or creative ideas that would provide the LTSA with a high quality, safe, efficient and responsive transit operation.

32) Describe in detail your specific plan for the transition from the existing program of services through start‑up and implementation of the services you propose.