



MARK PESTRELLA, Director

**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF PUBLIC WORKS**

*"To Enrich Lives Through Effective and Caring Service"*

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ALHAMBRA, CALIFORNIA 91803-1331  
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ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE  
REFER TO FILE

May 30, 2017

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

33 May 30, 2017

LORI GLASGOW  
EXECUTIVE OFFICER

**SERVICES CONTRACT  
TRANSPORTATION CORE SERVICE AREA  
AWARD OF SERVICES CONTRACT FOR  
KING MEDICAL CENTER AND WILLOWBROOK SHUTTLE SERVICES IN  
THE UNINCORPORATED COUNTY COMMUNITY OF WILLOWBROOK  
(SUPERVISORIAL DISTRICT 2)  
(3 VOTES)**

**SUBJECT**

This action is to award a services contract for King Medical Center and Willowbrook Shuttle Services in the unincorporated County community of Willowbrook.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the contract work is statutorily exempt from the provisions of the California Environmental Quality Act.
2. Find that this service can be more economically performed by an independent contractor than by County employees.
3. Award the contract for King Medical Center and Willowbrook Shuttle Services to MV Transportation, Inc., located in Dallas, Texas with a local office in Vacaville, California, and direct the Chairman to execute the contract. This contract will be for a period of 1 year commencing on July 1, 2017, or upon the Board's approval, whichever occurs last, with four 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential contract term of 66 months. The sum for the initial term is \$684,100; the sum for the first optional term is \$714,228; the sum for the second optional term is \$746,428; the sum for the third optional term is \$763,452; the sum for the

fourth and last optional term is \$787,308; and a month-to-month optional extension of up to 6 months is for \$393,654 with a maximum potential contract sum of \$4,089,170, which includes major vehicle repair work, vehicle graphics, automated transit system devices, including vehicle locators, TAP card validators, vehicle camera equipment, and automated passenger counters to County-provided service vehicles in accordance with the contract. However, as part of Public Works' Workforce Reinvestment Plan, during the first contract year, Public Works will evaluate the possibility of hiring County employees to perform this service.

4. Authorize the Director of Public Works or his designee to renew this contract for each additional renewal option and extension period if, in the opinion of the Director of Public Works or his designee, MV Transportation, Inc., has successfully performed during the previous contract period and the services are still required; to approve and execute amendments to incorporate necessary changes within the scope of work; and to suspend work if, in the opinion of the Director of Public Works or his designee, it is in the best interest of the County to do so.

5. Authorize the Director of Public Works or his designee to annually increase the contract amount up to an additional 10 percent of the annual contract sum for unforeseen, additional work within the scope of the contract, if required.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommended action is to award a contract for King Medical Center and Willowbrook Shuttle Services to continue providing shuttle service in the unincorporated County community of Willowbrook. This transit service improves the mobility options and quality of life for County residents in the Willowbrook area.

#### **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs the provisions of Strategy II.3, Make Environmental Sustainability our Daily Reality and Objective II.3.5, Support a Clean, Flexible, and Integrated Multi-Modal Transportation System that Improves Mobility; Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability and Objective III.3.1, Maximize Revenue.

#### **FISCAL IMPACT/FINANCING**

There will be no impact to the County General Fund.

The maximum potential contract sum is \$4,089,170 for the entire contract period of 66 months plus 10 percent of the annual contract sum for unforeseen, additional work within the scope of the contract. The sum for the initial term is \$684,100; the sum for the first optional term is \$714,228; the sum for the second optional term is \$746,428; the sum for the third optional term is \$763,452; the sum for the fourth and last optional term is \$787,308; and a month-to-month optional extension of up to 6 months is for \$393,654 with a potential maximum contract sum of \$4,089,170, which includes major vehicle repair work, vehicle graphics, automated transit system devices, including vehicle locators, TAP card validators, vehicle camera equipment, and automated passenger counters to County-provided service vehicles in accordance with the contract. These amounts are based on the contract term's proposed price quoted by the contractor and our estimated annual utilization of the contractor's services.

Funding for this service is included in the Second Supervisorial District's Proposition A Local Return Transit Program and included in the Transit Enterprise Fund Fiscal Year 2017-18 Budget. Funds to finance the contract's option years and additional funding for 10 percent contingencies will be requested through the annual budget process.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The recommended contractor is MV Transportation, Inc., located in Dallas, Texas with a local office in Vacaville, California. This contract will commence on July 1, 2017, or upon the Board's approval, whichever occurs last, for a period of 1 year. With the Board's delegated authority, the Director of Public Works or his designee may renew the contract for four 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential total contract term of 66 months.

The contract has been executed by MV Transportation, Inc., and approved as to form by County Counsel (Enclosure A). The recommended contract was solicited on an open-competitive basis and is in accordance with applicable Federal, State, and County requirements.

A standard service contract has been used that contains terms and conditions in compliance with the Board's ordinances, policies, and programs. Enclosure C reflects the contractor's minority participation. Data regarding the proposers' minority participation is on file with Public Works. The contractor was selected upon final analysis and consideration without regard to race, creed, gender, or color.

Pursuant to the applicable Memorandum of Understanding, the Request for Statement of Qualifications (RFSQ) for the contracted services were submitted on March 17, 2016, to the appropriate union for review. Subsequently, the Invitation for Bids for this service were submitted on December 29, 2016, to the appropriate union for review. The union has not asked to meet with Public Works regarding this solicitation.

This work is being contracted in accordance with procedures authorized under County Charter, Section 44.7, Part 3, and Chapter 2.121 (Contracting with Private Business) of the Los Angeles County Code. The mandatory requirements for contracting set forth in the Los Angeles County Code, Section 2.121.380, have been met.

Since this is a Proposition A contract, Public Works has evaluated and determined that the contractor is qualified for Living Wage exemption due to an existing Collective Bargaining Agreement with Teamsters Local 848.

Using methodology approved by the Auditor-Controller, the Proposition A cost analysis indicates that the recommended contracted services can be performed more economically by the private sector. However, as part of Public Works' Workforce Reinvestment Plan, during the first contract year, Public Works will evaluate the possibility of hiring County employees to perform this service.

This Proposition A contract does not allow Cost-of-Living Adjustments for the optional renewal periods.

## **ENVIRONMENTAL DOCUMENTATION**

This service is statutorily exempt from the provisions of the California Environmental Quality Act, pursuant to Section 21080 (b) (10) of the Public Resources Code. This exemption provides for the implementation of passenger or commuter transit services.

## **CONTRACTING PROCESS**

On May 2, 2016, a notice of the RFSQ was placed on the County's "Doing Business With Us" website (Enclosure B), Public Works' "Business Opportunities" website, Twitter, and an advertisement was placed in the Los Angeles Times. Also, Public Works informed 1,198 Local Small Business Enterprises, 106 independent contractors, and community business enterprises about this business opportunity.

Commencing on May 31, 2016, Public Works started to accept Statement of Qualifications for fixed route and dial-a-ride transit service providers. The statements were reviewed to ensure they each met the minimum requirements in the RFSQ. The evaluation was based on criteria detailed in the RFSQ, including experience, work plan, financial resources, references, and demonstrated controls over labor/payroll recordkeeping. The committee utilized the informed averaging methodology for applicable criteria. Based on this evaluation, Public Works selected nine apparent responsive and responsible vendors and placed them on a prequalified list.

On January 12, 2017, Public Works issued an Invitation for Bids soliciting bids from the apparent responsive and responsible vendors on the qualified list. On February 8, 2017, two bids were received. The bids were evaluated based on the price category. It is recommended that this contract be awarded to the apparent responsive, responsible, and lowest bid, MV Transportation, Inc., located in Dallas, Texas with a local office in Vacaville, California.

Public Works has accessed available resources to review and assess the proposed contractor's past performance, history of Labor Law violations, and prior performance on County contracts.

## **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The award of this contract will not result in the displacement of any County employees as these service are presently contracted with the private sector.

**CONCLUSION**

Please return one adopted copy of this Board letter along with the Contractor Execute and Department Conform originals of the contract to the Department of Public Works, Business Relations and Contracts Division. The original Board Execute copy should be retained for your files.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark Pestrella". The signature is fluid and cursive, with the first name "Mark" and last name "Pestrella" clearly distinguishable.

MARK PESTRELLA

Director

MP:JQ:ep

Enclosures

c: Chief Executive Office (Rochelle Goff)  
County Counsel  
Executive Office  
Internal Services Department, Contracts Division  
(w/o enc.)

# Agreement



BY AND BETWEEN

THE COUNTY OF LOS ANGELES,  
DEPARTMENT OF PUBLIC WORKS

AND

MV TRANSPORTATION, INC.

FOR

KING MEDICAL CENTER AND WILLOWBROOK  
SHUTTLE SERVICES (2017-PA002)

78661

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AGREEMENT FOR  
KING MEDICAL CENTER AND WILLOWBROOK SHUTTLE SERVICES  
(2017-PA002)

THIS AGREEMENT, made and entered into this 30th day of MAY, 2017, by and between the COUNTY OF LOS ANGELES, a subdivision of the State of California, a body corporate and politic (hereinafter referred to as COUNTY) and MV Transportation, a California Corporation (hereinafter referred to as CONTRACTOR).

WITNESSETH

FIRST: The CONTRACTOR, for the consideration hereinafter set forth and the acceptance by the Board of Supervisors of said COUNTY of the CONTRACTOR'S Bid filed with the COUNTY on February 8, 2017, hereby agrees to provide services as described in this Contract for King Medical Center and Willowbrook Shuttle Services (2017-PA002).

SECOND: This AGREEMENT, together with Exhibit A.1 (Supplemental), Scope of Work; Exhibit B, Service Contract General Requirements; Exhibit C, Internal Revenue Service Notice 1015; Exhibit D, Safely Surrendered Baby Law Posters; Exhibit E, Defaulted Property Tax Reduction Program; Exhibit F.1A (Supplemental), Performance Requirements Summary; Exhibit G.1, Service Map, Schedule, and Fare; Exhibit H.1, County-Provided Services Vehicle Specifications; Exhibit I.1, Contractor-Provided Service Vehicle Requirements; Exhibit J., Service Vehicle Appearance/Cleanliness Checklist; Exhibit K, Driver's Daily Vehicle Report; Exhibit L.1. DPW Vehicle Accident or Incident Form; Exhibit M, Preventive Maintenance; Exhibit N.1, CHP Terminal Checklist; Exhibit O, Controlled Substance and Alcohol Testing Program; Exhibit P, Transit Security Plan; Exhibit Q.1, NTD MR-20 Monthly Ridership Form; Exhibit R, Intentionally Omitted; Daily Transportation Trip Sheet; Exhibit S, Intentionally Omitted; Bid Submission Instructions, including its exhibits and addenda; the CONTRACTOR'S Statement of Qualifications and Bid Submission, all attached hereto; the Request for Statement of Qualifications; Addenda to the Request of Statement of Qualifications, and the Invitation for Bids, all of which are incorporated herein by reference, are agreed by the COUNTY and the CONTRACTOR to constitute the Contract.

THIRD: The COUNTY agrees, in consideration of satisfactory performance of the foregoing services in strict accordance with the Contract specifications to the satisfaction of the Director of Public Works, to pay the CONTRACTOR pursuant to the Schedule of Prices set forth in the Bid and attached hereto as Forms PW-2.1 through PW-2.5, an amount not to exceed the maximum potential contract sum of \$4,089,170 for the entire contract period, which includes major vehicle repair work, vehicle graphics, automated transit system devices including vehicle locators, TAP card validators, vehicle camera equipment, and automated passenger counters to County-provided services vehicles in accordance with the contract, or such greater amount as the Board may approve (Maximum Contract Sum). The sum for the initial term is \$684,100; the sum for the first optional term is \$714,228; the sum for the second optional term is \$746,428; the sum for the third optional term is \$763,452; the sum for the fourth and last optional term is \$787,308; and a month-to-month extension up to 6 months at the PW-2.5 rates, pro-rated monthly, not to exceed \$393,654.

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FOURTH: This Contract's initial term shall be for a period of one year commencing on July 1, 2017 or upon Board approval whichever occurs last. The COUNTY shall have the sole option to renew this Contract term for up to four additional one-year periods and six month-to-month extensions, for a maximum total Contract term of five years and six months. Each such option shall be exercised at the sole discretion of the COUNTY. The COUNTY, acting through the Director, may give a written notice of intent to renew this Contract at least ten days prior to the end of each term. At the sole discretion of the COUNTY, in lieu of renewing the Contract for the full one year, this Contract may be renewed on a month-to-month basis, upon written notice to the CONTRACTOR at least ten days prior to the end of a term. The Director will provide a written notice of nonrenewal at least ten days before the last day of any term, in which case this Contract shall expire as of midnight on the last day of that term. Where all option years have been exercised, the Director will not provide a written notice of nonrenewal.

FIFTH: The CONTRACTOR shall bill monthly in arrears, for the work performed during the preceding month. Work performed shall be billed at the hourly rates quoted in Forms PW-2.1 through PW-2.5, Schedule of Prices for the applicable term including any month-to-month contract extensions.

SIXTH: Public Works will make payment to the CONTRACTOR within 30 days of receipt and approval of a properly completed and undisputed invoice. However, should the CONTRACTOR be certified by the COUNTY as a Local Small Business Enterprise, payment will be made in accordance with Board of Supervisors Policy No. 3.035, Small Business Liaison and Prompt Payment Program. Each invoice shall be in triplicate (original and two copies) and shall itemize the work completed. The invoices shall be submitted to:

County of Los Angeles Department of Public Works  
Attention Fiscal Division, Accounts Payable  
P.O. Box 7508  
Alhambra, CA 91802-7508

SEVENTH: In no event shall the aggregate total amount of compensation paid to the CONTRACTOR exceed the amount of compensation authorized by the Board. Such aggregate total amount is the Maximum Contract Sum.

EIGHTH: The CONTRACTOR understands and agrees that only the designated Public Works Contract Manager is authorized to request or order work under this Contract. The CONTRACTOR acknowledges that the designated Contract Manager is not authorized to request or order any work that would result in the CONTRACTOR earning an aggregate compensation in excess of this Contract's Maximum Contract Sum.

NINTH: The CONTRACTOR shall not perform or accept work requests from the Contract Manager or any other person that will cause the Maximum Contract Sum of this Contract to be exceeded. The CONTRACTOR shall monitor the balance of this Contract's Maximum Contract Sum. When the total of the CONTRACTOR'S paid invoices, invoices pending payment, invoices yet to be submitted, and ordered services reaches 75 percent of the Maximum Contract Sum, the CONTRACTOR shall immediately notify the Contract Manager in writing. The CONTRACTOR shall send written notification to the



IN WITNESS WHEREOF, the COUNTY has, by order of its Board of Supervisors, caused these presents to be subscribed by the Chairman of said Board and the seal of said Board to be affixed and attested by the Clerk thereof, and the CONTRACTOR has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.

COUNTY OF LOS ANGELES

By *Mark Ridley-Thomas*  
Chairman, Board of Supervisors

ATTEST:

LORI GLASGOW  
Executive Officer of the  
Board of Supervisors of the  
County of Los Angeles



I hereby certify that pursuant to  
Section 25103 of the Government Code,  
delivery of this document has been made.

LORI GLASGOW  
Executive Officer  
Clerk of the Board of Supervisors

By *Judy Gray*  
Deputy

By *Judy Gray*  
Deputy

APPROVED AS TO FORM:

MARY C. WICKHAM  
County Counsel

By *Carole Suzuki*  
Deputy

MV TRANSPORTATION, INC.

By *[Signature]*  
Its President

*Kevin A. Klika*  
Type or Print Name

By *[Signature]*  
Asst. Secretary

*Theodore NAVITSKAS*  
Type or Print Name

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

# 33      MAY 30 2017

*Lori Glasgow*  
LORI GLASGOW  
EXECUTIVE OFFICER

78661

State of Texas County of Dallas

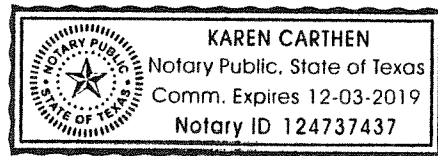
Before me, on this day personally appeared Kevin A. Klika, President and Theodore Navitskas, Assistant Secretary, known to me to be the person (s) whose name(s) is/are subscribed to the foregoing instrument and acknowledged to me that he/they executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 7th day of April 2017.

*Karen Carthen*

Notary Public Signature

(Personalized Seal)



SCOPE OF WORK

KING MEDICAL CENTER AND WILLOWBROOK SHUTTLE SERVICES

A. Public Works Contract Manager

Public Works' Contract Manager will be Mr. John Zeigler of Programs Development Division, who may be contacted at (626) 458-5914, or [jzeigler@dpw.lacounty.gov](mailto:jzeigler@dpw.lacounty.gov), Monday through Thursday, 7:30 a.m. to 5:30 p.m. The Contract Manager, or his designee, is the only person authorized by Public Works to request work of the Contractor. From time to time, Public Works may change Contract Manager. The Contractor will be notified in writing when there is a change in Contract Managers.

B. Work Location

1. The King Medical Center Shuttle will provide service to residents in the unincorporated County area of Willowbrook and provide access to the following key points of interest:

- Kenneth Hahn Shopping Plaza
- Martin Luther King, Jr. Hospital
- MLK Medical Outpatient Facility
- Willowbrook Metro Rail Blue and Green Line

See Exhibit G.1, (Service Map and Schedule) for shuttle routes

2. The Willowbrook Shuttle operates on two routes will provide service to residents in the unincorporated County area of Willowbrook and provide access to the following key points of interest:

- Kenneth Hahn's Shopping Plaza
- Willowbrook Metro Rail Blue and Green Line Stations
- Martin Luther King, Jr. Hospital
- Watts-Willowbrook Boys and Girls Clubs
- Charles Drew University of Medicine and Science
- Willowbrook Senior Center
- Willowbrook County Library
- Magic Johnson County Recreation Area

See Exhibit G.1, (Service Map and Schedule) for shuttle routes



C. Work Description

This work to be accomplished under these specifications shall be the continuation of community shuttle services operating in the unincorporated County area of Willowbrook, hereinafter referred to as the "Service."

The Contractor shall operate the Service subject only to the general policies and direction of the County with regard to management and operations and to the provisions and requirements of this Exhibit A.1 (Supplemental), Scope of Work. The Contractor shall perform the following, but not limited to, executive and administrative management; employment and supervision of all personnel including supervisors, vehicle operators, dispatchers, mechanics, and other maintenance personnel; operation of training and safety programs; maintenance and repair of vehicles and equipment; processing of warranty claims for County's vehicles; assistance for public relations and promotions; and preparation of reports and analysis of financial and other matters; clerical, statistical, and bookkeeping services. The Contractor shall provide all vehicle operators, facilities, equipment, parts, and supplies required in the operation of Service, unless specifically identified to be contributed by County.

Please note, should an inconsistency be determined between the Scope of Work and the Performance Requirements Summary (Exhibit F.1A), the higher service level in the judgment of Public Works shall prevail.

D. Routes, Frequency, Hours and Days of Service

1. Service

Service routes, frequency, and days of operation shall be as specified in Exhibit G.1 (Service Map, Schedule, and Fare). In addition, for the King Medical Center Shuttle and Willowbrook Shuttles regular Service shall not operate on Sundays and the following six major holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Should one of these holidays fall on a Sunday, Service shall operate on a normal schedule on the following Monday.

2. Service Modification

The County has established Service routes and schedules as described in Exhibit G.1 (Service Map, Schedule, and Fare). If the Contract Manager determines that the Service may be improved by revisions to scheduling, vehicle assignment, fleet size, or areas serviced, the Contract Manager and Contractor shall plan and institute such changes jointly within the terms of this Contract.

## EXHIBIT A.1 (SUPPLEMENTAL)

Service routes and location(s) may be added or removed during the Contract period. Upon request by the Contract Manager, the Contractor shall provide a written quotation for any additional location(s), based on the rates quoted in the appropriate PW-2, Schedule of Prices, form (between PW-2.1 through PW-2.5). The Contractor shall be paid per Service Vehicle Revenue Hours for additional locations according to the rates quoted in form PW-2. Upon Contract Manager's negotiation and acceptance of the Contractor's written quotation, and subject to approval of the Director or designee, the additional location(s) may be added to the Contract by amendment or change order.

The total revenue hours may be either increased or decreased by up to 25 percent without renegotiation of the Hourly Rate(s) provided by the Contractor on form PW-2, Schedule of Prices over the term of this Contract.

The Contract Manager will provide any proposed modification to the Contractor at least 30 calendar days prior to implementation of any Service revision unless a shorter time period is mutually agreed to by both parties.

### 3. Special Service Operation

The Contractor may be asked by the Contract Manager to provide service in support of special events or community programs. The Contractor shall provide this service pursuant to the terms, conditions, and requirements of this Contract.

## E. Equipment

### 1. Transit Vehicles

#### a. County-Provided Service Vehicles

Service shall be provided by the Contractor using County-Provided Service Vehicles and Contractor-Provided Service Vehicles. County will lease to Contractor one or more transit vehicles as described in Exhibit H.1, County-Provided Service Vehicles Specifications, hereinafter referred to as "County Service Vehicles". The County Service Vehicles may be leased to the Contractor at the rate of \$1 per month. Upon receiving County Service Vehicles, Contractor shall be responsible for the operation and maintenance of the vehicles, and for all costs for insurance, servicing, and storage.

## EXHIBIT A.1 (SUPPLEMENTAL)

### b. Contractor-Provided Service Vehicles

Contractor shall provide a sufficient number of vehicles required to run the service that meet or exceed the required specifications described in Exhibit I.1, Contractor-Provided Service Vehicle Requirements, hereinafter referred to as "Contractor Service Vehicles."

In the event of a County Service Vehicle(s) breakdown or the vehicle(s) is removed from Service, Contractor shall provide a replacement vehicle(s) to continue the operation of Service during all periods in which the County Service Vehicle(s) is not available for Service.

### c. Support Vehicles

Contractor shall provide all other vehicles necessary for both adequate supervisory and maintenance support. These vehicles shall be in good operating condition and appearance.

### d. Supplemental Service Vehicles

The Contract Manager may direct the Contractor to operate additional Contractor Service Vehicle(s) or County Service Vehicle(s), for Service in the event demand for Service exceeds the capacity provided by the current Service Vehicles and/or in the event County Service Vehicles are no longer operable. County shall approve the vehicles prior to being placed into Service.

## 2. General Terms for Transit Vehicles

Contractor shall acknowledge receipt, condition, and working order of County Service Vehicles and equipment. This acknowledgement applies to County Service Vehicles and equipment received at start of Service as well as those subsequently added to the fleet.

Contractor shall maintain all vehicles, related accessories, equipment, and facilities required per this Contract in good order and in a condition satisfactory to Contract Manager. Upon request by Contract Manager, reports regarding vehicles' condition, operation status, complaints, or other relevant information pertaining to Service shall be forwarded to Contract Manager. Contractor shall not seek additional compensation for any costs incurred to meet the requirements in this paragraph.

## EXHIBIT A.1 (SUPPLEMENTAL)

Contractor shall provide a sufficient number of spare Service Vehicle(s) equipped with air conditioning and wheelchair lift/ramp equipment in the event any assigned Service vehicle breaks down. The spare Service Vehicle(s) should meet or exceed the Service vehicle specification in Exhibit I.1, Contractor-Provided Service Vehicle Requirements. The cost of the spare Service Vehicle(s) shall be included in Contractor's actual overall Service operating costs as provided in form PW-2, Schedule of Prices. Contractor's equipment and facilities shall meet all requirements of applicable Federal, State, and local ordinances and laws including, but not limited to, the Americans with Disabilities Act (ADA). In its sole discretion, the County may provide the Contractor with a spare Service Vehicle(s).

Contractor shall be prohibited from the sale, assignment, or sublease of County Service Vehicles or equipment. Contractor shall also be prohibited from using County Service Vehicles or equipment for any purpose other than providing Service as specified in this Contract. At contract termination, Contractor shall return and deliver County Service Vehicles, equipment, and all other peripheral equipment to County (date, time, and address to be specified by Contract Manager) with no deferred maintenance or damages with the exception of reasonable wear and tear.

Contract Manager may inspect County Service Vehicles, equipment, and all other peripheral equipment prior to Contract termination to assess condition of County Service Vehicles and equipment. Contractor shall be responsible to perform all the work necessary to correct any deficiencies noted. Contract Manager, at his/her own discretion, may withhold up to the final 2 months of Service payment until Contractor completes repair or deducts the cost of correcting the deficiencies from payment due to Contractor, if Contractor fails to perform the necessary work to correct the deficiencies within the time specified by Contract Manager.

The Contractor shall, at its sole expense, repair or replace any County Service Vehicle and/or equipment, which may be damaged or lost by reason of collision, fire, negligence, abuse, vandalism, or other like cause. If the equipment is to be replaced by the Contractor, it shall be with a County-approved exact duplicate or as stipulated by the County. In lieu of replacement Service Vehicle(s) or replacement equipment, the County may accept, at the Director's sole option, insurance funds plus the Contractor's deductible or the County's Net Book Value of the Service Vehicle or equipment, whichever is greater. The Contractor shall pay the County the final sale price of the Service Vehicle for any total loss occurring within the first 90 days of the vehicle being placed into service.

## EXHIBIT A.1 (SUPPLEMENTAL)

The County's Net Book Value of a Service Vehicle shall be based upon the straight-line depreciation over the years of useful life, as determined by the County, with a 10 percent salvage value. The beginning date of the depreciation to be used is the first date the new Service Vehicle is placed into service. The final sale price (excluding taxes, license fees, and documentation fees) of the new Service Vehicle is to be used as the basis for depreciation.

All payments shall be within 90 calendar days of date of loss (DOL). Liquidated Damages may be assessed each month for claims unresolved after 120 calendar days.

### 3. Communication Equipment

The Contractor, in the performance of this Contract, shall comply with all laws and regulations, including any and all contained within the California Vehicle Code (VC). Contractor shall ensure that all vehicle operators providing service under this Contract are familiar and comply with VC, Section 23123, (Hang-Up-and-Drive Law).

#### a. Service Vehicle Communication Equipment

Contractor shall provide two-way radio communication equipment, or mobile phones (not operating in a walkie-talk-mode), or some other type of voice communications equipment that is able to communicate in real time with the vehicle operator for all vehicles utilized in Service. The communication equipment used shall provide complete coverage throughout the service area for all vehicles utilized in Service.

Contractor shall provide the necessary communication equipment for a base station and a sufficient number of "repeater stations" to permit uninterrupted communication between the dispatch center and vehicles while in Service.

Contractor shall be responsible for proper maintenance of said equipment on all vehicles and shall comply with all applicable Federal statutes and regulations in connection with such use. Contractor shall be responsible for licensing of radio communication equipment. Citizen's Band communication equipment is not acceptable.

## EXHIBIT A.1 (SUPPLEMENTAL)

b. Internet Access, E-Mail

Contractor shall maintain Internet access and valid e-mail addresses throughout the duration of this Contract. Contractor shall provide unique e-mail addresses for the Project Manager and the Maintenance Manager. Contractor shall provide County with these e-mail addresses as some communication, including the monthly reports, may be done through e-mail for convenience and timeliness.

c. Business Contact Telephone Number

Contractor shall provide County with a business contact telephone number that shall be answered by a live person during the hours of Service operation. The person answering the telephone shall be able to put Contract Manager, or his/her designee, in contact with key management personnel in case of an emergency.

d. 24-Hour Emergency Contact

Contractor shall maintain a 24-hour emergency contact pager, cell phone, or management telephone tree. The Project Manager or other responsible manager must be able to return a call to Contract Manager within 1 hour after being requested, including during non business hours. This manager must be able to address all operational issues in case of an emergency.

e. Vehicle Video Surveillance System

In an effort to enhance both passenger safety and the protection of the bus operator, County may install a video surveillance system on County-owned Service Vehicles. Some of the elements, which may be included as a part of this video surveillance system along with any required supporting hardware and software is as follows:

1. Video recording cameras and associated equipment mounted to both the interior and exterior of each Service Vehicle(s) to record real-time video images.
2. A Digital Video Recorder (DVR) able to capture the recorded video and store its contents both internally within the DVR's memory and on an external memory storage device (i.e. SD memory card, flash drive, etc.).

## EXHIBIT A.1 (SUPPLEMENTAL)

3. The equipment to support a mobile phone service transmitter to remotely view real-time video while, the County-owned Service Vehicle is operating in revenue service. This real-time video may be accessible through the use of an internet web site.

Contractor shall download on a periodic basis all data retrieved by the Digital Video Recorder and have it shorted by date, week, and month. This recorded video is to be safely and securely stored for covenant retrieval for a minimum period of 30 days (1 month) and for a maximum period of no more than 90 days (3 months).

Contractor shall provide access to inspect and view the stored video at the request of the Contract Manager. In addition, Contractor shall also be responsible for the maintenance of the Video Surveillance System including any warranty claims and needed repairs to ensure its proper operation during all hours of revenue service.

Contractor is also responsible for insuring that the use of a video surveillance system does not violate any employee work rules/policies or any collective bargaining agreements between the Contractor and its employees, and shall hold the County harmless from any claim by its employees against the County arising out of the installation and or use of these devices.

f. Automated Vehicle Locator (Global Positioning Satellite) Devices

County may install Automated Vehicle Locator (AVL) devices on the County Service Vehicles. The AVL devices are permanently installed and contain Global Positioning Satellite (GPS) functionality along with remote diagnostic information.

County may request permission from Contractor to install Automated Vehicle Locator (AVL) devices on Contractor-owned vehicles that are assigned as the primary Service Vehicles. These devices will be removed from the Contractor-owned vehicles at the end of the contract.

These units will report back to the County and Contractor any engine or emission malfunction. These devices can also provide real time data about location, vehicle speed, excessive idling, etc. Once installed, the AVL device does not require any service/maintenance. Therefore, the AVL device is not to be handled or adjusted in any way by the Contractor. If the County

## EXHIBIT A.1 (SUPPLEMENTAL)

installs these AVL devices on the County Service Vehicles, it will be the Contractor's responsibility to ensure that the devices are not disconnected, damaged, or removed. If the device is damaged, lost, or stolen, the Contractor shall be responsible for the cost to replace and install the lost or damaged unit. The device shall be replaced within 2 weeks of the date of loss/damage unless otherwise approved by the County due to unforeseen circumstances. The device shall be provided and installed by a County-approved vendor.

Contractor is responsible for insuring that installation of these AVL devices does not violate any collective bargaining agreements between Contractor and its employees, and shall hold the County harmless from any claim by its employees against the County arising out of the installation or use of these devices.

### F. Storage and Maintenance Facilities

1. The County will not provide storage facilities for the Contractor.
2. Contractor shall provide appropriate fixed-vehicle storage and maintenance facilities for the garaging, servicing, and cleaning of Service Vehicles and equipment. Facilities shall include:
  - a. An enclosed workspace sufficient to allow maintenance personnel to Service Vehicles and be protected from the weather.
  - b. A concrete shop floor capable of withstanding the maximum weight of County Service Vehicles.
  - c. A security-fenced, paved, and lighted area for overnight vehicle parking with adequate spaces for County Service Vehicles.
  - d. A compressed air supply.
  - e. Tire-changing equipment.
  - f. Battery maintenance equipment and spare batteries.
  - g. Vehicle lubrication equipment.
  - h. All tools and equipment necessary to perform required preventive maintenance.



## EXHIBIT A.1 (SUPPLEMENTAL)

- i. All tools and equipment necessary to Service Vehicles, perform component adjustments, and make mechanical repairs.
- j. Equipment necessary to wash and clean vehicles in accordance with this Contract.
- k. Adequate secured storage area for tools, equipment, and parts.
- l. A lighted maintenance pit or an appropriate State of California Occupational Safety and Health Administration (Cal/OSHA) or American National Standard Institute (ANSI) approved hydraulic lift capable of fully lifting the heaviest of County Service Vehicles six feet above the floor for maintenance purposes.
- m. Fueling facility with the ability to provide Liquefied Petroleum Gas (LPG) and Compressed Natural Gas (CNG). It is acceptable for Contractor to obtain alternative fuels such as LPG and CNG at an off-site location.

### G. Service Vehicle and Equipment Maintenance

#### 1. Service Vehicle Condition

All vehicles, vehicle equipment, and any other equipment necessary to provide Service shall be maintained by Contractor to acceptable appearance standards and in good repair and condition satisfactory to Contract Manager and in accordance with manufacturers' recommended maintenance procedures as well as with applicable Federal and State regulations. Contractor shall maintain a "Satisfactory" California Highway Patrol (CHP) terminal inspection rating throughout the life of this Contract.

If Contractor receives a rating below "Satisfactory" including "Conditional" or "Unsatisfactory" from the CHP, Contractor shall so notify Contract Manager immediately and outline steps that shall be taken to correct each deficiency. Failure of the Contractor to take the necessary actions to improve their Terminal inspection rating to a "Conditional" or higher rating within 6 months of receiving an "unsatisfactory" rating will be grounds for termination of the proposed contract. In addition, failure of the Contractor to take the necessary actions to improve their Terminal inspection rating to a "Satisfactory" rating within 6 months of receiving a "Conditional" rating will be grounds for termination of the proposed contract. Contractor shall not seek additional compensation of any costs incurred to meet the requirements in this paragraph.

## EXHIBIT A.1 (SUPPLEMENTAL)

### 2. Warranty Work (County-Provided Service Vehicles Only)

Contract Manager will provide Contractor with the written manufacturer's warranty, if any, for County Service Vehicles. Contractor shall become County's designated warranty agent for County Vehicle(s). Contractor shall be responsible for ensuring that the vehicle manufacturers and all component manufacturers perform or reimburse Contractor for all work and parts that are covered under warranty. Contractor shall diligently follow the preventive maintenance program so any warranty coverage of County Service Vehicles is not lessened or invalidated. Contractor shall not seek additional compensation for any costs incurred to meet the requirements in this paragraph.

### 3. Service Vehicle Appearance/Cleaning/Fumes

Contractor shall be responsible for maintaining the appearance of all vehicles as described in Exhibit J, Service Vehicle Appearance/Cleanliness Checklist. Contractor shall maintain an up-to-date record of all washings and major cleanings, which shall be made available to Contract Manager upon request. Contract Manager may remove a Service Vehicle from Service for unacceptable appearance.

#### a. Service Vehicle Interior

The interior of all vehicles shall be kept free of litter and debris to the maximum practicable extent throughout the operating day. Vehicles shall be swept, wet mopped, and dusted daily. Water washing down or "hosing out" of vehicle interiors shall not be allowed. A minimal amount of soap/cleaning solution and/or water shall be utilized. Interior panels, windows, and upholstery shall be cleaned of marks as necessary. The interior of all vehicles shall be thoroughly washed at least once per week including all windows, seats, floor, stanchions, and grab rails. All foreign matter, such as gum, grease, dirt, and graffiti, shall be removed from all interior surfaces during the daily interior cleaning process. Any damage to seat upholstery shall be repaired in a professional manner. Upon discovery of the damaged seat upholstery, vehicle shall be immediately removed from revenue Service. Damaged seat upholstery shall be repaired or replaced before vehicle is allowed back into revenue Service.

Contractor shall replace seat covers and/or seat boards, which are worn or damaged and cannot be professionally repaired, using materials, which are identical in specifications and color as those materials being repaired. Ceilings and walls shall be thoroughly

## EXHIBIT A.1 (SUPPLEMENTAL)

cleaned as often as necessary to maintain a clean appearance and maximize visibility. Contractor shall ensure that the interiors of vehicles are kept free of rodents, insects, vermin, and pests at all times while in operation and shall take such steps as are necessary, at Contractor's expense, to exterminate pests in the event that they occur in the vehicles.

b. Service Vehicle Exterior

Exteriors of all vehicles shall be washed every other day during dry conditions and every day during rainy conditions to maintain a clean, inviting appearance. Exterior washing shall include vehicle body, all windows, and wheels. All rubber or vinyl exterior components, such as tires, bumper fascia, fender skirts, and door edge guards shall be cleaned and treated with a preservative as necessary to maintain an attractive appearance. Contractor shall be responsible for maintaining and repair/replacement of the artwork on the exterior of the vehicle.

c. Fumes

The interior passenger compartments of vehicles shall be free of fumes from the engine, engine compartment, and exhaust system of vehicles.

d. Graffiti

The County has a zero tolerance for graffiti. Any Service Vehicle that is vandalized with graffiti shall be removed from revenue Service. The vehicle cannot be returned to Service until the graffiti has been completely removed by the Contractor.

4. Daily Pre-trip and Post-Trip Vehicle Inspection and Servicing

Each vehicle shall receive a daily pre- and post-trip inspection by the Service Vehicle operator prior to being placed in Service and after the vehicle is taken out of service. Daily pre- and post-trip inspections shall include physical operation of the wheelchair lift or ramp to ensure ADA compliance. Daily pre- and post-trip inspections shall be supplemented by regular weekly maintenance inspections to ensure safe and proper operating condition of vehicles. Prior to next pullout, Contractor shall repair or replace any vehicle that has defects and/or possesses a safety or operational problem detected during inspection. Each vehicle operator making an inspection shall be required to fill out an inspection report form and turn it in to the maintenance supervisor. A record of all such

## EXHIBIT A.1 (SUPPLEMENTAL)

inspections shall be kept by Contractor and submitted to County upon request.

Contractor shall perform daily vehicle servicing on all vehicles used in Service. Daily servicing shall include, but not be limited to, fueling, engine oil, coolant, water, and transmission fluid check/add; brake check; light and flasher check; interior sweeping and dusting; exterior and interior visual inspection; and checking of all vehicle performance defects reported by drivers to identify potential safety and reliability items requiring immediate attention. Contractor shall document the daily vehicle servicing on the daily pre- and post-trip vehicle inspection report in written checklist format.

### 5. Wheelchair Lifts and Ramps

Contractor shall inspect, maintain, and repair wheelchair lifts and ramps to assure safe and proper operation and to ensure ADA compliance. Wheelchair lifts and ramps shall be fully operational whenever a vehicle is used in Service. It is unlawful to assign vehicles to revenue Service with defective lift/ramp equipment on concurrent days without repairs having been made.

### 6. Destination Signs

Destination signs shall, at all times, be correctly set for the Service being provided. When a vehicle is deadheading to/from a yard location or any other non revenue travel sign(s) shall indicate that the vehicle is "Not-In- Service."

### 7. Maintenance Program

#### a. General Scope

Contractor, at its sole cost and expense, shall provide all fuel, lubricants, repairs, cleaning, parts, supplies, labor, maintenance, major components, and component rebuilding and replacement along with the necessary service facilities to provide the maintenance required for the operation of all equipment pursuant to this Contract. Contractor shall be fully responsible for the maintenance of all vehicles, radios, passenger counters, fare card readers, destination signs, and all equipment to be used to perform this Contract in strict conformity to CHP regulations and orders. Contractor's duty and responsibility to maintain all vehicles and equipment cannot be delegated to any other person, firm, or corporation without prior written approval of Contract Manager.

## EXHIBIT A.1 (SUPPLEMENTAL)

### b. Parts/Fluids Specifications and Requirements

All parts, materials, tires, lubricants, fluids, oils, and procedures used by Contractor on all vehicles and equipment shall meet or exceed original equipment manufacturer specifications and requirements.

### c. Service Vehicle Damage

Contractor shall, at its expense, replace or repair immediately any damage resulting from an accident or otherwise, which would impair the proper and safe mechanical operation of the vehicle. All other vehicle damage resulting from any accident, or otherwise, shall be repaired within 2 weeks or as otherwise required by Contract Manager, law, or regulation. If Contractor cannot complete the work within the time specified, Contractor shall notify Contract Manager in writing of the reason for the delay and the estimated completion date. Contract Manager, at his/her sole discretion, may extend the deadline. Contractor shall log and keep an accurate and up-to-date record of all vehicle repairs.

### d. Preventive Maintenance

Routine preventive maintenance and servicing is required on all vehicles used for Service as recommended by the Original Equipment Manufacturer (OEM) or as set forth by Contract Manager (See Exhibit M, Preventative Maintenance). Contract Manager will allow a window of plus or minus 500 miles for scheduled preventive maintenance as recommended by vehicle manufacturer's maintenance specifications. This window of plus or minus 500 miles cannot be added to successive maintenance intervals. For instance, if the vehicle manufacturer recommends maintenance at a 3,000 mile interval, then Contractor would be allowed to perform the preventive maintenance at 3,000 miles plus or minus 500 miles, 6,000 miles plus or minus 500 miles, etc.

All scheduled and preventive maintenance shall be completed in a timely manner, and Contractor shall keep all Work Order cards and a Preventive Maintenance Inspection (PMI) Record on each vehicle indicating the date each inspection took place, a description of all work done to the vehicle, the parts and supplies used, employee I.D., and signatures of the mechanics who performed the work and the maintenance supervisor who inspected the work. PMI reports shall be submitted along with monthly service invoice.

## EXHIBIT A.1 (SUPPLEMENTAL)

Adherence to preventive maintenance schedules shall not be regarded as reasonable cause for deferred maintenance in specific instances where Contractor's employees observe that maintenance is needed in advance of the schedule. Contractor shall not defer maintenance for reasons of shortage of maintenance staff, parts, equipment, or operable vehicles nor shall Service be interrupted due to lack of prior written consent to perform maintenance.

e. Brake Inspection/Adjustment

Brake inspections and adjustments on all Service Vehicles shall be performed at intervals that ensure the safe and efficient operation of the braking system. Detailed brake inspections on air brake systems shall occur every 45 calendar days or more frequently in accordance with the number of miles the vehicle was in operation since the prior inspection.

f. Heating, Ventilation, and Air Conditioning

The Heating, Ventilation, and Air Conditioning (HVAC) systems shall be maintained and used to ensure that the passenger compartment temperature is comfortably maintained under all climatic conditions at all times while vehicles are in Service. Contractor shall maintain the HVAC systems in an operable condition at all times.

g. Spare Parts Inventory

Contractor shall establish and maintain an ongoing spare parts inventory sufficient to maintain Service Vehicles in operating condition at all times. When based on prior experience certain parts often appear to be placed on "back-order," the Contractor shall maintain a higher level of these parts in their inventory.

h. Service Vehicle Towing

In the event that towing of any Service Vehicle is required due to mechanical failure, damage, or any other reason, Contractor shall be responsible to provide such towing at Contractor's sole expense.

Contractor shall ensure that the requirements and procedures for towing vehicles are followed and that proper towing methods and equipment are used. Towing may be subcontracted; however, it is Contractor's responsibility to directly supervise their subcontractor.

8. In-Service Vehicle Breakdown

In the event of an In-Service Vehicle breakdown, the maximum response time for an ADA-compliant, substitute vehicle to be made available shall be 30 minutes.

The Contract Manager reserves the right to establish additional criteria regarding reliability of response in the event of vehicle breakdowns.

9. Service Vehicle Maintenance Record Keeping

Contractor shall maintain an up-to-date maintenance file for each Service Vehicle containing, at a minimum, the following information:

- a. Make
- b. Model
- c. Serial Number/County Fleet Number
- d. License Number
- e. Date Received
- f. Unit Repairs (mechanical)
- g. Monthly Preventive Maintenance Inspection (PMI) Reports
- h. Weekly Vehicle Inspection Reports
- i. Daily Pre- and Post-trip Vehicle Inspection Reports
- j. Work Orders
- k. Warranty Work
- l. Major Mechanical Repair/Unit Replacement
- m. Body/Interior Repairs (cosmetic)

Contractor shall make available and submit the entire file to Contract Manager, the CHP, and/or other regulatory agency upon a request to do so at any time.

10. Applicable Vehicle Codes and Regulations

All vehicles utilized in Service shall be maintained in a safe condition for operation on public streets and freeways and meet all the requirements in the California Vehicle Code. All vehicle parts and all equipment mounted on or in vehicles shall conform to the California Vehicle Safety Standards and the California Administrative Code, Title 13.

Contractor shall pay particular attention to the CHP Motor Carrier Safety Regulations. Each vehicle is required to be inspected annually by Contract Manager and/or by CHP. The Terminal Manager's Compliance Checklist Exhibit N.1, is provided as guidance. Contract Manager shall be immediately notified of inspections performed by a governmental agency other than County. The results of inspections shall be provided to Contract Manager within 24 hours, and any applicable signed certification shall be displayed or carried on the vehicles. Contractor shall expeditiously correct any deficiencies on any CHP vehicle inspection report and advise Contract Manager upon doing so.

H. Rates and Compensation

1. Rates – County-Provided Service Vehicles

County will pay Contractor on a monthly basis an amount equal to the sum of 1) the number of Vehicle Service hours provided with County Service Vehicles times the rate provided in Form PW-2, Schedule of Prices, hereinafter referred to as "County Vehicle Rate"; less 2) all amounts collected from Fare-box Revenue; less 3) any liquidated damages pursuant to this Exhibit, Section Y, Liquidated Damages, and less any deduction from Exhibit F.1A, Performance Requirements Summary.

Vehicle Service hours are defined as the actual hours of revenue Service starting from the point of first pickup to the last drop-off based on hours determined by County needed to provide Service described in Exhibit G.1, Service Map, Schedule, and Fare.

Unless otherwise provided herein, the County Vehicle Rate shall cover all costs of Service provided by Contractor pursuant to this Exhibit.

2. Rates – Contractor-Provided Service Vehicles

County will pay Contractor on a monthly basis an amount equal to the sum of 1) the number of vehicle Service hours provided with Contractor Vehicles times the rate provided in Form PW-2, hereinafter referred to as "Contractor Vehicle Rate"; less 2) all amounts collected from Fare-box



## EXHIBIT A.1 (SUPPLEMENTAL)

Revenue; less 3) any liquidated damages pursuant to this Exhibit, Section Y, Liquidated Damages and any deduction from Exhibit F.1A, Performance Requirements Summary.

Vehicle Service hours are defined as the actual hours of revenue Service starting from the point of first pickup to the last drop-off based on hours, determined by County, needed to provide Service described in Exhibit G.1, Service Map, Schedule, and Fare.

Unless otherwise provided herein, Contractor Vehicle Rate shall cover all costs of Service provided by Contractor pursuant to this Exhibit.

### 3. Fares and Revenue

#### a. Fare

The cash fare shall be 25 cents per trip. However, the following patrons shall be able to board free of charge:

- Seniors (60 years and older)
- Persons with disabilities or displaying a disabled identification card
- Children under the age of five

This service shall also accept the Metro 30-day passes and regional EZ passes. The County may, at any time, change the type of media fare accepted by the Service.

#### b. Fare Changes

County will notify the Contractor of any changes to the fares at least five business days before implementation of the revisions to allow for appropriate training of Contractor's personnel. Contractor shall perform such training.

#### c. Revenue

Contractor shall establish and maintain fare collection and security policies and procedures, subject to approval by the County. The Contractor shall keep an accurate accounting of all revenue received as the Contractor shall be held responsible for any lost, stolen, or uncollected revenue. All revenue generated by Service from the Fare-box and sale of fare media shall be retained by Contractor and deducted on a monthly basis from the amount due

## EXHIBIT A.1 (SUPPLEMENTAL)

to Contractor. The monthly revenue amount shall be reported in the monthly invoice to County and will be subject to County audit.

### d. Financial Audit Settlement

If at any time during the term of the agreement, or at any time within 3 years after the expiration or termination of the agreement, authorized representatives of County, or of any other agency funding this agreement, may conduct an audit of the Contractor regarding the services provided to the County per terms of the agreement, and if such audit finds the County's dollar liability for such services is less than the payments made by the County to the Contractor, then the Contractor agrees that the difference shall be either: (1) repaid forthwith by the Contractor to the County, or (2) at County's option, credited against any future payments hereunder due to the Contractor. If such audit finds that the County's dollar liability for services provided hereunder is more than payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payments, provided that, in no event, shall the County's maximum obligation for the Service, as set forth in the agreement, be exceeded.

### I. Pass-Through Costs

County recognizes that there are items not covered under this Contract for which Contractor is not compensated under the aforementioned rate. County will allow Contractor to pass-through the amounts necessary to cover the following specific items only if Contract Manager has authorized the work in writing prior to Contractor's initiation of work for the item. Claims for payment of pass-through costs shall include all supporting documentation of costs, approvals, and copies of vendor invoices.

#### 1. Engines/Transmissions/Differential Units (County Service Vehicles Only)

County recognizes that during the term of this Contract, engines, transmissions, and/or differential units of County Service Vehicles, that are no longer under warranty, may have to be rebuilt or replaced. If the Contractor determines that an engine, transmission, and/or differential unit requires rebuilding or replacement, the Contractor shall notify the Contract Manager immediately after making such determination and, subsequently, in writing, detailing the reason for such a determination. After inspection by the Contract Manager, the Contract Manager may direct the Contractor in writing to proceed with work. If the Contractor's maintenance personnel perform the work, only the cost of the parts, as approved by the Contract

## EXHIBIT A.1 (SUPPLEMENTAL)

Manager, will be reimbursed by the County. All labor costs associated with the removal, replacement, or installation of engines, transmissions, and differential units, including associated replacement of attachment devices, gaskets, seals, etc., are the responsibility of the Contractor and are not eligible for reimbursement.

If the County requests that the replacement of engines, transmissions, and/or differential units to County Service Vehicles be performed by an independent contractor, the County will pay for all parts and labor costs associated with this work.

Please note that if, the Contract Manager determines that the damage to engines, transmissions, and/or differential units were caused or were the result of negligence or lack of action (including timely preventive maintenance and/or warranty lapses) by the Contractor, the costs associated to make such repair(s) will not be eligible for reimbursement.

### 2. Air Conditioning (County Service Vehicles Only)

County recognizes that during the term of this agreement the air conditioning compressors, used in County Service Vehicles equipped with air conditioning systems utilizing refrigerant, may be prone to failure. If the Contractor determines that an air conditioning compressor, and/or compressor clutch unit, requires replacement due to operational failure of said compressor, the Contractor shall notify the Contract Manager immediately after making such determination and, subsequently, in writing, detailing the reasons for such a determination. After inspection by the Contract Manager, the Contract Manager may direct the Contractor in writing to proceed with work. If the Contractor's maintenance personnel perform the work, only the cost of the parts, as approved by the Contract Manager, will be reimbursed by the County. Labor costs associated with the removal and installation of the air conditioning compressor/clutch unit, filter and refrigerant are the responsibility of the Contractor and are not eligible for reimbursement.

If County requests that the replacement of an air conditioning system to County Service Vehicles be performed by an independent contractor, the County will pay for all parts and labor costs associated with this work.

Please note that if the Contract Manager determines that the damage to the air conditioning compressors and/or compressor clutch unit were caused or were the result of negligence or lack of action (including timely preventive maintenance and/or warranty lapses) by the Contractor, the costs associated to make such repair(s) will not be eligible for reimbursement.

## EXHIBIT A.1 (SUPPLEMENTAL)

### 3. Vehicle Repaint/Graphics

Contractor may pass through costs to County associated with painting and/or graphics/decals on County Service Vehicles or Contractor Service Vehicles per County's request.

Should a County Service Vehicle require a complete exterior repaint and/or decaling due to normal wear and tear as determined by Contractor, Contractor shall notify Contract Manager in writing detailing the reasons for such a determination. After inspection by Contract Manager, Contract Manager may direct Contractor in writing to proceed with the work. Contractor will only be permitted to pass through costs to County related to the repaint, and/or graphics/decals work. If the County Service Vehicle is in an accident, all costs associated with the vehicle repair, in order to restore the vehicle to County specifications shall be the responsibility of Contractor.

Costs associated with the damage to the painted surface, lettering, and/or decal work that the Contract Manager determines was caused or attributed to the negligence or lack of action by the Contractor will not be eligible for reimbursement.

All work related to the pass-through costs shall be approved, in writing, by Contract Manager before Contractor commences work.

### 4. Rehabilitation of County Service Vehicles

If Contractor believes that a County Service Vehicle may require complete mechanical overhaul, and/or rehabilitation, that are not covered by the vehicle's warranty, Contractor shall notify Contract Manager in writing in order to ensure that any work performed on County Service Vehicles meets or exceeds County's specifications and/or requirements. In such instances, County will inspect vehicle and make determination of the work to be accomplished. Contractor shall then obtain the services of a known and qualified facility equipped to perform the work necessary as part of County's assessment. The facility shall employ mechanics properly certified in order to perform necessary work.

County reserves the right to inspect and approve the facility where the work shall be performed and the right to perform preproduction, on-time, pre- and post-delivery, conditional acceptance, and final acceptance inspections on the vehicle.

After completion of overhaul and/or rehabilitation of County Service Vehicle, Contractor shall invoice County for such work and provide all

## EXHIBIT A.1 (SUPPLEMENTAL)

necessary and required documentation as determined by Contract Manager. Contractor shall withhold between 5 to 10 percent of the total amount of the approved work due to the selected facility until Contract Manager's final acceptance of vehicle. Final acceptance will be made after the vehicle has reentered revenue Service for a reasonable time frame or reasonable mileage.

Contractor and Contract Manager shall agree to the percent of withholding fee and time period applicable in each instance. County will withhold the applicable percentage from the amount due to Contractor until the vehicle passes the testing period. Contractor shall invoice County for any remaining balance after Contract Manager's final acceptance of vehicle. Subject to final acceptance and approval by Contract Manager, payment will normally be made within 30 calendar days of approval.

### 5. Automated Vehicle Locator Devices

If an Automated Vehicle Locator (AVL) device which has been installed on a County-owned Service Vehicle or a Contractor-provided Service Vehicle malfunctions as a result of a manufacturer identified problem or error after the warranty period, the County shall be responsible for the cost of replacement.

### 6. Other Pass-Through Costs

County recognizes that during the term of this Contract, there may be needed repairs, enhancements, modifications to Service Vehicles or equipment that may be required to improve service performance that are beyond the control of Contractor and have not been identified elsewhere in this Contract. In order to be eligible for pass-through costs for items not specifically mentioned above, Contractor shall present the required scope of the work to be performed to Contract Manager. Contractor shall obtain Contract Manager's approval for the work to be performed, in writing, prior to commencing any work.

## J. Monitoring and Auditing Service

### 1. Monitoring Service

In order to document Service, Contractor shall maintain all project records as requested by County and as required for good business practices. Contractor shall monitor Service, schedules, and ridership in a method approved by County. Based on this monitoring, Contractor shall indicate the need to maintain, reduce, or increase the frequency of operations. Contractor shall permit authorized County personnel to board, at no cost

## EXHIBIT A.1 (SUPPLEMENTAL)

to County, all vehicles utilized by Contractor in the performance of Service for the purpose of monitoring Service.

### 2. Auditing and Inspection of Service

Contractor shall permit authorized representative(s) of County to examine all data and records related to Service or Contractor's operation of any similar service upon request by County and approval by the other agency. All Service records prepared by Contractor shall be owned by County and be made available to County at no additional charge.

County, or any person authorized by County, will at all times have access and the right to inspect Contractor's equipment and facilities utilized in the performance of this Contract.

### 3. Surveys and Questionnaires

Additional monitoring of Service may be provided through passenger surveys. These surveys may be administered by authorized representatives of County or by Contractor if so requested by Contract Manager. It shall be the responsibility of Contractor to ensure the cooperation of all personnel with any operational procedures pertaining to survey work including the distribution of survey questionnaires, etc.

## K. Personnel

County will have the right to demand removal from the project, for reasonable cause, any personnel furnished by Contractor. Contractor shall not, absent prior written notice to and consent by County, remove or reassign any of the key management personnel such as the Project Manager or Maintenance Manager, as described below, at any time prior to or after execution of this Contract.

Contractor shall train all personnel who are likely to be in contact with the public to give courteous, accurate information concerning the routes and schedules of Service and concerning Service interfacing with other transit services in the vicinity. Contractor shall require that all personnel report all passenger complaints and/or operation problems to the Project Manager, as described below.

Contractor shall maintain a daily diary (log) for this purpose that shall be subject to inspection by County. Upon notice from County concerning the conduct, demeanor, or appearance of any person in the employment of Contractor not conforming to the provisions contained herein, Contractor shall take all steps necessary to remove or alleviate the cause of the concern.

1. Project Manager

Contractor shall designate a Project Manager who has the following minimum number of years of experience providing the management of the same or similar fixed route services for governmental or social service agency(ies): 3 years of experience with alternative fueled vehicles either compressed natural gas-powered or propane-powered, 25 feet or longer cutaway buses and/or transit buses. The project manager shall have the responsibility to oversee the day-to-day operations of Service, shall have full authority to act for Contractor, and shall be reachable via office telephone or cell phone during the hours of Service.

Project Manager shall have an e-mail address and access to a computer during Service hours and shall be able to use Microsoft Office Professional suite (Microsoft Word, Excel, Outlook) and/or equivalent software. Contract Manager may, at his/her discretion, communicate with Project Manager via e-mail. Other than the Project Manager, the Contractor shall not appoint any other agent to communicate with the County regarding this Contract except with the express written consent of the County, which consent is at the sole discretion of the County. This provision does not limit the County's ability to communicate with any employee of the Contractor.

2. Road Supervisor

Contractor shall employ a minimum of one road supervisor who shall be reachable at all times via office telephone or cell phone during the hours of Service.

The Road Supervisor shall provide adequate on-street supervision throughout the Service area during the times Service Vehicles are in revenue service to minimize Service interruption and ensure quality Service delivery on a regular basis. The Road Supervisor shall monitor the level of on-time service performance.

3. Office Personnel

Contractor shall employ personnel during Service hours to answer inquiries and respond to complaints from Contract Manager and the public regarding the Service.

Office personnel shall have an e-mail address and access to a computer during Service hours. Furthermore, office personnel shall be able to use Microsoft Word, Excel, and Outlook or equivalent software. Contract Manager may, at his/her discretion, communicate with Office Personnel

## EXHIBIT A.1 (SUPPLEMENTAL)

via e-mail. Office personnel shall be able to research Contract Manager's questions and respond to Contract Manager via e-mail.

Contractor shall employ personnel to monitor two-way radios, mobile phones and/or other dispatching system equipment to communicate with vehicle operators during all hours of Service operation.

### 4. Vehicle Operators

Contractor shall employ a sufficient number of properly licensed and qualified personnel to operate County Service Vehicles and equipment and to provide the Service. Contractor shall be responsible for the recruitment, selection, controlled substance and alcohol testing, screening, training, scheduling, supervision, discipline, termination, and all other functions with regard to Service vehicle operators.

#### a. Operator Recruitment and Selection

Contractor shall review a current California Department of Motor Vehicles (DMV) report on all applicants who would operate Service Vehicles and shall reject any applicant who failed to appear in court for "Driving Under the Influence." Contractor shall perform a background check on all applicants for vehicle operator and shall reject any applicant who has been convicted of any felony or misdemeanor charge, which would affect the applicant's ability to perform as a vehicle operator or to come in contact with the public.

Contractor shall check California DMV records (Pull Notice Program) at least every 6 months, beginning at the start of Service, for accidents, Vehicle Code violations, and valid commercial driver's licenses of those employees whose job requires them to operate County Service Vehicles. Contractor shall notify County within five business days of the results of said checks and corrective actions taken, if any.

Contractor shall join the Pull Notice Program, whereby Contractor shall be notified of any activity on a vehicle operator's or mechanical staff's driving record. Any Service Vehicle operator or mechanical staff exceeding the California DMV point system, fails a controlled substances and alcohol testing, or with a revoked or suspended license, shall not be allowed to operate a Service Vehicle.



## EXHIBIT A.1 (SUPPLEMENTAL)

### b. Operator Requirements

Contractor shall require and be responsible for each Service Vehicle operator in meeting the following requirements. All Service Vehicle operators shall:

- i. Have a valid California DMV Class B (with "P" endorsement) commercial driver's license, a medical examination certificate, as well as any other required licenses or endorsements required by applicable Federal, State, and local regulations. A Service Vehicle operator who does not pass the medical examination shall not be permitted to operate a Service Vehicle.
- ii. Assist passengers confined to wheelchairs in boarding County Service Vehicles, assist with tie-downs, and assist with securing lap belts if requested by the passenger.
- iii. Be in uniform acceptable to County. Uniform shall include either shirt/blouse or Polo-type top with collar and slacks, skirt, or Bermuda-type walking shorts. Uniform coats, sweaters, and caps may be worn. Vehicle operators shall display their name tag/badge.
- iv. Assist passengers who have difficulty negotiating the steps, lift or ramp of the vehicle. Service Vehicle operators shall make the lift or ramp available to passengers if requested.
- v. Be available and on time daily to ensure consistent and reliable Service.
- vi. Carry current certification of cardiopulmonary resuscitation and first-aid training at all times during vehicle operations.

### c. Operator Training

Contractor shall be responsible for all Service Vehicle operators training. Contractor training programs shall be conducted by a "certified" instructor and meet all Federal, State, and local standards. At a minimum, the program shall include the following:

- i. Proper operation of the vehicle to be used in Service including defensive driving and vehicle handling. Proper operation of destination signs, wheelchair lifts and ramps,

## EXHIBIT A.1 (SUPPLEMENTAL)

communication equipment, and other equipment to be used on vehicles.

- ii. California DMV requirements and company policies.
- iii. Service routes, schedules, fare structure, and transit services in the vicinity.
- iv. Accident and emergency procedures and reports.
- v. Public courtesy and empathy towards the needs of the elderly, persons with disabilities, and parents traveling with children under age five.
- vi. Training in special skills required to provide transportation to the senior patrons and persons with disabilities.
- vii. American Red Cross or County-approved equivalent training for both cardiopulmonary resuscitation and first aid.
- viii. Regular and continuous formal safety instruction for all operating personnel assigned to perform any activities under this Contract. Personnel shall be required to attend scheduled safety meetings at least four times per year.

### 5. Maintenance Personnel

Contractor shall supply a sufficient number of properly qualified maintenance personnel with the expertise to maintain and service all vehicles for Service. Contractor shall be responsible for the recruitment, screening, testing, selection, training, scheduling, supervision, discipline, termination, and all other functions with regard to the maintenance personnel.

Maintenance personnel shall be supervised by a designated Maintenance Manager who shall have the following minimum number of years of experience in maintaining similar fleets of transit vehicles: 3 years of experience in maintaining alternative fueled vehicles either compressed natural gas-powered or propane-powered, 25 feet or longer cutaway buses and/or transit buses. Contractor's maintenance personnel shall have knowledge of engines, transmissions, diagnostic procedures, electrical systems, HVAC, wheelchair lifts/ramps and related mechanical parts, and methods and procedures normally used in servicing mechanical equipment for transit vehicles.

## EXHIBIT A.1 (SUPPLEMENTAL)

The Contractor shall ensure that all mechanic staff assigned to this Contract are Automotive Service Excellence (ASE) certified in the H-4 ASE Transit Bus Brake test. If the Contractor cannot meet this requirement at the start of Contract, Contractor will be granted 12 months from the start of Contract to comply, provided that Contractor ensures that all vehicle maintenance is performed by an outside service facility that has ASE certified personnel during this 12-month period. Any new maintenance personnel will have 12 months from the date of hire to obtain ASE certification. By the end of each subsequent year until the end of the Contract, each mechanic must obtain a minimum of one (1) additional ASE certification per year from the Transit Bus, Truck, or School Bus Test Series.

The Transit Bus Test Series has become more complete and covers the categories previously only available under the Truck or School Bus Series. Therefore, County prefers certifications in the Transit Bus Test Series.

In an effort to address the development of qualified/trained maintenance personnel and compliance with the ASE certification requirement, Contractor is encouraged to provide training classes that cover one (1) ASE test area per ASE test cycle. Contractor shall budget appropriately for training fees per mechanic per ASE test cycle. The Contractor shall provide and budget for ongoing training for all mechanics that is relevant to their duties, on an annual basis, in the areas of air brake systems, air conditioning systems, engine performance, fire suppression/methane detection systems, wheelchair lifts/ramps, bus electrical systems, etc. The training program is subject to review and input by County.

The Contractor shall develop a formal training program necessary to maintain highly qualified, well-trained maintenance personnel, and to keep abreast of new equipment and maintenance techniques.

In addition, the Contractor shall ensure that, at all times, at least one member of the Contractor's maintenance staff assigned to this Contract must be trained and certified under Section 609 of the Clean Air Act - Motor Vehicle Air Conditioning, or possess the equivalent ASE Refrigeration Recovery and Recycling Program certification. A list of Environmental Protection Agency approved training and certification programs is available at <http://www.epa.gov/ozone/title6/609/technicians/609certs.html>.

The Contractor shall provide proof of Section 609 of the Clean Air Act certification or its equivalent ASE Refrigeration Recovery and Recycling Program certification to the County prior to Contract award. At any time, if

## EXHIBIT A.1 (SUPPLEMENTAL)

a Section 609 certified personnel leaves the service of the Contractor, the Contractor shall immediately provide an equivalent certified maintenance personnel replacement. The Contractor shall notify the Contract Manager of any change in maintenance personnel.

### 6. Project Safety Official

The Contractor shall designate in writing a Project Safety Official who shall be thoroughly familiar with the Contractor's Injury and Illness Prevention Program (IIPP) and Code of Safe Practices.

The Contractor's Project Safety Official shall be available at all times to abate any potential safety hazards and shall have the authority and responsibility to shut down an operation, if necessary. Failure by the Contractor to provide the required Project Safety Official shall be grounds for the County to direct the cessation of all work activities and operations at no cost to the County until such time as the Contractor is in compliance.

### L. Marketing and Advertising

County will routinely provide marketing, public relations, and advertising materials. Contractor shall place such materials on or in the vehicles as requested by County and shall distribute literature on County Service Vehicles as requested by County. The Contractor shall ensure that an adequate supply of service brochures is available for passengers on Service Vehicles. The posting of Service-related notices shall be subject to prior approval by the Contract Manager.

Contractor shall not place inside or outside any Service Vehicle any form of advertising unless directly authorized by Contract Manager. The terms and conditions of such advertising shall be subject to approval by Director. Proceeds of any advertisement shall be remitted to County.

### M. Operating Performance Standards

#### 1. Service Vehicles

Contractor shall operate Service Vehicles with due regard for the safety, comfort, convenience of passengers, and the general public.

If Contractor has knowledge that any Service Vehicle herein described will be nonoperational at any time during the Service, Contractor shall immediately notify Contract Manager and Contractor shall arrange for substitute equipment as approved by the Contract Manager.

## EXHIBIT A.1 (SUPPLEMENTAL)

Contractor shall furnish a substitute vehicle subject to all the conditions of this Contract.

### 2. Service

Contractor shall provide Service as scheduled or according to any adjusted schedule established by County, including route modifications required as a result of a declared emergency. Contractor shall strive to maintain on-time performance.

Contractor shall strive at all times to provide Service in a manner that shall maximize productivity and at the same time maximize Customer Service. Recognizing that the goals of productivity and Customer Service may conflict, the following standards are intended to be reasonably attainable by Contractor, fair to the customer, and consistent with County expectations:

#### a. On-time Service

Service shall be provided as scheduled or according to any adjusted schedule established by County, including route modifications required as a result of a declared emergency.

However, Contractor shall not be held responsible for the failure to provide on-time Service due to extraordinary weather or traffic conditions, road closures or detours, vehicle malfunctions that are clearly beyond Contractor's control, naturally occurring disasters, or other reasonably unpredictable situations if sufficient notification and documentation is provided to County in a timely basis.

#### b. Road Calls

In the event of a Service Vehicle failure, Contractor shall immediately deploy a spare Service Vehicle to transport the passengers aboard the failed vehicle.

#### c. Complaints

Complaints shall be resolved by Contractor as soon as possible, but no later than two business days after their receipt. In the event that Contractor receives a complaint, Contractor shall notify Contract Manager within one business day regarding the nature of the complaint received and within three business days of the complaint's resolution.

N. Operation During a Declared Emergency

Upon declaration of any emergency by appropriate government representatives, County Sheriff is responsible for a number of transportation-related activities, including the development of emergency travel routes and the coordination with other agencies supplying common carrier services. In the event of a declared emergency, Contractor shall cooperate with and deploy vehicles in a manner described by the California Highway Patrol (CHP), County Sheriff, or local police. Contractor shall notify Contract Manager the same business day of the request to alter the deployment of any Service Vehicles.

O. Service Records and Reports

1. General Requirements

Contractor shall maintain separate complete and accurate books, records, and reports that relate to Service and as required herein. Contractor shall retain all records relating to this Contract for a minimum period of 3 years following expiration or termination hereof unless otherwise provided for herein. All such records shall be available for inspection by designated auditors of County and the State of California at reasonable times during normal working hours.

Contractor shall maintain and make available to County, and/or appropriate State agencies, records pertaining to said Service in accordance with the State Uniform System of Accounts for Public Transit Operators.

2. Service Operation Reports

These reports provide documentation of daily operations and will serve as a database to monitor and evaluate productivity of Service, its requirements, and methods. Unless stated otherwise, the reports listed shall be submitted with the monthly invoice, no later than the 15th day of the following month, and shall be made in a format approved by County. Operational reports shall include, but are not limited to, the categories described below. Contractor shall prepare a format for each of the reports described below and submit the format to County for approval. Contractor shall be responsible for maintaining an adequate supply of each report form, including the preparation of all necessary copies.

## EXHIBIT A.1 (SUPPLEMENTAL)

a. Trip Reports

Contractor shall require each vehicle operator of each Service Vehicle to prepare a daily report on a form indicating: vehicle fleet number; mileage ("begin" and "end" odometer); the number of passengers boarding each Service Vehicle; the amount of revenue collected; the number of passengers boarding with cash fare; the number of passengers boarding without charge (i.e. elderly, disabled, and children under 5 years); and the number of passengers boarding with transit passes (EZ, Metro, and Metrolink). The summary shall indicate any trips that departed early or late in a format approved by County. The report shall be compiled for the period of a month and shall include a summary thereof.

b. Service Reports

Contractor shall submit to County a report indicating the actual number of Service hours, Service miles, total vehicle hours, and total vehicle miles operated, and fuel used (type and amount per Service Vehicle). Such information shall be for each route and shall be compiled on a daily basis for the period of a month and shall include a summary thereof.

c. Daily Pre-trip and Post-Trip Service Vehicle Inspection Reports

Contractor shall instruct each vehicle operator of each vehicle to perform a daily pre- and post-trip Service Vehicle inspection and daily Service Vehicle servicing, as required herein, and such inspections and servicing shall be documented on a report that shall be completed and signed by each vehicle operator assigned to a Service Vehicle each day as shown on Exhibit K, Driver's Daily Vehicle Report. The Daily Pre- and Post-Trip Vehicle Inspection Reports shall be retained on file by Contractor for a minimum of three years after contract expiration/termination.

d. Weekly Maintenance Inspection Reports

A report of the weekly maintenance inspections, which supplement the daily pre- and post-trip inspections, shall be kept by Contractor. A copy of each inspection report shall be submitted to County upon request. The Weekly Maintenance Inspection Reports shall be retained on file by the Contractor for a minimum of three years after Contract expiration/termination.

## EXHIBIT A.1 (SUPPLEMENTAL)

e. Missed Trip Reports

A trip is considered missed when a run/loop is not completed. A monthly summary report of missed trips for each month shall be submitted. The explanation for the missed trip(s) should be specified along with the dates and times, the vehicle and trip number, and the affected total revenue hours.

f. CHP Reports

Contractor shall provide County with copies of all CHP inspection reports within 24 hours of receipt.

g. Operational Problems and Passenger Complaint Reports

The Project Manager shall document operational problems or passenger complaints and describe any action taken regarding these problems. Copies of said documentation shall be submitted to County by the business day following identification of the operational problem or receipt of such passenger complaint.

Any unlawful or unusual problems or complaints, including any related to safety or serious operational deficiencies, shall be reported by phone to County immediately. Contractor shall submit to County a written report describing the problems or complaints and action taken by the business day following identification of such problems or complaints.

h. Accident/Incident Data Reports

Contractor shall submit a monthly summary report of all accidents (collision and non collision) involving Service Vehicles. The monthly summary shall include the date, vehicle number, location, operator, and accident description including any damage and/or injuries. The monthly summary shall also include cumulative accident data that indicates the number of accidents per 100,000 vehicle miles. Within 24 hours of an accident or incident involving a Service Vehicle or passengers, Contractor shall provide a written report, per Exhibit L.1, Public Works Report of Vehicle Accident or Incident form to the Contract Manager.

**In the event of an emergency during after hours, Contractor shall call the Public Works radio room at (626) 458 - HELP.** Contractor shall notify County within 24 hours of any of the following accidents/incidents:



## EXHIBIT A.1 (SUPPLEMENTAL)

- i. Collisions between a Service Vehicle and another vehicle, person, and/or object.
  - ii. Passenger accidents including falls while passengers are entering, occupying, or exiting the Service Vehicle.
  - iii. Passenger disturbances, assaults, injuries, deaths, etc.
  - iv. Any incidents (e.g. physical assault) that take place along the Service route and are witnessed by Contractor's operator(s)
  - v. Vandalism to Service Vehicle.
  - vi. Passenger complaints of injury or property damage or other circumstances likely to result in the filing of claims against Contractor and/or County.
  - vii. Any passenger, driver, supervisor, or Service complaint that arises from an accident. If the accident/incident involves injuries or extensive property damage, County shall be notified immediately (regardless of hour or day).
- i. National Transit Database Reports

The Contractor will be required to collect National Transit Database (NTD) data/reports electronically and to provide those reports to both the County and the Los Angeles County Metropolitan Transportation Authority (LACMTA). Contractor is responsible to prepare and submit the following NTD data/reports:

- i. Monthly Passenger/Mile Sampling: Based on LACMTA's monthly selection of bus stop locations, the Contractor shall collect and provide the required data no later than the 25th day of the following month.
- ii. Form MR20 Exhibit Q.1, NTD Monthly Ridership, and Service Information: Contractor shall prepare and submit this completed form on a monthly basis no later than the 25th day of the following month.
- iii. Annual NTD Reports: Contractor shall prepare and submit an annual NTD report in accordance with the Federal Transit Administration (FTA) NTD Guidelines, as amended, no later

## EXHIBIT A.1 (SUPPLEMENTAL)

than 30 days after the end of each fiscal year or as directed by the County. Contractor shall also attend the annual NTD Reporting Workshop offered by LACMTA.

For further information on how to obtain NTD reporting forms and reference documents, Contractor may contact LACMTA at (213) 922-2810. Contractor shall certify that the data is accurate and shall develop an auditing procedure acceptable to County, for the annual report. The annual report shall pass the required annual audit by LACMTA (i.e., no re-audit required).

Contractor shall maintain and make available, for a minimum period of 3 years after Contract expiration/termination, to County, and/or appropriate agencies, records, and backup information pertaining to the annual NTD reporting.

j. Financial Records

Contractor shall establish and maintain, within a separate account, all Service revenue and expenditures and any other relevant financial records or documents for a minimum period of three years after contract expiration, termination, or suspension.

k. Maintenance Records and Reports

Contractor shall maintain an individual file for each Service Vehicle. Each file shall include detailed records for the reporting period and an analysis of any trends. All such records and reports shall be prepared and maintained in such a manner so as to fulfill any applicable Federal, State, and CHP requirements, as well as any needs of County to enable it to accurately evaluate Contractor's maintenance performance and the operating expense associated with County Service Vehicles and equipment.

Contractor shall submit the following reports to County with the monthly invoice:

i. Preventive Maintenance Inspection Reports

Reports shall include the Service Vehicle fleet number, the Service Vehicle identification number (VIN) and license number, a description/detail of the maintenance performed, when maintenance was completed, and if maintenance was done on time as required by Service Vehicle manufacturer's and/or County recommendations. Daily "Vehicle Condition"

## EXHIBIT A.1 (SUPPLEMENTAL)

reports shall be submitted to County upon request. Contractor shall retain the PMI Reports on file for a minimum of 3 years after Contract expiration/termination.

ii. Road Call Performance Report

A road call is defined as any time a repair is required in the field on a Service Vehicle or a Service Vehicle exchange is made, whether or not it resulted in a loss of time. A report of road calls shall include the fleet number, VIN, mileage, time, location of incident, route, direction of travel, reason for call, and what was done to fix the problem.

iii. Service Vehicle Downtime Report

Report shall include details of which Service Vehicle(s) were down, how long, and the cause.

iv. Mechanical Defect Reports

Contractor shall submit a monthly summary of all Service Vehicle mechanical problems including Service Vehicle number, odometer reading, dates/times out of Service (if applicable), summary of problem(s), and corrective action(s) taken.

P. Controlled Substance and Alcohol Testing

Contractor shall implement, as a minimum, the Controlled Substance and Alcohol Testing Program as specified in Exhibit O, Controlled Substance and Alcohol Testing Program, as may be required by rules and regulations issued by the United States Department of Transportation and described in Title 49, Code of Federal Regulations, Part 655, "Prevention of Alcohol Misuse and Prohibited Drug use in Transit Operations." Contractor's policies may supersede policies specified in Exhibit O, Controlled Substance and Alcohol Testing Program only when they can be shown to County's satisfaction to be more stringent.

County will not indemnify Contractor for disciplinary actions imposed resulting from required testing. Contractor shall report results of the random testing and other associated tests to County on a quarterly basis on the form shown in Exhibit O, Controlled Substance and Alcohol Testing Program such reports shall be submitted to County within 15 calendar days after the end of the quarter.

Q. Transit Security Plan

Subsequent to the events of September 11, 2001, safety and anti-terrorist preparations on public transit systems have become a much greater concern than in prior years. It is critical to integrate security throughout every aspect of County's public transit programs, operations, and infrastructure. Accordingly, the Contractor is required to submit a written Security Plan that shall be followed should the Proposer be awarded this service.

The National Terrorism Advisory System, or NTAS, replaced the color-coded Homeland Security Advisory System. The new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. Additionally, the Federal Transit Administration (FTA), in response to the Office of Homeland Security, has undertaken a series of major steps to help prepare the transit industry to counter terrorist threats by providing direct assistance to transit agencies throughout various on-site programs. FTA's website ([www.dhs.gov/national-terrorism-advisory-system](http://www.dhs.gov/national-terrorism-advisory-system)) contains the background of this program and information to assist transit agencies in developing their Transit Security Plans.

The Transit Security Plan shall meet the TSA/FTA's Security and Emergency Management requirements as indicated in the TSA website ([www.tsa.gov](http://www.tsa.gov)).

The Contractor is also encouraged to refer to the Federal Transit Administration's "Transit Agency Security and Emergency Management Protective Measures" report available on the FTA website ([www.transit.dot.gov/regulations-and-guidance/](http://www.transit.dot.gov/regulations-and-guidance/)). This document has been developed by the Federal Transit Administration, in consultation with the Department of Homeland Security's Transportation Security Administration and Office of Grants and Training and the American Public Transportation Association. It replaces the prior document entitled, Federal Transit Administration Transit Threat Level Response Recommendation. This document provides a more comprehensive systems approach and framework for a transit agency to use in integrating its entire security and emergency management programs. In addition, this document provides protective measures to be implemented in the event of an attack or active incident and during the recovery phase following an incident.

The details of the Contractor's Transit Security Plan will be negotiated with the Contract Manager to ensure that the County's needs are adequately addressed. The final approved Transit Security Plan will be attached as Exhibit P.

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### R. Responsibilities of the Contractor

1. Contractor shall maintain the following minimum number of years of experience providing the same or similar fixed route services for governmental or social service agency(ies): 3 years of experience with alternative fueled vehicles either compressed natural gas-powered or propane-powered, 25 feet or longer cutaway buses, and/or transit buses. A subcontractor is not allowed to meet this requirement.
2. Contractor's Project Manager shall maintain the following minimum number of years of experience providing the same or similar fixed route services for governmental or social service agency(ies): 3 years of experience with alternative fueled vehicles either compressed natural gas-powered or propane-powered, 25 feet or longer cutaway buses, and/or transit buses. A subcontractor is not allowed to meet this requirement.
3. Contractor or its subcontractor's Maintenance Manager shall maintain the following minimum number of years of experience in maintaining similar fleets of transit vehicles: 3 years of experience in maintaining alternative fueled vehicles either compressed natural gas-powered or propane-powered, 25 feet or longer cutaway buses, and/or transit buses.
4. Contractor shall maintain a "Satisfactory" California Highway Patrol Safety Compliance Inspections (or passed all re-inspections) of the Contractor's maintenance facilities or terminals.
5. Contractor shall operate Service subject only to the general policies and direction of County with regard to management and operations and to the provisions and requirements of this Exhibit. Contractor shall be solely responsible for performing all tasks including, but not limited to, providing executive and administrative management; employment and supervision of all personnel including supervisors, vehicle operators, dispatchers, mechanics, and other maintenance personnel; operation of training and safety programs; maintenance and repair of vehicles and equipment; processing of warranty claims for County's vehicles; assisting in public relations and promotions; preparation of reports and analysis of financial and other matters; clerical, statistical, and bookkeeping services; and providing all vehicle operators, facilities, equipment, parts, and supplies required in the operation of service unless specifically identified to be contributed by County.

### S. Responsibilities of Public Works

The County will determine the need for, and provide, jobsite inspection. Contract Manager may inspect vehicles, equipment, and all other peripheral equipment prior to Contract termination to assess condition of vehicles and

## EXHIBIT A.1 (SUPPLEMENTAL)

equipment. Contractor shall be responsible to perform all the work necessary to correct any deficiencies noted. Contract Manager, at his/her own discretion, may withhold up to the final 2 months of Service payment until repair is completed by Contractor or deduct the cost of correcting the deficiencies from payment due to Contractor, if Contractor fails to perform the necessary work to correct the deficiencies.

### T. Removal of Debris

All debris derived from this Service shall be removed from County property and become the property of the Contractor. The Contractor shall dispose of all debris from this Service in a legally established area appropriate for type of debris being disposed. Disposal shall be at the Contractor's expense. The Contractor shall not allow any debris from its operations under this Contract to be deposited in the storm drains, catch basins, gutters, manholes, and/or roadways in violation of the National Pollutant Discharge Elimination System regulations.

The Contractor is advised that due to the nature of this Contract, discarded hazardous waste may be encountered during the performance of this Contract. In the event an unknown substance or hazardous material is discovered, the Contractor shall immediately notify the Contract Manager. The Contractor shall NOT attempt to perform any type of hazardous waste remediation not included under the Scope of Work of this Contract, including identifying, containing, cleaning, moving, disposing, etc. The Contractor shall exercise extreme caution in the event unknown waste is encountered.

### U. Funding

The County's obligations under this Contract are contingent upon the availability of funds in each fiscal year budget to finance operating and capital costs. The County may use local sales tax funds in accordance with LACMTA's guidelines for the Proposition A Local Return Program to finance this Service. Other sources of funds, such as FTA, may also be used. The Contractor agrees to be bound by applicable provisions of Proposition A Local Return Program guidelines or any other guidelines/regulations pertaining to other funding sources.

### V. Non-Conflict With Local, State, And Federal Laws

Nothing herein shall be in conflict with or modify the Contractor's obligation to comply with the requirements of local, State, and Federal laws, such as FTA, ADA, Department of Transportation (DOT), or other applicable laws, rules, regulations, directives, or ordinances.

## EXHIBIT A.1 (SUPPLEMENTAL)

### W. Permits/Licenses/Certifications

The Contractor shall be fully responsible for possessing or obtaining any required permits/licenses from the appropriate Federal, State, or local authorities for work to be accomplished under this Contract.

The Contractor shall ensure that each mechanic staff assigned to this Contract is in compliance with this Exhibit's Section K.5, Maintenance Personnel.

### X. Utilities

The County will not provide utilities.

### Y. Liquidated Damages

1. In any case of the Contractor's failure to meet certain specified performance requirements, the County may, in lieu of other remedies provided by law or the Contract, assess liquidated damages in specified sums. However, neither the provision of a sum of liquidated damages for nonperformance, untimely, or inadequate performance nor the County's acceptance of liquidated damages shall be construed to waive the County's right to reimbursement for damage to its property or indemnification against third-party claims.
2. The amount of liquidated damages has been set in recognition of the following circumstances existing at the time of the formation of the Contract:
  - a. All the time limits and acts required by both parties are of the essence of the Contract.
  - b. The parties are both experienced in the performance of the Contract work.
  - c. The Contract contains a reasonable statement of the work to be performed in order that the expectations of the parties to the Contract are realized. The expectation of the County is that the work will be performed with due care in a workmanlike, competent, timely, and cost-efficient manner while the expectation of the Contractor is a realization of a profit through the ability to perform the Contract work in accordance with the terms and conditions of the Contract at the Proposal price.
  - d. The parties are not under any compulsion to contract.

## EXHIBIT A.1 (SUPPLEMENTAL)

- e. The Contractor's acceptance of the assessment of liquidated damages against it for unsatisfactory and/or late performance is by Contract and willingness to be bound as part of the consideration being offered to the County for the award of the Contract.
  - f. It would be difficult for the County to prove the loss resulting from nonperformance or untimely, negligent, or inadequate performance of the work.
  - g. The liquidated sums specified represent a fair approximation of the damages incurred by the County resulting from the Contractor's failure to meet the performance standard as to each item for which an amount of liquidated damages is specified.
3. The Contractor shall pay Public Works, or Public Works may withhold and deduct from monies due the Contractor, liquidated damages in the amount shown in Exhibit F.1A, Performance Requirements Summary or the following sums if the Contractor fails to complete work within the time specified unless otherwise provided in this Contract.
- a. Permanent Service Vehicles

The County and the Contractor hereby establish the unit price of \$100 per vehicle per day of operation or service day (Monday through Saturday, except holidays) as liquidated damages, for each and every day of delay in completing the delivery of permanent Service Vehicles by the Contractor. The above conditions may be invoked if the delivery exceeds the specified delivery date of 9 months from date of award or as indicated in the Contractor's proposal, whichever is greater.

Should the Contractor be obstructed or delayed in obtaining the vehicles because of changes in the work or by any default, act, or omission of the County, or inability to obtain materials, equipment, or labor due to Federal government restrictions arising out of the defense or war program, then the time of completion may be extended for such as may be agreed upon by the County and the Contractor. If there is insufficient time to grant such extensions prior to completion date of this Contract, the County may, at the time of acceptance of final work, waive liquidated damages after hearing evidence as to the reasons for such delay and making a finding that such delay was due to any of the above.



## EXHIBIT A.1 (SUPPLEMENTAL)

### b. On-Time Performance

In the event that the Contractor fails to meet the on-time performance standards, as specified in Exhibit G.1, Service Map, Schedule, and Fare, it is agreed that the County may, at its sole discretion, assess liquidated damages against the Contractor in the amount of \$500 per incident, up to a maximum of \$5,000 per month, if any of the following incidents occur after two substantiated incidents within a 60-day period:

- i. A Service trip departs in advance of schedule departure time at any designated time point, liquidated damages of \$500 per occurrence will be assessed.
- ii. A Service trip departs more than 5 minutes following the time set forth for departure at any designated time point, liquidated damages of \$500 per occurrence will be assessed.
- iii. A Service trip arrives at a timed stop 10 minutes before the next departure, liquidated damages of \$500 per occurrence will be assessed.

### c. Service Vehicles Not Available

If specified number of regular Service Vehicles, not including backup, are not in service, the Contractor may be assessed the liquidated damages of \$100 per vehicle per hour up to a maximum of \$1,000 per vehicle per day.

### d. Complaints

In the event of any valid complaint, the Contractor may be assessed liquidated damages of \$250 per complaint up to a maximum of \$1,000 per month. County and Contractor shall jointly determine which complaints are valid (i.e., as a result of Contractor's actions, which could have reasonably been prevented). However, the final decision on validity of passenger complaints shall rest with the Contract Manager.

### e. General Reporting

Contractor shall submit monthly reports with monthly invoice, including ridership, on-time performance, driver logs, fuel data, maintenance, and safety in a form approved by County within

## EXHIBIT A.1 (SUPPLEMENTAL)

15 calendar days after the end of each month, unless Contract Manager approves more time. Liquidated damages of \$50 per report per business day may be assessed for late and/or incomplete reports and invoices.

f. National Transit Database Reporting

The Contractor shall submit NTD reports to both LACMTA and the Contract Manager no later than the dates required in Section O. Subsection 2(i), National Transit Database Reports, in this Exhibit. Liquidated damages of \$100 per business day, up to a maximum of \$2,000 per month may be assessed for late and/or incomplete reports.

g. LACMTA Re-audit of Annual National Transit Database Report

If the Contractor's submitted annual NTD report and/or the Contractor's supporting data and records require a re-audit by LACMTA, the Contractor may be assessed liquidated damages in an amount equal to the cost charged to the County by LACMTA to perform the re-audit.

h. Weekly Maintenance Inspections

The weekly maintenance inspections are called an "I" Service. This "I" Service shall be performed per the Original Equipment Manufacture's (OEM) Specifications (including both the Vehicle owner's manuals and Vehicle service manuals) and Exhibit M, Preventive Maintenance. If the Contractor fails to meet this standard the Contractor may be assessed liquidated damages of \$200 per Service Vehicle per Service day up to a maximum of \$2,000 per month.

i. Daily Vehicle Inspection (DVI) Reports

Failure to perform a satisfactory DVI (pre-trip and post-trip) may include, but are not limited to, fluid levels noted low twice within a ten-day period without any visible leaks and/or a Vehicle in revenue Service with a non-operating wheelchair ramp or lift on consecutive dates of Service. If the Contractor fails to meet this standard the Contractor may be assessed liquidated damages of \$100 per Service Vehicle per Service day up to a maximum of \$1,000 per month.

## EXHIBIT A.1 (SUPPLEMENTAL)

j. Preventive Maintenance

Preventive Maintenance Inspections (PMI) shall be performed per the OEM and Exhibit M. PMI documents must be submitted monthly with service invoice. Inspections shall never exceed the specified intervals by 500 miles or more. Failure to meet this standard may result in nonpayment of Service hours for any miles operated by vehicles exceeding the PMI intervals or liquidated damages of \$500 per vehicle per day, whichever is higher.

k. Shutdown of Vehicles

If any Service Vehicle has been removed from Service as the result of an unsatisfactory rating by the CHP, the Contractor may be assessed liquidated damages of \$200 per day per vehicle up to a maximum of \$1,000 per vehicle per month.

l. Deficient Vehicle Condition

In the event Contract Manager rejects any Service Vehicle as a result of deficient mechanical condition, or unacceptable vehicle appearance, \$200 per day per vehicle in liquidated damages may be assessed until the condition is corrected to the satisfaction of Contract Manager.

If Contractor has documentation indicating that the condition of the vehicle cannot be corrected due to the unavailability of parts, cleaning tools or other reasons beyond the Contractor's control, then Contract Manager may waive the liquidated damages until the parts are available.

m. Vehicle Emissions (Engine Smog)

Each Service Vehicle shall fully comply with all applicable Federal, State, and local emissions rules, regulations, and requirements. If any Service Vehicle fails to pass a smog test, receives a complaint, or is cited for an engine emissions violation by the California Air Resources Board, South Coast Air Quality Management District, the CHP, or other governmental agency authorized to issue such citation, the Contractor shall be liable for the citation, as well as liquidated damages. The Contractor shall notify the Contract Manager of having received a citation within one business day of receiving it and shall provide a timeline for preparing and submitting an action plan to verify and correct the deficiencies.

## EXHIBIT A.1 (SUPPLEMENTAL)

The Contractor shall be assessed \$500 in liquidated damages for each Service Vehicle that is cited for an engine emissions violation. If such complaint is found to be without merit, or beyond the Contractor's control, the Contract Manager may waive the liquidated damages.

If the Contractor does not submit any required smog check certificates to the Contract Manager bi-annually (every 2 years) within 30 days after State vehicle emissions testing has been performed, the Contractor may be assessed \$200 in liquidated damages per Service Vehicle for which a smog check certificate was not submitted. The Contractor shall provide a Service Vehicle at no charge to the County if and when the County or Contractor takes a County Service Vehicle to have an emission check performed and/or make repairs to the Service Vehicle before passing an emission check.

n. Permanent Vehicle Rejection

In the event any Service Vehicle is rejected permanently by Contract Manager as a result of vehicle condition, Contractor may be assessed \$200 per day per vehicle, up to a maximum of \$2,000 per Service Vehicle per month in liquidated damages until vehicle is replaced with a vehicle that is satisfactory to the Contract Manager.

o. Incorrectly Set Destination Signs

In the event any Service Vehicle displays an incorrect destination sign while in service or if it fails to display the "Not In Service" sign when it is not in revenue Service, liquidated damages of \$25 per Service Vehicle per day may be assessed for the first occurrence, \$50 per Service Vehicle per day for the second occurrence, and \$100 per Service Vehicle per day for each future occurrence within each contract year.

p. County Service Vehicle Warranty

If due to the Contractor's negligence of vehicle preventive maintenance program, as determined by the Contract Manager, any warranty coverage of the County Service Vehicle item (e.g., engine, transmission, air conditioning units, etc.) is lessened or invalidated, and/or warranty items are not covered due to

## EXHIBIT A.1 (SUPPLEMENTAL)

neglect, liquidated damages of at least 50 percent of the cost to repair each item shall be assessed.

q. Off-Routing

If a regular scheduled Service Vehicle is identified as operating "off route", liquidated damages of at least \$200 per Service Vehicle per occurrence shall be assessed.

r. Controlled Substance and Alcohol Testing

The Contractor shall report results of random testing and other associated tests to the County on a quarterly basis on the form shown in Exhibit O, Controlled Substance and Alcohol Testing Program. Such reports shall be submitted to the County within 15 days after the end of the quarter. Liquidated damages of \$50 per calendar day (including non business days, weekends, and holidays) may be assessed for late reports.

s. Maintenance Personnel

All maintenance on Service Vehicles shall be performed by ASE H-4 ASE Transit Bus Brake Test certified personnel and Section 609 of the Clean Air Act certified personnel as specified in this Exhibit. If maintenance personnel are not ASE H-4 ASE Transit Bus Brake Test certified or fail to obtain certification within 12 months of the date of hire or the start of the contract, whichever occurs last, and Section 609 of the Clean Air Act certified, liquidated damages of \$500 per maintenance employee per month may be assessed.

t. Trips Not Made

In the event that any scheduled trip is not made, the Contractor may be assessed liquidated damages in the amount of \$250 per trip, up to a maximum of \$2,000 per month.

u. Non-ADA Service Vehicle

In the event the Contractor replaces a Service Vehicle with a non-ADA-compliant Service Vehicle, the Contractor may be assessed liquidated damages of \$500 for first occurrence and \$1,000 for each subsequent occurrence.

## EXHIBIT A.1 (SUPPLEMENTAL)

v. Violation of Storage and Maintenance Facilities

In the event that the Contractor is either performing maintenance and/or subcontracting maintenance in violation of this Exhibit's Section F, Storage and Maintenance Facilities, as determined by Contract Manager, the Contractor may be assessed \$1,000 in liquidated damages per Service Vehicle per Service day up to a maximum of \$4,000 per Service Vehicle per month.

w. Storage of County Service Vehicles

If the Contractor fails to store County Service Vehicles in accordance with this Contract, the Contractor may be assessed, \$200 in liquidated damages per Service Vehicle per Service day, up to a maximum of \$2,000 per Service Vehicle per month.

x. Implementation of E-mail and Internet Access

If the Contractor fails to implement Internet access and e-mail and/or fails to use/maintain the system and/or train the personnel (e.g., Project Manager, Road Supervisor, and Maintenance Manager) within the time periods allotted in this Exhibit's Section E, Equipment, the Contractor may be assessed \$100 per staff member in liquidated damages per business day after the deadline.

y. 24-Hour Emergency Contact

If the Contractor fails to return a call to the Contract Manager within one hour after being requested in accordance with this Exhibit's Section E.3, Communication Equipment, the Contractor may be assessed \$200 in liquidated damages per occurrence.

z. Unresolved Service Vehicle Claims

If a settlement is not made within 90 calendar days of the date of loss (DOL) for a vehicle stolen, damaged, or lost by reason of collision, fire, negligence, abuse, vandalism, or other like cause in accordance with this Exhibit's Section E.2, General Terms for Transit Vehicles, the Contractor may be assessed liquidated damages. Liquidated damages in the amount of \$1,000 per week, up to a maximum of \$4,000 per month, shall begin 120 calendar days after the DOL. However, in no event shall the liquidated damages exceed the total number of service hours times the actual cost differential between a Contractor-Provided Replacement Service Vehicle and the County Service Vehicle for a given month.

## EXHIBIT A.1 (SUPPLEMENTAL)

### aa. Service Vehicle Transfer Audit

At the discretion of the County, the Contractor may be required to transfer County Service Vehicles to another Service Contractor. The Contract Manager may schedule a pre transfer inspection and a final transfer inspection. The Contractor assuming responsibility for the County Service Vehicles (New Contractor) shall conduct both inspections. The current Contractor shall have appropriate staff on-site to review work identified. It is the responsibility of the current Contractor to ensure that County Service Vehicles are in good mechanical condition and have good, clean appearances. The current Contractor must ensure that each vehicle's brakes and tires meet the minimum requirements specified in Exhibit M, Preventive Maintenance.

Any and all mechanical defects identified during the pre transfer and the final transfer inspections are the responsibility of the current Contractor. PMI's shall be current. PMI records of County Service Vehicles are County property and are to be turned over to the New Contractor.

Liquidated damages in the amount of \$100 per County Service Vehicle per week may be assessed for PMI records that are not provided for any County Service Vehicle, beginning 1 week after the completion of the transfer of service.

Repairs identified during these inspections, not made by the current Contractor, shall be performed by the New Contractor. Outstanding PMI's shall also be performed by the New Contractor.

Contract Manager will review and validate repair costs (including internal and external body damage, preventative maintenance that was not performed as required and other vehicle repairs). To recover the cost of repairs and/or maintenance of County Service Vehicles, the Contract Manager may withhold up to two monthly Service invoice payments from the Contractor transferring County Service Vehicles.

Upon satisfactory completion of County Service Vehicle repairs and/or outstanding PMI's, the balance remaining from the monthly Service invoices being withheld minus the cost of repairs and/or maintenance will be released to the Contractor. If the repair costs exceed the total balance withheld from the monthly Service invoices, the County will invoice the Contractor for the difference.

## EXHIBIT A.1 (SUPPLEMENTAL)

bb. Health, Safety, and Comfort

In the event any Service Vehicle has a wheelchair ramp/lift, air conditioning, and/or heating system failure while in service, \$200 per day per vehicle in liquidated damages may be assessed if the vehicle is placed in service during the next Service day(s) without repairs.

cc. Personnel

Contractor shall not, absent prior written notice to and consent by County, remove or reassign any of the key management personnel, such as the Project Manager or Maintenance Manager, at any time prior to or after execution of this Contract. In the event any key management personnel are removed or reassigned prior to or after execution of this Contract without prior written notice and consent by County, liquidated damages in the amount of \$1,000 per staff member may be assessed.

dd. Timely Repairs to County-Provided Service Vehicles

Contractor shall make every effort to repair County Service Vehicles in a timely manner to maintain proper operating and appearance standards. Repairs to County Service Vehicles shall be completed within a reasonable time frame. In the event any County Service Vehicle is removed from Service and remains out of service for six consecutive service days or 10 days within a 30 day period, the Contractor may be assessed \$200 in liquidated damages per Service Vehicle per Service day up to a maximum of \$2,000 per Service Vehicle per month.

If Contractor has documentation indicating that the condition of the vehicle cannot be corrected due to the unavailability of parts or for reasons that are clearly beyond Contractor's control, then Contract Manager may waive the liquidated damages.

ee. Interruption of Revenue Service to Refuel Service Vehicles

Contractor shall ensure that vehicles are fueled before being placed into revenue service. In the event any Service Vehicle causes an interruption in revenue service because it has to be refueled, Contractor may be assessed liquidated damages of \$200 per vehicle for each occurrence up to a maximum of \$2,000 per month.



## EXHIBIT A.1 (SUPPLEMENTAL)

ff. Marketing and Advertising

Contractor shall ensure that each vehicle maintains an adequate supply of service brochures while operating in revenue service. If Contractor fails to comply, liquidated damages in the amount of \$100 per Service Vehicle per occurrence may be assessed.

If Contractor has documentation, which indicates prior notice had been provided stating they had exhausted their supply of service brochures, then Contract Manager may waive the liquidated damages.

gg. Fines by Regulatory and Governmental Agencies

If the County is fined by a local, regional, State, or Federal regulatory or governmental agency as a result of the Contractor's negligence or failure to comply with any Federal, State, or local rules, regulations, or requirements, the Contractor may be assessed liquidated damages in an amount equal to the fine(s) charged to the County by a regulatory or governmental agency.

hh. AVL Devices

The Contractor is not to handle or disconnect any AVL device installed on a County Service Vehicle. If an AVL device is damaged, removed, disconnected, lost, or stolen, the Contractor may be assessed \$100 in liquidated damages per AVL device per Service day after the 2-week period following date of loss/damage (unless additional time is approved by County for unforeseen circumstances), until the AVL device is replaced.

4. In addition to the above, Public Works may use Exhibit F, Performance Requirements Summary to evaluate Contractor's performance.

Z. Contractor's Quality Control Plan

The Contractor shall establish and maintain a Quality Control Plan to assure the requirements of this Contract are met. An updated copy shall be provided to the Contract Manager prior to the Contract start date and whenever changes occur. The plan shall include, but not be limited to, the following:

1. It shall specify the activities to be evaluated on either a scheduled or unscheduled basis, how often these evaluations shall take place and the title of the individual(s) who will be responsible for evaluating.

## EXHIBIT A.1 (SUPPLEMENTAL)

2. The methods for identifying and preventing deficiencies in the quality of service performed before the level of performance becomes unacceptable.
3. A file of all evaluations conducted by Contractor and, if necessary, the corrective action taken. This documentation shall be made available as requested by the County during the term of this Contract.
4. The methods for continuing service to the County in the event of a strike involving the Contractor's employees.
5. Control system in place to prevent vehicle loss.

### AA. Request of Work from Contractor

The County reserves the right to determine if any work is or will be needed and/or requested under this Contract at the County's sole and absolute discretion. The Contractor waives all claims against the County for damages or loss of any nature resulting from the County's failure to use the Contractor's services including, but not limited to, lost profit.

### BB. Contract Cost

All services required in this Exhibit A.1 (Supplemental), Scope of Work, shall be included in the price quoted by the Contractor in Form PW-2, Schedule of Prices, unless stated otherwise in the Contract.

P:\aepub\Service Contracts\CONTRACT\Anna\KING MEDICAL CENTER, MLK MEDICAL CAMPUS, AND WILLOWBROOK SHUTTLE SERVICES\2016\IFB\01 IFB\07 Exhibit A.1 SOW.docx

## SERVICE CONTRACT GENERAL REQUIREMENTS

## SECTION 1

## INTERPRETATION OF CONTRACT

A. Ambiguities or Discrepancies

Both parties have either consulted or had the opportunity to consult with counsel regarding the terms of this Contract and are fully cognizant of all terms and conditions. Should there be any uncertainty, ambiguity, or discrepancy in the terms or provisions hereof, or should any misunderstanding arise as to the interpretation to be placed upon any position hereof or the applicability of the provisions hereunder, neither party shall be deemed as the drafter of this Contract and the uncertainty, ambiguity, or discrepancy shall not be construed against either party.

B. Definitions

Whenever in the Request for Statement of Qualifications, Contract, Scope of Work, Specifications, Terms, Requirements, and/or Conditions the following terms are used, the intent and meaning shall be interpreted as follows:

Agreement. The written, signed accord covering the performance of the requested service.

Bid or Bid Submission. The response to an Invitation for Bids.

Board. The Board of Supervisors of County of Los Angeles and Ex-Officio Board of Supervisors of the Los Angeles County Flood Control District.

Contract. The written agreement covering the performance of the service and the furnishing of labor, materials, supervision, and equipment in the performance of the service. The Contract includes the Agreement, Exhibit A - Scope of Work (Specifications), Exhibit B - Service Contract General Requirements, Exhibit C - Internal Revenue Service Notice 1015, Exhibit D - Safely Surrendered Baby Law Posters, Exhibit E – Defaulted Property Tax Reduction Program; and other appropriate exhibits, amendments, and change orders. Included are all supplemental agreements amending or extending the service to be performed, which may be required to supply acceptable services specified herein.

Contractor. The person or persons, sole proprietor, partnership, joint venture, corporation, or other legal entity who has entered into an agreement with County to perform or execute the work covered by this Contract.

Contract Work or Work. The entire contemplated work of maintenance and repair to be performed, and services rendered as prescribed in this Contract.

County. Includes County of Los Angeles, County of Los Angeles Department of Public Works, Los Angeles County Road Department, and/or Los Angeles County Engineer.

Day. Calendar day(s) unless otherwise specified.

Direct Employee. Worker employed by Contractor under Contractor's State and Federal taxpayer identification.

Director. The Director of Public Works, County of Los Angeles, as used herein, includes the Road Commissioner, County of Los Angeles; County Engineer, County of Los Angeles; Chief Engineer, Los Angeles County Flood Control District; and/or authorized representative(s).

District. Los Angeles County Flood Control District, or Los Angeles County Waterworks Districts, or Los Angeles County Consolidated Sewer Maintenance District.

Employee Leasing. Any agreement to employ any worker, at any tier, that is neither a Subcontract nor a direct employee relationship.

Fiscal Year. The 12-month period beginning July 1 and ending the following June 30.

Maximum Contract Sum. The Maximum Contract Sum is the aggregate total amount of compensation authorized by the Board.

Proposal. The written materials that a Proposer submits in response to this Request for Statement of Qualifications (Request for Statement of Qualifications).

Proposer. Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity submitting a Statement of Qualification for the work, acting directly or through a duly authorized representative.

Public Works. County of Los Angeles Department of Public Works.

Qualified Contractor. The person or persons, sole proprietor, partnership, joint venture, corporation, or other legal entity deemed qualified upon evaluations with a score of at least 75 eligible to submit bids for services contracts solicited by the County.

Solicitation. Request for Proposals, Invitation for Bids, Request for Statement of Qualifications, or Request for Quotation.

Specifications. The directions, provisions, and requirements contained herein, as supplemented by such special provisions as may be necessary pertaining to method, manner, and place of performing the work under this Contract.

Subcontract. An agreement by the Contractor to employ a Subcontractor at any tier; to employ or agree to employ a Subcontractor, at any tier.

Subcontractor. Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity furnishing supplies, services of any nature, equipment, and/or materials to Contractor in furtherance of the Contractor's performance of this Contract, at any tier, under oral or written agreement.

C. Headings

The headings herein contained are for convenience and reference only and are not intended to define or limit the scope of any provision thereof.

## SECTION 2

### STANDARD TERMS AND CONDITIONS PERTAINING TO CONTRACT ADMINISTRATION

#### A. Amendments

1. For any change which affects the Scope of Work, Contract sum, payments, or any term or condition included in this Contract, an amendment shall be prepared and executed by Contractor and the Board or if delegated by the Board, the Director, and Contractor.
2. The Board or County's Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in this Contract during the term of this Contract. County reserves the right to add and/or change such provisions as required by the Board or the Chief Executive Officer. To implement such changes, an amendment or a change order to this Contract shall be prepared by Public Works and signed by the Contractor.
3. County may, at its sole discretion, authorize extensions of time to this Contract's term. Contractor agrees that such extensions of time shall not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an amendment to this Contract shall be prepared and executed by Contractor and the Board or if delegated by the Board, the Director, and Contractor. To the extent that extensions of time for Contractor performance do not impact either scope or amount of this Contract, Public Works may, at its sole discretion, grant Contractor extensions of time, provided the aggregate of all such extensions during the life of this Contract shall not exceed 120 days.
4. For any change which does not materially affect the Scope of Work or any other term or condition included under this Contract, a change order shall be prepared by Public Works and signed by the Contractor. If the change order is prepared by the Contractor, it shall be approved by Public Works and signed by the Contractor and the County.

#### B. Assignment and Delegation

1. Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this paragraph, County consent shall require a written amendment to this Contract, which is formally approved and executed by Contractor and the Board or if delegated by the Board, the Director, and Contractor. Any payments by County to any approved delegate or assignee on any claim

under this Contract shall be deductible, at County's sole discretion, against the claims which Contractor may have against County.

2. Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of this Contract, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Contract.
3. Any assumption, assignment, delegation, or takeover of any of Contractor's duties, responsibilities, obligations, or performance of same by any person or entity other than Contractor, whether through assignment, Subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of this Contract, which may result in the suspension or termination of this Contract. In the event of such a termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default of Contractor.

C. Authorization Warranty

Contractor represents and warrants that the person(s) executing this Contract for Contractor is an authorized agent who has actual authority to bind Contractor to each and every term, condition, and obligation of this Contract and that all requirements of Contractor have been fulfilled to provide such actual authority.

D. Budget Reduction

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Contract. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within 30 calendar days of the Board's approval of such actions.

E. Complaints

Contractor shall develop, maintain, and operate procedures for receiving, investigating, and responding to any complaints by any individual.

1. Within 12 business days after this Contract's effective date, Contractor shall provide County with Contractor's policy for receiving, investigating, and responding to any complaints by any individual.
2. County will review Contractor's policy and provide Contractor with approval of said plan or with requested changes.
3. If County requests changes in Contractor's policy, Contractor shall make such changes and resubmit the plan within five business days for County approval.
4. If, at any time, Contractor wishes to change Contractor's policy, Contractor shall submit proposed changes to County for approval before implementation.
5. Contractor shall preliminarily investigate all complaints and notify the Contract Manager of the status of the investigation within five business days of receiving the complaint.
6. When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.
7. Copies of all written responses shall be sent to the Contract Manager within three business days of mailing to the complainant.

F. Compliance with Applicable Laws

1. In the performance of this Contract, Contractor shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.
2. Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or Subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures as determined



by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this paragraph shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel including, without limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

G. Compliance with Civil Rights Laws

Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e)(1) through 2000 (e)(17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical disability, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. Contractor shall comply with its EEO Certification (Form PW-7).

H. Confidentiality

1. Contractor shall maintain the confidentiality of all records obtained from County under this Contract in accordance with all applicable Federal, State, and local laws, ordinances, regulations, and directives relating to confidentiality.
2. Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or Subcontractors, to comply with this paragraph, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this paragraph shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a

full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel including, without limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

3. Contractor shall inform all of its officers, employees, agents, and Subcontractors providing services hereunder of the confidentiality provisions of this Contract.

I. Conflict of Interest

1. No County employee whose position with County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee shall be employed in any capacity by Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of Contractor who may financially benefit from the performance of the work hereunder shall in any way participate in County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence County's approval or ongoing evaluation of such work.
2. Contractor represents and warrants that it is aware of, and its authorized officers have read, the provisions of Los Angeles County Code, Section 2.180.010, "Certain Contracts Prohibited," and that execution of this Agreement will not violate those provisions. Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. Contractor warrants that it is not now aware of any facts that create a conflict of interest. If Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this paragraph shall be a material breach of this Contract subjecting Contractor to either Contract termination for default or debarment proceedings or both. Contractor must sign and adhere to the "Conflict of Interest Certification" (Form PW-5).

J. Consideration of Hiring County Employees Targeted for Layoffs or Former County Employees on Reemployment List

Should Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, Contractor shall

give first consideration for such employment openings to qualified permanent County employees who are targeted for layoff or qualified, former County employees who are on a reemployment list during the life of this Contract.

K. Consideration of Hiring GAIN and GROW Participants

1. Should Contractor require additional or replacement personnel after the effective date of this Contract, Contractor shall give consideration for any such employment openings to participants in County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program and General Relief Opportunity for Work (GROW) Program who meet Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that Contractor will interview qualified candidates. County will refer GAIN and GROW participants by category to Contractor.
2. In the event that both laid-off County employees and GAIN and GROW participants are available for hiring, County employees shall be given first priority.

L. Contractor's Acknowledgment of County's Commitment to Child Support Enforcement

Contractor acknowledges that County places a high priority on the enforcement of child support laws and the apprehension of child support evaders. Contractor understands that it is County's policy to encourage all County Contractors to voluntarily post County's L.A.'s Most Wanted: Delinquent Parents poster in a prominent position at Contractor's place of business. County's Child Support Services Department will supply Contractor with the poster to be used.

M. Contractor's Charitable Activities Compliance

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete the Charitable Contributions Certification (Form PW-12), County seeks to ensure that all County Contractors which receive or raise charitable contributions comply with California law in order to protect County and its taxpayers. A Contractor which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either Contract termination for default or debarment proceedings or both. (Los Angeles County Code, Chapter 2.202).

N. Contractor's Warranty of Adherence to County's Child Support Compliance Program

1. Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through Contracts are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.
2. As required by County's Child Support Compliance Program (Los Angeles County Code, Chapter 2.200), and without limiting Contractor's duty under this Contract to comply with all applicable provisions of law, Contractor warrants that it is now in compliance and shall during the term of this Contract maintain compliance with the employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code, Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family, or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code, Section 5246(b).

O. County's Quality Assurance Plan

County or its agent will monitor the Contractor's performance under this Contract on not less than an annual basis. Such monitoring will include assessing Contractor's compliance with all this Contract's terms and conditions and performance standards. Contractor deficiencies which County determines are significant or continuing and that may place performance of this Contract in jeopardy, if not corrected, will be reported to the Board. The report will include improvement/corrective action measures taken by County and Contractor. If improvement does not occur consistent with the corrective action measures, County may suspend or terminate this Contract for default or impose other penalties as specified in this Contract.

P. Damage to County Facilities, Buildings, or Grounds

1. Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by Contractor, employees, or agents of Contractor.
2. Such repairs shall be made immediately after Contractor has become aware of such damage, but in no event later than 30 days after the occurrence. If Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined

by County, for such repairs shall be repaid by Contractor by cash payment upon demand. County may deduct from any payment otherwise due Contractor for costs incurred by County to make such repairs.

Q. Employment Eligibility Verification

1. Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all of its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. Contractor shall obtain, from all covered employees performing services hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986 (P.L. 99-603), or as they currently exist and as they may be hereafter amended. Contractor shall retain all such documentation for all covered employees for the period prescribed by law.
2. Contractor shall indemnify, defend, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers from employer sanctions and any other liability which may be assessed against Contractor or County or both in connection with any alleged violation of Federal or State statutes or regulations pertaining to the eligibility for employment of persons performing services under this Contract.

R. Facsimile Representations

At the discretion of County, County may agree to regard facsimile representations of original signatures of Contractor's authorized officers, when appearing in appropriate places on the change notices and amendments prepared pursuant to this Exhibit's Amendments, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to change notices and amendments to this Contract, such that the Contractor need not follow up facsimile transmissions of such documents with subsequent (nonfacsimile) transmission of "original" versions of such documents.

S. Fair Labor Standards

Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers from any and all liability including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law including, but not limited to, the Federal

Fair Labor Standards Act, for work performed by Contractor's employees for which County may be found jointly or solely liable.

T. Force Majeure

1. Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's Subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this subparagraph as "force majeure events").
2. Notwithstanding the foregoing, a default by a Subcontractor of Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such Subcontractor, and without any fault or negligence of either of them. In such case, Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this subparagraph, the term "Subcontractor" and "Subcontractors" mean Subcontractors at any tier.
3. In the event Contractor's failure to perform arises out of a force majeure event, Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

U. Governing Laws, Jurisdiction, and Venue

This Contract shall be governed by, and construed in accordance with the laws of the State of California. To the maximum extent permitted by applicable law, Contractor and County agree and consent to the exclusive jurisdiction of the courts of the State of California for all purposes concerning this Contract and further agree and consent that venue of any action brought in connection with or arising out of this Contract, shall be exclusively in the County of Los Angeles.

V. Most Favored Public Entity

If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices shall be immediately extended to the County.

W. Nondiscrimination and Affirmative Action

1. Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State antidiscrimination laws and regulations.
2. Contractor shall certify to, and comply with, the provisions of Contractor's EEO Certification (Form PW-7).
3. Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State antidiscrimination laws and regulations. Such action shall include, but not be limited to, employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection of training, including apprenticeship.
4. Contractor certifies and agrees that it will deal with its Subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.
5. Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.
6. Contractor shall allow County representatives access to Contractor's employment records during regular business hours to verify compliance with the provisions of this paragraph when so requested by County.
7. If County finds that any of the above provisions have been violated, such violation shall constitute a material breach of this Contract upon which County may terminate for default or suspend this Contract. While County reserves the right to determine independently that the antidiscrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that Contractor has

violated Federal or State antidiscrimination laws or regulations shall constitute a finding by County that Contractor has violated the antidiscrimination provisions of this Contract.

8. The parties agree that in the event Contractor violates any of the antidiscrimination provisions of this Contract, County shall, at its sole option, be entitled to a sum of \$500 for each violation pursuant to California Civil Code, Section 1671, as liquidated damages in lieu of terminating or suspending this Contract.

X. Nonexclusivity

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract shall not restrict County from acquiring similar, equal, or like goods and/or services from other entities or sources.

Y. No Payment for Services Provided Following Expiration/Suspension/Termination of Contract

Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration, suspension, or other termination of this Contract. Should Contractor receive any such payment, it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/suspension/termination of this Contract shall not constitute a waiver of County's right to recover such payment from Contractor. This provision shall survive the expiration/suspension/termination of this Contract.

Z. Notice of Delays

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one business day, give notice thereof, including all relevant information with respect thereto, to the other party.

AA. Notice of Disputes

Contractor shall bring to the attention of the Contract Manager any dispute between County and Contractor regarding the performance of services as stated in this Contract. If the Contract Manager is not able to resolve the dispute, the Director will resolve it.



BB. Notice to Employees Regarding the Federal Earned Income Credit

Contractor shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015 (Exhibit C).

CC. Notices

Notices desired or required to be given under these Specifications, Conditions, or Terms herein or any law now or hereafter in effect may, at the option of the party giving the same, be given by enclosing the same in a sealed envelope addressed to the party for whom intended and by depositing such envelope with postage prepaid with the United States Post Office and any such notice and the envelope containing the same shall be addressed to Contractor at its place of business, or such other place as may be hereinafter designated in writing by Contractor. The notices and envelopes containing the same to County shall be addressed to:

Contracting Manager, Architectural Engineering Division  
County of Los Angeles Department of Public Works  
P.O. Box 1460  
Alhambra, CA 91802-1460

In the event of suspension or termination of this Contract, notices may also be given upon personal delivery to any person whose actual knowledge of such suspension or termination would be sufficient notice to Contractor. Actual knowledge of such suspension or termination by an individual Contractor or by a copartner, if Contractor is a partnership; or by the president, vice president, secretary, or general manager, if Contractor is a corporation; or by the managing agent regularly in charge of the work on behalf of said Contractor shall in any case be sufficient notice.

DD. Publicity

Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing Contractor's need to identify its services and related clients to sustain itself, County shall not inhibit Contractor from publicizing its role under this Contract within the following conditions:

1. Contractor shall develop all publicity material in a professional manner.
2. During the term of this Contract, Contractor shall not, and shall not authorize another to, publish or disseminate commercial advertisements, press releases, feature articles, or other materials using the name of

County without the prior written consent of the Contract Manager. County shall not unreasonably withhold such written consent.

3. Contractor may, without prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with County, provided that the requirements of this paragraph shall apply.

EE. Public Records Act

1. Any documents submitted by Contractor; all information obtained in connection with County's right to audit and inspect Contractor's documents, books, and accounting records pursuant to this Exhibit's Record Retention and Inspection/Audit Settlement of this Contract; as well as those documents which were required to be submitted in response to the RFSQ used in the solicitation process for this Contract, become the exclusive property of County. All such documents become a matter of public record and shall be regarded as public records, except those documents that are marked "Trade Secret," "Confidential," or "Proprietary" and are deemed excluded from disclosure under Government Code 6250 et seq. (Public Records Act). County shall not in any way be liable or responsible for the disclosure of any such records including, with limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.
2. In the event County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "Trade Secret," "Confidential," or "Proprietary," Contractor agrees to defend and indemnify County from all costs and expenses, including reasonable attorney's fees, in connection with any requested action or liability arising under the Public Records Act.

FF. Record Retention and Inspection/Audit Settlement

Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. Contractor agrees that County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material including, but not limited to, all financial records, bank statements, cancelled checks, or other proof of payment, timecards, sign-in/sign-out sheets, and other time and employment records, and proprietary data and information shall be kept and maintained by Contractor and shall be made available to County during the term of this Contract and for a period of five years thereafter unless County's written

permission is given to dispose of any such material prior to such time. All such material shall be maintained by Contractor at a location in County, provided that if any such material is located outside County, then, at County's option, Contractor shall pay County for travel, per diem, and other costs incurred by County to examine, audit, excerpt, copy, or transcribe such material at such other location.

1. In the event that an audit of Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by Contractor or otherwise, then Contractor shall file a copy of such audit report with County's Auditor-Controller within 30 days of Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, County shall make a reasonable effort to maintain the confidentiality of such audit report(s).
2. Failure on the part of Contractor to comply with any of the provisions of this paragraph shall constitute a material breach of this Contract upon which County may suspend or terminate for default or suspend this Contract.
3. If, at any time during the term of this Contract or within five years after the expiration or termination of this Contract, representatives of County conduct an audit of Contractor regarding the work performed under this Contract, and if such audit finds that County's dollar liability for any such work is less than payments made by County to Contractor, then the difference shall be either: a) repaid by Contractor to County by cash payment upon demand or b) at the sole option of County's Auditor-Controller, deducted from any amounts due to Contractor from County, whether under this Contract or otherwise. If such audit finds that County's dollar liability for such work is more than the payments made by County to Contractor, then the difference shall be paid to Contractor by County by cash payment, provided that in no event shall County's maximum obligation for this Contract exceed the funds appropriated by County for the purpose of this Contract.
4. In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County Contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County Contracts. The Contractor further acknowledges that the

foregoing requirement in this subparagraph relative to Contractor's employees who have provided services to the County under this Contract is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

GG. Recycled-Content Paper Products

Consistent with Board policy to reduce the amount of solid waste deposited at County landfills, Contractor agrees to use recycled-content paper to the maximum extent possible under this Contract.

HH. Contractor's Employee Criminal Background Investigation

Each of Contractor's staff performing services under this Contract, who is in a designated sensitive position, as determined by County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with the background investigation shall be at the expense of the Contractor, regardless of whether the member of Contractor's staff passes or fails the background investigation.

If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be removed immediately from performing services under the Contract. Contractor shall comply with County's request at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation

County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.

Disqualification of any member of Contractor's staff pursuant to this section shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

II. Subcontracting

The requirements of this Contract may not be subcontracted by Contractor without the advance written approval of County. Any attempt by Contractor to Subcontract without the prior written consent of County may be deemed a material breach of this Contract and the County may suspend or terminate for this Contract default.

1. If Contractor desires to Subcontract, Contractor shall provide the following information promptly at County's request:
  - a. A description of the work to be performed by the Subcontractor.
  - b. A draft copy of the proposed Subcontract.
  - c. Other pertinent information and/or certifications requested by County.
2. Contractor shall indemnify, defend, and hold County harmless with respect to the activities of each and every Subcontractor in the same manner and to the same degree as if such Subcontractor(s) were Contractor employees.
3. Contractor shall remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to Subcontract, notwithstanding County's approval of Contractor's proposed Subcontract.
4. County's consent to Subcontract shall not waive County's right to prior and continuing approval of any and all personnel, including Subcontractor employees, providing services under this Contract. Contractor is responsible to notify its Subcontractors of this County right.
5. County's Contract Manager is authorized to act for and on behalf of County with respect to approval of any Subcontract and Subcontractor employees.
6. Contractor shall be solely liable and responsible for all payments or other compensation to all Subcontractors and their officers, employees, agents,

and successors in interest arising through services performed hereunder, notwithstanding County's consent to Subcontract.

7. Contractor shall obtain certificates of insurance, which establish that the Subcontractor maintains all the programs of insurance required by County from each approved Subcontractor. Contractor shall ensure delivery of all such documents to Architectural Engineering Division, P.O. Box 1460, Alhambra, California 91802-1460, before any Subcontractor employee may perform any work hereunder.
8. Employee Leasing is prohibited.

JJ. Validity

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

KK. Waiver

No waiver by County of any breach of any provision of this Contract shall constitute a waiver of any other breach of said provision or of any other provision of this Contract. Failure of County to enforce at anytime, or from time to time, any provision of this Contract shall not be construed as a waiver thereof.

LL. Warranty Against Contingent Fees

1. Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Contractor for the purpose of securing business.
2. For breach of this warranty, County shall have the right, in its sole discretion, to suspend or terminate this Contract for default, deduct from amounts owing to the Contractor, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

MM. Time Off for Voting

The Contractor shall notify its employees, and shall require each Subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code, Section 14000). Not less than ten days before every Statewide election, every Contractor and Subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

NN. Local Small Business Enterprise Utilization

When requested by the County, the Contractor shall provide to the County via methods specified by the County, such as submission of electronic live (or dynamic) data on invoices for the prime and all subcontractors using County-designated third party software system or to a County approved website, or other means of submitting expenditure information on subcontractors, including but not limited to the following information: the name, business address and telephone number/email address of each subcontractor.

In addition, the Contractor shall be required to provide each of the specified subcontractor Local Small Business Enterprise (SBE), Disabled Veterans Enterprise (DBVE), and Social Enterprise status (i.e., whether any of the listed subcontractors are Local SBE's) and the proposed monetary amount of the work the subcontractor will perform on each Notice to Proceed. At the time of submittal of each invoice, the Contractor shall indicate, via methods specified by the County, the actual dollar amounts paid to each listed subcontractor who performed work on the project. The subcontractor may be requested to confirm receipt of the actual payment to the subcontractor by the prime.

The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure to the Contractor to comply with this Section. The parties will agree that under the current circumstances a reasonable estimate of such damages is specified in Exhibit F, Performance Requirements Summary, and that the Contractor shall be liable to the County for said amount.

If in the judgment of the Director, or his/her designee, the Contractor is deemed to be in non-compliance with the terms and obligations, the Director or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided in Exhibit F, Performance Requirements Summary, may deduct and withhold liquidated damages from County's final payment to the Contractor.

OO. Compliance with County's Zero Tolerance Human Trafficking

Contractor acknowledges that the County has established a Zero Tolerance Human Trafficking Policy prohibiting contractors from engaging in human trafficking.

If a Contractor or member of Contractor's staff is convicted of a human trafficking offense, the County shall require that the Contractor or member of Contractor's staff be removed immediately from performing services under the Contract. County will not be under any obligation to disclose confidential information regarding the offenses other than those required by law.

Disqualification of any member of Contractor's staff pursuant to this paragraph shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.



## SECTION 3

### TERMINATIONS/SUSPENSIONS

A. Termination/Suspension for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program

Failure of Contractor to maintain compliance with the requirements set forth in this Exhibit's Contractor's Warranty of Adherence to County's Child Support Compliance Program shall constitute a default under this Contract. Without limiting the rights and remedies available to County under any other provision of this Contract, failure of Contractor to cure such default within 90 calendar days of written notice shall be grounds upon which the County may suspend or terminate this Contract pursuant to this Exhibit's Termination/Suspension for Default, and pursue debarment of Contractor pursuant to Los Angeles County Code, Chapter 2.202.

B. Termination/Suspension for Convenience

1. This Contract may be suspended or terminated, in whole or in part, from time to time, when such action is deemed by County, in its sole discretion, to be in its best interest. Suspension or termination of work hereunder shall be effected by notice of suspension or termination to Contractor specifying the extent to which performance of work is suspended or terminated and the date upon which such suspension or termination becomes effective. The date upon which such suspension or termination becomes effective shall be no less than ten days after the notice is sent.
2. After receipt of a notice of suspension or termination and except as otherwise directed by County, Contractor shall:
  - a. Stop work under this Contract on the date and to the extent specified in such notice.
  - b. Complete performance of such part of the work as shall not have been suspended or terminated by such notice.
3. All material including books, records, documents, or other evidence bearing on the costs and expenses of Contractor under this Contract shall be maintained by Contractor in accordance with this Exhibit's Record Retention and Inspection/Audit Settlement.
4. If this Contract is suspended or terminated, Contractor shall complete within the Director's suspension or termination date contain within the notice of suspension or termination, those items of work which are in various stages of completion, which the Director has advised the Contractor are necessary to bring the work to a timely, logical, and orderly

end. Reports, samples, and other materials prepared by Contractor under this Contract shall be delivered to County upon request and shall become the property of County.

C. Termination/Suspension for Default

1. County may, by written notice to Contractor, suspend or terminate the whole or any part of this Contract, if, in the judgment of the County:
  - a. Contractor has materially breached this Contract; or
  - b. Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required under this Contract; or
  - c. Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five working days (or such longer period as County may authorize in writing) after receipt of written notice from County specifying such failure.
2. In the event County suspends or terminates this Contract in whole or in part pursuant to this paragraph, County may procure, upon such terms and in such manner, as County may deem appropriate, goods and services similar to those so suspended or terminated. Contractor shall be liable to County for any and all excess costs incurred by County, as determined by County, for such similar goods and services. Contractor shall continue the performance of this Contract to the extent not suspended or terminated under the provisions of this paragraph.
3. Except with respect to defaults of any Subcontractor, Contractor shall not be liable for any excess costs of the type identified in subparagraph "2" above, if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of Contractor. Such causes may include, but are not limited to, acts of God or of the public enemy, acts of County in either its sovereign or contractual capacity, acts of the Federal or State government in its sovereign capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of Contractor. If the failure to perform is caused by the default of a Subcontractor, and if such default arises out of causes beyond the control of both Contractor and Subcontractor, and without the fault or negligence of either of them, Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the

Subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required delivery schedule.

4. If, after County has given notice of termination or suspension under the provisions of this paragraph, it is determined by County that Contractor was not in default under the provisions of this paragraph or that the default was excusable under the provisions of this paragraph, the rights and obligations of the parties shall be the same as if the notice of termination or suspension had been issued pursuant to this Exhibit's Termination/Suspension for Convenience.
5. The rights and remedies of County provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.
6. As used herein, the terms "Subcontractor" and "Subcontractors" mean Subcontractor at any tier.

D. Termination/Suspension for Improper Consideration

1. County may, by written notice to Contractor, immediately suspend or terminate the right of Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, extension of this Contract, or the making of any determinations with respect to Contractor's performance pursuant to this Contract. In the event of such termination or suspension, County shall be entitled to pursue those same remedies against Contractor as it could pursue in the event of default by Contractor.
2. Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to County manager charged with the supervision of the employee or to County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.
3. Among other items, such improper consideration may take the form of cash; discounts; services; the provision of travel, entertainment, or tangible gifts.

E. Termination/Suspension for Insolvency

1. County may suspend or terminate this Contract forthwith in the event of the occurrence of any of the following:
  - a. Insolvency of Contractor. Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least 60 days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code, and whether or not Contractor is insolvent within the meaning of the Federal Bankruptcy Code.
  - b. The filing of a voluntary or involuntary bankruptcy petition relative to Contractor under the Federal Bankruptcy Code.
  - c. The appointment of a bankruptcy Receiver or Trustee for Contractor.
  - d. The execution by Contractor of a general assignment for the benefits of creditors.
2. The rights and remedies of County provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

F. Termination/Suspension for Nonadherence to County Lobbyists Ordinance

Contractor, and each County lobbyist or County lobbying firm as defined in Los Angeles County Code, Section 2.160.010, retained by Contractor, shall fully comply with County's Lobbyist Ordinance, Los Angeles County Code, Chapter 2.160. Failure on the part of Contractor or any County Lobbyists or County Lobbying firm retained by Contractor to fully comply with County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which County may in its sole discretion, immediately suspend or terminate for default of this Contract.

G. Termination/Suspension for Nonappropriation of Funds

Notwithstanding any other provision of this Contract, County shall not be obligated for Contractor's performance hereunder or by any provision of this Contract during any of County's future fiscal years unless and until the Board appropriates funds for this Contract in County's budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract may be suspended or terminated as of June 30 of the last fiscal year for which funds were appropriated. County will notify Contractor in writing of any such nonallocation of funds at the earliest possible date.

## SECTION 4

### GENERAL CONDITIONS OF CONTRACT WORK

A. Authority of Public Works and Inspection

The Director will have the final authority in all matters affecting the work covered by this Contract's Terms, Requirement, Conditions, and Specifications. On all questions relating to work acceptability or interpretations of these Terms, Requirements, Conditions, and Specifications, the decision of the Director will be final.

B. Cooperation

Contractor shall cooperate with Public Works' forces engaged in any other activities at the jobsite. Contractor shall carry out all work in a diligent manner and according to instructions of the Director.

C. Cooperation and Collateral Work

Contractor shall perform work as directed by the Director. The Director will be supported by other Public Works personnel in assuring satisfactory performance of the work under these Specifications and that satisfactory Contract controls and conditions are maintained.

D. Equipment, Labor, Supervision, and Materials

All equipment, labor, supervision, and materials required to accomplish this Contract, except as might be specifically outlined in other sections, shall be provided by Contractor.

E. Gratuitous Work

Contractor agrees that should work be performed outside the Scope of Work indicated and without Public Works' prior written approval in accordance with this Exhibit's Amendments, such work shall be deemed to be a gratuitous effort by Contractor, and Contractor shall have no claim against County.

F. Jobsite Safety

Contractor shall be solely responsible for ensuring that all work performed under this Contract is performed in strict compliance with all applicable Federal, State, and local occupational safety regulations. Contractor shall provide at its expense all safeguards, safety devices, and protective equipment and shall take any and all actions appropriate to providing a safe jobsite.

G. Labor

No person shall be employed on any work under this Contract who is found to be intemperate, troublesome, disorderly, or is otherwise objectionable to Public Works. Any such person shall be reassigned immediately and not again employed on Public Works' projects or providing services.

H. Labor Law Compliance

Contractor, its agents, and employees shall be bound by and shall comply with all applicable provisions of the Labor Code of the State of California as well as all other applicable Federal, State, and local laws related to labor including compliance with prevailing wage laws. The Contractor is responsible for selecting the classification of workers, which will be required to perform this service in accordance with the Contractor's method of performing the work and when applicable, is required to pay current prevailing wage rates adopted by the Director of the Department of Industrial Relations and will indemnify the County for any claims resulting from their failure to so comply. Contractor shall comply with Labor Code, Section 1777.5, with respect to the employment of apprentices.

I. Overtime

Eight hours labor constitutes a legal day's work. Work in excess thereof, or greater than 40 hours during any one week, shall be permitted only as authorized by and in accordance with Labor Code, Section 1815 et seq.

J. Permits/Licenses

Contractor shall be fully responsible for possessing or obtaining all permits/licenses, except as might be specifically outlined in other sections, from the appropriate Federal, State, or local authorities relating to work to be performed under this Contract.

K. Prohibition Against Use of Child Labor

1. Contractor shall:

- a. Not knowingly sell or supply to County any products, goods, supply, or other personal property manufactured in violation of child labor standards set by the International Labor Organization through its 1973 Convention Concerning Minimum Age for Employment.
- b. Upon request by County, identify the country/countries of origin of any products, goods, supplies, or other personal property Contractor sells or supplies to County.

c. Upon request by County, provide to County the manufacturer's certification of compliance with all international child labor conventions.

d. Should County discover that any products, goods, supplies, or other personal property sold or supplied by Contractor to County are produced in violation of any international child labor conventions, Contractor shall immediately provide an alternative, compliant source of supply.

2. Failure by Contractor to comply with provisions of this paragraph will constitute a material breach of this Contract and will be grounds for immediate suspension or termination of this Contract for default.

L. Public Convenience

Contractor shall conduct operations to cause the least possible obstruction and inconvenience to public traffic or disruption to the peace and quiet of the area within which the work is being performed.

M. Public Safety

It shall be Contractor's responsibility to maintain security against public hazards at all times while performing work at Public Works' jobsites.

N. Quality of Work

Contractor shall provide the County high and consistent quality work under this Contract and which is at least equivalent to that which Contractor provides to all other clients it serves. All work shall be executed by experienced and well-trained workers. All work shall be under supervision of a well-qualified supervisor. Contractor also agrees that work shall be furnished in a professional manner and according to these Specifications.

O. Quantities of Work

Contractor shall be allowed no claims for anticipated profits or for any damages of any sort because of any difference between the work estimated by Contractor in responding to County's solicitation and actual quantities of work done under this Contract or for work decreased or eliminated by County.

P. Safety Requirements

Contractor shall be responsible for the safety of equipment, material, and personnel under Contractor's jurisdiction during the work.

Q. Storage of Material and Equipment

Contractor shall not store material or equipment at the jobsite, except as might be specifically authorized by this Contract. County will not be liable or responsible for any damage, by whatever means, or for the theft of Contractor's material or equipment from any jobsite.

R. Transportation

County will not provide transportation to and from the jobsite and will not provide travel around the limits of the jobsite.

S. Work Area Controls

1. Contractor shall comply with all applicable laws and regulations. Contractor shall maintain work area in a neat, orderly, clean, and safe manner. Contractor shall avoid spreading out equipment excessively. Location and layout of all equipment and materials at each jobsite will be subject to the Contract Manager's approval.

2. Contractor shall be responsible for the security of any and all of Public Works/County facilities in its care. Contractor shall provide protection against vandalism and accidental and malicious damage, both during working and nonworking hours.

T. County Contract Database/CARD

The County maintains databases that track/monitor Contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a Contract term extension option.



## SECTION 5

### INDEMNIFICATION AND INSURANCE REQUIREMENTS

#### A. Independent Contractor Status

1. This Contract is by and between County and Contractor and is not intended, and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association as between County and Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
2. Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of Contractor.
3. Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of Contractor and not employees of County. Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of Contractor pursuant to this Contract.

#### B. Indemnification

Contractor shall indemnify, defend, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Appointed Officers, Agents, Employees, and Volunteers ("County Indemnities"), from and against any and all liability including, but not limited to, demands, claims, actions, fees, costs, and expenses of any nature whatsoever (including attorney and expert witness fees), arising from or connected with Contractor's acts and/or omissions arising from and/or relating to this Contract except for loss or damage arising from the sole negligence or willful misconduct of the County Indemnities. This indemnification also shall include any and all intellectual property liability, including copyright infringement and similar claims.

#### C. Workplace Safety Indemnification

In addition to and without limiting the indemnification required by this Exhibit's Section 5.B (above), and to the extent allowed by law, Contractor agrees to defend, indemnify, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Appointed Officers, Agents, Employees, and Volunteers

from and against any and all investigations, complaints, citations, liability, expense (including defense costs and legal fees), claims, and/or causes of action for damages of any nature whatsoever including, but not limited to, injury or death to employees of Contractor, its Subcontractors or County, attributable to any alleged act or omission of Contractor and/or its Subcontractors which is in violation of any Cal/OSHA regulation. The obligation to defend, indemnify, and hold harmless County includes all investigations and proceedings associated with purported violations of Section 336.10 of Title 8 of the California Code of Regulations pertaining to multiemployer worksites. Contractor shall not be obligated to indemnify for liability and expenses arising from the active negligence of County. County may deduct from any payment otherwise due Contractor any costs incurred or anticipated to be incurred by County, including legal fees and staff costs, associated with any investigation or enforcement proceeding brought by Cal/OSHA arising out of the work being performed by Contractor under this Contract.

D. General Insurance Requirements

1. Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in this paragraph and paragraph F of this Section. These minimum insurance coverage terms, types, and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.
2. Evidence of Coverage and Notice to County: - A certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.
  - a. Renewal Certificates shall be provided to County not less than ten days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Subcontractor insurance policies at any time.
  - b. Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this

Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding \$50,000, and list any County-required endorsement forms.

- c. Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a noncomplying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.
- d. Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles  
Department of Public Works, Business Relations and Contracts  
P.O. Box 1460  
Alhambra, California 91802-1460  
Attention of: Contract Analyst (noted in the RFSQ Notice)

- e. Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third-party claim or suit filed against Contractor or any of its Subcontractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.
3. Additional Insured Status and Scope of Coverage - The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers and, when applicable, Los Angeles County Metro Transportation Authority (LACMTA), its Officers, Agents, and Employees shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers, and, when applicable, LACMTA, its Officers, Agents, and Employees additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection

also shall apply to the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers and, when applicable, LACMTA, its Officers, Agents, and Employees as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

4. Cancellation of or Changes in Insurance: Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten days in advance of cancellation for nonpayment of premium and 30 days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.
5. Failure to Maintain Insurance: Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.
6. Insurer Financial Ratings: Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.
7. Contractor's Insurance Shall Be Primary: Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County-maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.
8. Waivers of Subrogation: To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

9. Subcontractor Insurance Coverage Requirements: Contractor shall include all Subcontractors as insureds under Contractor's own policies, or shall provide County with each Subcontractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Subcontractor complies with the Required Insurance provisions herein, and shall require that each Subcontractor name the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, Volunteers, and Contractor as additional insureds on the Subcontractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Subcontractor request for modification of the Required Insurance.
10. Deductibles and Self-Insured Retentions (SIRs): Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.
11. Claims Made Coverage: If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall maintain such coverage for a period of not less than three years following Contract expiration, termination, or cancellation.
12. Application of Excess Liability Coverage: Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.
13. Separation of Insureds: All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.
14. Alternative Risk Financing Programs: The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements, and captive insurance to satisfy the Required Insurance provisions. The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers shall be designated as an Additional Covered Party under any approved program.

15. County Review and Approval of Insurance Requirements: The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

E. Compensation for County Costs

In the event that the Contractor fails to comply with any of the indemnification or insurance requirements of this Contract, and such failure to comply results in any costs to the County, the Contractor shall pay full compensation for all costs incurred by the County.

F. Insurance Coverage Requirements

1. Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers as an additional insured, with limits of not less than:

General Aggregate:	\$4 million
Products/Completed Operations Aggregate:	\$4 million
Personal and Advertising Injury:	\$4 million
Each Occurrence:	\$4 million

2. Automobile Liability written on ISO policy form CA 00 01 or its equivalent. Such insurance shall include coverage for all "owned," "nonowned," and "hired" vehicles, or coverage for "any auto," in an amount as recommended by the Public Utilities Commission, but not less than the following (Can be met by a combination of primary and excess insurance coverage):
  - a. Seating capacity of 16 passengers or more (including driver), \$10 million.
  - b. Seating capacity of 15 passengers or less (including driver), \$5 million.
  - c. Taxicabs as defined by Vehicle Code Section 27908, a minimum of \$100,000 per person, \$1 million per occurrence, and \$50,000 property damage or a combined single limit of \$1 million.

A certificate evidencing such insurance coverage and an endorsement naming the County as additional insured thereunder shall be filed with the Director prior to Contractor providing Service hereunder.

3. Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor is a temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than 30 days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any Federal workers or workmen's compensation law or any Federal occupational disease law.
  
4. Sexual Misconduct Liability: Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

## SECTION 6

### CONTRACTOR RESPONSIBILITY AND DEBARMENT

A. Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness as well as quality, fitness, capacity, and experience to satisfactorily perform the Contract. It is County's policy to conduct business only with responsible Contractors.

B. Chapter 2.202 of the County Code

Contractor is hereby notified that, in accordance with Chapter 2.202 of County Code, if County acquires information concerning the performance of Contractor on this or other Contracts which indicates that Contractor is not responsible, County may, in addition to other remedies provided in this Contract, debar Contractor from bidding or proposing on, being awarded, and/or performing work on County Contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and suspend or terminate any or all existing contracts Contractor may have with County.

C. Nonresponsible Contractor

County may debar a Contractor if the Board finds, in its discretion, that Contractor has done any of the following: (1) violated any term of a Contract with County or a nonprofit corporation created by County; (2) committed an act or omission which negatively reflects on Contractor's quality, fitness, or capacity to perform a Contract with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against County or any other public entity.

D. Contractor Hearing Board

1. If there is evidence that Contractor may be subject to debarment, Public Works will notify Contractor in writing of the evidence which is the basis for the proposed debarment and will advise Contractor of the scheduled date for a debarment hearing before Contractor Hearing Board.
2. Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. Contractor and/or Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, Contractor Hearing Board will prepare a tentative proposed decision, which shall contain a recommendation



regarding whether Contractor should be debarred, and, if so, the appropriate length of time of the debarment. Contractor and Public Works shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.

3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of Contractor Hearing Board shall be presented to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of Contractor Hearing Board.
4. If a Contractor has been debarred for a period longer than five years, that Contractor may, after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of County.
5. Contractor Hearing Board will consider a request for review of a debarment determination only where (1) Contractor has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by Contractor Hearing Board pursuant to the same procedure as for a debarment hearing.
6. Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. Contractor Hearing Board shall present its proposed decision and recommendation to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of Contractor Hearing Board.

E. Subcontractors of Contractor

These terms shall also apply to Subcontractors of County Contractors.

## SECTION 7

### COMPLIANCE WITH COUNTY'S JURY SERVICE PROGRAM

#### A. Jury Service Program

This Contract is subject to the provisions of County's ordinance entitled Contractor Employee Jury Service (Jury Service Program) as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code.

#### B. Written Employee Jury Service Policy

1. Unless Contractor has demonstrated to County's satisfaction either that Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of County Code) or that Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of County Code), Contractor shall have and adhere to a written policy that provides that its Employees shall receive from Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employee deposit any fees received for such jury service with Contractor or that Contractor deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this Section, "Contractor" means a person, partnership, corporation, or other entity which has a Contract with County or a Subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County Contracts or Subcontracts. "Employee" means any California resident who is a full-time employee of Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses any Subcontractor to perform services for County under this Contract, the Subcontractor shall also be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such Subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.
3. If Contractor is not required to comply with the Jury Service Program when this Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Contractor shall immediately notify County if Contractor at any time either comes within the Jury Service Program's definition of

"Contractor" or if Contractor no longer qualifies for an exception to the Jury Service Program. In either event, Contractor shall immediately implement a written policy consistent with the Jury Service Program. County may also require, at any time during this Contract and at its sole discretion, that Contractor demonstrate to County's satisfaction that Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that Contractor continues to qualify for an exception to the Jury Service Program.

4. Contractor's violation of this Section of this Contract may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract and/or bar Contractor from the award of future County Contracts for a period of time consistent with the seriousness of the breach.

SECTION 8

SAFELY SURRENDERED BABY LAW PROGRAM

A. Contractor's Acknowledgment of County's Commitment to the Safely Surrendered Baby Law

Contractor acknowledges that County places a high priority on the implementation of the Safely Surrendered Baby Law. Contractor understands that it is County's policy to encourage all County Contractors to voluntarily post County's "Safely Surrendered Baby Law" poster in a prominent position at Contractor's place of business. Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. County's Department of Children and Family Services will supply Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at [www.babysafela.org](http://www.babysafela.org).

B. Notice to Employees Regarding the Safely Surrendered Baby Law

Contractor shall notify and provide to its employees, and shall require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit D of this Contract and is also available on the Internet at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

## SECTION 9

### COMPLIANCE WITH COUNTY'S LIVING WAGE PROGRAM

A. Living Wage Program

This Contract is subject to the provisions of County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached hereto as Form LW-1 and incorporated by reference into and made a part of this Contract.

B. Payment of Living Wage Rates

1. Unless Contractor has demonstrated to County's satisfaction either that Contractor is not an "Employer" as defined under the Living Wage Program (Section 2.201.020 of County Code) or that Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of County Code), Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth in Form LW-3, Living Wage Rate Annual Adjustments, for the Employees' services provided to County, including, without limitation, "Travel Time" as defined below in subsection 5 of this Section 9.B under this Contract.
2. For purposes of this Section, "Contractor" includes any Subcontractor engaged by Contractor to perform services for County under this Contract. If Contractor uses any Subcontractor to perform services for County under this Contract, the Subcontractor shall be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such Subcontract and a copy of the Living Wage Program shall be attached to the Subcontract. "Employee" means any individual who is an employee of Contractor under the laws of California, and who is providing full-time or part-time services to Contractor, which are provided to County under this Contract. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.
3. If Contractor is required to pay a living wage when this Contract commences, Contractor shall continue to pay a living wage for the entire term of this Contract, including any option period.
4. If Contractor is not required to pay a living wage when this Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. Contractor shall immediately notify County if Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if Contractor no longer qualifies for the exception to the Living Wage Program.

In either event, Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of this Contract, including any option period. County may also require, at any time during this Contract and at its sole discretion, that Contractor demonstrate to County's satisfaction that Contractor either continues to remain outside of the Living Wage Program's definition of "Employer" and/or that Contractor continues to qualify for the exception to the Living Wage Program. Unless Contractor satisfies this requirement within the time frame permitted by County, Contractor shall immediately be required to pay the living wage for the remaining term of this Contract, including any option period.

5. For purposes of Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Contract, "Travel Time" shall have the following two meanings, as applicable: 1) with respect to travel by an Employee that is undertaken in connection with this Contract, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if Contractor pays the Employee any amount for that time or if California law requires Contractor to pay the Employee any amount for that time; and 2) with respect to travel by an Employee between County facilities that are subject to two different Contracts between Contractor and County (of which both Contracts are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if Contractor pays the Employee any amount for that time or if California law requires Contractor to pay the Employee any amount for that time.

C. Contractor's Submittal of Certified Monitoring Reports

Contractor shall submit to County certified monitoring reports at a frequency instructed by County. The certified monitoring reports shall list all of Contractor's

Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked and the hourly wage rate paid for each of its Employees. All certified monitoring reports shall be submitted on forms provided by County, or any other form approved by County which contains the above information. County reserves the right to request any additional information it may deem necessary. If County requests additional information, Contractor shall promptly provide such information. Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

D. Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of this Contract, if Contractor becomes aware of any labor law/payroll violations or any complaint, investigation, or proceeding ("claim") concerning any alleged labor law/payroll violation (including, but not limited to, any

violation or claim pertaining to wages, hours, and working conditions, such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), Contractor shall immediately inform County of any pertinent facts known by Contractor regarding the same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of Contractor's Contract with County, but instead applies to any labor law/payroll violation or claim arising out of any of Contractor's operation in California.

E. County Auditing of Contractor Records

Upon a minimum of 24 hours' written notice, County may audit, at Contractor's place of business, any of Contractor's records pertaining to this Contract, including all documents and information relating to the certified monitoring reports. Contractor is required to maintain all such records in California until the expiration of five years from the date of final payment under this Contract. Authorized agents of County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

F. Notifications to Employees

Contractor shall place County-provided living wage posters at each of Contractor's place of business and locations where Contractor's Employees are working. Contractor shall also distribute County-provided notices to each of its Employees at least once per year. Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

G. Enforcement and Remedies

If Contractor fails to comply with the requirements of this Section, County shall have the rights and remedies described in this Section in addition to any rights and remedies provided by law or equity.

1. Remedies for Submission of Late or Incomplete Certified Monitoring Reports: If Contractor submits a certified monitoring report to County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of this Contract. In the event of any such breach, County may, in its sole discretion, exercise any or all of the following rights/remedies:

a. Withholding of Payment: If Contractor fails to submit accurate, complete, timely, and properly certified monitoring reports, County may withhold from payment to Contractor up to the full amount of any invoice that would otherwise be due, until Contractor has satisfied the concerns of County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

- b. Liquidated Damages: It is mutually understood and agreed that Contractor's failure to submit an accurate, complete, timely, and properly certified monitoring report will result in damages being sustained by County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for Contractor's breach. Therefore, in the event that a certified monitoring report is deficient including, but not limited to, being late, inaccurate, incomplete, or uncertified, it is agreed that County may, in its sole discretion, assess against Contractor liquidated damages in the amount of \$100 per monitoring report for each day until County has been provided with a properly prepared, complete, and certified monitoring report. County may deduct any assessed liquidated damages from any payments otherwise due to Contractor.
  - c. Termination/Suspension: Contractor's failure to submit an accurate, complete, timely, and properly certified monitoring report may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract.
2. Remedies for Payment of Less Than the Required Living Wage: If Contractor fails to pay any Employee at least the applicable hourly living wage rate; such deficiency shall constitute a breach of this Contract. In the event of any such breach, County may, in its sole discretion, exercise any or all of the following rights/remedies:
- a. Withholding Payment: If Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, County may withhold from any payment otherwise due to Contractor the aggregate difference between the living wage amounts Contractor was required to pay its Employees for a given pay period and the amount actually paid to the Employees for that pay period. County may withhold said amount until Contractor has satisfied County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
  - b. Liquidated Damages: It is mutually understood and agreed that Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most



exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for Contractor's breach. Therefore, it is agreed that County may, in its sole discretion, assess against Contractor liquidated damages of \$50 per Employee per day for each and every instance of an underpayment to an Employee. County may deduct any assessed liquidated damages from any payments otherwise due to Contractor.

- c. Termination/Suspension: Contractor's failure to pay any of its Employees the applicable hourly living wage rate may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract.

- 3. Debarment: In the event Contractor breaches a requirement of this Section, County may, in its sole discretion, bar Contractor from the award of future County Contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code, Section 2.202, Determinations of Contractor Nonresponsibility and Contractor Debarment.

H. Use of Full-Time Employees

Contractor shall assign and use full-time Employees of Contractor to provide services under this Contract unless Contractor can demonstrate to the satisfaction of County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under this Contract. It is understood and agreed that Contractor shall not, under any circumstance, use non-full-time Employees for services provided under this Contract unless and until County has provided written authorization for the use of same. Contractor submitted with its proposal a full-time-Employee staffing plan. If Contractor changes its full-time-Employee staffing plan, Contractor shall immediately provide a copy of the new staffing plan to County.

I. Contractor Retaliation Prohibited

Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any Contract benefit, or any statutory benefit for any Employee, person, or entity who has reported a violation of the Living Wage Program to County or to any other public or private agency, entity, or person. A violation of the provisions of this paragraph may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract.

J. Contractor Standards

During the term of this Contract, Contractor shall maintain business stability, integrity in employee relations, and the financial ability to pay a living wage to its employees. If requested to do so by County, Contractor shall demonstrate to the satisfaction of County that Contractor is complying with this requirement.

K. Neutrality in Labor Relations

Contractor shall not use any consideration received under this Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

## SECTION 10

### SOCIAL ENTERPRISE (SE) PREFERENCE PROGRAM

This Contract is subject to the provisions of the County's ordinance entitled SE Preference Program, as codified in Chapter 2.205 of the Los Angeles County Code.

Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a SE.

Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a SE.

If Contractor has obtained County certification as a SE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, Contractor shall:

1. Pay to the County any difference between the Contract amount and what the County's costs would have been if the Contract had been properly awarded.
2. In addition to the amount described in subdivision (1), be assessed a penalty in the amount of not more than 10 percent of the amount of this Contract.
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Nonresponsibility and Contractor Debarment).

The above penalties shall also apply to any entity that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

## SECTION 11

### LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM

- A. This Contract is subject to the provisions of County's ordinance entitled Local Small Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.
- B. Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Local Small Business Enterprise.
- C. Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Local Small Business Enterprise.
- D. If Contractor has obtained County certification as a Local Small Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this Contract to which it would not otherwise have been entitled, shall:
  - 1. Pay to County any difference between this Contract amount and what County's costs would have been if this Contract had been properly awarded.
  - 2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent of the amount of this Contract.
  - 3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Nonresponsibility and Contractor Debarment).
- E. The above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the State and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

SECTION 12

COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX  
REDUCTION PROGRAM

A. Defaulted Property Tax Reduction Program

This Contract is subject to the provisions of County's ordinance entitled Defaulted Property Tax Reduction Program ("Defaulted Tax Program") as codified in Sections 2.206 of the Los Angeles County Code (Exhibit E).

B. Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program

Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from the County through any Contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this Contract will maintain compliance, with Los Angeles County Code, Chapter 2.206.

C. Termination for Breach of Warranty of Compliance with County's Defaulted Property Tax Reduction Program

Failure of Contractor to maintain compliance with the requirements set forth in paragraph B, above, shall constitute default under this Contract. Without limiting the rights and remedies available to County under any other provision of this Contract, failure of Contractor to cure such default within ten days of notice shall be grounds upon which County may terminate this Contract and/or pursue debarment of Contractor, pursuant to County Code, Chapter 2.206.

SECTION 13

DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PREFERENCE PROGRAM

- A. This Contract is subject to the provisions of the County's ordinance entitled Disabled Veteran Business Enterprise Preference Program (DVBE), as codified in Chapter 2.211 of the Los Angeles County Code.
- B. Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a DVBE.
- C. Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a DVBE.
- D. If Contractor has obtained certification as a DVBE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:
  - 1. Pay to the County any difference between the Contract amount and what the County's costs would have been if the Contract had been properly awarded.
  - 2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent of the amount of the Contract.
  - 3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Nonresponsibility and Contractor Debarment).
- E. Notwithstanding any other remedies in this contract, the above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the State and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

SECTION 14

DISPLACED TRANSIT EMPLOYEE PROGRAM

- A. In accordance with Labor Code, Section 1072(c)(1), if the County informs the Contractor that the County intends to issue a new solicitation for these services, Contractor shall, within 14 calendar days thereafter, provide to the County the number of employees who are performing services under this Contract and the wage rates, benefits, and job classifications of those employees. In addition, the Contractor shall make this information available to any entity that the County has identified as a bona fide Proposer for the successor Contract. If the successor service Contract is awarded to a new Contractor, the Contractor shall provide the names, addresses, dates of hire, wages, benefit levels, and job classifications of employees to the successor Contractor.

The following provision applies if the Contractor declared that the Contractor is willing to retain employees of previous Contractor and signed PW-16, Displaced Transit Employee Declaration indicating that they will do so in their proposal.

- B. If the Contractor has declared in Form PW-16, Displaced Transit Employee Declaration that the Contractor will retain employees of the prior Contractor or Subcontractor for a period of not less than 90 days, the Contractor shall retain employees who have been employed by the prior Contractor or Subcontractors, except for reasonable and substantiated cause as specified in California Labor Code, Section 1072(c)(2). That cause is limited to the particular employee's performance or conduct while working under the prior Contract or the employee's failure of any controlled substances and alcohol test, physical examination, criminal background check required by law as a condition of employment, or other standard hiring qualification lawfully required by the Contractor and/or Subcontractor.
- C. In accordance with California Labor Code, Section 1072(c)(3), the Contractor shall make a written offer of employment to each employee to be rehired. That offer shall state the time within which the employee must accept that offer, but in no case less than ten days. California Labor Code 1072(c)(3) does not require the Contractor and/or Subcontractor to pay the same wages or offer the same benefits provided by the prior Contractor or Subcontractor.
- D. If, at any time, the Contractor or Subcontractor determines that fewer employees are required than were required under the prior Contract or Subcontract, the Contractor or Subcontractor shall retain qualified employees by seniority within the job classification. In determining those employees who are qualified, the Contractor or Subcontractor may require an employee to possess any license that is required by law to operate the equipment that the employee will operate as an employee of the Contractor or Subcontractor.

E. Termination for Breach

1. In accordance to California Labor Code, Section 1074(a), upon its motion or upon the request of any member of the public, the County may terminate this Contract if both of the following occur:
  - a. The Contractor or Subcontractor has substantially breached this Contract.
  - b. The County holds a public hearing within 30 days of the receipt of the request or its announcement of its intention to terminate.
2. Contractor or Subcontractor terminated pursuant to this provision shall be ineligible to submit proposal on or be awarded a service Contract or Subcontract with the County for a period of not less than one year and not more than three years, to be determined by the County.
3. Nothing herein is intended nor shall be construed as creating any exclusive provision for termination of this Contract. This provision shall not limit the County's right to terminate or debar Contractors under any other provisions of this Contract or under any other provision of the law.





Department of the Treasury  
Internal Revenue Service

## Notice 1015

(Rev. December 2015)

### Have You Told Your Employees About the Earned Income Credit (EIC)?

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#### What is the EIC?

The EIC is a refundable tax credit for certain workers.

#### Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whose wages you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

**Note:** You are encouraged to notify each employee whose wages for 2015 are less than \$53,267 that he or she may be eligible for the EIC.

#### How and When Must I Notify My Employees?

You must give the employee one of the following:

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you give an employee a Form W-2 on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If you give an employee a substitute Form W-2, but it does not have the required information, you must notify

the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 8, 2016.

You must hand the notice directly to the employee or send it by first-class mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can download copies of the notice at [www.irs.gov/formspubs](http://www.irs.gov/formspubs). Or you can go to [www.irs.gov/orderforms](http://www.irs.gov/orderforms) to order it.

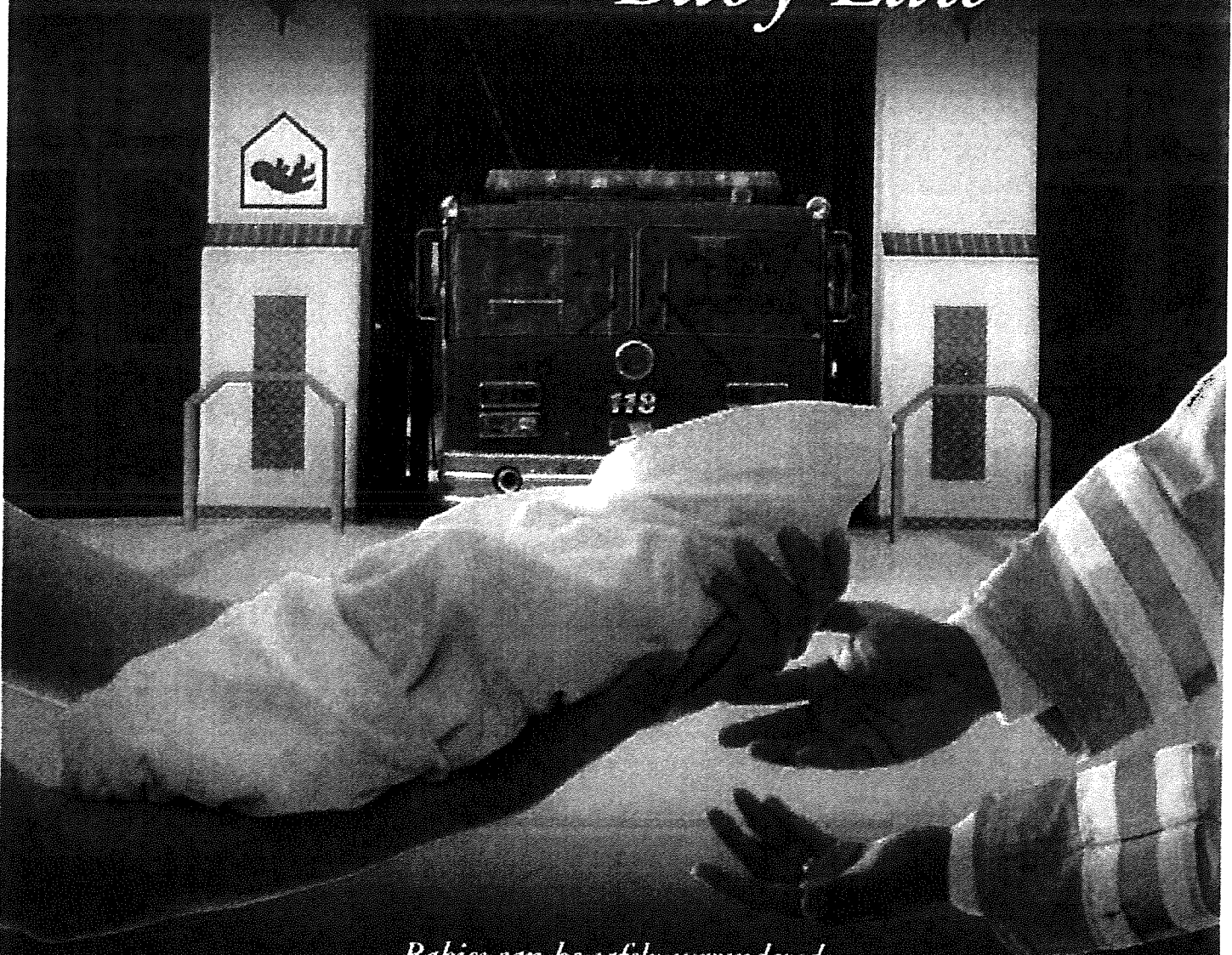
#### How Will My Employees Know If They Can Claim the EIC?

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see Pub. 596, Earned Income Credit (EIC), or the instructions for Form 1040, 1040A, or 1040EZ.

#### How Do My Employees Claim the EIC?

An eligible employee claims the EIC on his or her 2015 tax return. Even an employee who has no tax withheld from wages and owes no tax may claim the EIC and ask for a refund, but he or she must file a tax return to do so. For example, if an employee has no tax withheld in 2015 and owes no tax but is eligible for a credit of \$800, he or she must file a 2015 tax return to get the \$800 refund.

# *Safely* Surrendered *Baby Law*



*Babies can be safely surrendered  
to staff at any hospital or fire station in Los Angeles County*

**No shame. No blame. No names.**

**In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723**

[www.babysafela.org](http://www.babysafela.org)



# Safely Surrendered Baby Law

## What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

*Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a baby, let her know there are other options. For three days (72 hours) after birth, a baby can be surrendered to staff at any hospital or fire station in Los Angeles County.*

## How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

## What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

## Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

## Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

## Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

## What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

## What happens to the parent or surrendering adult?

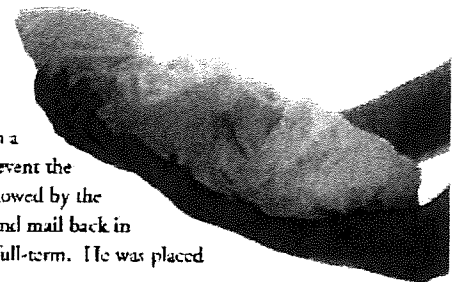
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

## Why is California doing this?

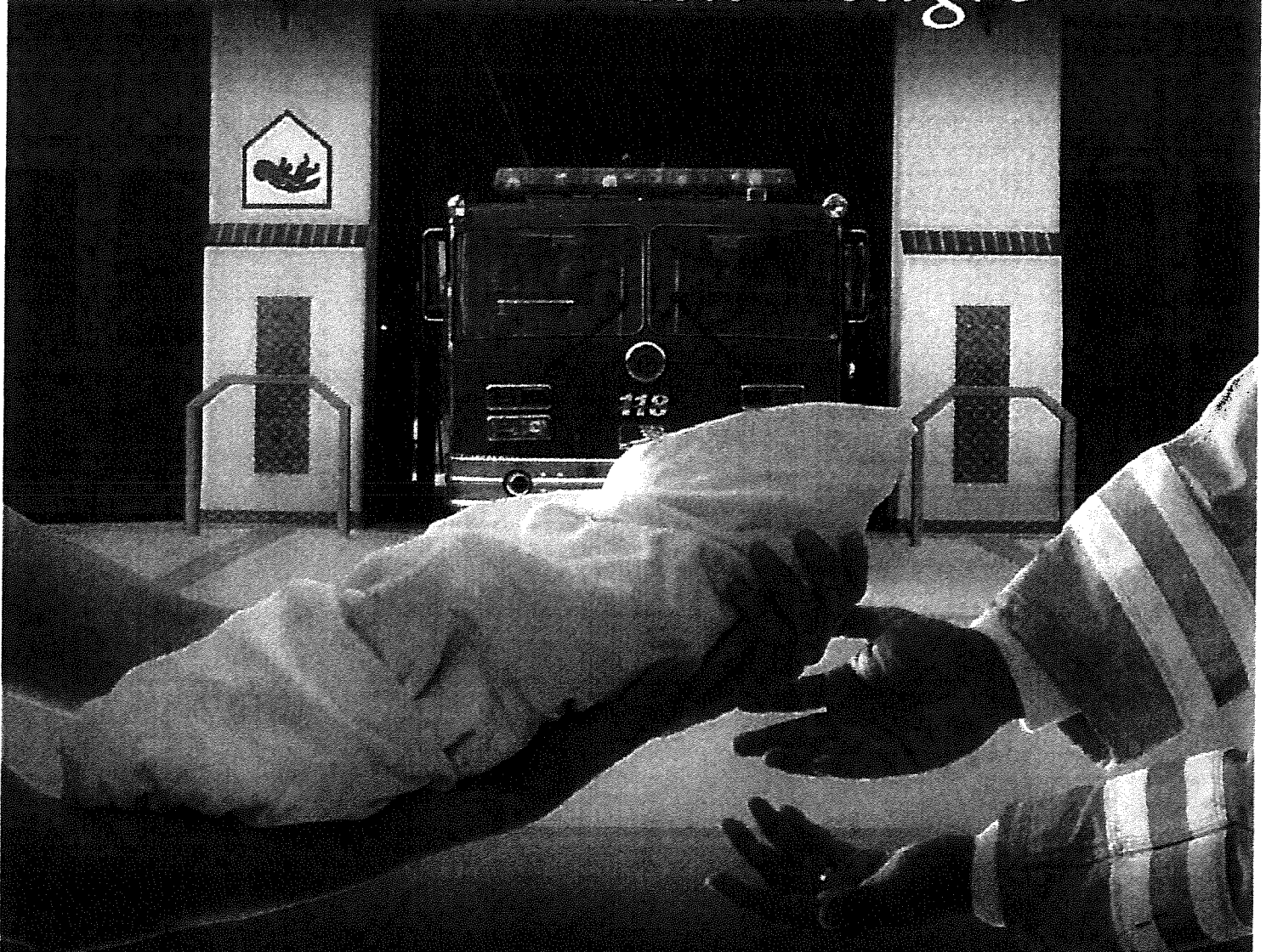
The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

## A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



# *Ley de* Entrega de Bebés *Sin Peligro*



*Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles*

**Sin pena. Sin culpa. Sin nombres.**

**En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723**

[www.babysafela.org](http://www.babysafela.org)



# Ley de Entrega de Bebés Sin Peligro

## ¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

*Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.*

## ¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Angeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregó recibirá un brazaletes igual.

## ¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles al 1-800-540-4000.

## ¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

## ¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

## ¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

## ¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

## ¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

## ¿Por qué se está haciendo esto en California?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

## Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



## Chapter 2.206 DEFAULTED PROPERTY TAX REDUCTION PROGRAM

- 2.206.010 Findings and declarations.
- 2.206.020 Definitions.
- 2.206.030 Applicability.
- 2.206.040 Required solicitation and contract language.
- 2.206.050 Administration and compliance certification.
- 2.206.060 Exclusions/Exemptions.
- 2.206.070 Enforcement and remedies.
- 2.206.080 Severability.

### 2.206.010 Findings and declarations.

The Board of Supervisors finds that significant revenues are lost each year as a result of taxpayers who fail to pay their tax obligations on time. The delinquencies impose an economic burden upon the County and its taxpayers. Therefore, the Board of Supervisors establishes the goal of ensuring that individuals and businesses that benefit financially from contracts with the County fulfill their property tax obligation. (Ord. No. 2009-0026 § 1 (part), 2009.)

### 2.206.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" shall mean any person, firm, corporation, partnership, or combination thereof, which submits a bid or proposal or enters into a contract or agreement with the County.
- B. "County" shall mean the County of Los Angeles or any public entities for which the Board of Supervisors is the governing body.
- C. "County Property Taxes" shall mean any property tax obligation on the County's secured or unsecured roll; except for tax obligations on the secured roll with respect to property held by a Contractor in a trust or fiduciary capacity or otherwise not beneficially owned by the Contractor.
- D. "Department" shall mean the County department, entity, or organization responsible for the solicitation and/or administration of the contract.
- E. "Default" shall mean any property tax obligation on the secured roll that has been deemed defaulted by operation of law pursuant to California Revenue and Taxation Code section 3436; or any property tax obligation on the unsecured roll that remains unpaid on the applicable delinquency date pursuant to California Revenue and Taxation Code section 2922; except for any property tax obligation dispute pending before the Assessment Appeals Board.

- F. "Solicitation" shall mean the County's process to obtain bids or proposals for goods and services.
- G. "Treasurer-Tax Collector" shall mean the Treasurer and Tax Collector of the County of Los Angeles. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.030 Applicability.**

This chapter shall apply to all solicitations issued 60 days after the effective date of the ordinance codified in this chapter. This chapter shall also apply to all new, renewed, extended, and/or amended contracts entered into 60 days after the effective date of the ordinance codified in this chapter. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.040 Required solicitation and contract language.**

All solicitations and all new, renewed, extended, and/or amended contracts shall contain language, which:

- A. Requires any Contractor to keep County Property Taxes out of Default status at all times during the term of an awarded contract;
- B. Provides that the failure of the Contractor to comply with the provisions in this chapter may prevent the Contractor from being awarded a new contract; and
- C. Provides that the failure of the Contractor to comply with the provisions in this chapter may constitute a material breach of an existing contract, and failure to cure the breach within ten days of notice by the County by paying the outstanding County Property Tax or making payments in a manner agreed to and approved by the Treasurer-Tax Collector, may subject the contract to suspension and/or termination. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.050 Administration and compliance certification.**

- A. The Treasurer-Tax Collector shall be responsible for the administration of this chapter. The Treasurer-Tax Collector shall, with the assistance of the Chief Executive Officer, Director of Internal Services, and County Counsel issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other departments.
- B. Contractor shall be required to certify, at the time of submitting any bid or proposal to the County, or entering into any new contract, or renewal, extension or amendment of an existing contract with the County, that it is in compliance with this chapter is not in Default on any County Property Taxes or is current in

payments due under any approved payment arrangement (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.060 Exclusions/Exemptions.**

- A. This chapter shall not apply to the following contracts:
1. Chief Executive Office delegated authority agreements under \$50,000;
  2. A contract where Federal or State law or a condition of a Federal or State program mandates the use of a particular contractor;
  3. A purchase made through a State or Federal contract;
  4. A contract where State or Federal monies are used to fund service-related programs including, but not limited to, voucher programs, foster care, or other social programs that provide immediate direct assistance;
  5. Purchase orders under a master agreement, where the Contractor was certified at the time the master agreement was entered into and at any subsequent renewal, extension and/or amendment to the master agreement;
  6. Purchase orders issued by Internal Services Department under \$100,000 that is not the result of a competitive bidding process;
  7. Program agreements that utilize Board of Supervisors' discretionary funds;
  8. National contracts established for the purchase of equipment and supplies for and by the National Association of Counties, U.S. Communities Government Purchasing Alliance, or any similar related group purchasing organization;
  9. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, reseller, and must match and intermember with existing supplies, equipment, or systems maintained by the County pursuant to the Los Angeles Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision;
  10. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.6.0 or a successor provision;
  11. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision;



12. A nonagreement purchase worth a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or
  13. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual Section P-0900 or a successor provision;
  14. Other contracts for mission critical goods and/or services where the Board of Supervisors determines that an exemption is justified.
- B. Other laws. This chapter shall not be interpreted or applied to any Contractor in a manner inconsistent with the laws of the United States or California. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.070 Enforcement and remedies.**

- A. The information furnished by each Contractor certifying that it is in compliance with this chapter shall be under penalty of perjury.
- B. No Contractor shall willfully and knowingly make a false statement certifying compliance with this chapter for the purpose of obtaining or retaining a County contract.
- C. For Contractor's violation of any provision of this chapter, the County department head responsible for administering the contract may do one or more of the following:
  1. Recommend to the Board of Supervisors the termination of the contract; and/or,
  2. Pursuant to Chapter 2.202, seek the debarment of the contractor; and/or,
  3. Recommend to the Board of Supervisors that an exemption is justified pursuant to Section 2.206.060.A.14 of this chapter or payment deferral as provided pursuant to the California Revenue and Taxation Code. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.080 Severability.**

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. No. 2009-0026 § 1 (part), 2009.)

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through S, inclusive, of this Contract (Exhibits A-S) and this PRS, Exhibits A-S shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-S, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions/Liquidated Damages*	Compliance	Comments
<b>A. SCOPE OF WORK</b>				
a) Permanent Service Vehicles	Delay in completing the delivery of permanent Service Vehicles by the Contractor	\$100 per vehicle per day of operation or service day (Monday through Saturday, except holidays)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
b) On-Time Performance	Contractor fails to meet the on-time performance standards, as specified in Exhibit G.1 (Service Map and Schedule)	\$500 per incident, up to a maximum of \$5,000 per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
c) Service Vehicles Not Available	Specified number of regular Service Vehicles, not including backup, are not in service.	\$100 per vehicle per hour, up to a maximum of \$1,000 per vehicle per day	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
d) Complaints	Valid complaints	\$250 per complaint, up to a maximum of \$1,000 per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

\*Modification/Implementation to the Deductions/Liquidated Damages are based on the discretion of the Contract Manager.

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through S, inclusive, of this Contract (Exhibits A-S) and this PRS, Exhibits A-S shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-S, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions/Liquidated Damages*	Compliance	Comments
e) General Reporting	Submit monthly reports with monthly invoice within 15 calendar days after the end of each month	\$50 per monthly invoice or report per business day	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
f) National Transit Database (NTD) Reporting	Submit monthly reports within 25 calendar days after the end of each month	\$100 per business day, up to a maximum of \$2,000 per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
g) LACMTA Re-audit of Annual NTD Report	If data and/or records requires a re-audit by LACMTA	Costs will be equal to the amount charged by LACMTA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
h) Weekly Maintenance Inspections	Failure to meet weekly maintenance inspection standard	\$200 per Service Vehicle per Service day, up to a maximum of \$2,000 per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
i) Daily Vehicle Inspection (DVI) Reports	Failure to perform a satisfactory DVI (either for the pre-trip or post trip inspection)	\$100 per Service Vehicle per Service day, up to a maximum of \$2,000 per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through S, inclusive, of this Contract (Exhibits A-S) and this PRS, Exhibits A-S shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-S, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions/Liquidated Damages*	Compliance	Comments
j) Preventive Maintenance	Failure to meet standards per either the OEM requirements or in accordance with Exhibit M	Nonpayment of Service miles or hours operated by vehicles exceeding the PMI intervals, liquidated damages of \$500 per vehicle per day	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
k) Shutdown of Vehicles	Service Vehicle removed from Service as the result of an unsatisfactory rating by the CHP	\$200 per day per vehicle, up to a maximum of 1,000 per vehicle per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
l) Deficient Vehicle Condition	Rejection of Service Vehicle as a result of deficient mechanical condition or unacceptable vehicle appearance	\$200 per day	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
m) Vehicle Engine Smog or Smoke	Service Vehicle fails to pass a smog test, receives a complaint, or is cited for an engine emissions violation	\$500 per Service Vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through S, inclusive, of this Contract (Exhibits A-S) and this PRS, Exhibits A-S shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-S, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions/Liquidated Damages*	Compliance	Comments
n) Permanent Vehicle Rejection	Service Vehicle is rejected permanently by Contract Manager as a result of vehicle condition	\$200 per day per Vehicle, up to a maximum of \$2,000 per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
o) Incorrectly Set Destination Signs	Any Service Vehicle displaying an incorrect destination sign	\$25 for the first occurrence, \$50 for the second, and \$100 for all future occurrences	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
p) County Service Vehicle Warranty	If any warranty coverage of a County Service Vehicle is lessened or invalidated, and/or warranty items are not covered due to neglect	At least fifty percent (50%) of the cost to repair each item per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
q) Off-Routing	A regular scheduled Service Vehicle is identified as operating "off route"	\$200 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
r) Controlled Substance and Alcohol Testing	Failure to perform required testing in accordance with Exhibit O, and the submittal of a summary report on a quarterly basis	\$50 per calendar day	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through S, inclusive, of this Contract (Exhibits A-S) and this PRS, Exhibits A-S shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-S, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions/Liquidated Damages*	Compliance	Comments
s) Maintenance Personnel	Training and/or ASE and MACS Certified as specified in Section K.5 of Exhibit A	\$500 per maintenance employee per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
t) Trips Not Made	If a trip is not made in accordance with the scheduled service route	\$250 per trip, up to a maximum of \$2,000 per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
u) Non-ADA Service Vehicle	If contractor replaces a Service Vehicle with a none ADA compliant vehicle	\$500 for the first occurrence and \$1,000 for each subsequent occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
v) Violation of maintenance facility requirements for Service Vehicles	Failure to adhere to maintenance facility requirements in accordance with Section F, of Exhibit A	\$1,000 per Service Vehicle per Service day, up to a maximum of \$4,000 per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
w) The improper storage of Service Vehicles	Failure to provide storage of Service Vehicles in accordance with Section F, of Exhibit A	\$200 per Service Vehicle per Service day, up to a maximum of \$2,000 per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

\*Modification/Implementation to the Deductions/Liquidated Damages are based on the discretion of the Contract Manager.

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through S, inclusive, of this Contract (Exhibits A-S) and this PRS, Exhibits A-S shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-S, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions/Liquidated Damages*	Compliance	Comments
x) Key staff E-mail and Internet Access	Failure to provide key staff with E-mail and internet access as required by this contract	\$100 per staff member per business day for any period from the start of the contract	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
y) 24-Hour Emergency Contact	Failure to respond by the contractor within one hour to inquiries from the Contract Manager	\$200 per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
z) Unresolved Service Vehicle Claims	Failure to provide an acceptable settlement within 90 calendar days	\$1,000 per week, up to a maximum of \$4,000 per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
aa) Service Vehicle Transfer Audit	Failure to provide an up-to-date PMI report for each service vehicle and/or the satisfactory completion of all cited vehicle items in need of repair	\$100 per County Service Vehicle per week and/or total costs of vehicle items cited and not repaired	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through S, inclusive, of this Contract (Exhibits A-S) and this PRS, Exhibits A-S shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-S, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions/Liquidated Damages*	Compliance	Comments
bb) Vehicle passenger health, safety, and comfort	If after a Service Vehicle's wheelchair ramp/lift, air conditioning, and or heating system has failed; the vehicle is placed back into service again without being repaired	\$200 per day per vehicle, up to a maximum of \$2,000 per month.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
cc) Reassignment of Key Personnel	If key management personnel are removed or reassigned without written submittal and consent by the County	\$1,000 per staff member per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
dd) Timely Service Vehicle repairs	Failure to repair a vehicle within either six (6) consecutive days of service or within a ten (10) day period during a month	\$200 per day per vehicle, up to a maximum of \$2,000 per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
ee) Interruption of revenue service to refuel vehicles	If there is an interruption in revenue service to refuel a vehicle	\$200 per day per vehicle, up to a maximum of \$2,000 per month	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

\*Modification/Implementation to the Deductions/Liquidated Damages are based on the discretion of the Contract Manager.



PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through S, inclusive, of this Contract (Exhibits A-S) and this PRS, Exhibits A-S shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-S, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions/Liquidated Damages*	Compliance	Comments
ff) Marketing and Advertising	If an adequate supply of service brochures is not maintained on vehicle(s)	\$100 per service vehicle, per occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
gg) Fines by regulatory or governmental agencies	If the County is fined because of the contractor's negligence or failure to comply with governmental requirements	Total costs equal to the amount of the charged fine	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
hh) AVL Devices	If a County installed AVL device is damaged, disconnected, removed or stolen	\$100 per AVL device per service day	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

\*Modification/Implementation to the Deductions/Liquidated Damages are based on the discretion of the Contract Manager.

**SERVICE MAP, SCHEDULE, AND FARE**  
**KING MEDICAL CENTER SHUTTLE SERVICE**  
**ROUTE DESCRIPTION AND SCHEDULE**

The following locations will be the designated timed bus stop locations for use in monitoring on-time performance in accordance with the Contract.

Employee Parking Lot "I" shall be used as the origination and ending point on the circular King Medical Center Shuttle Service route.

SCHEDULE:

Travels every 10 minutes (Two Service Vehicles)

TIMED CHECK POINTS/STOP LOCATIONS MIN AFTER EACH HR:

<u>DIR</u>	<u>ON</u>	<u>AT</u>			
EB	118 <sup>th</sup> Street	Employee Parking Lot "I"	:30	:40	:50
WB	Hospital	Healthy Way	:34	:44	:54
EB	120 <sup>th</sup> Street	Wilmington Avenue	:38	:48	:58
SB	Willowbrook Ave	Metro Rail Station	:42	:52	:02
WB	119 <sup>th</sup> Street	Hahn's Shopping Plaza	:46	:56	:06
EB	118 <sup>th</sup> Street	Employee Parking Lot "I"	:50	:00	:10

NB= North Bound  
 SB= South Bound  
 EB= East Bound  
 WB= West Bound

Hours of Operation:

Vehicle 1, will travel from 6:30 a.m. to 7:30 p.m., Monday-Friday only. Vehicle 2, will travel from 6:40 a.m. to 6:40 p.m., Monday through Friday and from 9 a.m. to 6 p.m. on Saturday.

Fare Structure:

For all patrons there is no charge to board this service and all passengers are able to ride for free.

**WILLOWBROOK SHUTTLE SERVICE**

**ROUTE "A" DESCRIPTION AND SCHEDULE**

The following locations will be the designated timed bus stop locations for use in monitoring on-time performance in accordance with the Contract.

The bus stop at the Hahn's Shopping Plaza and the bus stop at the intersection of San Pedro Street and 135<sup>th</sup> Street shall be used as the origination and ending point of the Willowbrook Shuttle service Route A. The Shuttle travels in one direction from end to end and then returns along the same alignment approximately 30 minutes in each travel direction.

SCHEDULE:

Route A travels every 60 minutes (One Service Vehicle)

TIMED CHECK POINTS/STOP LOCATION

MIN AFTER EACH HR:

<u>DIR</u>	<u>ON</u>	<u>AT</u>		
SB	Wilmington Avenue	Hahn's Shopping Plaza	:00	:55
WB/EB	El Segundo Boulevard	Compton Avenue	:05	:50
SB/NB	Central Avenue	El Segundo Boulevard	:10	:45
NB/SB	Avalon Boulevard	Metro Rail Green Line	:15	:40
SB/NB	Broadway	124th Street	:20	:35
NB	San Pedro Street	135th Street	:25	:30

NB= North Bound  
 SB= South Bound  
 WB= West Bound  
 EB= East Bound

Hours of Operation:

From 7 a.m. to 6 p.m., Monday-Friday and Saturday 9 a.m. to 6 p.m.

Fare Structure:

The cash fare is \$0.25 per trip. We accept as paid fare all Metro Passes, EZ Passes, and Metrolink Passes. Also, seniors (ages 60 and over), children under age five and persons with disabilities are allowed to ride for free.

**WILLOWBROOK SHUTTLE SERVICE**

**ROUTE "B" DESCRIPTION AND SCHEDULE**

The following locations will be the designated timed bus stop locations for use in monitoring on-time performance in accordance with the Contract.

The Hahn's Shopping Plaza shall be used as the origination and ending point of the Willowbrook Shuttle service Route B. The Shuttle travels approximately 30 minutes in a circular loop along its alignment.

SCHEDULE:

Route B travels every 30 minutes (One Service Vehicle)

TIMED CHECK POINTS/STOP LOCATIONS MIN AFTER EACH HR:

<u>DIR</u>	<u>ON</u>	<u>AT</u>		
NB	Wilmington Avenue	Hahn's Shopping Plaza	:00	:30
SB	Mona Boulevard	124th Street	:05	:35
WB	Oris Street	Willowbrook Avenue	:10	:40
NB	Wilmington Avenue	El Segundo Blvd	:15	:45
EB	120th Street	Compton Avenue	:20	:50
EB	119th Street	Hahn's Shopping Plaza	:25	:55

NB= North Bound  
 SB= South Bound  
 WB= West Bound  
 EB= East Bound

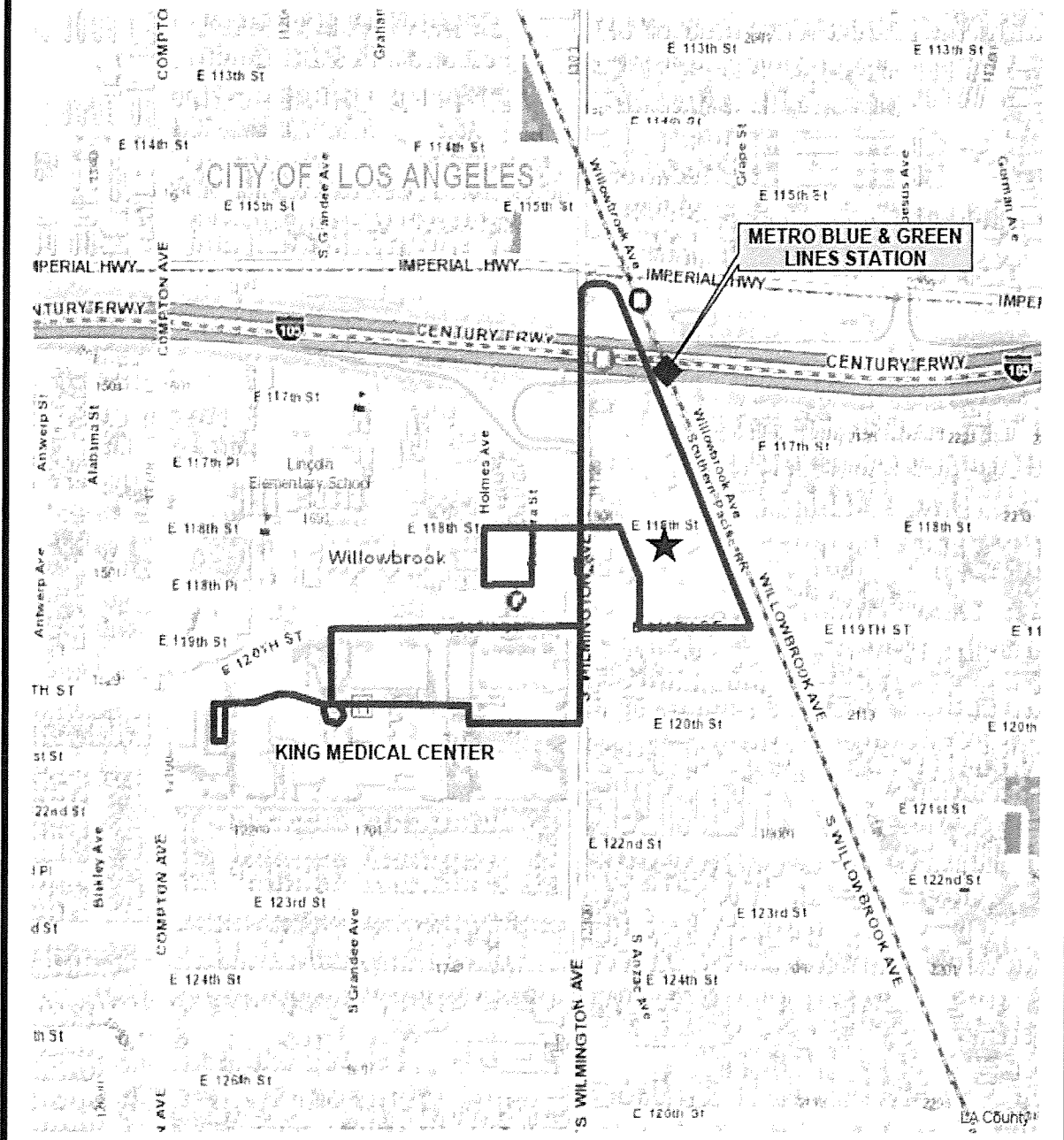
Hours of Operation:

From 6:30 a.m. to 6:30 p.m., Monday-Friday and Saturday 9 a.m. to 6 p.m.

Fare Structure:

The cash fare is \$0.25 per trip. We accept as paid fare all Metro Passes, EZ Passes, and Metrolink Passes. Also, seniors (ages 60 and over), children under age five and persons with disabilities are allowed to ride for free.

# KING MEDICAL CENTER SHUTTLE SERVICE



DEPARTMENT OF PUBLIC WORKS  
 900 S. Fremont Ave.  
 Alhambra, CA 91803  
 Survey/Mapping & Property Management Division  
 Mapping & GIS Services

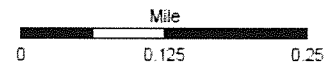


★ KENNETH HAHN PLAZA  
 SHUTTLE ROUTE

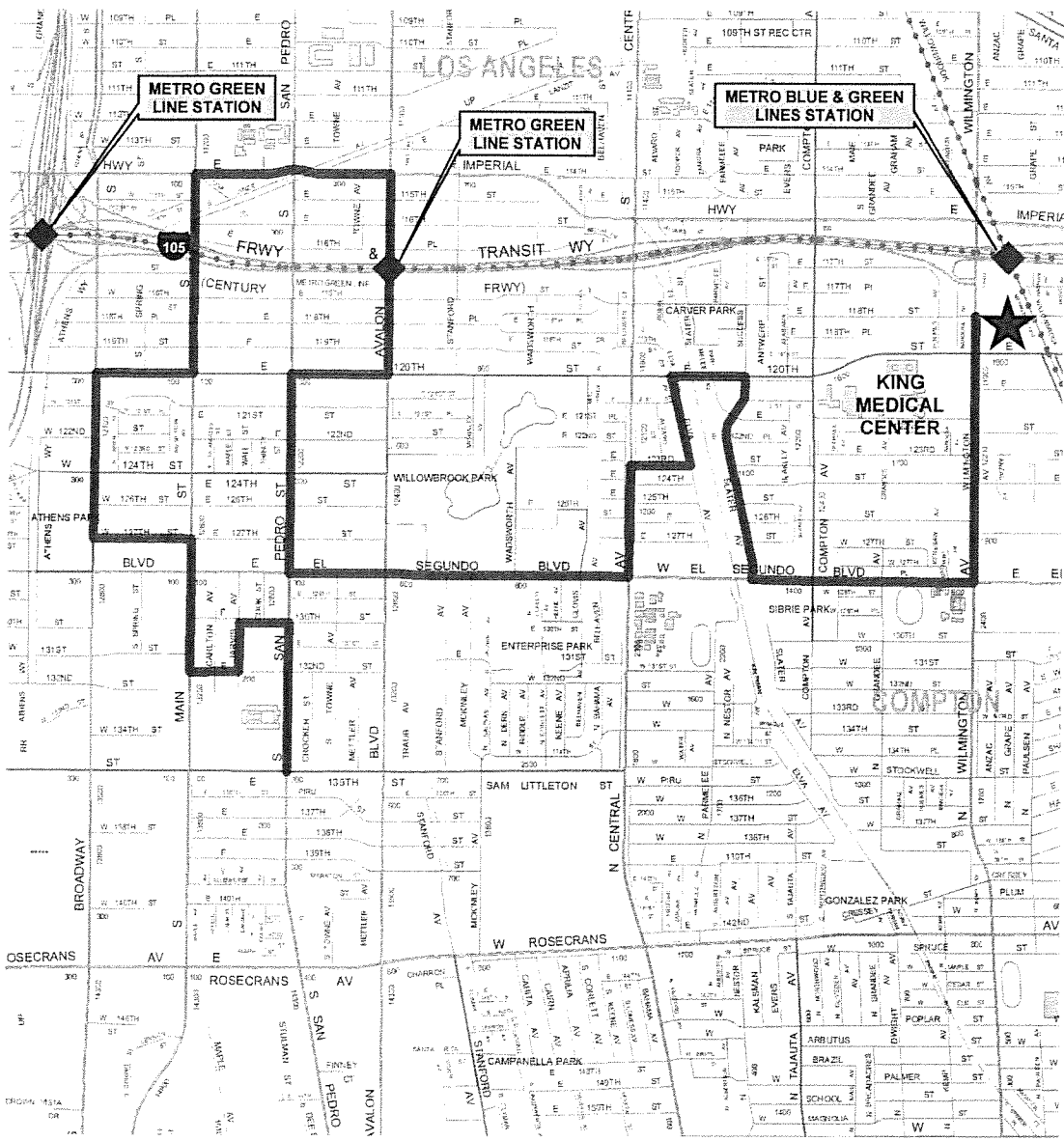





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# WILLOWBROOK SHUTTLE SERVICE ROUTE A

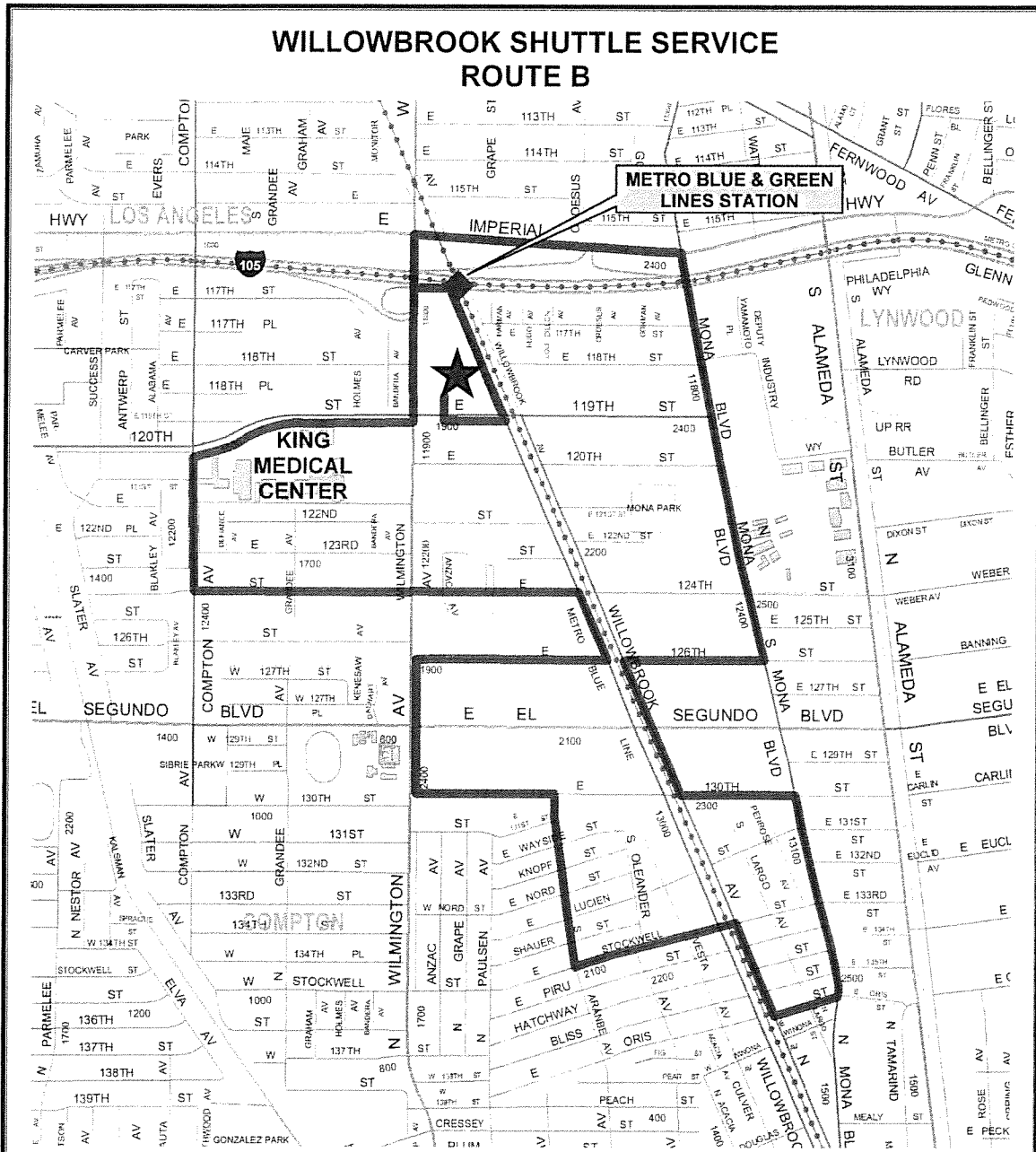


 <p><b>PUBLIC WORKS</b></p>	<p><b>DEPARTMENT OF PUBLIC WORKS</b>                  900 S. Fremont Ave                  Alhambra, CA 91803</p> <p>Survey/Mapping &amp; Property Management Division                  Mapping &amp; GIS Services</p>	 <p><b>KENNETH HAHN PLAZA</b> <b>ROUTE A</b></p>	 <p><b>N</b></p>
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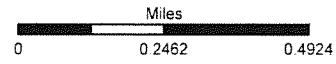
# WILLOWBROOK SHUTTLE SERVICE ROUTE B



	<p><b>DEPARTMENT OF PUBLIC WORKS</b> 900 S Fremont Ave Alhambra, CA 91803</p> <p>Survey/Mapping &amp; Property Management Division Mapping &amp; GIS Services</p>	 	<p><b>KENNETH HAHN PLAZA</b></p> <p><b>ROUTE B</b></p>	
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REF: \\pww\GIS\_Services\MPMG\GIS\projects\mrm\wk\_SD2\willowbrook\_shuttle\willowbrook\_shuttle\_routeB\_rev2.mxd DATE: 07/31/15

**COUNTY-PROVIDED SERVICE VEHICLE INFORMATION****Vehicle Information**

A. The following County-Provided Vehicle is currently assigned to the King Medical Center Shuttle service:

<u>ID</u>	<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>VIN #</u>
L-208	CHEVY	C4500	2010	1GB95AGXA1104720

**Cutaway Vehicles:**

- 25-foot Cutaway-Bus
- Low emission, alternative fueled Propane-powered (LPG)
- Passenger pull cord system
- "Stop Requested" sign
- Public address system with gooseneck microphone
- Backup alarm
- Driver side viewable backup camera
- Fully automatic wheelchair lift
- ADA-compliant securement system for two (2) wheelchair passengers
- 10 lbs. ABC Fire Extinguisher, first-aid kit, reflector kit
- Fare Box
- Bike Racks (that will support two standard-sized bikes)

**Note:** Useful Life for Vehicle L-208 is for a 7-year period from November 2010.

B. The following County-Provided Vehicles are currently assigned to the Willowbrook Shuttle service:

<u>ID</u>	<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>VIN #</u>
L-211	FORD	F550	2015	1FDAF5GY3FEC91029
L-212	FORD	F550	2015	1FDAF5GY3FEC83327
L-213	FORD	F550	2015	1FDAF5GY3FEC83330

**Cutaway Vehicles:**

- 27-foot Cutaway-Bus
- Low emission, alternative fueled Compressed Natural Gas-powered (CNG)
- Passenger pull cord system
- "Stop Requested" sign
- Public address system with gooseneck microphone
- Backup alarm
- Driver side viewable backup camera



- On-board video surveillance system
- Fully automatic wheelchair lift
- ADA-compliant securement system for two (2) wheelchair passengers
- 10 lbs. ABC Fire Extinguisher, first-aid kit, reflector kit
- Fare Box
- Bike Racks (that will support two standard-sized bikes)

**Note:** Useful Life for Vehicles L-211, L-212, and L-213 is for a 7-year period from July 2015.

## CONTRACTOR-PROVIDED SERVICE VEHICLE REQUIREMENTS

### Vehicle Requirements

- 25-foot Cutaway-Type 3 Vehicles
- 20 passenger seats or 16 passenger seats with two wheelchair positions
- Folding seats are provided in the wheelchair area which cannot be used while wheelchairs are on board
- Vehicle shall be five years old or newer with no more than 150,000 miles
- Fuel type: Alternative fuel is preferred. Gasoline fuel is acceptable. No diesel fuel (including bio-diesel) is acceptable.
- Minimum 14,000 LB GVWR
- Vertical stanchions
- 86,000 BTU passenger area air-conditioning system
- 24,500 BTU passenger area heating system
- 35,000 BTU passenger area heater
- Passenger pull cord
- "Stop Requested" sign
- Public address system with gooseneck microphone
- Backup alarm
- Ricon model model S-2005 (or equivalent) fully automatic wheelchair lift that includes a manual backup, handrails, California brake interlock and lift pad kit
- ADA-compliant securement system for two (2) wheelchair passengers
- 10 lbs. ABC Fire Extinguisher, first-aid kit and reflector kit
- Inside and outside signage
- Fare Box

VEHICLE APPEARANCE/CLEANLINESS CHECKLIST

Date/Time \_\_\_\_\_ Vehicle No. \_\_\_\_\_

Checked By \_\_\_\_\_

EXTERIOR	VERY GOOD	ACCEPTABLE	UNACCEPTABLE
Windshield	_____	_____	_____
Windows	_____	_____	_____
Body–Front and Sides	_____	_____	_____
Body–Rear	_____	_____	_____
Fuel Filter Area	_____	_____	_____
Wheels	_____	_____	_____
Rubber/Vinyl Parts	_____	_____	_____
Destination Sign Area	_____	_____	_____
<b>INTERIOR</b>			
Entry/Driver Area	_____	_____	_____
Windshield	_____	_____	_____
Floor/Aisle	_____	_____	_____
Seats	_____	_____	_____
Seat Backs	_____	_____	_____
Windows	_____	_____	_____
Lift or Exit Door Area	_____	_____	_____
Sidewall Panels	_____	_____	_____
Modesty Panels	_____	_____	_____
Stanchions/Grab Rails	_____	_____	_____
Information Display Area	_____	_____	_____
Schedule Holder(s)	_____	_____	_____
Subtotal	_____	_____	_____
Total	_____	_____	_____
Overall Rating	_____	VERY GOOD	
	_____	ACCEPTABLE	
	_____	UNACCEPTABLE	

**DRIVER'S DAILY VEHICLE REPORT**

BUS NO. \_\_\_\_\_ MILEAGE \_\_\_\_\_ DATE \_\_\_\_\_ ROUTE \_\_\_\_\_

**OPEN HOOD & CHECK!**

- COOLANT, OIL, BATTERY, WASHER FLUID LEVELS, FAN BELTS & WIRING

**ENTER BUS & CHECK!**

- STEPS, GRAB HANDLES & RAILS, WINDOWS, WARNING DEVICES, FIRST AID KIT, FIRE EXTINGUISHER, CLEANLINESS & INSIDE EMERGENCY EXITS
- WHEELCHAIR LIFT/RAMP OPERATION AND SECUREMENTS

**RECORD ODOMETER READING**

- CHECK IF PMI SERVICE IS DUE SHORTLY

**START ENGINE & CHECK!**

- NEUTRAL SAFETY SWITCH OPERATION
- GEAR SHIFT LEVER OPERATION
- SERVICE BRAKE WARNING BUZZER & LIGHT
- BRAKE INTERLOCK
- STEERING WHEEL PLAY
- WINDSHIELD WIPERS AND WASHERS
- HEATER AND DEFROSTER
- HORN
- SERVICE DOORS (OPEN & CLOSE)
- ALL MIRRORS
- WATER TEMPERATURE, FUEL, VACUUM, OIL OR AIR PRESSURE GAUGES
- PARKING BRAKE WARNING BUZZER & LIGHT
- SEAT BELT(S)
- SERVICE BRAKES

**DRIVE BUS FORWARD & APPLY BRAKES  
ACTIVATE ALL LIGHTS & CHECK!**

- AMMETER, ALL INTERIOR LIGHTS, HEADLIGHTS, (HIGH & LOW BEAM INDICATOR)

**SET PARKING BRAKE, PUT TRANSMISSION  
IN NEUTRAL WITH ENGINE RUNNING &  
ALL LIGHTS ON, CHECK FOLLOWING  
EQUIPMENT OUTSIDE BUS**

- RIGHT FRONT WHEEL AND TIRE
- RIGHT SIDE MARKER LAMPS
- TURN SIGNAL LIGHTS AND REFLECTORS
- RIGHT REARVIEW MIRROR & MOUNTING
- HEADLIGHTS & TURN SIGNALS
- CLUSTER, CLEARANCE AND I.D. LIGHTS
- DESTINATION SIGN OR IDENTIFICATION SIGNAGE
- WINDSHIELD
- LEFT REARVIEW MIRROR & MOUNTING
- LEFT FRONT WHEEL AND TIRE
- DRIVER'S SIDE WINDOW
- LEFT SIDE MARKER LAMPS & TURN SIGNAL
- LIGHTS AND REFLECTORS
- LEFT REAR WHEELS AND TIRES
- EXHAUST SYSTEM CONDITION
- LOOK UNDER VEHICLE FOR LEAKS
- REAR CLUSTER, CLEARANCE AND I.D. LIGHTS
- TAILLIGHTS, TURN SIGNALS & REFLECTORS
- RIGHT REAR WHEELS AND TIRES
- FUEL TANK FILLER TANK CAPS

**CONDITION OF THIS BUS IS:**

- SATISFACTORY
- UNSATISFACTORY

REMARKS: \_\_\_\_\_

DRIVER'S SIGNATURE(S)	TIME	MECHANIC SIGNATURE(S)
1 _____	_____	1 _____
2 _____	_____	2 _____
3 _____	_____	
4 _____	_____	DATE REPAIRS COMPLETED: _____

PRIVILEGED AND  
CONFIDENTIAL.



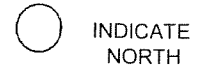
PREPARED FOR COUNTY COUNSEL IN DEFENSE OF THE COUNTY, SPECIAL DISTRICTS, AND EMPLOYEES.  
**COUNTY OF LOS ANGELES DEPT. of PUBLIC WORKS REPORT of VEHICLE COLLISION or INCIDENT**  
 FATALITIES OR SERIOUS INJURIES MUST BE REPORTED IMMEDIATELY BY TELEPHONE TO EMPLOYEE HEALTH & SAFETY (EHS) (626) 458-2151  
**Employee:** Complete form within 24 hours of vehicle collision and submit to your supervisor. If more space is needed to completely answer any category on this form, attach an additional sheet.  
**Division:** Submit form (**typewritten**) to Employee Health and Safety Section within 72 hours.

<b>VEHICLE DRIVEN BY EMPLOYEE</b> (Check one)			
First Name _____	County Vehicle (Includes veh. leased or rented by Co.)	Personal Vehicle	
Last Name _____	Driver's Lic. No. _____	Permittee	Yes No
Work Location _____	Equip. No. _____	Policy No. _____	
Work Phone No. _____	Vehicle License No. _____	Insurance Co. _____	
Division _____	Emp No. _____	Job Title _____	
Vehicle: _____	Year _____	Make _____	Model or Type _____
Parts Damaged: _____			
Incident Date: _____ City: _____ On: _____			
At: _____ (Intersection or Address) Or Area: _____			
Hour: _____ AM _____ PM _____			
<b>PASSENGER</b>	PASSENGER: County Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Name _____		
	Home Address _____ (Street) _____ (City)		
Phone Work: _____ Home: _____			
<b>INJURED / WITNESS</b>	Check One: Injured Witness Fatality		
	Name _____ Phone _____ Nature of Injury _____		
	Address _____ Taken to _____		
<b>OTHER VEHICLE (2)</b>	Driver: _____ (Name) _____ (Address) _____ (City) _____ (State) _____ (Zip) _____ (Phone)		
	Driver License No. _____ State _____ Insurance Co. _____ Policy No. _____		
	Employer _____ (Name of Person or Co.) _____ (Address) _____ (City) _____ (State) _____ (Zip) _____ (Phone)		
	Vehicle _____ (Year) _____ (Make) _____ (Model or Type) Veh. Lic. No. _____ (Year) _____ (Number) _____ (State)		
	Parts Damaged _____		
	Registered Owner _____ (Name) _____ (Address) _____ (City) _____ (State) _____ (Zip) _____ (Phone)		
	Home Address _____ (Street) _____ (City) _____ (State) _____ (Zip)		
	Passenger Name _____ Phone: Work _____ Home _____		
	Home Address _____ (Street) _____ (City) _____ (State) _____ (Zip)		
	<b>OTHER VEHICLE (3)</b>	Driver: _____ (Name) _____ (Address) _____ (City) _____ (State) _____ (Zip) _____ (Phone)	
Driver License No. _____ State _____ Insurance Co. _____ Policy No. _____			
Employer _____ (Name of Person or Co.) _____ (Address) _____ (City) _____ (State) _____ (Zip) _____ (Phone)			
Vehicle _____ (Year) _____ (Make) _____ (Model or Type) Veh. Lic. No. _____ (Year) _____ (Number) _____ (State)			
Parts Damaged _____			
Registered Owner _____ (Name) _____ (Address) _____ (City) _____ (State) _____ (Zip) _____ (Phone)			
Home Address _____ (Street) _____ (City) _____ (State) _____ (Zip)			
Passenger Name _____ Phone: Work _____ Home _____			
Home Address _____ (Street) _____ (City) _____ (State) _____ (Zip)			

Police Report  Yes  No      Photographs Attached  Yes  No

Police Agency Reporting \_\_\_\_\_ Station \_\_\_\_\_

**DRAW A DIAGRAM AND SHOW HOW INCIDENT OCCURRED**



Show your vehicle as the other vehicles as , etc.

SHOW the location and position of Vehicle(s) at point of impact. SHOW the name of the street(s) and location of stop signs, signals, number of lanes, and any important information.

EXPLAIN CLEARLY HOW INCIDENT OCCURRED; ADDITIONAL SHEETS ATTACHED  Yes  No

Was your Vehicle legally parked?  Yes  No. If No, complete items (1)-(10) at the bottom of this page.

SUPERVISOR'S REPORT OF INCIDENT; ADDITIONAL SHEETS ATTACHED  Yes  No

**ITEMS**

<p><b>(1) MOVEMENT</b>  <input type="checkbox"/> <input type="checkbox"/> </p> <p>____ Straight Ahead                  ____ Lane Change                  ____ Making Right Turn                  ____ Making Left Turn                  ____ Standing                  ____ Parked                  ____ Backing                  ____ Rolling Back                  ____ Moving Unattended</p> <p><b>(2) TRAFFIC CONTROLS</b>                  ____ None Present                  ____ Green Signal                  ____ Yellow Signal                  ____ Red Signal                  ____ Flashing Signal                  ____ Stop Sign                  ____ Warning Sign                  ____ Construction Sign                  ____ Other</p>	<p><b>(3) AMOUNT OF TRAFFIC</b>                  ____ No Other                  ____ Light                  ____ Medium                  ____ Heavy-Flowing                  ____ Congested</p> <p><b>(4) TERRAIN</b>                  ____ Level                  ____ Upgrade                  ____ Downgrade                  ____ Hill Crest                  ____ Dip</p>	<p><b>(5) ROAD SURFACE</b>                  ____ Concrete                  ____ Asphalt                  ____ Oiled/Gravel                  ____ Unpaved                  ____ Other</p> <p><b>(6) VISIBILITY</b>                  ____ Good                  ____ Fair                  ____ Poor                  ____ Very Poor</p>	<p><b>(7) WEATHER</b>                  ____ Clear                  ____ Rain                  ____ Fog                  ____ Dusty                  ____ Snow                  ____ Heavy Smog                  ____ Other</p> <p><b>(8) ROAD CONDITION</b>                  ____ Dry                  ____ Wet                  ____ Muddy                  ____ Snowy or Icy</p>	<p><b>(9) EVASIVE ACTION by Co. Driver</b>                  ____ Locked Brakes                  ____ Hard Brakes                  ____ Slowed/Stopped                  ____ Steered Away                  ____ Accelerated                  ____ None                  ____ Other</p> <p><b>(10) SAFETY BELTS</b>                  ____ Installed, Not Worn                  ____ Installed and Worn                  ____ Not Installed                  ____ Vehicle Unoccupied</p>	
	Total Yrs. Driv. For Co. _____		Total Yrs. Driv. this type Veh. _____		Total Yrs. Driv. _____
	EMPLOYEE NAME (PRINT) _____		SIGNATURE _____		DATE _____
	SUPERVISOR NAME (PRINT) _____		SIGNATURE _____		DATE _____
	DIVISION HEAD OR AUTH. REPRESENTATIVE NAME (PRINT) _____		SIGNATURE _____		DATE _____

## PREVENTIVE MAINTENANCE

### INTRODUCTION

The Contractor, at its sole cost and expense, shall provide all fuel, lubricants, repairs, cleaning, parts, supplies, labor, maintenance, major components, and component rebuilding and replacement, along with the necessary service facilities to provide the maintenance required for the operation of all equipment and Service Vehicles pursuant to this Contract.

Routine preventive maintenance and servicing is required on all Service Vehicles for this Service as recommended by their Original Equipment Manufacturer(s) (OEM). The Service provisions below represent the County's recommended preventive maintenance schedule. If OEM's preventive maintenance schedule is more stringent than the County's, the Contractor shall follow the OEM's recommendations. If County's recommended preventive maintenance schedule is more stringent than the OEM's, the Contractor shall verify with the County as to which recommended preventive maintenance frequency is acceptable prior to deviating from the County's recommendations. Adherence to a preventive maintenance schedule shall not be regarded as cause for deferred repairs. Non-safety repairs may be scheduled and must be made within one week of being identified.

### SECTION 1. SERVICE PROVISIONS

The Preventive Maintenance Inspection (PMI) services to be provided by the Contractor shall consist of levels hereinafter referred to as "DVIR," "I," "J/A," "B," and "C" PMI Services. These inspections shall be conducted at vehicle mileage or time intervals as described herein.

#### A. PMI Service Sequencing

1. Daily Vehicle Inspection Report (DVIR) is a legally required document prepared each day by the Service Vehicle operator regarding the Service Vehicle operated. Copies are to be retained by the Contractor. Any and all repairs identified shall be documented.
2. "I" inspections occur a minimum of once per week. More frequent "I" service may be required by the Contract Manager depending upon demonstrated Service Vehicle condition and/or reliability. This inspection shall be documented and shall indicate all problems found, maintenance/repair required, and maintenance or repairs performed.
3. "J/A" inspection occurs every 30 days regardless of mileage. The "J/A" service occurs as part of every "B," and "C" Service inspection.

**EXHIBIT M**

4. "B" service occurs every 24,000 vehicle miles or eight months, whichever occurs first. "B" service occurs as part of every "C" Service inspection.
5. "C" service occurs every 48,000 vehicle miles or every 16 months, whichever occurs first.
6. PMI service sequencing (repeats each 48,000 miles).

<u>PMI Service</u>	<u>SERVICE Miles</u>	<u>Or Maximum Days</u>	<u>Joint PMI Services</u>
DVIR	N/A	Daily	
I	N/A	Weekly	
J/A	3,000	30 Days maximum	
B	24,000	240 Days maximum	I and J/A
C	48,000	480 Days maximum	I, J/A and B
DVIR – Daily Pre-Trip Inspection by operator			

**B. Inspections/PMI Services**

1. Daily Pre-Trip and Post-Trip Vehicle Inspection Report (DVIR)

Contractor shall ensure that their Service Vehicle operators perform the DVIR in accordance with 13 CCR Section 1215(a) and California Vehicle Code Section 34500.

Contractor's Service Vehicle operators shall conduct the mandatory "Pre-Trip" and "Post Trip" inspections of their assigned Service Vehicle prior to, and immediately after, operating the Service Vehicle on a given day. These inspections must be performed each day the vehicle is used. The DVIR report must be signed by the assigned Service Vehicle operator of the Service Vehicle. The DVIR report is required as a matter of record, whether or not any defects are found. When defects are identified and listed, the DVIR must be routed to the Contractor's Repair Facility. The Contractor must maintain and retain these inspection/service records as required by law.

These Pre-Trip and Post Trip inspections are both a maintenance inspection and an operational inspection of the Service Vehicle by the operator. Further details of the DVIR inspection are set forth in Exhibit A, Scope of Work; Section G, Vehicle and Equipment Maintenance; Subsection 4, Daily Pre-Trip and Post-Trip Vehicle Inspection and Servicing; Section O, Service Records and Reports; Subsection 2.c, Daily Pre-Trip Service Vehicle Inspection Reports.



## EXHIBIT M

2. The Contractor shall perform the PMI service level "I" in accordance with 13 CCR Section 1234(f) and California Vehicle Code Section 34500. The inspection must be a matter of record. The "I" inspection is to be performed at least every seven calendar days utilizing qualified and Automotive Service Excellence (ASE) certified maintenance personnel. PMI service Level "I" shall include, but is not be limited to, the following:

- Inspect engine accessory drive.
- Inspect, measure and record drive belts condition and belt tension.
- Inspect the engine and accessories for leaks.
- Check and top up engine oil level.
- Check and top up engine coolant level.
- Check and top up transmission fluid level.
- Check and top up power steering and master brake cylinder (if equipped with hydraulic brakes).
- Check all directional signals and flashers.
- Check headlights, marker, stop, turn, tail lamps, and reflectors.
- Replace lights, lens, and/or reflectors as necessary.
- Check and replace interior lights and lens as necessary.
- Check brake operation.
- Check parking brake operation and condition.
- Check the functioning of instrument cluster gauges and warning lights.
- Check tire pressure and adjust to specification.
- Check tire tread, remove debris, and check for damage and uneven wear.
- Check tires for sidewall damage.
- Inspect wheels and fasteners.
- Check for wheel bearing oil or grease leaks.
- Check horn operation.
- Check "backup" alarm and safety device operation.
- Check condition and mounting of fire extinguisher, first aid kit, bodily fluids kit(s) and wheel chair tie downs and record.
- Check operation of all doors.
- Check wheelchair lift operation.
- Check wheelchair lift interlock operation.
- Check operation of all emergency escape windows and alarms.
- Check windshield wiper and windshield washer operation.
- Check and record AC system operation effectiveness.
- Check under vehicle for any fluid leaks.
- Check cleanliness of the vehicle's exterior and note any body and/or decal damage.
- Check cleanliness and condition of vehicle interior.

## EXHIBIT M

Plus other additional items deemed appropriate.

3. The Contractor shall perform the PMI service level "J/A" in accordance with 13 CCR Section 1232(b). The inspection must be a matter of record. The "J/A" inspections are to be performed simultaneously at least every 30 calendar days. These services shall include, but are not limited to, the following items:

- Change engine oil.
- Replace engine oil filter(s).
- Check, adjust, and record engine idle speed.
- Check engine throttle linkage operation.
- Check transmission fluid level.
- Pressure test radiator and radiator cap.
- Check and record coolant percentage, protection, and condition.
- Clean radiator of bugs and debris.
- Check or inspect all hoses and lines for condition.
- Inspect accessory and drive belts for condition.
- Measure belt tensions and record.
- Inspect and lubricate chassis, front and rear suspension components.
- Inspect shock absorbers for damage or leaks.
- Inspect suspension.
- Lubricate front axle spindles.
- Check and tighten spring axle bolts as necessary.
- Check exhaust system for damage and/or leaks, and correct deficiencies.
- Inspect steering box and steering box mounting.
- Inspect and lubricate steering u-joints.
- Check steering linkage for wear or damage.
- Lube steering linkage.
- Road test for steering and suspension condition.
- Inspect brakes for operation.
- Check brake fluid level or test air brake system.
- Check disc brakes for wear and record percentage of remaining pad and/or lining.
- Adjust brakes as necessary.
- Inspect brake system for leaks, check air or brake fluid levels.
- Check and service slack adjusters (if equipped with air brakes).
- Check and adjust parking brake, as needed.
- If equipped with air brakes, check, clean or replace air compressor filter.

## EXHIBIT M

- Inspect and lubricate driveline and u-joints.
- Check differential oil level.
- Inspect vehicle safety devices and/or equipment.
- Inspect vehicle wiper/washer operation and fluid level.
- Check battery mounting and hold down(s).
- Check battery terminals and clean or replace as necessary.
- Load test battery(s) and record reading.
- Check and record battery(s) specific gravity.
- Clean battery surface and terminal connections.
- Check battery water level.
- Check accessory drive belt tension, measure, record and adjust as necessary.
- Inspect accessory drive belts for wear and tension; record result and adjust as necessary.
- Inspect tires and rims, for damage, wear, cracks, missing lug nuts, broken studs, etc.
- Inspect tires, for damage, wear, and/or debris; if irregular wear present, perform alignment.
- Measure and record tire tread depth (including spare tire).
- Check and record tire pressures (including spare tire).
- Torque and record tire bolt mounting.
- Inspect exterior lamps for operation.
- Inspect exterior mirrors and check operation.
- Inspect interior lamps for operation.
- Inspect dash panel and check operation of all switches, gauges and lamps.
- Inspect upper (overhead) panel for operation of all switches gauges and lamps.
- Inspect all doors for adjustment and smoothness of operation.
- Inspect and lubricate door hinges, pins and/or bushings.
- Inspect wheelchair lift for operation and adjustment, including interlock device.
- Cycle wheelchair lift in manual (emergency) and check hydraulic fluid level mode.
- Clean and lubricate wheelchair lift.
- Inspect window glazing and windows for operation and/or cracks.
- Operate emergency escape windows and test alarm.
- Inspect seats for damage, soiling.
- Inspect floor covering and step treads for damage.
- Test and record HVAC - Measure and record A/C output temperature front and rear.
- Clean immediate area surrounding rear heater unit.

## EXHIBIT M

- Inspect fire extinguisher.
- Inspect other vehicle safety devices/equipment.
- Inspect wiper, washer operation, fluid level.

Plus other additional items deemed appropriate.

Note: "A/J" inspection/service repeats with each "B" and "C" service inspection.

4. "B" inspection/service (24,000 miles/8 months) includes, but is not limited to, the following items:

- "A/J" inspection.
- Engine fuel filter, replace (primary).
- Engine fuel filter, replace filter element (secondary).
- Replace engine air filter.
- Replace spark plugs (nondiesel powered engines).
- Replace transmission filter and fluid.
- Replace power steering fluid and filter.
- Balance and rotate tires.
- Perform a full "four wheel" alignment.
- Replace brake fluid (hydraulic).
- Replace air dryer filter (air brakes).
- Repack front wheel bearings.
- Check all fuel lines for leaks.
- Check fuel line attachment points to chassis.
- Inspect tank and lines for damage, fractures, and/or rust.
- Check fuel tank valves and fittings for leaks and operation.
- Check spark plugs for excessive gap, heavy deposits on electrodes and/or electrode damage.

Plus other additional items deemed appropriate.

5. "C" inspection/service (48,000 miles/16 months) includes, but is not limited to, the following items:

- "A/J" inspection.
- "B" inspection.
- Inspect differential, change oil.
- Replace in-tank propane fuel pump filter.
- Replace in-line fuel filter.
- Inspect and replace spark plugs.
- Inspect spark plug wires.

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Plus other additional items deemed appropriate.

6. Every Third "C" Inspection or service (144,000 miles/48 months) includes, but is not limited to, the following items:

- Every third "C" inspection, replace spark plug wires with OEM spark plug wires.
- Replace engine coolant.
- Flush engine block.
- Replace engine coolant thermostat.
- Replace coolant hoses, clamps.
- Replace accessory and drive belts.
- Change differential oil.

Plus other additional items deemed appropriate.

### C. Services Not Included

The following services shall be performed as required and may or may not be part of the Contractor's regularly scheduled maintenance.

- Tire replacement.
- Tire repairs.
- Non-PMI, scheduled or unscheduled repairs.
- Mechanical failure(s) and/or "Road Calls."
- Damage to mechanical components due to abuse, vandalism or accident.
- Damage to body/cosmetic appearance.
- Service Vehicle washing and cleaning (exterior and interior).
- Recharging the fire extinguisher and/or fire suppression items or systems.
- Labor and/or materials required to transport Service Vehicles for the purpose of service or repairs.
- All manufacturer's recalls and/or repairs covered under warranty.

### D. Parts Not Included In PMI Service (Contractor Supplied)

The following parts shall be maintained and replaced as needed on a day-to-day basis by the Contractor's sole expense.

- Head lamps
- Clearance lamps
- Turn signal lamps
- Reflectors
- Interior lamps

## EXHIBIT M

- Dashboard and all indicator lamps
- Windshield wiper blades
- Mirrors
- Other consumables, except as covered by warranty
- Fire extinguisher
- First Aid Kits
- Seatbelts, latches, Q-Straints, Torso Pads, etc.
- Methane Detection Systems
- Vehicle Fire Suppression Systems (Alternatively-Fueled Vehicles)
- Wheelchair tie-down belt replacements
- Tires
- Cleaning materials

### E. Parts Included

The following parts shall be provided under either PMI Service or regular maintenance services performed by the Contractor:

Engine:	Engine oil filter(s) Air filter element Fuel filter element(s) Replacement oil Replacement coolant and filter(s)
Miscellaneous:	Power steering fluid and filter(s) Brake fluid
Transmission:	Transmission oil filter(s) Replacement oil
Differential:	Replacement oil
Wheel Bearing:	Grease seals and/or hubcaps Grease or oil  Antifreeze Lubrication grease Silicone Battery(s) Battery water (distilled) Battery terminal spray/protectant Windshield wipers and washer fluid

Miscellaneous hoses/flex lines and washer that have a replacement requirement as part of the PMI Service schedule.

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Miscellaneous seals and gaskets that have a replacement requirement as part of the PMI Service schedule.

Miscellaneous engine accessory drive belts as part of PMI services schedule.

The following parts shall be provided by Contractor only as part of a PMI service:

A/C Compressor lube oil and Freon #R-134a refrigerant

### **SECTION 2.        OIL ANALYSIS**

A sample will be taken by the Contractor utilizing personnel and sample-taking processes that have been approved by the Contract Manager. Within one business day of taking the sample, the sample must be delivered to a Contract Manager-approved analysis facility for processing according to the following schedule:

Engine Oil: Sample requirement is one week or 500 miles prior to each "J/A" service/inspection (each oil change).

Transmission Oil: Sample requirement is one week or 500 miles prior to each "B" inspection/service, not to exceed 24,000 miles between samplings.

The Contractor shall inform the Contract Manager, at least seven calendar days in advance of the Engine Oil and Transmission Oil sampling dates. At Contract Manager's option, County personnel may be on-site to observe the Contractor's sampling procedures.

The Contractor shall provide or shall cause to have provided to the Contract Manager a copy of each analysis generated within one business day after results of said analysis are known or returned to Contractor by the oil analysis vendor.

### **SECTION 3.        RECORDS**

Individual PMI Service records shall be maintained and retained by Contractor. The records shall be maintained in a manner consistent with CHP terminal inspection requirements. Records shall be maintained for all "DVIR," "I," "J/A," "B," and "C" inspections and/or services plus any maintenance/repair conducted.

## EXHIBIT M

The contractor may be required to provide a copy of each PMI inspection/service activity to the County at the following address:

County of Los Angeles  
Department of Public Works  
Programs Development Division  
Attention Transit Manager  
P.O. Box 1460  
Alhambra, CA 91802-1460

### SECTION 4. TRANSFER OF COUNTY VEHICLES

The following applies if there is a change of Contractor and if there are County Service vehicles:

- The maintenance and repair records of each County Vehicle are County property. A legible copy of all maintenance and/or repair records shall be provided by the Contractor to the County when the vehicle(s) is/are released to the new Contractor who will be providing the Service.
- The tires on each vehicle shall average a minimum tread depth of 8/32 of an inch of tread. No one tire shall have less than 5/32 of an inch of tread at any point. The tread depth of each tire will be measured at three points and averaged.
- Tires with less than 5/32 of tread depth will be replaced and the County shall deduct the cost from the Contractor's final invoice(s).
- The brakes shall have a minimum of 30 percent of their lining shoes or pads at each wheel position. The brake material grade shall be as specified by OEM. Brake drums and/or rotors shall not be excessively worn, grooved or discolored from excessive heat. Drums and rotors shall be within their manufacturer's acceptable use guidelines.
- If any brake shoes, brake pads, drums, and/or rotors do not meet the minimum standards listed above, the items will be replaced and the cost to repair or replace any of these components will be deducted from the Contractor's final invoice(s).



## TERMINAL MANAGER'S COMPLIANCE CHECKLIST

CHP 800D (Rev. 7-13) OPI 062



The following checklist and other general information are provided to assist motor carriers whose California terminals are subject to inspection by the Department of the California Highway Patrol (CHP) pursuant to Section 34501 or 34501.12 of the California Vehicle Code (CVC). Any motor carrier, as defined in Section 408 CVC and/or Section 34501.12(a) CVC, can improve its ability to pass such inspections by closely examining its own operations in the light of the following checklist.

### ABBREVIATIONS USED ARE AS FOLLOWS:

<b>13 CCR:</b> Title 13, California Code of Regulations	<b>CVC:</b> California Vehicle Code
<b>49 CFR:</b> Title 49, Code of Federal Regulations	<b>DMV:</b> Department of Motor Vehicles
<b>BIT:</b> Biennial Inspection of Terminals	<b>EPN:</b> Employer Pull Notice
<b>CHP:</b> California Highway Patrol	<b>PUC:</b> Public Utilities Commission
<b>CMV:</b> Commercial Motor Vehicle	<b>USDOT:</b> U. S. Department of Transportation

**NOTE:** Compliance with federal regulations governing testing of drivers for use of controlled substances and abuse of alcohol is also required, but is evaluated separately from all other matters. See Section 34520 CVC and 49 CFR Part 382, for information regarding this issue. The CHP also publishes a checklist similar to this one titled CHP 800F, Controlled Substances and Alcohol Testing Compliance Checklist.

### RECORDS - NEW DRIVERS

1. Do you obtain a DMV report showing a prospective driver's current driving record prior to allowing them to drive a vehicle listed in Section 34500 CVC? *Section 1808.1(a) CVC*
2. Before you use a driver, is their DMV driving record reviewed? *Section 1808.1(a) CVC*
3. Is a copy of a driver's current DMV driving record signed, dated, and retained until receipt of their EPN record? *Section 1808.1(a) CVC*

### DRIVER RECORDS - EPN

4. Are all your company's drivers enrolled in the EPN including managers, supervisors, family members, or anyone else who may at any time drive a vehicle that requires the driver to have a class A or class B driver license or any special driving certificate, or an endorsement to transport hazardous materials with a class C license? *Sections 1808.1(b) CVC and 34501.12(h)(2)(B) CVC*
5. Do you have a current pull notice record on file for each of your drivers? *Section 1808.1(c) CVC*
6. Have EPN records been examined to verify that each employee's driver's license has not been suspended or revoked; to verify each employee's traffic violation point count; and whether any employee has been convicted of driving under the influence of alcohol or drugs? *Section 1808.1(c) CVC*
7. Are EPN records signed and dated? *Section 1808.1(c) CVC*
8. Have you employed or continue to employ, as a driver, any person for whom a disqualifying action has been taken against their driving privilege or required certificate? *Section 1808.1(f) CVC*

### DRIVERS' HOURS OF SERVICE RECORDS

9. Do you maintain driver timekeeping records for each of your drivers including those who only drive locally (time sheets, cards, etc.)? *13 CCR Section 1234(a)*
10. Are timekeeping records complete? *13 CCR Section 1234(a)*
11. Is the original of each driver timekeeping record retained for at least six months? *13 CCR Section 1234(a)*

### DRIVER PROFICIENCY AND RECORDS

12. Do you require drivers to demonstrate their ability to safely operate each different type of vehicle or vehicle combination before allowing them to operate these vehicles on the highway unsupervised? *13 CCR Section 1229*
13. Do you maintain a record of the different types of vehicles and combinations each driver is capable of operating proficiently? *13 CCR Section 1234(b)*

### MAINTENANCE PROGRAM AND RECORDS

14. Are your vehicles maintained in good mechanical condition? *13 CCR Section 1230*
15. Do you require all drivers to submit documented daily vehicle inspection reports (DVIR)? *13 CCR Section 1234(e)*
16. Do you require a "negative DVIR report" when no defects are found by the driver? *13 CCR Section 1234(e)*
17. Are DVIRs examined and defects corrected before the vehicle is operated on the highway? *13 CCR Section 1234(e)*
18. Do you retain DVIRs for at least three months? *13 CCR Sections 1202.2 and 1234(e), 49 CFR Section 396.11(c)(2)*
19. Are all vehicles regularly and systematically inspected, maintained, and lubricated? *13 CCR Section 1232(a)*
20. Do you have a means of indicating the types of inspection, maintenance, and lubrication operations to be performed on each of your vehicles, and does that means include the date or mileage when these operations are due? *13 CCR Section 1232(a)*

## INSPECTION, MAINTENANCE, LUBRICATION, AND REPAIR RECORDS

21. Do you document each inspection, maintenance, lubrication, and repair performed for each vehicle under your control?  
*13 CCR Section 1234(f)*
22. Are all maintenance records kept current and available for inspection? *13 CCR Section 1234(f)*
23. Are maintenance records retained for at least one year? *13 CCR Section 1234(f)*
24. Do maintenance records include: *13 CCR Section 1234(f)*
  - (a) Identification of the vehicle including, make, model, license number, or other means of positive identification?
  - (b) Date or mileage and nature of each inspection, maintenance, lubrication, and repair performed?
  - (c) The inspection, maintenance, and lubrication intervals?
  - (d) The name of the lessor or contractor furnishing any vehicle?

## CARRIER-PERFORMED INSPECTIONS

*(Questions 25 through 29 apply only to motor carriers operating the following vehicles.)*

- *Motortrucks of three or more axles which are more than 10,000 pounds gross vehicle weight rating (GVWR).*
  - *Truck tractors.*
  - *Trailers and semitrailers, pole or pipe dollies, auxiliary dollies, and logging dollies used in combination with vehicles listed above. Camp trailers (Section 242 CVC), trailer coaches (Section 635 CVC), and utility trailers (Section 667 CVC), as defined, are not included.*
  - *Any motortruck with GVWR rating of more than 10,000 pounds (excluding a pickup truck as defined in Section 471 CVC), while towing any trailer or semitrailer that results in a combination length over 40 feet (excluding trailer coaches, camp trailers, and utility trailers, as those terms are defined in the CVC).*
  - *Any truck, or any combination of a truck and any other vehicle, transporting hazardous materials/wastes in an amount that requires the display of placards, a hazardous materials transportation license, or a hazardous waste transporter registration.*
25. Do you perform a safety inspection at least every 90 days on each truck, tractor, trailer, and dolly? *Section 34505.5(a) CVC*
  26. Do your 90-day safety inspections include at least the following: *Section 34505.5(a) CVC*
    - (a) Brake adjustment?
    - (b) Brake system components and leaks?
    - (c) Steering and suspension systems?
    - (d) Tires and wheels?
    - (e) Vehicle connecting devices (fifth wheels, kingpins, pintle hooks, drawbars, chains, etc.)?
  27. Are defects which are noted during 90-day inspections corrected prior to operating the vehicle on the highway? *Section 34505.5(b) CVC*
  28. Do 90-day inspection records include: *Section 34505.5(c) CVC*
    - (a) Identification of the vehicle including, make, model, license number, company vehicle number or other means of positive identification?
    - (b) Date and nature of each inspection and repair performed?
    - (c) The signature of your authorized representative attesting to the inspection and to the completion of all required repairs?
  29. Are these inspection records retained for at least two years? *Section 34505.5(c) CVC*

*(Questions 30 through 34 apply to Tour Bus operators only [Section 612 CVC])*

30. Do you perform a safety inspection at least every 45 days on each tour bus? *Section 34505(a) CVC*
31. Do your 45-day safety inspections include at least the following: *Section 34505(a) CVC*
  - (a) Brake adjustment?
  - (b) Brake system components and leaks?
  - (c) Steering and suspension systems?
  - (d) Tires and wheels?
32. Are defects which are noted during 45-day inspections corrected prior to operating the tour bus on the highway? *Section 34505(b) CVC*
33. Do 45-day inspection records include: *Section 34505(c) CVC*
  - (a) Identification of the vehicle including, make, model, license number, or other means of positive identification?
  - (b) Date and nature of each inspection and repair performed?
  - (c) The signature of your authorized representative attesting to the inspection and to the completion of all required repairs?
34. Are these inspection records retained for at least one year? *Section 34505(c) CVC*

## VEHICLE IDENTIFICATION

35. Does each vehicle or combination of vehicles display the company name on both sides in characters clearly legible from a distance of 50 feet? *13 CCR Section 1256*
36. Do your vehicles display a valid operating authority, motor carrier permit, or identification number? *Section 34507.5(b)(1) CVC*
37. Are identification numbers removed before sale, transfer, or other disposal of a vehicle? *Section 34507.5(b)(3) CVC*

### HAZARDOUS MATERIALS HANDLING PROCEDURES

38. If you transport hazardous materials or hazardous waste, do you ensure that you only transport shipments that are in compliance with regulations contained in 49 CFR Parts 100 to 178, covering the following requirements?
- (a) Packaging, selection, and proper use of specification containers. *13 CCR Section 1163, 49 CFR Section 173.24*
  - (b) Marking and placement of required markings on packages and containers. *13 CCR Section 1161.3, 49 CFR Section 172.300*
  - (c) Proper labeling of packaging and containers. *13 CCR Section 1161.2, 49 CFR Section 172.400*
  - (d) Proper placarding of vehicles or containers. *13 CCR Section 1162, 49 CFR Section 172.500*
  - (e) Shipping papers including, proper entries, sequence of entries; legibility of shipper's certification when required; shipping paper retention as required; availability in transport vehicles? *13 CCR Section 1161, 49 CFR Section 172.200*
  - (f) Loading compatibility, load securement, protection from weather? *13 CCR Section 1164, 49 CFR Part 177*
  - (g) Spill reports submitted as required; copies retained at terminal? *13 CCR Section 1166, 49 CFR Part 171*

### SATISFACTORY RATED TERMINALS

A terminal rated **satisfactory** is one that is in compliance with applicable laws and regulations. Minor deficiencies or defects may exist as long as highway safety is not jeopardized. Criteria for assignment of a Satisfactory rating include:

- A. Vehicle/equipment condition reflects effective preventive maintenance practices.
- B. Vehicle records reflect compliance with applicable mandated inspection intervals; clearly identify inspection, service, and lubrication intervals; document services and repairs performed; and reflect the actual condition of the vehicles.
- C. Drivers' daily vehicle inspections are performed and documented. Defects noted are corrected promptly.
- D. Vehicles are not operated with out-of-service conditions or defects of a long standing nature.
- E. Drivers' timekeeping records are in use and are current. Retention intervals are complied with.
- F. Drivers' timekeeping records reflect compliance with hours-of-service requirements.
- G. Records reflect compliance with DMV EPN requirements.
- H. Required driver proficiency records are on file.
- I. The terminal/shipper is in compliance with hazardous material waste requirements.

### UNSATISFACTORY RATED TERMINALS

A terminal rated **unsatisfactory** is one showing a lack of compliance which could jeopardize the safety of passengers and/or the motoring public. An Unsatisfactory rated terminal is one in which articulable proof is obtained showing widespread noncompliance with or willful disregard of, statutory or regulatory requirements. An Unsatisfactory rating shall be assigned for any of the following conditions:

- A. Vehicle or equipment violations of a deliberate or long-standing nature.
- B. More than 20 percent of vehicles in the inspection sample are placed out of service.
- C. Drivers' hours-of-service violations.
- D. Falsified drivers' hours-of-service records violations.
- E. Failure to maintain and/or retain drivers' timekeeping records when that failure precludes a reasonable determination that the carrier is in compliance with drivers' hours-of-service requirements.
- F. Failure to participate in the DMV EPN Program, failure to enroll all drivers, failure to obtain periodic (up-to-date) printouts for all drivers, or utilizing disqualified drivers.
- G. Failure to provide the Department a reasonable opportunity to conduct an inspection pursuant to 13 CCR Section 1202(a).
- H. Lack of compliance with any HM requirement, which jeopardizes public or environmental safety, or hinders prompt action by emergency response personnel.
- I. Willful disregard of statutory or regulatory requirements.
- J. Violations generally spread over the inspected vehicles and/or maintenance records which, by their nature, should have been detected, documented, and corrected under an acceptable inspection/maintenance program.
- K. Violations generally spread over the inspected drivers' records which, by their nature, should have been prevented, and/or detected and corrected under an acceptable drivers and records management program.

### CONDITIONAL RATED TERMINALS

A terminal rated **conditional** is one in which the terminal's compliance is no longer manifestly unsatisfactory, but full compliance has not been demonstrated. In this case, the CHP will return for a follow-up inspection in approximately six months to assign a rating. The new rating will not be conditional; it will be either satisfactory or unsatisfactory. Under certain circumstances when reinspecting a terminal which had been previously assigned an unsatisfactory rating, the CHP is unable to determine that all required corrections have been accomplished by the motor carrier. An example would be a terminal which had received an unsatisfactory rating for excessive drivers' hours of service, and as a result the PUC or DMV had suspended the motor carrier's operating authority or motor carrier permit for a period of time. During the suspension, the carrier could not lawfully operate any of its vehicles, and therefore could not demonstrate compliance with laws and regulations governing drivers' hours of service. Under such circumstances, if all other compliance failures at that terminal had been corrected by the carrier, the CHP will normally assign a conditional rating to that terminal, then reevaluate the hours of service issue later.

**ABOUT THIS CHECKLIST**

This checklist, while detailed, cannot list all possible items where compliance with law or regulation could be an issue, nor can it explore all possible applications of CHP policy in the assignment of ratings. A motor carrier who examines their operations using this checklist as a guide can identify areas where compliance may be weak, and take action to improve those areas. Some of these items may not apply to every type of carrier. Laws and regulations change over time, and staying current with these changes is one of the keys to success for anyone who operates or directs the operation of commercial vehicles. This checklist is not law; it is intended only to assist motor carriers in achieving success in the area of highway safety. It does not bind the CHP to a particular determination regarding the compliance of any motor carrier with laws and regulations in existence at any given moment. Any conflict between this checklist and a law or regulation, or future change in CHP policy, will be resolved in favor of the law, regulation, or policy. This checklist will be revised to reflect significant changes in these areas as soon as possible after they occur.

**CHP MOTOR CARRIER SAFETY UNITS**

Questions may be directed to any of the Motor Carrier Safety Units listed below.

**Northern Division**

2485 Sonoma Street  
Redding CA 96001-3026  
(530) 225-2098  
(530) 246-1264 (Fax)

**Valley Division**

2555 First Avenue  
Sacramento, CA 95818-2696  
(916) 731-6350  
(916) 227-0111 (Fax)

**Golden Gate Division**

1551 Benicia Road  
Vallejo, CA 94591-7568  
(707) 648-4180  
(707) 649-4766 (Fax)

**Central Division**

4771 West Jacquelyn Avenue  
Fresno, CA 93722-6438  
(559) 445-6992  
(559) 276-9449 (Fax)

**Southern Division**

437 North Vermont Avenue  
Los Angeles, CA 90004-3512  
(323) 644-9557  
(323) 953-4827 (Fax)

**Border Division**

9330 Farnham Street  
San Diego, CA 92123-1216  
(858) 650-3655  
(858) 637-7159 (Fax)

**Coastal Division**

4115 Broad Street, Suite B-10  
San Luis Obispo, CA 93401-7992  
(805) 549-3261  
(805) 541-2871 (Fax)

**Inland Division**

847 East Brier Drive  
San Bernardino, CA 92408-2837  
(909) 806-2414  
(909) 885-0981 (Fax)

CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM

1. Substance Abuse Testing

It shall be the duty of Contractor to take all steps feasible to ensure that those employed personnel, independent contractors' or subcontractors' employees servicing or operating Service Vehicles pursuant to this Scope of Work do not perform those functions under the influence of alcohol, controlled substances, or medication which impairs their judgment or physical ability.

In meeting this duty, Contractor shall, at a minimum, do the following:

- a. Promulgate and Distribute to All Personnel a Written Policy Statement Prohibiting Servicing and/or Operating Service Vehicles While Under the Influence of Alcohol, Controlled Substances, or Any Medication Which Impairs Judgment or Physical Ability

The written policy statement shall indicate Contractor's intention to:  
(1) initiate substance abuse testing as described herein below;  
(2) immediately suspend any personnel testing "positive" for substance abuse from servicing or operating Service Vehicles pending review pursuant to the procedure described herein below;  
and (3) absent overruling on review to permanently prohibit such person from servicing or operating Service Vehicles.

- b. Institute a Comprehensive Program for Substance Abuse Testing for All Personnel Entailing Urinalysis and/or Blood Tests

- 1. Pre-employment testing of job applicants, independent contractors' and subcontractors' employees all as part of the pre-employment physical examination

Urine and/or blood samples will be taken as part of the pre-employment physical examination process and will be subjected to recognized testing procedures employed by duly licensed clinical laboratory technicians to determine the presence of alcohol and/or any controlled substance as that term is used in the Health and Safety Code, Section 11054, including, but not limited to, marijuana and its derivatives, opium and its derivatives, methaqualone, methamphetamine, lysergic acid diethylamide, psilocybin, or mescaline. Evidence of controlled substance presence in urine or blood of any job

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applicant shall require denial of the job application. Evidence of a blood alcohol level at the time of testing of greater than 0.04 percent shall likewise require denial of the job application. If Contractor at any time during the period of this Contract uses or contemplates usage of independent contractors' or subcontractors' employees to service or operate the Service Vehicles, the individuals who would perform such functions under such contractual arrangement shall be tested in the fashion described hereinabove and shall be prohibited from performing said functions upon testing "positive" for controlled substance use or blood alcohol concentration in excess of 0.04 percent.

2. Mandatory drug testing within three hours of a traffic accident or incident giving rise to a suspicion of substance abuse

The Provider shall make the necessary arrangements for and require substance abuse testing of all personnel, independent contractors' or subcontractors' employees involved in a traffic accident while operating a Service Vehicle within as short a time as possible following the accident and in no event to exceed three hours thereafter.

The Provider shall make the necessary arrangements for and require substance abuse testing of all personnel, independent contractors' or subcontractors' employees servicing or operating a Service Vehicle as to whom a report has been received from the public or from coworkers or supervisors as to involvement in a physical altercation, being verbally abusive or otherwise acting in a bizarre manner. The Provider shall make arrangements to provide for continued public transportation service prior to ordering the subject individual to report for drug testing, but shall make every effort to have the testing occur within three hours of the reported incident.

In addition to the testing required under Subsection 1.b.1 hereinabove, the testing required pursuant to this subsection shall include testing for the presence of prescription drugs and other over-the-counter medications which are known, on occasion, to cause drowsiness, impairment of judgment, and/or impairment of physical coordination and activity. This classification of substance is intended to include among other things: antihistamines, tranquilizers, painkillers, mood elevators, and psychotropics.

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All persons testing "positive" for controlled substance abuse or showing blood-alcohol concentration in excess of 0.04 percent shall be immediately suspended from servicing or operating Service Vehicles pending review pursuant to the review procedure set forth herein below. In the absence of an overruling of the suspension pursuant to the review procedure, the Provider shall permanently prohibit these individuals from servicing or operating Service Vehicles pursuant to this Scope of Work.

All persons whose tests indicate a blood-alcohol concentration greater than 0.00 percent but less than 0.04 percent or show the presence of a medication known on occasion to cause drowsiness, impairment of judgment, and/or impairment of coordination, and other physical abilities shall be immediately suspended from servicing or operating a Service Vehicle for a period of twenty-four hours. These individuals shall be given oral explanation and warning confirmed in writing and noted in the personnel file with respect to the potential safety hazard posed by the involved substance.

### 3. Non-discretionary, Random Substance Abuse Testing

The Provider shall identify all personnel, independent contractors', or subcontractors' employees scheduled to service or operate Service Vehicles pursuant to this Scope of Work and place their names in a data pool susceptible to truly random accessibility either physically as by placement of cards in a tumbler or by programming of an information retrieval system.

Names of individuals shall be chosen for random testing on a schedule designed to test 25 percent of the relevant personnel and affected other personnel quarterly which schedule shall be set forth in a public statement distributed quarterly to all personnel and affected other persons. In no event shall the employee have more than six hours notice prior to his or her appointment for the test.

The testing shall take place on company time at a location that does not require the person tested to expend more personal time in traveling to or from the testing site than would otherwise be expended in traveling to or from a work location.

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The testing shall be as to controlled substance abuse and/or blood-alcohol concentration as set forth in Subsection 1.b.1. Upon evidence of a blood-alcohol level in excess of 0.04 percent or of the presence of any controlled substance in any tested individual, the Provider shall immediately suspend that individual from servicing or operating a Service Vehicle pursuant to this Scope of Work.

If the finding of substance abuse is not overruled upon review, the Provider shall permanently prohibit any such individual from servicing or operating Service Vehicles pursuant to this Scope of Work.

#### 4. Double Testing

All urine and/or blood samples taken for the testing described hereinabove which test positive shall be processed twice for each subject substance. In those cases where it is necessary to perform a second test on a urine sample, the second test shall use a different methodology to assure the validity of the results.

No disciplinary action set forth herein shall be taken unless the urine or blood tests "positive" for the subject substance in each test.

#### 5. Notification of Suspension and Intent to Prohibit Servicing or Operating Vehicles or Performance of Function with Potential Impact upon Public Safety

The Provider shall, upon receipt of substance abuse test results warranting action hereinunder, notify the subject individual of his immediate suspension and of the Provider's intention to prohibit performance of specified duties. The Provider is not required hereby to terminate employment of the individual altogether.

#### c. Institute A Review Procedure

The Provider shall provide use of a meeting room and, as to the employee Board member, paid time for the convening of a drug-testing Review Board on an as-needed basis.

An individual must request a review in writing and must deliver that request to any superior within two business days of receipt of the



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notice of suspension or forfeit his right of review. The superior shall deliver the request to any Board member.

The Board shall consist of a member appointed by the Provider, an employee representative (who shall be an employee of the Provider), and a third party chosen by the other two.

The Board shall decide upon the consequences of the substance testing set forth in Subsection 1.b above within one week of receipt of the request for review.

The Board shall hold short hearings at which the individual tested shall have the opportunity to dispute the fact of substance abuse and present evidence of extenuating circumstances.

The rules of evidence need not be applied. The fact of substance abuse will be presumed from the results of the substance test. Anticipated as the factual basis for rebutting that presumption would be a contrary test result obtained by the individual voluntarily in a relevant time frame from a competent disinterested laboratory.

The Board may make ex parte inquiries to County Health officials with respect to any review proceeding.

The Board has absolute discretion to question extenuating circumstances.

The Board shall vote on whether to sustain or overrule the prohibition intended to be imposed within one week of the hearing. A two-thirds vote is required to overrule the Provider's intended work prohibition.

The decision shall be written but need not be a formal document.

### 1. Confidentiality

The substance test results and any material presented to the Review Board shall be maintained in a confidential file by the Provider. The confidentiality shall be of a limited nature. The files will not be available for public inspection and the information therein shall not be otherwise published. The County shall have access thereto, however. Statistics generated without specific reference to individuals may be published or made available for

public inspection; and the Provider will not refuse to honor a criminal or civil subpoena relative thereto.

2. Liability

The County shall indemnify, defend, and hold harmless the Provider, its officers, agents, and employees, from and against any and all liability, expense, including defense costs and legal fees, and claims for damages arising from the institution of legal proceedings challenging the right of the Provider to subject its employees to mandatory random drug and alcohol abuse testing, or to require its subcontractors to do the same.

**LOS ANGELES COUNTY MANDATORY  
CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM  
QUARTERLY REPORT**

**Provider:**

**Reporting Period:**

**Agreement/Contract No.**

**Project:**

A requirement of the subject Agreement or Scope of Work is the mandatory quarterly drug testing program. Please complete and submit one of these forms no later than 15 days after the end of each quarter.

**FAX to:** (626) 979-5313

<b>I. <u>RANDOM TESTING</u></b>	<b><u>DRIVERS</u></b>	<b><u>MECH.</u></b>	<b><u>OTHER</u></b>	<b><u>TOTAL</u></b>
a. Number of drivers and mechanics assigned to project this quarter.	_____	_____	_____	_____.
b. Number of random test (25% minimum)	_____	_____	_____	_____.
c. Number of positive tests results	_____	_____	_____	_____.
d. Number of positive second tests	_____	_____	_____	_____.
e. Action taken due to second positive tests	_____			
<b>II. <u>PRE-EMPLOYMENT TESTING</u></b>				
a. Number of potential employees tested	_____	_____	_____	_____.
b. Number of positive tests results	_____	_____	_____	_____.
c. Action taken on positive tests				
<b>III. <u>INCIDENT-RELATED TESTING</u></b>				
a. Number of employees tested	_____	_____	_____	_____.
b. Number of positive tests results	_____	_____	_____	_____.
c. Number of positive second tests	_____	_____	_____	_____.
d. Action taken due to second positive tests				

Prepared By

Date

CONTRACTOR'S TRANSIT SECURITY PLAN

(To be provided by the Contractor)

MR-20 MONTHLY RIDERSHIP FORM FOR LACMTA CONSOLIDATED NTD REPORT (#9) (66) FOR FY 2016-17

Agency	RIDERSHIP INFORMATION (MR-20)										MECHANICAL SYSTEM FAILURES (R-20)		SAFETY AND SECURITY ***		Fuel Consumption (R-30)				REPORTING DEADLINE				
	Month	Total Boardings	Revenue Hours	Revenue Miles	Total (Vehicle) Hours	Total (Vehicle) Miles	# of Vehicles Operated	headwinds mph	tailwinds mph	#	Major Incident	Non-Major Incident	Major Incident (Safety or Security)	Non-Major Incident Occurrences	Arrest/Citizens	Energy Type	Gallons	Energy Type	Gallons	Energy Type	Energy Type		
	July '16																						
	August '16																						
	September '16																						
	October '16																						
	November '16																						
	December '16																						
	January '17																						
	February '17																						
	March '17																						
	April '17																						
	May '17																						
	June '17																						
	July '17																						
	<b>Total:</b>																						

# NOTE - HEADWIND MPH SHOULD BE FASTER THAN REVENUE MPH

Agency	RIDERSHIP INFORMATION (MR-20)										MECHANICAL SYSTEM FAILURES (R-20)		SAFETY AND SECURITY ***		Fuel Consumption (R-30)				REPORTING DEADLINE				
	Month	Total Boardings	Revenue Hours	Revenue Miles	Total (Vehicle) Hours	Total (Vehicle) Miles	# of Vehicles Operated	headwinds mph	tailwinds mph	#	Major Incident	Non-Major Incident	Major Incident (Safety or Security)	Non-Major Incident Occurrences	Arrest/Citizens	Energy Type	Gallons	Energy Type	Gallons	Energy Type	Energy Type		
	July '16																						
	August '16																						
	September '16																						
	October '16																						
	November '16																						
	December '16																						
	January '17																						
	February '17																						
	March '17																						
	April '17																						
	May '17																						
	June '17																						
	July '17																						
	<b>Total:</b>																						

\* Mechanical system failure that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip  
 \* Mechanical system failure that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip

\*\*\* SAFETY AND SECURITY THRESHOLDS

Major Incident S & S-40 (Safety or Security)		Major Incident S & S-50		Threats	
Existence of one or more of the following conditions:		Existence of one or more of the following conditions:		Existence of one or more of the following conditions:	
1. One or more fatalities (including suicide)	2. Property damage equal to or exceeding \$25,000	1. Other (non-physical/verbal) Assaults	2. Fire Evacuee	3. Trespassing	4. Vandalism
3. Property damage equal to or exceeding \$25,000	4. An evacuation due to fire safety reasons (or CNG leak)	5. Nonverbal Civil Disturbance			
Incidents not already reported on the Major Incident Reporting form.		Incidents not already reported on the Major Incident Reporting form.		Incidents not already reported on the Major Incident Reporting form.	
Occurrences		Occurrences		Occurrences	
1. Robbery (conditional theft)	2. Larceny (conditional theft)	1. Robbery (conditional theft)	2. Larceny (conditional theft)	3. Burglary	4. Motor Vehicle Theft
3. Burglary	4. Motor Vehicle Theft	5. Other Safety Occurrences not Otherwise Classified (Injuries)	6. Prices that don't require evacuation		

**EXHIBIT R**

**INTENTIONALLY OMITTED**

# **EXHIBIT S**

## Exhibit S: Bid Submission Instructions

See RFSQ for Fixed Route and Dial-A-Ride Transit Services (2016-SQPA001) and Addenda 1-3 for the above exhibit that is incorporated here by reference.



# 1. Title Page



*STATEMENT OF QUALIFICATIONS TO*

County of Los Angeles  
Department of Public Works

*FOR*

Fixed Route and Dial-A-Ride  
Transit Services  
(2016-SQPA001)

Dated: June 15, 2016

**SUBMITTED TO:**

**SUBMITTED BY:**

**County of Los Angeles**  
**Department of Public Works**  
Mr. Eric Fong, Contract Analyst  
900 South Fremont Avenue  
Alhambra, CA 91803  
Telephone: 626.458.5100

**MV Transportation, Inc.**  
*and all subsidiaries, joint ventures,  
partnerships and affiliates*  
Mr. Justin Pate, Vice President  
479 Mason Street, Suite 221  
Vacaville, CA 95688  
Telephone: 214.662.0499

---

*MV Transportation, Inc. is a federal contractor or subcontractor which complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60; 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 and/or 60-300; and 29 CFR Part 471, Appendix A. MV is an Equal Employment Opportunity/Affirmative Action Employer.*







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### 3. Letter of Transmittal

Please refer to the pages preceding this proposal for MV's letter of transmittal.





#### 4. Support Documents for Corporations and Limited Liability Companies

##### a. Corporations

MV Transportation, Inc. was incorporated in the state of California on December 18, 1978

##### Required Documentation

Please see a copy of MV's Certificate of Good Standing with the State of California and a Statement by Domestic (or Foreign) Stock Corporation as filed with the California Secretary of State following this page, as required by the RFP.

##### b. Limited Liability Companies

MV is not a limited liability company.



**MV'S CERTIFICATE OF GOOD STANDING  
WITH THE STATE OF CALIFORNIA STATEMENT  
OF DOMESTIC (OR FOREIGN) STOCK  
CORPORATION**

State of California  
Secretary of State

CERTIFICATE OF STATUS

ENTITY NAME:

MV TRANSPORTATION, INC.

FILE NUMBER: C0905601  
FORMATION DATE: 12/18/1978  
TYPE: DOMESTIC CORPORATION  
JURISDICTION: CALIFORNIA  
STATUS: ACTIVE (GOOD STANDING)

I, ALEX PADILLA, Secretary of State of the State of California,  
hereby certify:

The records of this office indicate the entity is authorized to  
exercise all of its powers, rights and privileges in the State of  
California.

No information is available from this office regarding the financial  
condition, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate  
and affix the Great Seal of the State of  
California this day of April 15, 2016.

A handwritten signature in cursive script, appearing to read "Alex Padilla".

ALEX PADILLA  
Secretary of State

DEC 21 2015

State of California  
Secretary of State

CERTIFICATE OF STATUS

ENTITY NAME:

MV PUBLIC TRANSPORTATION, INC.

FILE NUMBER: C2561255  
FORMATION DATE: 10/14/2003  
TYPE: DOMESTIC CORPORATION  
JURISDICTION: CALIFORNIA  
STATUS: ACTIVE (GOOD STANDING)

I, ALEX PADILLA, Secretary of State of the State of California,  
hereby certify:

The records of this office indicate the entity is authorized to  
exercise all of its powers, rights and privileges in the State of  
California.

No information is available from this office regarding the financial  
condition, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate  
and affix the Great Seal of the State of  
California this day of December 10, 2015.

A handwritten signature in black ink, appearing to read "Alex Padilla".

ALEX PADILLA  
Secretary of State



# State of California Secretary of State

S

## Statement of Information

(Domestic Stock and Agricultural Cooperative Corporations)

FEES (Filing and Disclosure): \$25.00.

If this is an amendment, see instructions.

**IMPORTANT – READ INSTRUCTIONS BEFORE COMPLETING THIS FORM**

F718824

**FILED**

In the office of the Secretary of State  
of the State of California

JUL-16 2015

This Space for Filing Use Only

1. CORPORATE NAME

MV TRANSPORTATION, INC.

2. CALIFORNIA CORPORATE NUMBER

C0905601

**No Change Statement** (Not applicable if agent address of record is a P.O. Box address. See instructions.)

3 If there have been any changes to the information contained in the last Statement of Information filed with the California Secretary of State, or no statement of information has been previously filed, this form must be completed in its entirety.

If there has been no change in any of the information contained in the last Statement of Information filed with the California Secretary of State, check the box and proceed to Item 17.

**Complete Addresses for the Following** (Do not abbreviate the name of the city. Items 4 and 5 cannot be P.O. Boxes.)

4	STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE	CITY	STATE	ZIP CODE
	5910 N CENTRAL EXPY STE 1145, DALLAS, TX 75206			
5	STREET ADDRESS OF PRINCIPAL BUSINESS OFFICE IN CALIFORNIA, IF ANY	CITY	STATE	ZIP CODE
	479 MASON STREET STE 221, VACAVILLE, CA 95688			
6	MAILING ADDRESS OF CORPORATION, IF DIFFERENT THAN ITEM 4	CITY	STATE	ZIP CODE

**Names and Complete Addresses of the Following Officers** (The corporation must list these three officers. A comparable title for the specific officer may be added, however, the preprinted titles on this form must not be altered.)

7	CHIEF EXECUTIVE OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
	BRIAN KIBBY	5910 N CENTRAL EXPY STE 1145, DALLAS, TX 75206			
8	SECRETARY	ADDRESS	CITY	STATE	ZIP CODE
	LISA WINSTON HICKS	5910 N CENTRAL EXPY STE 1145, DALLAS, TX 75206			
9	CHIEF FINANCIAL OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
	ROBERT A PAGOREK	5910 N CENTRAL EXPY STE 1145, DALLAS, TX 75206			

**Names and Complete Addresses of All Directors, Including Directors Who are Also Officers** (The corporation must have at least one director. Attach additional pages, if necessary.)

10	NAME	ADDRESS	CITY	STATE	ZIP CODE
	ALEXIS LODDE	5910 N CENTRAL EXPY STE 1145, DALLAS, TX 75206			
11	NAME	ADDRESS	CITY	STATE	ZIP CODE
12	NAME	ADDRESS	CITY	STATE	ZIP CODE

13. NUMBER OF VACANCIES ON THE BOARD OF DIRECTORS, IF ANY

**Agent for Service of Process** If the agent is an individual, the agent must reside in California and Item 15 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 15 must be left blank.

14. NAME OF AGENT FOR SERVICE OF PROCESS  
CT CORPORATION SYSTEM

15. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL CITY STATE ZIP CODE

**Type of Business**

DESCRIBE THE TYPE OF BUSINESS OF THE CORPORATION  
PASSENGER TRANSPORTATION SERVI

17. BY SUBMITTING THIS STATEMENT OF INFORMATION TO THE CALIFORNIA SECRETARY OF STATE, THE CORPORATION CERTIFIES THE INFORMATION CONTAINED HEREIN, INCLUDING ANY ATTACHMENTS, IS TRUE AND CORRECT

07/16/2015 ROBERT A PAGOREK CFO  
DATE TYPE/PRINT NAME OF PERSON COMPLETING FORM TITLE SIGNATURE





## 5. Experience

### a. Background

#### A History of Innovation

With a dream of innovation and mobility, Feysan and Alex Lodde formed MV Transportation, Inc. in 1975. Then San Francisco limousine operators, the Loddes were compelled to make a difference in their home city, San Francisco, California.

The Loddes witnessed a growing need for improved mobility options, initially for persons with disabilities and those who were elderly. With two vans and a vision for the future, the Loddes approached City officials and formed an agreement to provide transportation to persons with disabilities.

As the need for MV's services grew, the company expanded – first within California, then into other states and new modes of transport. Along the way, major company milestones include:

- Acquisition of a controlling interest in Vallejo Citizens Transit Corp., one of the nation's oldest contracted fixed route services, formed in 1956 in California;
- Entry into the federal transportation market, with the operation of Ground Transportation for the Veterans Administration in 1998;
- Expansion into pupil transportation services in 2001;
- Emergence as a top campus shuttle innovator in its partnership with Microsoft Corporation in 2005

More than 40 years since its founding, MV Transportation, Inc. is the nation's premier passenger transportation contractor. The only American-owned transportation of its size and scope, the company offers its customers best value in transportation management and operations. Delivering innovative transportation solutions, MV provides freedom of movement, safety, and a positive customer experience to the communities it serves.

#### Company Statistics

Number of Employees:	20,319
Number of Vehicles:	10,286
2015 Revenue (Audited):	\$1,168,652,000
Number of Contracts:	240
Number of Locations:	156





U.S. States	30
Canadian Provinces	3
Years' Operating Passenger Transportation Services <sup>1</sup>	61

## Customer Profile

Seeking safety, reliability, and a forward thinking partner, MV's customers entrust the company to provide professional transportation management, operation, and maintenance services on their behalf.

The company's history of satisfied customers and solid financial backing demonstrates its reliability and stability as a strong corporate partner. Further, the organization's dedication to serving the transportation needs of individual communities is evident in its operations and manifests in a myriad of functional approaches that promote customer care, leverage new technologies, recognize best practices, and control operating costs.

While each of MV's customers differ in size, service mode, scope, fleet composition, and operating environment, each trust MV to provide safe, reliable, professional transit service. Those customers with operations most similar to those of the County are listed as references.

<b>City &amp; County Governments</b>	• Transit Departments, Public Works, Parks and Recreation, Multi-City Consortiums
<b>Special-Purpose Districts</b>	• Chartered and Governmental, Transit Agencies, Transit Districts, School Districts, Airports Authorities
<b>Federal Agencies</b>	• Veterans Administration, National Parks Services
<b>Private Entities</b>	• Universities, Private Companies, Hospitals, Hotels, Casinos

<sup>1</sup> Through its subsidiary, MV Transportation, Inc. brings 60 years of transportation experience



## Record of Experience

---

MV offers innovative solutions in passenger transportation to communities across North America. Its breadth of experience encompasses fixed route, flex route, shuttle, commuter, BRT, as well as disabled transportation/paratransit, demand response, brokerage and call center service, and non-emergency Medicaid transportation (NEMT/NET). Most of MV's operations include the provision of ancillary services, including (but not limited to) vehicle maintenance, trip reservations and scheduling/call center, operator training, transit technology and support, facility management and maintenance.

### Paratransit and Demand Service

Operating more on-demand, reservation-based transportation than any other company, MV coordinates transportation services for multiple agencies and passenger groups in a manner that maximizes resources and controls costs. The company manages contracts operating demand-based transportation services across North America, serving diverse metropolitan areas as well as rural and suburban locations. Among its flagship operations, MV operates:

- Mobility Management Services paratransit program for Dallas Area Rapid Transit in Dallas, Texas;
- Metro-Access paratransit for Capital Metropolitan Transportation Authority in Austin, Texas;
- Access Paratransit for the Orange County Transportation Authority in Orange County, California; and,
- Access-a-Ride for New York City Transit, in New York.

### Fixed Route, Flex Route, and Shuttle

MV operates fixed route, flex route, commuter bus, and shuttle services throughout North America. Its scope of operations comprises some of the largest privately operated in the nation. In Southern California, MV operates more fixed route and shuttle service than any other contractor, serving agencies including the Los Angeles Department of Transportation (LADOT), Los Angeles Metropolitan Transportation Authority (LA Metro), as well as numerous Cities within the greater Los Angeles Metropolitan area. The company's largest fixed route operations include:

- The CONNECTOR service for Fairfax County, Virginia;
- Las Vegas Transit, for the RTC of Southern Nevada; and,



- DASH and Commuter Express, for LADOT.

### **Fleet Maintenance**

The company's maintenance program is developed based on industry best practices and in conjunction with MV's skilled maintenance professionals. The company's fleet maintenance services continue to protect and extend the life of its transit fleets. Operating in areas of severe and unpredictable weather events (including Las Vegas, Anchorage, Denver, and Orlando) and within challenging operating environments (New York City's Five Boroughs, the Washington, D.C. metropolitan area, and the Dallas-Fort Worth Metroplex), MV has unparalleled maintenance capabilities.

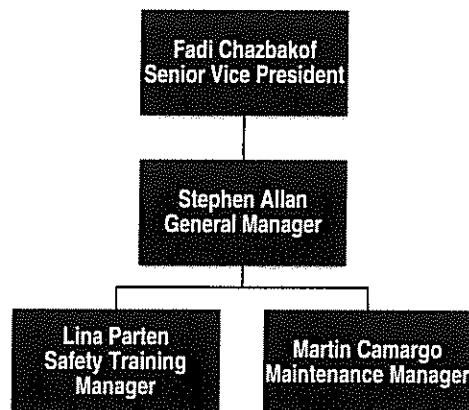
### **Transportation Technologies**

A true technology company, MV brings innovation and automation to its operations – providing a unique data-driven process that delivers customer focused service. With nearly 250 transportation contracts, the company provides expert guidance and best practices in reservations/ scheduling/ dispatch systems, planning tools, reporting systems, AVL/GPS technologies, and on board devices.

Moreover, the company unites its overarching commitment to safety and technology with its provision of safety-monitoring tools that support ongoing training while preventing on-road incidents.

The company's use of both trusted and emerging technologies ensures dynamic and state of the art operations.

## **b. Organization**





### c. Roles and Resumes

Resumes for its team listed below are provided in the following section. Regarding resume of the firm, MV has extensive experience operating shuttle services across the country and understands the County's expectations of professionalism and reliability. Please refer to the summaries in section which highlight several operations similar in scope to the County's shuttle services. Proposal section 17. *Additional Information*, also contains letters from MV customers attesting to the quality of the company's service.

In addition, please refer to Section 5.d below for key staff experience providing similar service.

#### Principals Specific to the County's Service

- Fadi Chakbazof, Senior Vice President

#### Managing Employees

- Stephen Allan, General Manager
- Martin Camargo, Maintenance Manager
- Lina Parten, Safety and Training Manager

#### On-Site Supervisor

- Stephen Allan, General Manager

#### Other Key Staff

- Hector Vargas, Director of Safety
- Joel Ross, Director of Maintenance
- JoAnne Harrison, Director of Accounting

#### Subcontractors

MV's proposal does not include a subcontractor partnership. The company does have extensive experience working with subcontractors should the County require this type of partnership with a Small Business or Disadvantaged Business Enterprise.



**d. Length and Quality of Experience**

**Experience in Similar Services**

MV has extensive experience operating fixed route and shuttle services across the country and understands the County's expectations of professionalism and reliability.

**DowneyLINK and Dial-A-Ride, City of Downey (Downey, CA)**



MV began operating DowneyLINK public fixed route service for the City of Downey in 2002, and was awarded its Dial-A-Ride service in 2007, along with a second contract term for the DowneyLINK. The DowneyLINK operates within the City on four routes. For this fixed route service, MV uses seven 32 foot propane-fueled ElDorado T-Mark vehicles.

Traveling over 190,000 miles annually and transporting more than 269,000 passengers, MV delivers this much-needed service as a long-standing member of the Downey community.

The Dial-A-Ride is an advanced-reservation, shared-ride service available to seniors and persons with disabilities that prohibit the use of the fixed route service. MV coordinated with the City to accommodate the service's operator shortage and has been providing this service with the City since its inception. Service is delivered with a fleet of seven propane vehicles.

MV's proposed staff for Los Angeles County's Shuttle Services length and quality of experience with this similar operation:

Name	Title	Years Managing City of DowneyLINK Operation
Fadi Chakbazof	Senior Vice President	4 Years
Stephen Allan	General Manager	8 Years
Martin Camargo	Maintenance Manager	14 Years
Lina Parten	Safety and Training Manager	10 Years
Hector Vargas	Director of Safety	9 Years
Joel Ross	Director of Maintenance	2 Years

Please contact Mr. Thad Phillips, Director of Community Services, at (562) 904-7236 and [tphillips@downeyca.org](mailto:tphillips@downeyca.org), as a reference for MV's performance on this contract.



**King Medical Center Shuttle (Alhambra, CA)**

MV has provided the County of Los Angeles’ King Medical Center Shuttle since June 2011. Here, MV operates three propane-fueled 2008 El Dorado Chevy 4500 30 foot vehicles. MV provides all aspects of the operations and maintenance of this shuttle service. MV uses the County-provided vehicles and provides the spare vehicle and radio equipment. In addition, MV provides the operational and maintenance facility located at 7209 Rosecrans Paramount, CA. The King Medical Shuttle provides local bus service between the Kenneth Hahn Shopping Plaza, the Martin Luther King, Jr. Hospital, and the joint Metro Rail Blue and Green Line Stations.

MV’s proposed staff for Los Angeles County’s Shuttle Services length and quality of experience with this similar operation:

Name	Title	Years Managing King Medical Center Shuttle Operation
<b>Fadi Chakbazof</b>	Senior Vice President	4 Years
<b>Stephen Allan</b>	General Manager	5 Years
<b>Martin Camargo</b>	Maintenance Manager	5 Years
<b>Lina Parten</b>	Safety and Training Manager	5 Years
<b>Hector Vargas</b>	Director of Safety	5 Years
<b>Joel Ross</b>	Director of Maintenance	2 Years

Please contact Mr. John Zeigler, Assistant Transit Analyst, at (626) 458-5914 and [jzeigler@dpw.lacounty.gov](mailto:jzeigler@dpw.lacounty.gov), as a reference for MV’s performance on this contract.

**iShuttle, City of Irvine (Irvine, CA)**

MV has provided the iShuttle shuttle service for the City of Irvine since 2008. Designed to improve passenger mobility throughout the Irvine community, this fixed route service connects commercial and residential Irvine locations to Metrolink train stations, with major destinations including the John Wayne Airport, Irvine Business Complex, and the Irvine Spectrum arena.



MV operates and maintains a mixed fleet of 20 CNG vehicles, which are equipped with automatic passenger counters to assist with passenger data collection. MV uses its proprietary TimePoint system to track on-time performance, vehicle location, and to evaluation live and historical system performance. The vehicles are also equipped with video monitors, which connect with the TimePoint system



to display advertising based on GPS coordinates. This dynamic advertising strategy generates additional revenue for the City.

The first and only operator of this service, MV was recently awarded a new contract in March 2013, and is currently in its second contract term with the City.

MV's proposed staff for Los Angeles County's Shuttle Services length and quality of experience with this similar operation:

Name	Title	Years Managing IShuttle Operation
<b>Fadi Chakbazof</b>	Senior Vice President	4 Years
<b>Stephen Allan</b>	General Manager	8 Years
<b>Hector Vargas</b>	Director of Safety	6 Years
<b>Joel Ross</b>	Director of Maintenance	2 Years

Please contact Mr. Mike Davis, Transit Programs Advisor, at (949) 724-6288 and mdavis@ci.irvine.ca.us, as a reference for this contract.

### Go West, City of West Covina (West Covina, CA)

Starting March 2014, MV began operating the City of West Covina's fixed route and paratransit services. The service is provided with 11 vehicles using propane and CNG fuel. The fixed route operation is a general public service consisting of three routes. The City's Dial-A-Ride program is available to persons 55 years or older and persons with certified disabilities. It is a reservation-based, curb-to-curb service operating within West Covina city limits and portions of Los Angeles County.



MV was chosen by the City of West Covina based on its proposal to improve customer service through enhanced training programs, the implementation of Trapeze and DriveCam, and innovative programs.

MV's proposed staff for Los Angeles County's Shuttle Services length and quality of experience with this similar operation:

Name	Title	Years Managing City of West Covina Operation
<b>Fadi Chakbazof</b>	Senior Vice President	2 Years
<b>Stephen Allan</b>	General Manager	2 Years
<b>Martin Camargo</b>	Maintenance Manager	2 Years
<b>Lina Parten</b>	Safety and Training Manager	2 Years
<b>Hector Vargas</b>	Director of Safety	2 Years
<b>Joel Ross</b>	Director of Maintenance	2 Years







Please contact Mr. Scott Smilowitz, Community Services Manager, at (626) 939-8443 and [scott.smilowitz@westcovina.org](mailto:scott.smilowitz@westcovina.org) as a reference for MV's performance on this contract.

### Shuttle Services, Los Angeles County (Los Angeles County, CA)

MV began operation of three shuttle services for the County of Los Angeles in 2014, comprising the following service areas:



- Athens and Lennox;
- Avocado Heights, Bassett, West Valinda, and East Valinda; and
- Florence-Firestone/Walnut Park and Baldwin Hills.

These community fixed-route services transport residents to social service facilities, shopping, recreation, senior centers, Metro Rail stations, and other key destinations. MV operates and maintains a fleet of eight (8) vehicles, which includes five (5) CNG vehicles. MV is responsible for customer service, scheduling, and dispatch.

Name	Title	Years Managing Los Angeles County Operations
Fadi Chakbazof	Senior Vice President	2 Years
Stephen Allan	General Manager	2 Years
Martin Camargo	Maintenance Manager	2 Years
Lina Parten	Safety and Training Manager	2 Years
Hector Vargas	Director of Safety	2 Years
Joel Ross	Director of Maintenance	2 Years

Please contact Mr. Eric Fong Administrative Services Director, at (626) 458-4077 and [erfong@dpw.lacounty.gov](mailto:erfong@dpw.lacounty.gov) as a reference for this contract.

### e. Compliance with Minimum Mandatory Requirements

MV meets the following requirements as listed in Part I, Section 1.B. of the RFP:

- **Minimum 3 years of experience in providing same or similar fixed route or paratransit services for governmental or social service agency (ies):** MV has 12 years' experience and far exceeds the County's requirement.
- **Proposer's Satisfactory CHP Reports of the proposed maintenance facility to be used for this contract for the prior 13-month inspections:** MV has an exceptional CHP record at its proposed Paramount, CA facility. MV has included copies of the CHP reports for that location following this section.



This information is listed, as required, on Form PW-19, provided with this proposal submission.



# CHP REPORTS



MPV Transportation Inc  
7009 E Rosecrans Ave Paramount Ca 90723

REMARKS  
Note: Carrier's Controlled Substance & Alcohol Testing Records are maintain at the carriers principal place of business at:  
5910 N. Central Expressway Suite 1145 Dallas, Tx. 752206

13 CCR 1233.5 – Carrier shall notify the department in writing of any change address or cessation of regulated activity at any terminal. Such notification shall be made within 15 days of the change and be forwarded to:

California Highway Patrol  
Commercial Records Unit  
P.O. Box 942898  
Sacramento, Ca. 94398-0001

Initials: JK

Date: 11/07/13

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2/14/11



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P1X000047  
Inspection Date: 11-05-2010  
Start: 9:10:00 AM PT End: 9:00:00 AM PT  
Inspection Level: V-Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
4620 W AMERICA DR  
FAIRFIELD CA 94534-4150  
USDOT#: 01205759 Phone#: 707-863-6960  
MC/MX#: 646465 Fax#:   
State#: 54349  
Location: PARACOUNT  
Highway:   
County: LOS ANGELES CA

MilePost:   
Origin: NONE  
Destination: NONE

Driver:   
License#:   
Date of Birth:   
CoDriver:   
License#:   
Date of Birth:   
Shipper:   
Bill of Lading:   
Cargo:

VEHICLE IDENTIFICATION

Unit Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	DOS Sticker
BU	BUS	2009	CA	7160410	# 019	1NRTDAR065023415H	32 800			

BRAKE ADJUSTMENTS

Axe #   
Right   
Left   
Change

VIOLATIONS (No Violations Were Observed)

HazMat: No HM transported

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks

Subject Information:

Beer Store Area 545 Sheriff's Office - Regular Vehicle - Odometer: 43444 - File Code Number: 221210 - File Type: L19 - Passenger Capacity: 21 - Bus Type: 1

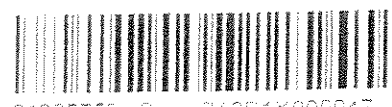
Printed on 11/05/2010 10:00 AM by [Name] at [Location] - Report # [Number]

Report Prepared By  
A. PEZZI/MS-97

Badge #  
46088

Copy Received By

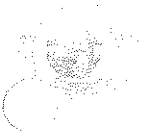
Page 1 of 1



01205759 CA 7A3P1X000047

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P1X000048  
Inspection Date: 11-05-2012  
Start: 9:08:00 AM PT End: 9:33:00 AM PT  
Inspection Level: v - Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION, INC  
4820 W. AMERICA DR  
FAIRFIELD, CA 94534-4130

USDOT#: 01301756 Phone#: (707) 433-4924  
MC/MX#: 848425 Fax#:   
State#: 54843

Driver: \_\_\_\_\_ State: \_\_\_\_\_  
License#: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
CoDriver: \_\_\_\_\_  
License#: \_\_\_\_\_ State: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

Location: PARAMOUNT  
Highway: \_\_\_\_\_  
County: LOS ANGELES, CA

MilePost: \_\_\_\_\_ Shipper: \_\_\_\_\_  
Origin: NONE Bill of Lading: \_\_\_\_\_  
Destination: NONE Cargo: \_\_\_\_\_

VEHICLE IDENTIFICATION

Unit Type	Make	Year	State	Plate #	Equipment ID	VIN	GVW	GVSA #	GVSA Issued #	DOT Sticker
Bus	HOPE	2011	CA	1196781	#1367	1XKDEP4R8E056766	14,800			

BRAKE ADJUSTMENTS

Axe # \_\_\_\_\_  
Right: \_\_\_\_\_  
Left: \_\_\_\_\_  
Chamber: DISC DISC

VIOLATIONS: No violations were discovered

HazMat: No Haz Transported

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks

SC Information:

Seat Belt Area 543 Len # 1 Type 11 Registered Vehicle - Operator 3139 7.6 Sub-Number 20-210 Bus Type 3 - Passenger  
Capacity 31 - 11 Passenger Capacity 11 Bus Type

NOTE: This report is for informational purposes only. It is not intended to be used as evidence in any legal proceeding. Please refer to the original report for complete details.

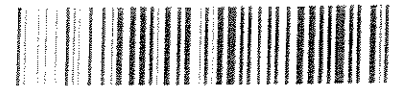
Report prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Report Prepared By:  
A. REBEZ MIS.

Page #  
1 of 3

Copy Received By

Page #



01206756 CA CA3P1X000048

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below  
Telephone (323) 644-9557

Report Number: CA3P1X000049  
Inspection Date: 11/05/2010  
Start: 9:54:00 AM PT End: 10:15:00 AM PT  
Inspection Level: V - Terminal  
HM Inspection Type: None

Mt. PUBLIC TRANSPORTATION INC  
4520 W AMERICA DR  
FAIRFIELD CA 94534-4159

USDOT#: 01205755 Phone#: 707 860-8981  
MC/MX#: 848486 Fax#:   
State#: 257210

Location: PAF-MOUNT  
Highway:  
County: LOS ANGELES CA

MilePost:  
Origin: NONE  
Destination: NONE

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:

Shipper:  
Bill of Lading:  
Cargo:

VEHICLE IDENTIFICATION

Unit Type Make Year State Reg # Equipment VIN @ UIC CoSA # CoSA # Reg # COS Sticker  
1 BUS BLDG 2005 CA 8F09703 #1284 NUSPCAPR00194168 80200

BRAKE ADJUSTMENTS

Fix #  
Part  
Lot  
Chamber

VIOLATIONS No Violations Were Discovered

HazMat: No HM Transported

Placard: No Cargo Tank:

Special Checks: No Data for special Checks

SC Information:

Best S.M. Area: S42 Unit Type: 00 Registered Vehicle: Cabover: 102218 File Code Number: 827210 Fuel Type: LFG Passenger  
Capacity: 31 Bus Type:

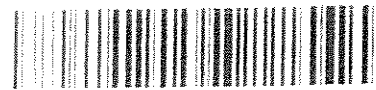
This report is generated by the California Highway Patrol and is for informational purposes only. It is not intended to be used as evidence in any legal proceeding. The information contained herein is the property of the California Highway Patrol and is to be kept confidential.

Report prepared by: O. Cerey

Page # 1 of 2

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Page 1 of 1



01205755 CA CA3P1X000049



DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2/14/11



CHP 407F:343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P1X000050  
Inspection Date: 11/06/2010  
Start: 10:16:00 AM PT End: 10:48:00 AM PT  
Inspection Level: V - Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
4520 W AMERICA DR  
FAIRFILD CA 94534-4154  
USDOT#: 01205753 Phone#: 707-893-2590  
MC/MX#: 648445 Fax#:   
State#: 64844

Driver: \_\_\_\_\_ State: \_\_\_\_\_  
License#: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
CoDriver: \_\_\_\_\_  
License#: \_\_\_\_\_ State: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

Location: PARAMOUNT  
Highway: \_\_\_\_\_  
County: LOS ANGELES CA

MilePost: \_\_\_\_\_ Shipper: \_\_\_\_\_  
Origin: NONE Bill of Lading: \_\_\_\_\_  
Destination: NONE Cargo: \_\_\_\_\_

VEHICLE IDENTIFICATION

Unit Type	Make	Year	State	Plate #	Equipment #	VIN	GVWR	GVSR #	GVSA Sticker #	QOS Sticker
TRUCK	FORD	2010	CA	7R-01925	# 010	1FD0P40H1DHR826657	14,000			

BRAKE ADJUSTMENTS

Axle # 1 B  
Right N/A  
Left N/A  
Chamber DISC DISC

VIOLATIONS (No violations were observed)

HazMat: No HazMat observed

Placard: No Cargo Tank:

Special Checks: No Data for special checks

SC Information:

Seat Belt: Yes #42 Ven #1 Type 20 Regulated Vehicle: No Door Latch: 1/4190 File Code Number: 207210 File Type: LTB Passenger  
Capacity: 16 LTB Passenger Capacity: 2 Bus Type

This report is prepared by a California Highway Patrol officer. It is a public document and is subject to public release. It is not to be used for any other purpose without the express written consent of the California Highway Patrol.

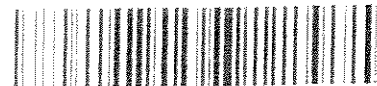
Report prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Report Prepared By  
C. E. [Signature]

Badge #  
110288

Cop. Received By  
[Signature]

Page 1 of 1



01205753 CA CA3P1X000050

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14 1.1



CHP 407F/3-13A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P1X000051  
Inspection Date: 11/05 2010  
Start: 10:50:00 AM PT End: 11:30:00 AM PT  
Inspection Level: 7 - Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION  
4620 W AMERICA DR  
FAIRFIELD CA 94534-1189

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:

USDOT#: 01205759 Phone#: 707-993-8980  
MC/MX#: 648465 Fax#: State#: 54949

Location: PAR-MOUNT  
Highway:  
County: LOS ANGELES CA

MilePost:  
Origin: NONE  
Destination: NONE  
Shipper:  
Bill of Lading:  
Cargo:

VEHICLE IDENTIFICATION

Unit Type Make Year State Date # Equipment ID VIN GVWR CVSA # CVSA issued # OOS Sticker  
BUS ELDO 2005 CA 1570218 # 111 1NSH045P95105A164 12,500

BRAKE ADJUSTMENTS

Axle #  
Right:  
Left:  
Change

VIOLATIONS No Violations Were Detected

HazMat: No HM Transported

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks

SC Information:

Beat Sub Area 542 Ver # Type 30 Regulated Vehicle 0 Odometer 116105 Flea Code Number 227210 Fuel Type 019 Passenger Capacity 31 Bus Type 1

This report was prepared by the California Highway Patrol on 11/05/2010 at 10:50:00 AM PT. The report was prepared by the California Highway Patrol.

MVA # 01205759 CA 01205759

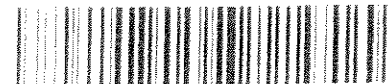
Report prepared by: [Signature] Date: 11/05/2010

Report Prepared By:  
C. C. FERLE

Bagge #  
112566

Copy Received By:

11/05/2010



01205759 CA 01205759

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2 14 1 1

CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P1X000052  
Inspection Date: 11 05 2013  
Start: 11 24 30 AM PT End: 12 08 30 PM PT  
Inspection Level: V - Terminate  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
4620 W AMERICA DR  
FAIRFIELD CA 94534-4188

USDOT#: 01203766 Phone#: 707-860-8630  
MC/MX#: 642488 Fax#:   
State#: 64643

Driver:   
License#:   
Date of Birth:   
CoDriver:   
License#:   
Date of Birth:   
Shipper:   
State:   
State:

Location: PARAMOUNT  
Highway:   
County: LOS ANGELES CA

MilePost:   
Origin: NONE  
Destination: NONE

Bill of Lading:   
Cargo:

VEHICLE IDENTIFICATION

Unit Type Make Year State Plate # Equipment # VIN GVWR GVSA # GVSA issued # OOS Sticker  
1 60 FLEET 2011 CA 7L6492 # 0154 1FDFE44SXA0501824 14500

BRAKE ADJUSTMENTS

Axe #   
Right N- N-   
Left N- N-   
Chamber DISC DISC

VIOLATIONS No Violations - no stickers

HazMat: No - No Transported

Placard: No Cargo Tank:

Special Checks: No Data (0) Special Checks

SC Information:

Seat Sur Area: S42 Ven # 1 Type: 00 Regulated Vehicle: N Odometer: 41444 File Code Number: 0275759 Rler Type: 3 Passenger  
Capacity: 4 0 0 Passenger Capacity: 4 Bus Type:

This report is prepared by the California Highway Patrol. It is for informational purposes only and does not constitute an offer of insurance. Please contact your insurance agent for more information.

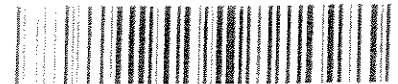
Approved: [Signature] Date: 11/05/2013

Report Prepared By:  
C. C. [Signature]

Serge #  
12383

Copy Received By:

08/11



01203766 CA 1A3P1X000052

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P1X000053  
Inspection Date: 11/05/2013  
Start: 12:10:00 PM PT End: 12:52:00 PM PT  
Inspection Level: V - Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
4620 W AMERICA DR  
PAFFIETO CA 94534-4160

USDOT#: 01215759 Phone#: 707-583-8880  
MC/MX#: 648488 Fax#:   
State#: 227010

Location: PAFPAJOUNT  
Highway:   
County: LOS ANGELES CA

MilePost:   
Origin: NONE  
Destination: NONE

Driver:   
License#: State:   
Date of Birth:   
CoDriver:   
License#: State:   
Date of Birth:   
Shipper:   
Bill of Lading:   
Cargo:

VEHICLE IDENTIFICATION

Year	Type	Make	Year	State	Plate #	Equipment #	VIN	Color	CUSA #	CUSA Issues #	COS Sticker
2008	Bus	ELDO	2008	CA	1190940	# 21388	1NFTD40G90084108	12 BOC			

BRAKE ADJUSTMENTS

Axis #   
Right   
Left   
Character: 00000000

VIOLATIONS No violations were discovered

HazMat: No HazMat detected

Placard: No Cargo Tank:

Special Checks: No Data - Bus - Checks

Information:

Best Sub Area: 542 Ver # 1 Type 10 Regular Vehicle N Operator: 302872 File Code Number: 2270100 File Type: PNG  
Passenger: 0 Status: 20 Bus Type:

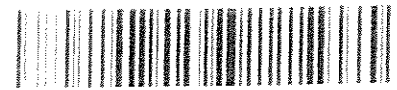
This report is generated by the system and is not to be used for legal purposes. It is for informational purposes only. If you have any questions, please contact the CHP.   
NOTE: This report is generated by the system and is not to be used for legal purposes. It is for informational purposes only. If you have any questions, please contact the CHP.

Report created by  
D. CHERLE

Report #  
110556

Copy Received By

11/05/13



01205789 CA CA3P1X000053



DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P1X000055  
Inspection Date: 11/05/2013  
Start: 1:35:00 PM PT End: 2:15:00 PM PT  
Inspection Level: V - Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
4620 W AMERICA DR  
FAIRFIELD CA 94534-4138  
USDOT#: 01205759 Phone#: 707-663-8980  
MC/MX#: 648485 Fax#:   
State#: 54245  
Location: PARAMOUNT MilePost:   
Highway: Origin: NONE  
County: LOS ANGELES CA Destination: NONE

Driver:   
License#: State:   
Date of Birth:   
CoDriver:   
License#: State:   
Date of Birth:   
Shipper:   
Bill of Lading:   
Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	EL	ELECT	2008	CA	7389478	9372	1GSE4L1G87FA17057	18500			

BRAKE ADJUSTMENTS

Axle #   
Right   
Left   
Chamber: DISC DISC

VIOLATIONS: No Violations Were Discovered

HazMat: No H/M Transacted

Placard: No Cargo Tank:

Special Checks: No Data on Special Checks

Vehicle Information:

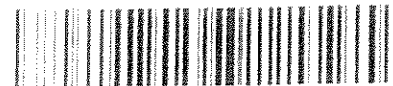
Base: Sur Area 840 Ven #1 Type 20 Registered Vehicle - Cor: Meter 132420 File Code Number 227010 PLe Type LPG Passenger  
Capacity 22 100 Passenger Capacity 11 Bus Type 1

This report is the property of the California Highway Patrol. It is loaned to you for your use only. It is not to be distributed outside of your agency. If you have any questions regarding this report, please contact the issuing agency.

Report prepared by:   
Inspector MCS

Badge #   
40888

Copy Received by:   
*[Signature]*



01205759 04 CA3P1X000055

Report prepared by:   
Inspector MCS

Date: 11/05/2013



CONTINUATION

CHP 343-1 (REV. 10-97) OF 032

DATE 11 18 5 19 14

CHP 343

CARRIER NAME

ICP NUMBER

MV Transportation Inc.

54846

CITY

TTT0000

7209 E Rosecrans Ave Paramount Ca 90723

227210

REMARKS

On-highway inspection reports were utilized to fulfill 0 of 0 required vehicle inspections

The following vehicles were used as part of the representative sample of vehicles but were not inspected during this terminal inspection because they have had a level 1 inspection by on-highway personnel within the previous 90 days

Aspen inspection reports are attached see pages 3 thru of 16

Note: Carrier's Controlled Substance & Alcohol Records are maintained at principal place of business at

5910 N Central Expressway, Suite 11454

Dallas Texas 75206

13 CCR 1233.5 - Change of Address

Each motor carrier subject to the provisions of this chapter shall notify the department in writing of any change of address or cessation of regulated activity at any of the carrier's terminals. Such notification shall be made within 15 days of the change and shall be forwarded to:

CALIFORNIA HIGHWAY PATROL

COMMERCIAL RECORDS UNIT

P.O. BOX 942898

SACRAMENTO, CA 94298-0001

Initials LP Date: 11 19 14



# DRIVER/VEHICLE EXAMINATION REPORT



CHP 407F/343A-Aspen  
 California Highway Patrol  
 Questions regarding this report may be direct  
 the telephone number listed below.  
 Telephone (323) 644-9557

Report Number: CASP1X300232  
 Inspection Date: 07/28/2014  
 Start: 8:21:49 AM PT End: 8:52:26 AM PT  
 Inspection Level: 1 - Terminate  
 HM Inspection Type: None

MOV PUBLIC TRANSPORTATION INC  
 4620 W AMERICA DR  
 FAIRFIELD CA 94534-4188

USDOT#: 21205755 Phone#: 707-863-8880  
 MC/MX#: 648465 Fax#:   
 State#: 54846

Location: PARAMOUNT  
 Highway:   
 County: LOS ANGELES CA

MilePost:   
 Origin: NONE  
 Destination: NONE

Driver:   
 License#:   
 Date of Birth:   
 CoDriver:   
 License#:   
 Date of Birth:   
 Shipper:   
 Bill of Lading:   
 Cargo:

### VEHICLE IDENTIFICATION

Unit Type	Make	Year	State	Plate #	Equipment #	VIN	GVW	USA#	MSA	Class#	OS State
BU	BLDG	2013	CA	137K79	A 21371	1FD3F5G3EDDEK740000	9517				

### BRAKE ADJUSTMENTS

Plate #	Right	Left
	NA	NA
	NA	NA
Chamber	DISC	DISC

VIOLATIONS: No Violations were Discovered

HazMat: No HM Transported

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks

### Vehicle Information:

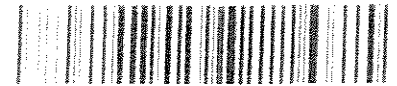
Seat Sub Area: S42 Ven #1 Type: 20 Regulated vehicle: N Diameter: 9416 Fire Code Number: 207111 Fire Type: 1.3 Passenger Capacity: 30 MC Passenger Capacity: 1 Bus Type: 1

This report is for informational purposes only. It does not constitute an official report of the California Highway Patrol. For more information, please contact the California Highway Patrol at (323) 644-9557.

Report Prepared By:  
 MOSEPEZ MOS

Badge #:  
 40896

Copy Received By:



20140728 CA CASP1X002322

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2/14/11



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CASP1X000293  
Inspection Date: 11/18/2010  
Start: 8:53:29 AM PT End: 9:27:02 AM PT  
Inspection Level: Terminal  
HM Inspection Type: None

MJ PUBLIC TRANSPORTATION INC  
4630 W AMERICA DR  
FAIRFIELD CA 94534-4138  
USDOT#: 11206759 Phone#: 707-663-8920  
MC/MX#: 645455 Fax#:  
State#: 64849

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:

Location: PARAMOUNT  
Highway:  
County: LOS ANGELES CA

MilePost:  
Origin: NONE  
Destination: NONE

Shipper:  
Bill of Lading:  
Cargo:

VEHICLE IDENTIFICATION

Year Make Year State Plate # Equipment # VIN Title # USA # USA # License # DIS #  
11 FORD 2010 CA 7H07N1 #604 1F108A100A000000 0.00

BRAKE ADJUSTMENTS

Front N/A N/A  
Rear N/A N/A  
Change DIS 1 DIS 0

VIOLATIONS No violations were observed.

HazMat: No HMT Transported.

Placard: No Cargo Tank:

Special Checks: No California State Checks

State Information:

Full Size Area 542 Van #1 Type 20 Regulated Vehicle - Chromer Driver - Air Conditioner - 0 - Fire Type - Passenger -  
Type - 30 - VC Passenger Caract. - 2 - Bus Type

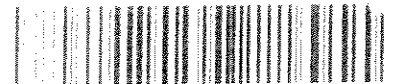
1. This information is for informational purposes only and does not constitute an offer of insurance or any other financial product.  
2. The information is provided for informational purposes only and does not constitute an offer of insurance or any other financial product.

Printed on 11/18/2010 at 9:27:02 AM PT. Report Number: CASP1X000293

Report Prepared By:  
WALTER MOSE

Badge #  
-08978

Copy Received By:



11206759 CA CASP1X000293

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2 14 1



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P17400294  
Inspection Date: 11 18 2014  
Start: 9 27 58 AM PT End: 10 13 38 AM P  
Inspection Level: V - Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
4620 W AMERICA DR  
FAIRFIELD CA 94534-4188  
USDOT#: 01205759 Phone#: 707 865-8680  
MC/MX#: 648465 Fax#:  
State#:  
Location: PARAMOUNT  
Highway:  
County: LOS ANGELES CA

Driver  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Shipper:  
Bill of Lading:  
Cargo:

MilePost:  
Origin:  
Destination:

### VEHICLE IDENTIFICATION

Unit Type	Make	Year	State	Plate #	Equipment #	VIN	GVW	GVSA #	GVSA Used #	GVSA Sticker
BUS	REAR	2010	CA	1291482	# 7104	1RE REAPS 7408018LX	14500			

### BRAKE ADJUSTMENTS

Fore =  
Rear =  
Left =  
Right =  
Cylinder =

### VIOLATIONS No Violations As a D score =

HazMat: No HM Transported

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks

### State Information:

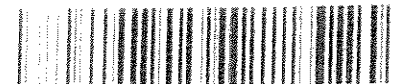
Seat Belt Area: S43 Vehicle Type: 01 Registered Vehicle: X Odometer: 89067 Mile Code Number: 000001 Vehicle Type: 0 Passenger Capacity: 18 Bus Type:

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Report Prepared By:  
S. PEREZ MCS

Badge #:  
408865

Copy Received By:



01205759 CA CA3P17400294

DRIVER/VEHICLE EXAMINATION REPORT

76  
PAGE 2



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CABP1X00235  
Inspection Date: 11/18/2004  
Start: 10:14:31 AM PT End: 10:41:08 AM PT  
Inspection Level: A - Terminal  
HM Inspection Type: None

BY PUBLIC TRANSPORTATION INC  
4800 W. AMER. CA DR.  
RUIPE ELD. CA 94584-4130  
USDOT#: 01205769 Phone#: 707-863-8961  
MC/MX#: 648465 Fax#:   
State#: 64849  
Location: PARAMOUNT  
Highway:  
County: LOS ANGELES CA

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Shipper:  
Bill of Lading:  
Cargo:

MilePost:  
Origin: NONE  
Destination: NONE

VEHICLE IDENTIFICATION

Year	Make	Model	Year	State	Plate #	Equip. desc.	Sub	Color	Weight	Inspection #	Ins. date
03	FORD	FOUR	CA	10447	# 7103	1401545587081391		1400			

BRAKE ADJUSTMENTS

Wheel	Adjustment	Result
FR	NA	NA
RR	NA	NA
LR	NA	NA
RR	NA	NA

VIOLATIONS: No violations noted.

HazMat: No HM Transported Placard: No Cargo Tank:

Special Checks: No Data for Special Checks

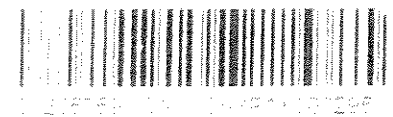
State Information:

Best Bus Area: 542 Vehicle Type: 10 Regulated Vehicle: 0 Computer #1012 Plate Color/Type: 0070 Bus Type: 0 Passenger Carpool: 10 Bus Type: 1

Report Prepared By:  
ASPER, MOSI

Gadge #  
428987

Copy Received By:  
*[Signature]*



11/18/2004 10:41:08 AM PT

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2/14



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number CA3P1X000265  
Inspection Date: 11/16/2014  
Start: 10:41:34 AM PT End: 11:04:14 AM PT  
Inspection Level: V-Terminal  
HM Inspection Type: None

### UNIT/PUBLIC TRANSPORTATION INFO

4670 W AMERICA DR  
FAIRFIELD CA 94534-2188  
USDOT#: 01205769 Phone#: 707 863-8961  
MCMX#: 648465 Fax#:   
State#: 64849

Driver: \_\_\_\_\_  
License#: \_\_\_\_\_ State: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
CoDriver: \_\_\_\_\_  
License#: \_\_\_\_\_ State: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

Location: PARAMOUNT MilePost: \_\_\_\_\_ Shipper: \_\_\_\_\_  
Highway: \_\_\_\_\_ Origin: NONE Bill of Lading: \_\_\_\_\_  
County: LOS ANGELES CA Destination: NONE Cargo

### VEHICLE IDENTIFICATION

Unit Type	Make	Year	State	Plate #	Equipment #	GVW	Gross Wt	GVSA #	GVSA Issue #	GVSA State #
SEMI TRUCK	FORD	2013	CA	86656P1	# 874	19013	19013	19013	19013	19013

### BRAKE ADJUSTMENTS

Wheel #	Front	Rear
1	NA	NA
2	NA	NA
3	NA	NA
4	NA	NA

### VIOLATIONS

No violations were discovered  
HazMat: No HM Transported Placard: 00 Cargo Tank:  
Special Checks: No Data for Special Checks

### Vehicle Information:

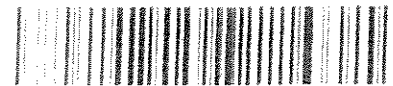
Year: 2013 Area: 843 Ver: #1 Type: 2 Reg. and Vehicle: Operator: 12621 File Type: 1/1/14 Unit Type: 2 Passenger Capacity: 30 VC Passenger Capacity: 2 Bus Type: 1

This report was prepared by a CHP officer on duty at the time of inspection. It is intended for use as a record of the inspection only and does not constitute a guarantee of accuracy. The information contained herein is for informational purposes only and should not be used for legal or other purposes.

Report Prepared By: A PEREZ MCS1

Badge #: 406968

Copy Received By: \_\_\_\_\_



11205769 CA CA3P1X000265

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2/14



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CASR9X000297  
Inspection Date: 11/28/2014  
Start: 11:04:43 AM PT End: 11:57:11 AM PT  
Inspection Level: M-Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
4630 WILMER CA DR

Driver:  
License#:

FA RFIELD CA 94534-4188

Date of Birth:

USDOT#: 01216759 Phone#: 707-863-8930

CoDriver:

MC/MX#: 648455 Fax#:

License#:

State#: 64849

Date of Birth:

Location: FA RAMDUN

MilePost: Shipper:

Highway:

Origin: NONE

Bill of Lading:

County: LOS ANGELES CA

Destination: NONE

Cargo:

VEHICLE IDENTIFICATION

Year	Type	Make	Year	State	Plate #	Equipment #	VIN	Color	Weight #	License #	License State
2014	BU	ELECT	2014	CA	1437960	#21273	1N91NAUG1E028941				

BRAKE ADJUSTMENTS

Front Left  
Front Right  
Rear Left  
Rear Right

VIOLATIONS

Code	Description	Plate #	Plate State	Plate #	Plate State	Plate #	Plate State	Plate #	Plate State
14653	...	14653	CA	...	...	...	...	...	...

HazMat: No Hazardous Materials Placard: No Cargo Tank

Special Checks: No Data for Special Checks

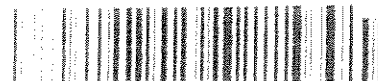
State Information:

Vehicle Type: S42 License Type: DC Regulated Vehicle: No Odometer: 18555 Mileage Number: 11/28/14 License Type: Passenger

Report Prepared By: A. REBEZ

Badge #: 116896

Copy Received By:



11/28/14 11:57:11 AM PT

DRIVER/VEHICLE EXAMINATION REPORT

47  
Aspen 2/14/11



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P1X000298  
Inspection Date: 01/19/2014  
Start: 11:38:24 AM PT End: 12:23:00 PM P  
Inspection Level: V - Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
4630 W AMERICA DR  
FAIRFIELD CA 94534-4188  
USDOT#: 11205759 Phone#: (707) 663-8981  
MC/MX#: 648465 Fax#:  
State#: 54649  
Location: PARAMOUNT  
Highway:  
County: LOS ANGELES CA

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Shipper:  
Bill of Lading:  
Cargo:

MilePost:  
Origin: NONE  
Destination: NONE

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment #	VIN	GVWR	GCWR	GCW	GCW	GCW	GCW	GCW	GCW
1	B	BUS	2008	CA	5F26188	# 1238	1N9HDABP88C084121	21501							

BRAKE ADJUSTMENTS

Left # 2  
Right #  
air 21B  
Limiter 0-20 0-30

VIOLATIONS

Code	Section	Unit	GCW	Citation #	Var A	Crash	Violations/Discoveries
30347E	23455 12 901				N	N	A 21. S/C Cam or Ford type brake piston travel @ 21.8 inches on the adjustment 29247 e T:30 110RS

CalzMat: No HM Transferred

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks

State Information:

Beat Sub Area: S42 Ver #1 Type: 2L Regulated Vehicle: N Cabinet: 109970 File Class Number: 021217 Bus Type: PG Passenger Capacity: 30 Bus Type: 1

This report is for informational purposes only and does not constitute an official report. It is subject to change without notice. For more information, please contact the California Highway Patrol.

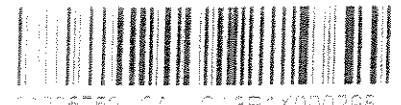
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Report Prepared By  
A PEREZ MOSE

Page #  
408898

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X [Signature]



11205759 CA CA3P1X000298

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2/14/14



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P1X000299  
Inspection Date: 11/18/2014  
Start: 12:34:00 PM PT End: 1:25:00 PM PT  
Inspection Level: V - Terminal  
HM Inspection Type: None

BY: PUBLIC TRANSPORTATION, INC  
4520 W AMERICA DR  
FARFIELD, CA 94634-4156  
USDOT#: 01205759 Phone#: (707) 663-8980  
MC/MX#: 648466 Fax#:   
State#: 64849

Driver: \_\_\_\_\_ State: \_\_\_\_\_  
License#: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
CoDriver: \_\_\_\_\_  
License#: \_\_\_\_\_ State: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

Location: PARAMOUNT  
Highway: \_\_\_\_\_  
County: LOS ANGELES, CA

MilePost: \_\_\_\_\_ Shipper: \_\_\_\_\_  
Origin: NONE Bill of Lading: \_\_\_\_\_  
Destination: NONE Cargo: \_\_\_\_\_

VEHICLE IDENTIFICATION

Unit Type	Make	Year	State	Plate #	Equipment ID	VIN	GVW	GVSA #	GVSA Description	GVSS Status
BU	ELDO	2005	CA	778040T	C-20	1N9TDABG15C054160	32 800			

BRAKE ADJUSTMENTS

Front: \_\_\_\_\_  
Rear: \_\_\_\_\_  
Tire Pressure: \_\_\_\_\_

VIOLATIONS No. of violations were discovered

HazMat: No HM Transported

Placard: No Cargo Tank:

Special Checks: No Data for special checks

State Information:

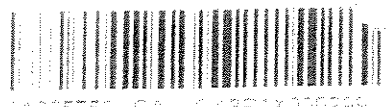
Examined Area: 940 Ver #1 Type: 01 Regulated Vehicle: 0 Odometer: 47511 Air Load Meter: 0 Tire Type: LPS Pass  
Vehicle ID: 10 Passenger Carant: 2 E-9 Type: 1

Inspection performed by: \_\_\_\_\_  
Inspection was performed on: \_\_\_\_\_  
Inspection Date: \_\_\_\_\_

Report Prepared By: J. PEREZ-MOSI

Badge #: 338986

Copy Received By: \_\_\_\_\_



01205759 CA 043P1X000299



# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2 14 1



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P1X000300  
Inspection Date: 11/19/2014  
Start: 7:49:26 AM PT End: 8:40:00 AM PT  
Inspection Level: V - Terminal  
HM Inspection Type: None

### M/ PUBLIC TRANSPORTATION INC

4620 W AMERICA DR  
FAIRFIELD, CA 94534-4186

USDOT#: C1205759 Phone#: 707 863-8980  
MC/MX#: 648485 Fax#:  
State#: 64849

Location: PARAMOUNT  
Highway:  
County: LOS ANGELES CA

MilePost:  
Origin: NONE  
Destination: NONE

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Shipper:  
Bill of Lading:  
Cargo:

### VEHICLE IDENTIFICATION

Unit Type	Make	Year	State	Plate #	Equipment ID	VIN	GLWF	GLSA #	GLSA serial #	CCS State
BU	FORD	2014	CA	8A667F1	# 673	1FD3F5GNEDE660301	19 530			

### BRAKE ADJUSTMENTS

Axis #	1	2
Right	NA	NA
Left	NA	NA
Chamber	DISC	DISC

VIOLATIONS: No Violations Were Discovered

HazMat: No HM Transported

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks

### Plate Information:

Great Sub Area: 542 Ven #1 Type: 20 Regulated Vehicle: Y Odometer: 17465 File Code Number: 207210 File Type: CNG Passenger Capacity: 30 /C Passenger Capacity: 2 Bus Type: 1

The information on this report is for informational purposes only. It is not intended to be used as evidence in any legal proceeding. The information on this report is for informational purposes only. It is not intended to be used as evidence in any legal proceeding.

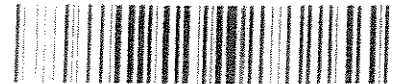
Report prepared by: [Signature] Date: 11/19/2014

Report Prepared By: [Signature]  
A PEREZ MCS

Badge #  
406685

Copy Received By: [Signature]

Page: 1



C1205759 CA CA3P1X000300

DRIVER/VEHICLE EXAMINATION REPORT

ALZ  
Aspen 1/14/14



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P1X000501  
Inspection Date: 11/19/2014  
Start: 8:45:00 AM PT End: 9:29:44 AM PT  
Inspection Level: V-Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
4600 W AMERICA DR  
FAIRF ELD CA 94534-4186  
USDOT#: 01205759  
MC/MX#: 648465  
State#: 54849

Phone#: 707-663-6980  
Fax#:

Location: PARAMOUNT  
Highway:  
County: LOS ANGELES CA

MilePost:  
Origin: NONE  
Destination: NONE

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:

Shipper:  
Bill of Lading:  
Cargo:

VEHICLE IDENTIFICATION

Unit Code	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	GVSA #	GVSA Reg'd #	GVSA Stock #
BL	FORD	2013	CA	6T890N1	# 1191	1FD0F86P80E-70550	15,000			

BRAKE ADJUSTMENTS

Axis	Wheel	Adjustment
Front	LF	NA
Front	RF	NA
Rear	N/A	N/A
Drum	DISC	DISC

VIOLATIONS: No Violations Were Discovered

HazMat: No HM Transported

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks

State Information:

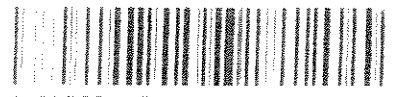
Rear Sub Area: 542 Len #1 Type 20 Regulated Vehicle: 0 Odometer: 24876 File Code Number: 027210 Fuel Type: OILG Passenger: 1  
March 29 10 Passenger Capacity: 2 Bus Type: 1

This report is prepared by the California Highway Patrol. It is for informational purposes only and does not constitute an opinion or recommendation of the California Highway Patrol. The information contained herein is the property of the California Highway Patrol and is not to be distributed outside of the California Highway Patrol.

Report Prepared By  
Aspen 1/14/14

Serge #  
108888

Copy Received By



01205759 CA 000501

# DRIVER/VEHICLE EXAMINATION REPORT

7/3  
Aspen 2 14 1



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P1X000302  
Inspection Date: 11/19/2014  
Start: 9:25:00 AM PT End: 10:03:12 AM P  
Inspection Level: V - Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
4620 W AMERICA DR  
FAIRFIELD CA 94534-4186  
USDOT#: 01205759 Phone#: 707-868-6960  
MC/MX#: 64846E Fax#:  
State#: 64849

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:

Location: PARAMOUNT  
Highway:  
County: LOS ANGELES CA

MilePost:  
Origin: NONE  
Destination: NONE

Shipper:  
Bill of Lading:  
Cargo:

### VEHICLE IDENTIFICATION

Unit Type	Make	Year	State	Plate #	Equipment ID	City	GVW/F	CUSA #	CVSA Issued #	CCS Stick#
1	BU	FORD	2014	CA	75242P1					
					# 506	1FD7E4FS2DD0530920	14 530			

### BRAKE ADJUSTMENTS

Axis #	1	2
Right	NA	NA
Left	NA	NA
Chamber	DISC	DISC

VIOLATIONS: No violations were discovered

HazMat: No HM Transported

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks

### Plate Information:

Great Sub Area: S42 Ven #1 Type: 20 Regulated Vehicle: Y Odometer: 15593 Fire Code Number: 207210 Bus Type: LPG Passenger Capacity: 20 WC Passenger Capacity: 2 Bus Type: 1

This report is for informational purposes only. It does not constitute a guarantee of accuracy. The information is provided for your reference only. The information is provided for your reference only. The information is provided for your reference only.

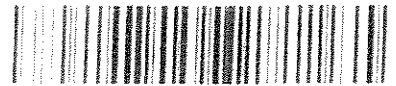
Signature of Unit Commander: \_\_\_\_\_ Date: \_\_\_\_\_

Report Prepared By:  
A PEREZ MCS1

Badge #:  
A08988

Copy Received By:

Reg:



01205759 CA CA3P1X000302

# DRIVER/VEHICLE EXAMINATION REPORT

# 120  
- 07/21/14



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: C43P1X000001  
Inspection Date: 11/19/2014  
Start: 10:00:40 AM PT End: 10:25:12 AM PT  
Inspection Level: V - Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
4620 W AMERICA DR  
FAIRFIELD CA 94534-4166  
USDOT#: 01205759  
MC/MX#: 648465  
State#: 54849

Phone#: 707-863-8980  
Fax#:

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:

Location: PARAMOUNT  
Highway:  
County: LOS ANGELES CA

MilePost:  
Origin: NONE  
Destination: NONE

Shipper:  
Bill of Lading:  
Cargo:

### VEHICLE IDENTIFICATION

Unit Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	GVSA #	GVSA State #	GVSA State
1	FORD	2014	CA	0881TK1	# 316	1FDPE4FS8ED491979	14 500			

### BRAKE ADJUSTMENTS

Wheel	Adjustment	Notes
FR	NA	NA
FL	NA	NA
RR	DISC	DISC

### VIOLATIONS

US Code	Sector	Unit CCS	Operator	Level	Crash	Violations Discovered
192.2	27002.4	VC 002	N	N	N	Interstate name - San Joaquin State Highway 99

HazMat: No HM Transferred

Placard: No Cargo Tank

Special Checks: No Data for Special Checks

### State Information:

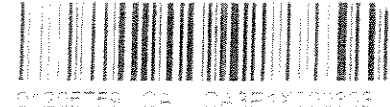
Unit # 111543 - Plate # 042 - Unit # 1 Type 20 - Regulated Vehicle: N - Operator: A119 - Plate Code Number: 12 12 1 - Bus Type: 100 - Passenger Capacity: 21 - GV Passenger Capacity: 2 - Bus Type: 1

This report is prepared by the California Highway Patrol. It is for informational purposes only and does not constitute an official report. It is subject to change without notice. For more information, please contact the California Highway Patrol at (323) 644-9557.

Report Prepared By:  
A PEREZ MCS

Badge #:  
408862

Copy Received By:



01205759 CA C43P1X000001

# DRIVER/VEHICLE EXAMINATION REPORT

210  
-sper 2/14/1



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P1X000304  
Inspection Date: 11/19/2014  
Start: 10:25:37 AM PT End: 11:06:17 AM P  
Inspection Level: V - Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
4620 W AMERICA DR  
FAIRFIELD CA 94534-4186  
USDOT#: 01205759 Phone#: 707-863-8980  
MC/MX#: 648465 Fax#:  
State#: 54849

Driver:  
License#:  
Date of Birth:  
CoDriver:  
License#:  
Date of Birth:

State:  
State:

Location: PARAMOUNT  
Highway:  
County: LOS ANGELES CA

MilePost:  
Origin: NONE  
Destination: NONE

Shipper:  
Bill of Lading:  
Cargo:

### VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CA SA #	CVSA issued #	OCS Status
1	BU	ELDO	2006	CA	5R099719	# 1232	1N9HDABP96C0684167	92 800			

### BRAKE ADJUSTMENTS

Axe # 1 #  
Right  
Left  
Chamber C-25 C-30

VIOLATIONS No Violations Were Discovered

HazMat: No HM Transported

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks

### Plate Information:

Area: Sub Area 542 Ven #1 Type 20 Regulated Vehicle Y Odometer 199848 File Code Number 227210 Fuel Type LPG Passenger Capacity 51 Bus Type 1

This copy of the report is for your information. Drivers are required to take corrective actions for all defects noted. DO NOT rely on this report as the only means of determining vehicle condition. For more information, please contact the nearest CHP office.

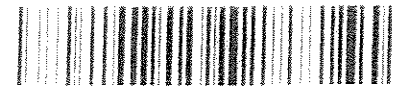
Report ID: CA3P1X000304 Date: 11/19/2014

Report Prepared By  
PEREZ, MCS1

Badge #  
A08968

Copy Received By

Page 1 of 1



01205759 04 CA3P1X000304

# DRIVER/VEHICLE EXAMINATION REPORT

Page 2 of 2



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P1X000305  
Inspection Date: 11/19/2014  
Start: 11:02:33 AM PT End: 11:51:43 AM PT  
Inspection Level: X - Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
4620 W AMERICA DR  
FAIRFIELD CA 94534-4186

USDOT#: 01205759 Phone#: (707)863-8980  
MC/MX#: 648485 Fax#:  
State#: 54849

Location: PARAMOUNT  
Highway:  
County: LOS ANGELES CA

MilePost:  
Origin: NONE  
Destination: NONE

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Shipper:  
Bill of Lading:  
Cargo:

### VEHICLE IDENTIFICATION

Unit Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CA SA #	CA SA Issued #	ODS State	
1	BU	BLDO	2008	CA	8R09718	# 1232	1N9HDABP78C084155	32 500			

### BRAKE ADJUSTMENTS

Wheel #	1	2
Adjuster	C-20	C-30

**VIOLATIONS:** No Violations Were Discovered

**HazMat:** No HM Transported

Placard: No Cargo Tank.

**Special Checks:** No Data for Special Checks

### State Information:

Beat/Sub Area: 542 Veh #1 Type: 20 Regulated Vehicle - Coordinate: 141487 File Code Number: 221310 Plate Type: 1R5 - Restricted Capacity: 31 Bus Type: 1

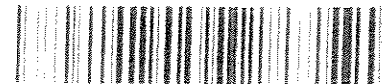
Copyright © 2004 by California Highway Patrol. All rights reserved. This report is the property of the California Highway Patrol and is loaned to you for your use only. It is not to be distributed outside of your agency. If you have any questions regarding this report, please contact the California Highway Patrol at (323) 644-9557.

Report Prepared By: J. PEREZ (1051)

Badge #: 408968

Copy Received By:

Page: 1 of 2



01205759 CA 043P1X000305

**SAFETY COMPLIANCE REPORT/  
TERMINAL RECORD UPDATE**

CHP 343 (Rev 6-10) OPI 062

NEW TERMINAL INFORMATION  
 Yes  No  
 CA NUMBER: 468401 FILE CODE NUMBER: 384157 COUNTY CODE: 19  
 TERMINAL TYPE:  Truck  Bus  
 CDDE: B OTHER PROGRAM(S): LOCATION CODE: 550 SUBAREA: S42

CRIMINAL NAME: IV Public Transportation Inc  
 TELEPHONE NUMBER (W/ AREA CODE): (323) 719-2446

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE):  
 7209 East Paramount Blvd, Paramount, Ca 90723

MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE) (IF DIFFERENT FROM ABOVE):  
 5910 N Central Expressway Suite 1145 Dallas, Tx, 75206  
 INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY):  
 7209 East Paramount Blvd, Paramount, Ca 90723

**LICENSE, FLEET AND TERMINAL INFORMATION**

HM LIC NO: N/A HWY RES NO: N/A IMS LIC NO: N/A TRUCKS AND TYPES: N/A TRAILERS AND TYPES: N/A BUSES BY TYPE: I- 83 II- 82  
 EXP DATE: N/A EXP DATE: N/A EXP DATE: N/A REG CT: N/A HW VEH: N/A HW CONT: N/A IPPD / CSAT:  Yes  No  
 CONSOLIDATED TERMINALS:  Yes  No  
 FILE CODE NUMBER OF CONSOLIDATED TERMINALS AND DIVISION LOCATIONS BY NUMBER (Use Remarks for Additional FCNS): N/A

**EMERGENCY CONTACTS (In Calling Order of Preference)**

EMERGENCY CONTACT (NAME): Stephan Allen DAY TELEPHONE NO (W/ AREA CODE): 5622599911 Ext 5004 NIGHT TELEPHONE NO (W/ AREA CODE): (714) 719-1749  
 EMERGENCY CONTACT (NAME): Lena Parten DAY TELEPHONE NO (W/ AREA CODE): 5622599911 Ext 5009 NIGHT TELEPHONE NO (W/ AREA CODE): (562) 519-0125

**ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [ 2014 ]**

A UNDER 15,000 B 15,001 - 50,000 C 50,001 - 100,000 D 100,001 - 500,000 E 500,001 - 1,000,000 F 1,000,001 - 2,000,000 G 2,000,001 - 5,000,000 H 5,000,001 - 10,000,000 I MORE THAN 10,000,000  
 A  B  C  D  E  F  G  H  I

**OPERATING AUTHORITIES OR PERMITS**

PUC:  T N/A  TCP PSC N/A MOTOR CARRIER OF PROPERTY PERMIT ACTIVE:  Yes  No  N/A  
 USDOT: 1205759  MC N/A  MC N/A REASON FOR INSPECTION: Initial B Bus Terminal Inspection

**INSPECTION FINDINGS**

REQUIREMENTS	VIOL	INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable
MAINTENANCE PROGRAM	0	1 UR 2 S 3 4 1 UR 2 S 3 4 1 UR 2 S 3 4 1 UR 2 N/A 3 4 1 UR 2 S 3 4
DRIVER RECORDS	0	No. 7 Time 3.5 No. 13 Time 3.0 No. 14 Time 8.5 n/a 15.0
DRIVER HOURS	0	<input checked="" type="checkbox"/> No H/M Transposed <input type="checkbox"/> No H/M violations noted No n/a Time Vehicles 1 Units
HAZARDOUS MATERIALS	0	REMARKS
BRAKES	0	13 CCR 1233(a)(1) - Carrier's Terminal Inspection is rated "SATISFACTORY" at this time.
LAMPS & SIGNALS	0	See attached CHP 343, CHP 343, Safety Compliance Terminal Review & Aspen reports CAA089680028 thru 00041.
CONNECTING DEVICES	N/A	
STEERING & SUSPENSION	0	13 CCR 1230 The following vehicle(s) were placed "Out of Service" during this terminal inspection.
TIRES & WHEELS	0	Type Bus Lic 97835N1 Unit # 503 Defect(s) Exhaust leak
EQUIPMENT REQUIREMENTS	2	
CONTAINERS & TANKS	N/A	
HAZARDOUS MATERIALS	N/A	

BIT:  I  R NON-BIT:  FEES DUE:  Yes  No CHP 343: # 11 INSPECTION DATE(S): 11/17, 19 & 20/15 TIME IN: TIME OUT:

INSPECTED BY (NAME(S)): AI Perez / MCS1 ID NUMBER(S): A08968 SUSPENSE DATE:  Auto  None

**MOTOR CARRIER CERTIFICATION**

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 20), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 calendar days of the rating.

CURRENT TERMINAL RATING: **SATISFACTORY** CARRIER REPRESENTATIVE'S SIGNATURE: [Signature] DATE: 11/20/2015

CARRIER REPRESENTATIVE'S PRINTED NAME: Lena Parten TITLE: Safety & Training Manager DRIVER LICENSE NUMBER/STATE: Ca



US DOT #  
1205759

Legal: MV PUBLIC TRANSPORTATION INC  
Operating (DBA):

MC/MX #: State #: 1205759 Federal Tax ID: 11-3706367 (EIN)

Review Type: Non-ratable Review - Special Study

Scope: Terminal Location of Review/Audit: Company facility in the U. S. Territory: C

**Operation Types** Interstate Intrastate

Carrier:	N/A	Non-HM	Business: Corporation
Shipper:	N/A	N/A	Gross Revenue:
Cargo Tank:	N/A		for year ending:

**Company Physical Address:**

5910 N CENTRAL EXPRESSWAY SUITE 114E  
DALLAS, TX 75206

Contact Name: Lena Parten  
Phone numbers: (1) 972- 391-4600 (2) Fax  
E-Mail Address:

**Company Mailing Address:**

5910 N CENTRAL EXPRESSWAY SUITE 114E  
DALLAS, TX 75206

**Carrier Classification**

Other: B Bus

**Cargo Classification**

Passengers

**Equipment**

	Owned	Term Leased	Trip Leased	Owned	Term Leased	Trip Leased
--	-------	-------------	-------------	-------	-------------	-------------

Minibus, 16+	83	0	0			
--------------	----	---	---	--	--	--

Power units used in the U S : 83  
Percentage of time used in the U S : 100

Does carrier transport placardable quantities of HM? No  
Is an HM Permit required? N/A

**Driver Information**

	Inter	Intra	Average trip leased drivers/month: 0
< 100 Miles:		82	Total Drivers: 82
>= 100 Miles:			CDL Drivers: 82







MV PUBLIC TRANSPORTATION INC - Terminal

U.S. DOT #: 1205759

State # 1205759

Review Date

11/20/2015

Part A

QUESTIONS regarding this report may be directed to the Southern Division  
Motor Carrier Safety Unit at:

437 North Vermont Ave  
Los Angeles, CA 90004  
(323) 644-9557

This TERMINAL REVIEW deals only with safety compliance at this terminal.

Person(s) Interviewed

Name: Lena Parter

Title: Operations Manager

Name: *[Handwritten signature]*

Title:





**Part B Violations**

**Safety Fitness Rating Information:**

Total Miles Operated 300,000  
Recordable Accidents 0

OOS Vehicle (CR): 1  
Number of Vehicle Inspected (CR): 14  
OOS Vehicle (MCMIS): 0  
Number of Vehicles Inspected (MCMIS): 0

Your proposed safety rating is :

**This Review is not Rated.**





## Part B Requirements and/or Recommendations

1. Conduct periodic internal reviews of your driver qualification, hours of service control, maintenance, accident analysis/reporting, training, and other safety systems to ensure continued compliance with the FMCSR.
2. Obtain a copy of each driver's driving record and review it annually.
3. Drivers may not have Commercial Driver Licenses (CDLs) from more than one state. Ensure that all drivers have only one current CDL that is not under suspension or revocation. Driver CDLs must also match the correct class of vehicle driven and have applicable endorsements for double/triple trailer, passenger, tank vehicle and/or hazardous material operation.
4. Ensure that all drivers are fully and properly qualified before operating in interstate commerce. Maintain a complete file as required for each driver, documenting the qualification process.
5. Ensure that all documents supporting records of duty status (such as toll, fuel repair and other on-the-road expense receipts, as well as invoices, bills of lading, dispatch records, etc.) are kept on file for at least 6 months.
6. Toll receipts and other on-the-road expense receipts, invoices, bills of lading, dispatch records, and other "supporting document" must be kept on file for six (6) months. This requirement also applies to records generated by the use of owner-operators. You may keep legible photocopies in lieu of originals.
7. Ensure that all drivers' records of duty status (logs) are accurate. Check them against "supporting documents" to verify accuracy. Prohibit falsification of logs by any driver. Review the rules on supporting documents. Take appropriate action against drivers who falsify logs.
8. Review with your drivers periodically the procedures for doing pre-trip and post-trip inspections. Ensure that safety defects reported by drivers on their Vehicle Inspection Reports (VIR) are repaired before the vehicle is re-dispatched. Require drivers to prepare Vehicle Inspection Reports on a daily basis. Keep them on file for 90 days.
9. Establish a system to control passenger-carrying drivers' hours of service. Do not dispatch drivers who don't have adequate hours available to complete assigned trips legally. Do not allow drivers to exceed the 10, 15, and 60/70-hour limits.
10. Ensure that applicants for safety-sensitive positions do not have a current controlled-substance and/or alcohol problem by querying them and checking with their previous employers regarding controlled-substance and alcohol violations, related background, conditions and behaviors indicative of controlled-substance and/or alcohol abuse or misuse, and by conducting pre-employment testing as required by regulation and company policy. Create a detailed written record of each inquiry.  
  
Review and evaluate driver applicants' gaps in employment, frequent job changes, and incomplete applications. Require applicants to explain reasons for any gaps in their employment record in order to allay suspicion of controlled-substance and/or alcohol abuse or misuse.
11. Provide employees with a written controlled substance and alcohol testing policy that complies with all the requirements noted in Part 382.601(b). Also, ensure you maintain a certificate signed by the employee certifying they have received your company drug and alcohol testing policy.





**Part C**

Reason for Review: Other Initial Bus Ter  
Planned Action: Compliance Monitoring

**Parts Reviewed Certification:**

325 382 383 387 390 391 392 393 395 396 397 398 399 171 172 173 177 178 180

Prior Reviews      Prior Prosecutions      Reason not Rated: Special Study

Unsat/Unfit Information

Is the motor carrier of passengers subject to the safety fitness procedures contained in 49 CFR part 385 subpart A, AND does it transport passengers in a commercial motor vehicle?      Yes - Intrastate

Does carrier transport placardable quantities of hazardous materials?      Not Applicable  
Unsat/Unfit rule:

Corporate Contact: Lena Parten      Special Study Information:  
Corporate Contact Title: Operations Manager

**Remarks:**

Terminal Name: MV Public Transportation Inc      CA # - 468401  
Terminal Address: 7209 East Rosecrans Ave      Paramount, Ca. 90723      FCN - 384157

Rating Information:  
In accordance with 13 CCR 1233, this terminal has been rated SATISFACTORY at this time

Out-of-Service Vehicles  
13 CCR 1230(a) - The vehicles listed below have been placed Out-of-Service during this terminal inspection. These vehicles may be returned to highway service only after proper repair of the out-of-service condition(s)  
Type: Bus Lic: 97835N1 Unit: 503 Defect: Exhaust leak

MAINTENANCE PROGRAM VIOLATIONS:  
See Part B

DRIVER RECORDS VIOLATIONS:  
See Part B.

HOURS OF SERVICE VIOLATIONS:  
See Part B.

Upload Authorized:	Yes	No
Authorized by:		Date:
Uploaded:	Yes	No      Failure Code:
Verified by:		Date:



DRIVER/VEHICLE EXAMINATION REPORT

inSPECT 1 0 86



California Highway Patrol  
 411 North Central Avenue, #410  
 Glendale, CA 91203  
 Phone: (323) 644-9557  
 Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680028  
 Inspection Date: 11/17/2015  
 Start: 8 11 AM PD End: 8 48 AM PD  
 Inspection Level: V - Terminal Inspection  
 HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
 5910 N CENTRAL EXPRESSWAY SUITE 1145  
 DALLAS, TX, 75206  
 USDOT: 1205759 Phone#: (972)391-4600  
 MC/MX#: 648465 Fax#: (712)764-3876  
 State#: 468401  
 Location: PARAMOUNT Milepost: Shipper: N/A  
 Highway: Origin: N/A Bill of Lading: N/A  
 County: LOS ANGELES Destination: N/A Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GWR	CVSA Existing	CVSA #
1	BU	EL	2014	CA	1437360	# 21373	1N9MNALG1EC084143	34000		

DORADO

BRAKE ADJUSTMENTS

Axle #	1	2
Right		
Left		
Chamber	C-20	C-30

VIOLATIONS: No violations were discovered

HazMat: No HM transported Placard: Cargo Tank:

Special Checks: No data for special checks

State Information:

Seat/Sub Area: S42; Bus Type: 1; File Code Number: 384157; Fuel Type: CNG; Odometer: 43988; Passenger Capacity: 29; Pre-Cleared Vehicle: Y; Regulated Vehicle: Y; Veh #1 Type: 20

Report Prepared By:  
 A. Perez

Badge #  
 A08968

Copy Received By:



01205759 CA CAAC89680028

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DRIVER/VEHICLE EXAMINATION REPORT

INSPECT 1.0.86



California Highway Patrol
411 North Central Avenue, #410
Glendale, CA 91203
Phone: (323) 644-9557
Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680029
Inspection Date: 11/17/2015
Start: 8:50 AM PD End: 9:17 AM PD
Inspection Level: V - Terminal Inspection
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC
5910 N CENTRAL EXPRESSWAY SUITE 1145
DALLAS, TX, 75206

Driver:
License#:
State:
Date of Birth:

USDOT: 1205759 Phone#: (972)391-4600
MC/MX#: 648465 Fax#: (712)764-3876
State#: 468401

CoDriver:
License#:
State:
Date of Birth:

Location: PARAMOUNT
Highway:
County: LOS ANGELES

Milepost: Shipper: N/A
Origin: N/A Bill of Lading: N/A
Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit Type Make Year State Plate Equipment ID VIN GVWR CVSA Existing CVSA #
1 BU FORD 2014 CA 75022P1 # 507 1FDFE4FS4DDB30918 14500

BRAKE ADJUSTMENTS

Axle # 1 2
Right N/A N/A
Left N/A N/A
Chamber DISC DISC

VIOLATIONS No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Pat/Sub Area: S42; Bus Type: 1, File Code Number: 384157; Fuel Type: LPG; Odometer: 404899; Passenger Capacity: 21; Pre-Cleared Vehicle: Y; Regulated Vehicle: Y; Veh #1 Type: 20; WC Passenger Capacity: 2

Report Prepared By:
A. Perez

Badge #:
A08968

Copy Received By:



01205759 CA CAA089680029

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X

DRIVER/VEHICLE EXAMINATION REPORT

inSPECT 1 0 86



California Highway Patrol  
 411 North Central Avenue, #410  
 Glendale, CA 91203  
 Phone: (323) 644-9557  
 Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680030  
 Inspection Date: 11/17/2015  
 Start: 9:20 AM PD End: 9:45 AM PD  
 Inspection Level: V - Terminal Inspection  
 HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
 5910 N CENTRAL EXPRESSWAY SUITE 1145  
 DALLAS, TX, 75206  
 USDOT: 1205759 Phone#: (972)391-4600  
 MC/MX#: 648465 Fax#: (712)764-3876  
 State#: 468401  
 Location: PARAMOUNT  
 Highway:  
 County: LOS ANGELES

Driver:  
 License#: State:  
 Date of Birth:  
 CoDriver:  
 License#: State:  
 Date of Birth:  
 Milepost: Shipper: N/A  
 Origin: N/A Bill of Lading: N/A  
 Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GWR	CVSA Existing	CVSA #
1	BU	FORD	2014	CA	18609U1	# 1179	1F66F5DY4E0A09946	22600		

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS: No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Pat/Sub Area: S42, Bus Type: 1, File Code Number: 384157, Fuel Type: CNG, Odometer: 41278, Passenger Capacity: 2  
 s2: Pre-Cleared Vehicle: Y, Regulated Vehicle: Y, Veh #1 Type: 20, WC Passenger Capacity: 2

Report Prepared By  
 A. Perez

Badge #:  
 A08968

Copy Received By



01205759 CA CAAC89680030

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X

DRIVER/VEHICLE EXAMINATION REPORT

nSPECT 1.0.86



California Highway Patrol  
 411 North Central Avenue, #410  
 Glendale, CA 91203  
 Phone: (323) 644-9557  
 Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680031  
 Inspection Date: 11/17/2015  
 Start: 9:45 AM PD End: 10:10 AM PD  
 Inspection Level: V - Terminal Inspection  
 HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
 5910 N CENTRAL EXPRESSWAY SUITE 1145  
 DALLAS, TX, 75206  
 USDOT: 1205759 Phone#: (972)391-4600  
 MC/MX#: 648465 Fax#: (712)764-3876  
 State#: 468401  
 Location: PARAMOUNT  
 Highway:  
 County: LOS ANGELES

Driver:  
 License#: State:  
 Date of Birth:  
 CoDriver:  
 License#: State:  
 Date of Birth:

Milepost: Shipper: N/A  
 Origin: N/A Bill of Lading: N/A  
 Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1		BEILDORAC	2014	CA	1437360	# 21373	1N9MNALG1EC084143	34000		

BRAKE ADJUSTMENTS

Axle #	1	2
Right		
Left		
Chamber		

VIOLATIONS No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Seat/Sub Area: S42, Bus Type: 1, File Code Number: 384157, Fuel Type: CNG, Odometer: 43988, Passenger Capacity  
 Pre-Cleared Vehicle: Y, Regulated Vehicle: Y, Veh #1 Type: 20, WC Passenger Capacity: 2

Report Prepared By:

A Perez

Badge #:

A08968

Copy Received By:

X



01205759 CA CAA089680031



DRIVER/VEHICLE EXAMINATION REPORT

inSPECT 1 0.86



California Highway Patrol  
411 North Central Avenue, #410  
Glendale, CA 91203  
Phone: (323) 644-9557  
Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680032  
Inspection Date: 11/17/2015  
Start: 10:10 AM PD End: 10:40 AM PD  
Inspection Level: V - Terminal Inspection  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
5910 N CENTRAL EXPRESSWAY SUITE 1145  
DALLAS, TX. 75205

Driver:  
License#: State:

USDOT: 1205759 Phone#: (972)391-4600  
MC/MX#: 648465 Fax#: (712)764-3876  
State#: 468401

Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:

Location: PARAMOUNT  
Highway:  
County: LOS ANGELES

Milepost: Shipper: N/A  
Origin: N/A  
Destination: N/A

Bill of Lading: N/A  
Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	FORD	2014	CA	08615K1	# 317	1FDPE4FS8EDA99206	14500		

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS: No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Pat/Sub Area: S42; Bus Type: 1; File Code Number: 364157; Fuel Type: CNG; Odometer: 38734; Passenger Capacity:  
1; Pre-Cleared Vehicle: Y; Regulated Vehicle: Y; Veh #1 Type: 20; WC Passenger Capacity: 2

Report Prepared By:  
A. Perez

Badge #  
A08968

Copy Received By:



01205759 CA CAA089680032

X

X

DRIVER/VEHICLE EXAMINATION REPORT

inSPECT 1.0.86



California Highway Patrol
411 North Central Avenue, #410
Glendale, CA 91203
Phone: (323) 644-9557
Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680033
Inspection Date: 11/17/2015
Start: 10:45 AM PD End: 11:10 AM PD
Inspection Level: V - Terminal Inspection
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC
5910 N CENTRAL EXPRESSWAY SUITE 1145
DALLAS, TX, 75205

Driver:
License#:
State:

USDOT: 1205759 Phone#: (972)391-4600
MC/MX#: 648465 Fax#: (712)764-3876
State#: 468401

Date of Birth:
CoDriver:
License#:
State:
Date of Birth:

Location: PARAMOUNT
Highway:
County: LOS ANGELES

Milepost: Shipper: N/A
Origin: N/A Bill of Lading: N/A
Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate, Equipment ID, VIN, GVWR, CVSA Existing, CVSA #. Row 1: 1, BU, FORD, 2015, CA, 37230W1, #004, 1FDGF5GYXFEC42209, 19500

BRAKE ADJUSTMENTS

Table with columns: Axle #, Right, Left, Chamber. Row 1: 1, 2, N/A, N/A, N/A, N/A, DISC, DISC

VIOLATIONS: No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Seat/Sub Area: S42, Bus Type: 1, File Code Number: 384157, Fuel Type: LPG, Odometer: 7998, Passenger Capacity: 20, Pre-Cleared Vehicle: Y, Regulated Vehicle: Y, Veh #1 Type: 20, WC Passenger Capacity: 2

Report Prepared By: A. Perez

Badge #: A08968

Copy Received By:



01205759 CA CAA089680033

X

X

DRIVER/VEHICLE EXAMINATION REPORT

INSPECT 1.0 86



California Highway Patrol
411 North Central Avenue, #410
Glendale, CA 91203
Phone: (323) 644-9557
Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680034
Inspection Date: 11/17/2015
Start: 11:12 AM PD End: 11:30 AM PD
Inspection Level: V - Terminal Inspection
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC
5910 N CENTRAL EXPRESSWAY SUITE 1145
DALLAS, TX, 75206

USDOT: 1205759 Phone#: (972)391-4600
MC/MX#: 648465 Fax#: (712)764-3876
State#: 468401

Location: PARAMOUNT
Highway:
County: LOS ANGELES

Driver:
License#:
State:
Date of Birth:
CoDriver:
License#:
State:
Date of Birth:

Milepost: Shipper: N/A
Origin: N/A Bill of Lading: N/A
Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit Type Make Year State Plate Equipment ID VIN GVWR CVSA Existing CVSA#
1 BU CHEV 2010 CA 1358270 #L-208 1GB9G5AGXA1104720 14200

BRAKE ADJUSTMENTS

Axle # 1 2
Right N/A N/A
Left N/A N/A
Chamber DISC DISC

VIOLATIONS: No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Pat/Sub Area: S42, Bus Type: 2, File Code Number: 384157; Fuel Type: LPG; Odometer: 109499; Passenger Capacity:
4; Pre-Cleared Vehicle: Y; Regulated Vehicle: Y; Veh #1 Type: 20, WC Passenger Capacity: 2

Report Prepared By:

A Perez

Badge #:

A08968

Copy Received By:

X [Signature]



01205759 CA CAA039680034

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DRIVER/VEHICLE EXAMINATION REPORT

inSPECT 1 0 86



California Highway Patrol  
411 North Central Avenue, #410  
Glendale, CA 91203  
Phone: (323) 644-9557  
Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680035  
Inspection Date: 11/17/2015  
Start: 11:30 AM PD End: 11:56 AM PD  
Inspection Level: V - Terminal Inspection  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
5910 N CENTRAL EXPRESSWAY SUITE 1145  
DALLAS, TX. 75206  
USDOT: 1205759 Phone#: (972)391-4600  
MC/MX#: 648465 Fax#: (712)764-3876  
State#: 468401  
Location: PARAMOUNT  
Highway:  
County: LOS ANGELES

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Milepost: Shipper: N/A  
Origin: N/A Bill of Lading: N/A  
Destination: N/A Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	FORD	2013	CA	68565R1	#974	1FDGF5GY7DEB15219	19500		

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Seat/Sub Area: S42 File Code Number: 384157; Fuel Type: CNG, Odometer: 466624; Passenger Capacity: 31 Pre-Cleared Vehicle: Y, Regulated Vehicle: Y; Veh #1 Type: 20, WC Passenger Capacity: 2

Report Prepared By:

A. Perez

Badge #

A08968

Copy Received By:

X



01205759 CA CAA089680035

DRIVER/VEHICLE EXAMINATION REPORT

inSPECT 1.0.86



California Highway Patrol  
411 North Central Avenue, #410  
Glendale, CA 91203  
Phone: (323) 644-9557  
Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680036  
Inspection Date: 11/17/2015  
Start: 12 05 PM PD End: 12 30 PM PD  
Inspection Level: V - Terminal Inspection  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
5910 N CENTRAL EXPRESSWAY SUITE 1145  
DALLAS TX, 75206  
USDOT: 1205759 Phone#: (972)391-4600  
MC/MX#: 648465 Fax#: (712)764-3876  
State#: 468401  
Location: PARAMOUNT  
Highway:  
County: LOS ANGELES

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Milepost: Shipper: N/A  
Origin: N/A Bill of Lading: N/A  
Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BBLDORAD	2014	CA	1452400	# 1060	1N9HDALG4EC084268	35000			

BRAKE ADJUSTMENTS

Axle # 1 2  
Right  
Left  
Chamber C-20 C-30

VIOLATIONS No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Seat/Sub Area: S42 File Code Number 384157, Fuel Type CNG, Odometer 24263, Passenger Capacity 33 Pre-Cleared Vehicle: Y, Regulated Vehicle Y, Veh #1 Type: 20, WC Passenger Capacity 2

Report Prepared By:

Badge #

Copy Received By:

A. Perez

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DRIVER/VEHICLE EXAMINATION REPORT

inSPECT 1.0.86



California Highway Patrol  
 411 North Central Avenue, #410  
 Glendale, CA 91203  
 Phone: (323) 644-9557  
 Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680037  
 Inspection Date: 11/17/2015  
 Start: 12.35 PM PD End: 1 15 PM PD  
 Inspection Level: V - Terminal Inspection  
 HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
 5910 N CENTRAL EXPRESSWAY SUITE 1145  
 DALLAS, TX, 75206  
 USDOT: 1205759 Phone#: (972)391-4600  
 MC/MX#: 648465 Fax#: (712)764-3876  
 State#: 468401  
 Location: PARAMOUNT  
 Highway:  
 County: LOS ANGELES

Driver:  
 License#: State:  
 Date of Birth:  
 CoDriver:  
 License#: State:  
 Date of Birth:  
 Milepost: Shipper: N/A  
 Origin: N/A Bill of Lading: N/A  
 Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BBLDORA	2012	CA	1408873	# 1048	1FDAF5GY3CEA73605	19500			

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS: No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Seat/Sub Area: S42; File Code Number: 384157; Fuel Type: CNG; Odometer: 67141; Passenger Capacity: 23; Pre-Cleared Vehicle: Y; Regulated Vehicle: Y; Veh #1 Type: 20; WC Passenger Capacity: 2

Report Prepared By:  
 A. Perez

Badge #:  
 A08968

Copy Received By:



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DRIVER/VEHICLE EXAMINATION REPORT

inSPECT 1.0.86



California Highway Patrol  
411 North Central Avenue, #410  
Glendale, CA 91203  
Phone: (323) 644-9557  
Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680038  
Inspection Date: 11/17/2015  
Start: 1:17 PM PD End: 1:52 PM PD  
Inspection Level: V - Terminal Inspection  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
5910 N CENTRAL EXPRESSWAY SUITE 1145  
DALLAS, TX, 75208  
USDOT: 1205759 Phone#: (972)391-4600  
MC/MX#: 648465 Fax#: (712)764-3876  
State#: 468401  
Location: PARAMOUNT  
Highway:  
County: LOS ANGELES

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Milepost: Shipper: N/A  
Origin: N/A Bill of Lading: N/A  
Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	FORD	2013	CA	97810N1	#1181	1FDGF5GY6DEA70550	19500		

BRAKE ADJUSTMENTS

Axle # 1 2  
Right  
Left  
Chamber

VIOLATIONS: No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Beat/Sub Area: S42; File Code Number: 384157; Fuel Type: CNG; Odometer: 52947; Passenger Capacity: 30; Pre-Cleared Vehicle: Y; Regulated Vehicle: Y; Veh #1 Type: 20; WC Passenger Capacity: 2

Report Prepared By:

A. Perez

Badge #:

A08968

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01205759 CA CAA089680038

DRIVER/VEHICLE EXAMINATION REPORT

inSPECT 1.0.86



California Highway Patrol  
 411 North Central Avenue, #410  
 Glendale, CA 91203  
 Phone: (323) 644-9557  
 Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680039  
 Inspection Date: 11/17/2015  
 Start: 2:00 PM PD End: 2:42 PM PD  
 Inspection Level: V - Terminal Inspection  
 HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
 5910 N CENTRAL EXPRESSWAY SUITE 1145  
 DALLAS, TX. 75205  
 USDOT: 1205759 Phone#: (972)391-4600  
 MC/MX#: 648465 Fax#: (712)764-3876  
 State#: 468401  
 Location: PARAMOUNT  
 Highway:  
 County: LOS ANGELES

Driver:  
 License#: State:  
 Date of Birth:  
 CoDriver:  
 License#: State:  
 Date of Birth:  
 Milepost: Shipper: N/A  
 Origin: N/A Bill of Lading: N/A  
 Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	FORD	2010	CA	1304475	#7102	1FDFF4FS0ADB01797	14500		

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS

Section	Type	Unit	QOS	Citation #	Verify	Crash	Violations Discovered
1259 1(D) CCR	S	1	N		N	N	Wheelchair securement devices --392.2 Wheel chair securement strap cut/damaged approx: 1" wide

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Beat/Sub Area: S42; Bus Type: 1; File Code Number: 384157; Fuel Type: G; Odometer: 71093; Passenger Capacity: 19;  
 Pre-Cleared Vehicle: Y; Regulated Vehicle: Y; Veh #1 Type: 20; WC Passenger Capacity: 2

Pursuant to Section 24004 CVC violations recorded on this SafetyNet Inspection Report must be corrected prior to redispach. Violations marked out of service must be corrected before the vehicle is operated on the highway. For your convenience KEEP THIS REPORT OR A COPY IN THE VEHICLE UNTIL ALL VIOLATIONS ARE CLEARED. DO NOT return this form to the California Highway Patrol. This document should NOT be forwarded to the court for clearance procedures.

Report Prepared By:

A. Perez

Badge #:

A08968

Copy Received By:

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01205759 CA CAA039680039



DRIVER/VEHICLE EXAMINATION REPORT

INSPECT 1 0 86



California Highway Patrol  
 411 North Central Avenue, #410  
 Glendale, CA 91203  
 Phone: (323) 644-9557  
 Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680040  
 Inspection Date: 11/17/2015  
 Start: 2 45 PM PD End: 3 20 PM PD  
 Inspection Level: V - Terminal Inspection  
 HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
 5910 N CENTRAL EXPRESSWAY SUITE 1145  
 DALLAS, TX, 75206  
 USDOT: 1205759 Phone#: (972)391-4600  
 MC/MX#: 648465 Fax#: (712)764-3876  
 State#: 468401  
 Location: PARAMOUNT  
 Highway:  
 County: LOS ANGELES

Driver:  
 License#: State:  
 Date of Birth:  
 CoDriver:  
 License#: State:  
 Date of Birth:  
 Milepost: Shipper: N/A  
 Origin: N/A  
 Destination: N/A  
 Bill of Lading: N/A  
 Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	FORD	2013	CA	97835N1	# 503	1FDGF5GYXDEA62919	19500		

BRAKE ADJUSTMENTS

Axle #	1	2
Right		
Left		
Chamber	C-20	C-30

VIOLATIONS

Section	Type	Unit	OOS	Citation #	Verify Crash	Violations Discovered
27154 VC /002	S	1	Y		U N	Exhaust system not gas tight--393.83(a) - Connecting pipe above X-2 disconnected from exhaust extension pipe.

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Beat/Sub Area: S42 File Code Number 384157; Fuel Type: LPG; Odometer: 61314; Passenger Capacity 31; Pre-Cleared Vehicle: Y; Regulated Vehicle: Y; Veh #1 Type: 20. WC Passenger Capacity 2

I hereby declare each vehicle with a Y in the OOS column of the violation section of this report to be OUT-OF-SERVICE. No person shall operate such vehicle until all OUT-OF-SERVICE defects have been repaired and the vehicle has been restored to safe operating condition.

Pursuant to Section 24004 CVC violations recorded on this SafetyNet Inspection Report must be corrected prior to redispach. Violations marked out of service must be corrected before the vehicle is operated on the highway. For your convenience, KEEP THIS REPORT OR A COPY IN THE VEHICLE UNTIL ALL VIOLATIONS ARE CLEARED. DO NOT return this form to the California Highway Patrol. This document should NOT be forwarded to the court for clearance procedures.

Report Prepared By:

A. Perez

Badge #:

A08968

Copy Received By:

X



01205759 CA CAA089680040

DRIVER/VEHICLE EXAMINATION REPORT

nSPECT 1.0 86



California Highway Patrol  
 411 North Central Avenue, #410  
 Glendale, CA 91203  
 Phone: (323) 644-9557  
 Internationally Accredited Agency CHP407F/343A

Report Number: CAA089660041  
 Inspection Date: 11/17/2015  
 Start: 3:20 PM PD End: 3:50 PM PD  
 Inspection Level: V - Terminal Inspection  
 HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
 5910 N CENTRAL EXPRESSWAY SUITE 1145  
 DALLAS, TX, 75206

Driver:  
 License#:  
 Date of Birth: State:

USDOT: 1205759 Phone#: (972)391-4600  
 MC/MX#: 648465 Fax#: (712)764-3876  
 State#: 468401

CoDriver:  
 License#:  
 Date of Birth: State:

Location: PARAMOUNT  
 Highway:  
 County: LOS ANGELES

Milepost: Shipper: N/A  
 Origin: N/A  
 Destination: N/A

Bill of Lading: N/A  
 Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GWR	CVSA Existing	CVSA #
1	BELDORAD	2012	CA	1396831	# 1055	1FDAF5GY8CEC51427	19500			

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS: No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Pat/Sub Area: S42; File Code Number: 384157; Fuel Type: CNG; Odometer: 56065; Passenger Capacity: 23; Pre-Cleared Vehicle: Y; Regulated Vehicle: Y; Veh #1 Type: 20 WC Passenger Capacity: 2

Report Prepared By:

A. Perez

Badge #:

A08968

Copy Received By:



01205759 CA CAA089660041

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X

# Section 6





## 6. Work Plan

### a. Staffing Plan/ Maintenance Staffing Plan

#### a.1. Key Personnel

MV's management team resumes can be found following this section.

#### **Project Team**

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##### **Stephen Allan, General Manager**

Since 2008, general manager Stephen Allan has supervised the successful management of MV's projects operated from the company's Paramount, Calif. Location in Los Angeles County. Acting as a regional manager for nearly 15 total projects – including five additional services operated from neighboring locations – Mr. Allan works from this facility three to four days each week to support the management team and ensure that each contract is meeting MV and client expectations. A long-time Southern California resident, he is always available to his team and to clients via mobile phone.



Steve's 33 year career in public transportation began when he started working as an operator for 24-Hour Airport Express in La Habra. From here, he steadily moved in to roles with increasing responsibility, and has worked as a transportation manager for 24 years. He has overseen teams as large as 600 employees and has been responsible for fleets of up to 240 vehicles.

In Paramount, Steve supervises two operations managers, one maintenance manager and one safety and training manager who work in partnership to oversee nine contracts. As the main liaison between MV and clients whose projects operate from this location, Steve maintains regular contact with each client and meets with them often to discuss their services. He is also responsible for maintaining MV's relationship with Teamsters Local 952 representing vehicle operators.

Over the course of the past seven years, Steve has enjoyed many successes as MV's Paramount general manager. He negotiated the company's current collective bargaining agreement, successfully implemented schedule





changes to services and has overseen the implementation of many new projects. Most importantly, Steve has created an optimal working environment where all team members are cross-trained – including office staff – to ensure that service issues can be resolved quickly, at any time.

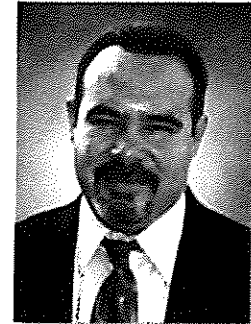
Prior to this role, Steve managed the Super Shuttle in Orange County providing the airport operations and management of the Disney Cast Shuttle Program. In this role for nine years, he worked with airport and curb operations, and was responsible for all aspects of employee management. Steve was also president and owner a Super Shuttle franchise for four years, where he grew revenue from \$7M annually to more than \$13M annually.

Steve holds a bachelor of arts in business administration from California State University, Fullerton.

Mr. Allan exceeds the County's requirements of minimum three years of experience in providing same or similar fixed route service to government or social service agency using alternative fueled, cutaway buses, transit buses of 25 feet or longer transit buses.

### **Martin Camargo, Maintenance Manager**

Mr. Martin Camargo has worked as MV's maintenance manager in Paramount, Calif. since 2001. A skilled supervisor with an extensive maintenance background, he draws from his 25 years of experience to manage a team of four technicians, four vehicle service workers and one clerk. At this location, Martin ensures that the vehicles for nine contracts are carefully maintained and ready for service daily.



In addition to the projects operated from this location, he is also MV's maintenance manager at the company's West Covina location. For this project, he supervises the lead technician and visits the location several times weekly to review paperwork and the success of the overall maintenance program.

When Martin arrives at the Paramount shop each morning, he reviews all preventive maintenance schedules and work orders, and orders parts if necessary. The evening maintenance team provides him with written communication regarding requirements for the shop for the following day, and he ensures that technicians and vehicle service workers have the items



needed to properly care for each service's fleet. Using the Trapeze Enterprise Asset Management software, he handles all warranty issues and runs client reports.

Martin works closely with his team, and in addition to online training provided through MV, he looks for opportunities throughout the work day to use as times for training. He also ensures that his team fully understands their tasks and is prepared to fulfill their respective duties by completing spot checks of service throughout the day. During his tenure in Paramount, Mr. Camargo and his team have also transitioned into a primarily CNG maintenance environment. MV's team of technicians has completed CNG-specific training.

Martin started his maintenance career in 1990 as a mechanic for Laidlaw Transit Services in Los Angeles, and moved into the role of lead mechanic – a position he held for four years.

Martin is ASE Certified in Preventive Maintenance Inspections, Brakes, and Heating/AC, and is certified as a MCS Qualified DOT Brake Inspector. He has completed South Coast Air Quality Management District Training in refrigerant recovery and International Mobile Air Conditioning Training.

Mr. Camargo exceeds the County's requirements of minimum three years of experience in providing same or similar fixed route service to government or social service agency using alternative fueled, cutaway buses, transit buses of 25 feet or longer transit buses.

### **Lina Parten, Safety and Training Manager**

Ms. Lina Parten serves as MV's safety and training manager at the company's Paramount, Calif. location. Starting as a vehicle operator here in 2004, she has steadily moved into roles with increased responsibility, and now provides leadership and guidance to MV's employees, leads operator training, conducts monthly safety meetings, and performs audits and inspections.

During her tenure in Paramount, Lina has served in various positions including lead dispatcher, road supervisor and operator instructor.

Since 2009, Lina has provided oversight for all safety and training functions for nine contracts. She also personally oversees projects in LaMirada, Whittier, West Covina and Pomona, serving in a project manager capacity. For these projects operated outside of Paramount, Ms. Parten manages a





supervisor at each location who oversees the safety program and delivers the monthly safety meetings.

In Paramount, Lina arrives early each morning to go over the operator schedules and to ensure that the location is ready to provide service for nine separate clients. She ensures that any operator shortages are covered, reviews paperwork to confirm that all vehicles have been refueled, and then completes all farebox reconciliation for the previous day.

For the remainder of her day, Lina focuses on all safety and training functions. On average, she facilitates operator training classes every two weeks to ensure that MV maintains the correct level of vehicle operators. While MV has an excellent operator turnover rate at its Paramount location, Ms. Parten seeks to recruit new operators regularly.



Overseeing the entire safety program, she also delivers several employee initiatives to promote safety on the road and throughout the operation. These include quarterly contests to award operators who have completed service with no preventable accidents or DriveCam events with gift cards for gas or groceries. Lina has found that these programs have made the entire operator team much more aware of their driving behaviors and has improved safety.

Prior to her career in transportation, Ms. Parten worked in Bellflower, California as a teaching assistant for the Bellflower Unified School District. Ms. Parten has an associate's degree in human resources and business. She is also certified as a DMV Employer Testing Examiner, Transportation Safety Institute and FTA Bus Collision Prevention and Investigation, TSI and FTA Reasonable Suspicion. Regional Team

MV Transportation, Inc. is a C corporation that was incorporated in the State of California in 1978. The firm is headquartered in Dallas, Texas, where MV's executive team is based, as well as all company human resource, public relations, legal, and IT departments. The company also maintains support offices in Elk Horn, Iowa (accounting, qualifications, contract management, and risk management departments) and in Northern California (business development/sales department).

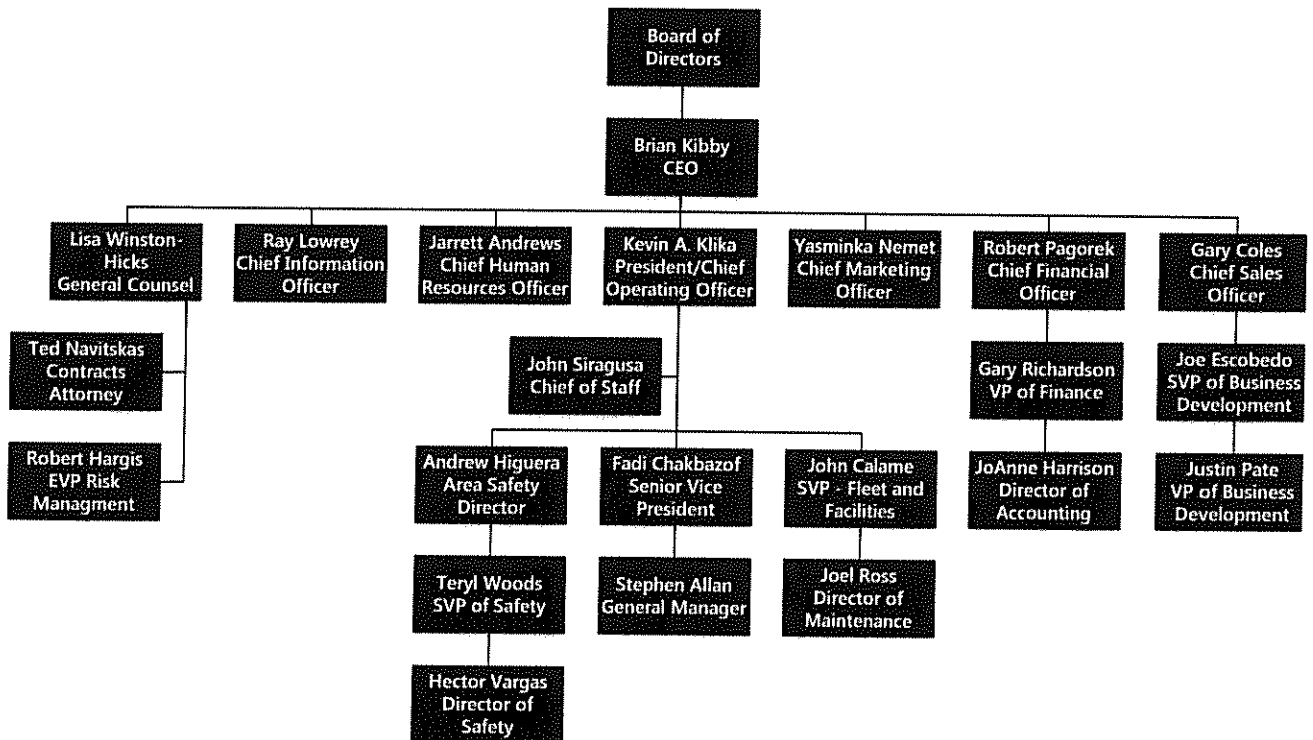
Today, MV operates in 29 states, and through its subsidiaries, internationally. Within North America the company has established



operations, each with its own support structure consisting of directors of safety, maintenance, and accounting, as well as labor relations and human resources support.

The County will be supported by industry leaders who are empowered and authorized to make decisions on behalf of the organization. Leading MV's regional team is Senior Vice President Fadi Chakbazof.

The chart below illustrates the company's reporting lines and executive structure for this project:



### Fadi Chakbazof, Senior Vice President

Mr. Fadi Chakbazof is MV's senior vice president and executive level representative for this operation and has more than 13 years of transportation experience. He is responsible for overseeing MV's compliance with the terms and conditions of the contract and will manage service quality and confirm that MV is living up to the promises made in this proposal. Fadi leads the regional support team assigned to this contract, and will have authority over resource commitment and oversight.







Prior to joining MV, Fadi worked at First Student, Inc. as area general manager / region operation manager. In this capacity he oversaw 2,000 employees providing service in 16 locations across four states.

Mr. Chakbazof holds a Bachelor of Business Administration degree from the University of Southern California in Los Angeles and a law degree from Western State University's College of Law in Fullerton, California.

### **Joel Ross, Director of Maintenance**

Mr. Joel Ross is MV's director of maintenance and brings 30 years of maintenance experience to the position, including a substantial history of fleet maintenance oversight and cost savings. He frequently visits MV's maintenance locations to perform audits, conduct training, meet with clients, and confirm that all fleet and equipment assets are maintained appropriately and safely. If additional maintenance resources are needed, Joel will work with MV's senior vice president of fleet and facilities, Mr. John Calame, to provide the needed support.

Joel is assigned to locations throughout southern California, serving as an interim manager, support team member overseeing special projects. Prior to joining MV, Joel served as the regional maintenance manager for First Student Transportation, Inc. Mr. Ross holds a Bachelor's Degree in Welding Technology and a Master's Degree in Engineering.

Joel will serve as MV's fleet and maintenance transition lead. He will be onsite frequently to meet with County staff, Stephen Allan, Martin Camargo and other key personnel. He will work with MV's transition team to establish the maintenance shop, procure equipment, and transition the fleet.

### **Hector Vargas, Director of Safety**

Hector Vargas became a certified behind the wheel trainer in 1998 and since that time has taken on roles of greater responsibility in the area of safety and training. Today, Hector serves as a director of safety for MV's Southern California properties, working closely with each of his assigned locations to ensure that all safety and training procedures are within the standards of the company and its clients. He conducts audits of all safety and security related operations and works with the local team to garner any additional support needed in this critical area.

Mr. Vargas has overseen the safety and training efforts of bus operations of substantial size and scope throughout Los Angeles County. While with



Laidlaw Transit Services in North Hollywood, Hector reduced accident frequency by more than 55 percent. He joined MV in 2007 as a safety manager at MV's 70-bus commuter operation in Los Angeles.

Mr. Vargas is a Smith System Instructor, a Behind-the-Wheel Trainer and is CPR and First Aid Certified. He holds a Commercial Class B license with passenger endorsement and airbrakes and is certified and licensed to conduct classroom, behind the wheel, and in-service instruction. He is also a certified California School Bus Driver Instructor.

After the release of future IFB's, if MV is awarded a contract to operate County services, Hector will serve as MV's transition lead in the area of safety and training. He will work with County staff, Stephen Allan, and other key personnel to deploy MV's company-wide training and safety programs, and tailor these so that they address the unique attributes of the local operating environment and comply with all safety and training standards set forth by the County.

### **JoAnne Harrison, Director of Accounting**

Ms. JoAnne Harrison is director of accounting. She will provide finance support to the location, working with Stephen Allan to ensure all accounting and financial management practices are consistent with established policies and procedure.

Ms. Harrison joined MV in 2012 as accounting manager for its OCTA Contracted Fixed Route Bus Services. Here, she was responsible for managing all data input and processing as well as report production and invoices. She worked to improve processes and was successful in implementing changes to forms management and payroll procedures resulting in increased accuracy and efficiency.

Ms. Harrison brings more than 30 years accounting experience and significant transit operational knowledge to these services. She is a CPA and holds a Bachelor's Degree specializing in accounting and real estate finance.

Joanne will serve as the transition lead in all areas of finance and accounting. She will be onsite frequently to meet with the County and other key personnel, auditing the location records and ensuring sound business practices. She will work with the transition team to establish on-site procedures and coordinate all centralized functions.



## a.2. Job Descriptions

Below are samples of the job descriptions for positions that could be proposed upon release of future IFB's. Staffing will be determined upon examination of future scopes of work.

### Vehicle Operators

---

Vehicle operators are the critical interface to passengers and must appropriately represent the County. MV operators have a safety-first attitude, a professional and caring demeanor, and excellent people service skills. Vehicle operators respectfully and professionally respond to customer inquiries, providing information about the service and specific routes, as needed. Upon consent, operators respectfully assist passengers as they board the vehicle and aid those who agree to assistance in securing their mobility device.



The primary responsibility of the vehicle operator is to transport customers while adhering to safety regulations, traffic laws, operating policy, and scheduled time points. Fixed route operators are trained in the system routes, and are fluent in providing information regarding major stops, transfer points, and schedule information.

Paratransit operators are provided strict training in ADA regulation and are specially trained in passenger handling and those disabilities which may prevent a passenger from riding paratransit.

When operators report to work, they check in at dispatch, obtain their manifest, and vehicle assignment. Then, they proceed to the yard and perform a pre-trip inspection, coordinating with the yard supervisor and/or maintenance team to correct any safety issues discovered. Once the pre-trip checklist is complete, operators are cleared for pullout.

All MV operators are trained in on-board technology and must demonstrate proficiency in all dispatch communication procedures. Vehicle operators coordinate with dispatch regarding no shows, late cancellations, changes to manifests, vehicle malfunctions, accidents, and/or other disturbances.



Upon return to the yard, vehicles operators perform a post-trip inspection and submit all completed paperwork to dispatch.

## **General Manager**

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The general manager is the daily operational liaison between MV and the County. This person is MV's field representative and the County's advocate. This person must work in partnership with County staff, the local team, MV's corporate support personnel, and the riding community to realize the mission and vision of the service.

This person is responsible for the safe and high quality operation of the transit system. This responsibility encompasses all efforts defined within the scope of work, including safety, training, maintenance, personnel oversight, operating performance, data collection, reporting, community relations, budgeting, accounting and finance, local purchasing, adherence to policy and procedure, contract administration, and more.

It is of utmost importance that the general manager and County representatives have a productive and valuable working relationship. As such, MV will accommodate the County's requests relating to personnel changes pursuant to this contract.

MV's general manager will meet with County staff often to provide updates on service quality, performance numbers, possible trends, and/or other statistics requested. In order to improve the ongoing education and training of its management team, MV requests that general managers attend periodic conference calls, training sessions, as well as regional and national meetings hosted by MV's support team.

## **Maintenance Manager**

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The maintenance manager's primary duty is to ensure the safe and effective operation of the fleet. This position protects and maximizes the useful life of the fleet by ensuring compliance with all OEM, County, and MV standards of safety, operation, and appearance.

The maintenance manager coordinates and oversees all scheduled and unscheduled maintenance inspections and repairs. He or she will coordinate with dispatch in order to maximize fleet availability and understand service demand peaks. The maintenance manager monitors all fleet, equipment, and facility maintenance activities – those performed both in house and those contracted with outside vendors. He or she also



coordinates with equipment manufacturers regarding warranty issues and specialized training needs.

The maintenance manager ensures adequate staffing and supervision, and is accountable for the performance of the maintenance team.

## **Safety and Training manager**

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The safety and training manager is a hands-on trainer specializing in implementing programs and procedures in compliance with State and Federal regulations, corporate and client policies; and is accountable for the leadership of DriveCam and OSHA/CDL at the local level. This manager sets the tone for ensuring all operators are current with the training requirements of the company and contract. The safety and training manager oversees the safety and training related activities of the location. She is responsible for ensuring the effective training of MV's team and the safe operation of all service, equipment, and facilities.

This position functions as a safety officer and the emergency coordinator for MV's operation, serving as the company's liaison to local authorities that support safety and emergency preparedness. She leads all emergency training and guarantees that MV's team is ready to respond to the needs of the community in the event of an emergency.

She is responsible for establishing the schedule and curriculum for ongoing training activities, and maintains all training documentation for employees as required. This person leads all accident and incident investigation, manages awards for safe driving, facilitates safety meetings, and directs the activities of the safety committee.

She oversees the review of video clips downloaded from the DriveCam system and ensures proper follow up. She is responsible for the preparation for and compliance with all State, Federal, and local regulatory audits, and administers MV's FTA-compliant Zero Tolerance Drug and Alcohol program.

## **Road Supervisor**

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The road supervisor is stationed in the field and monitors on-road activities. This position monitors the safe and efficient operation of all vehicles to ensure high-quality service.



The road supervisor responds to on-road situations (incidents, accidents, and passenger disturbances). He or she also performs on-road observations and perform passenger outreach. This person conducts gate checks to ensure on-time service, and monitors the proper completion of necessary paperwork, including manifests and pre- and post-trip inspections. The road supervisor assists in incident preventability determination and makes recommendations for future training based on individual events or on system trends.



The road supervisor is strategically placed within the service area in a way that minimizes response time. He or she is dispatched to the scene of any breakdowns, incidents/accidents, etc.

## Reservationist

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The reservationist is primarily responsible for answering calls and interacting with the passenger base who are booking trips. This position is responsible for trip request intake and scheduling those trips at the time of the call.

Reservationists provide superior customer service and are professional, patient, and responsive at all times.

The reservationist accesses trip requests for both demand and subscription service. When necessary, they will negotiate trip times as permitted by the ADA, and as allowed by County policy. They will document denials as required.

## Dispatcher

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The dispatcher directs all on-road operations that occur from the daily pullout to return-to-yard. This position coordinates with vehicle operators while in service in order to monitor operations status, mitigate delays, and assist in resolving service disruptions.

The dispatcher supervises operators, manages report times, assigns vehicles, and distributes bulletins and other information. He or she is trained in reasonable suspicion and are responsible for assessing fitness for duty.



This person acts in compliance with the County policies in accordance with MV operating procedures. The dispatcher monitors service delivery via radio throughout the service day, working closely with operators and road supervisors to efficiently respond to service needs, including accidents and on-board emergencies.

The dispatcher coordinates standby operators in the event that an operator does not report on time. The dispatcher also coordinates with the maintenance department for vehicle exchanges, maintenance pulls, and submission of vehicle inspection/defect forms.

## A Level Technician

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The A-level mechanic is the highest-level line mechanic. Under general supervision, A-level mechanics perform the most difficult repair tasks and supervise subordinates. This person performs all needed repairs, adjusts vehicle systems, and performs as a shift leader when required. A-level must



be able to teach, diagnose, inspect, and change or repair defective components and/or sub components.

## B Level Technician

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B-level mechanics perform a variety of preventive maintenance and minor repairs. This person performs general maintenance, troubleshooting and diagnosis, and/or repairs to a broad range of vehicle systems including engine and emissions, drive train, brakes, climate control, electrical and specialty electrical systems, electronic systems, accessibility equipment, transmission, and steering and suspension. B-level mechanics complete work orders and preventive maintenance forms.

## C Level Technician

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The C-level mechanic perform minor repairs at the direction of the A-level or B-level mechanic. This person's duties include oil changes, tire changes, fluid replacement, minor body repair, and all other minor repairs as necessary.



## Vehicle Service Worker

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Vehicle service workers ensure the fleet is cleaned and fueled to the specifications outlined in the RFP. These persons will work primarily at night to clean, service, and fuel each vehicle in assembly-line fashion.

The vehicle service worker may perform minor graffiti removal maintains and seat upholstery repair. He or she performs preliminary vehicle inspections; checks various fluids including the oil, water, and fuel levels; and inspects the hoses, belts, batteries and similar equipment.

### a.3. Hiring/ Screening and Selection

#### Recruitment

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During implementation, MV will thoroughly evaluate the current staffing and service structures to identify the minimum number of operators needed to perform this contract. MV will fill the majority of the staffing positions with existing personnel, if possible.

*Retaining as much of the current workforce as possible minimizes the element of change for the system's passengers during the service transition.*

For any open positions, MV uses industry publications and several online resources. This approach maximizes the company's exposure to talent within the industry and like industries. MV has a strategic partnership with CareerBuilder.com, with which the company's postings are automatically linked to over 50 diversity postings. The company also uses the services of:

- Monster;
- Craigslist;
- Transit Talent;
- Indeed;
- ZipRecruiter;
- APTA;
- Mass Transit, and
- LinkedIn





As part of MV's commitment to veteran employment, the company also uses America's Job Exchange. This tool expands MV's outreach to include agencies including:

- AJE Veterans Exchange;
- AJE Disability Exchange;
- JOFDAV.com;
- DisabledPerson.com; and
- 4000 additional community based organizations sites.

Locally, the company participates in local job fairs – and includes those that focus on returning veterans and/or spouses of veterans.

Once MV has garnered a strong applicant pool through aggressive recruiting, it will begin the process of finding team members who will be dedicated to providing safe, friendly and timely service to your customers. A prospective employee must possess the ability to work well with the public and to respond to inquiries in a positive and professional manner.

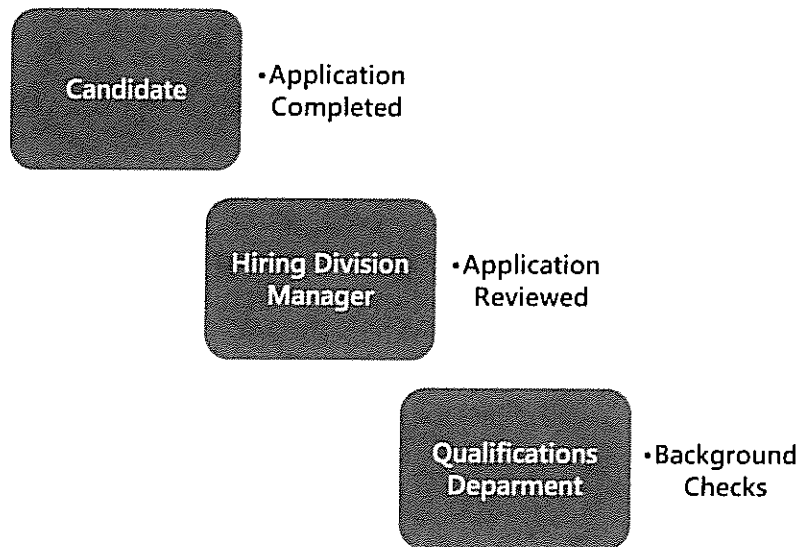
## Hiring

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### Completing Application

MV posts all career opportunities – from vehicle operators to management staff – on the career section of company's website (<http://careers.mvtransit.com>); this is powered by CareerBuilder, LLC, the nation's largest internet job site.

An applicant begins the employment process by completing an online application. After the application is completed, it is reviewed by the local hiring lead (for this contract, this will be the general manager to determine if qualifications are met. If the applicant meets the minimum requirements, the qualifications process will begin.



### Qualifying Applicant

The hiring lead will contact the applicant and request that he or she reviews and signs the required release documents.

Required release documents include:

- Application for Employment
- MV's Background Check Disclosure and Authorization release
- FTA DOT Disclosure and Authorization (FTA divisions only)
- FMCSA DOT Disclosure and Authorization (FMCSA divisions only)
- California Pull Notice Authorization Form (CA divisions only)
- I-9 Express Online I-9 verification

Once signed, the applicant's background checks are ordered.

All employees must pass a mandatory pre-employment drug test. Additionally, depending on the position, applicants may be required to pass either a DOT or Non-DOT physical examination. MV's qualifications department will contact the hiring lead within 72 hours once the applicant is qualified for hire (or qualified pending additional information).

MV Transportation, Inc. has an Equal Opportunity Employment (EEO) policy in place and will not discriminate against any employee or applicant for employment because of age, race, religion, color, sex, disability, national origin or any other characteristic protected by the law.





## Motor Vehicle and Criminal Background Reports

An applicant's motor vehicle report (MVR) will be assessed to determine if any of the following items are present:

- Serious traffic offenses in the last three (3) years
- More than three (3) moving violations in the last three (3) years
- Pattern on the motor vehicle report (MVR)

All criminal convictions and motor vehicle reports are reviewed and assessed based on the Equal Employment Opportunity Commission (EEOC) guidelines, along with the following eligibility factors:

- The frequency, severity, and nature of the conviction
- The age of the applicant at the time of the conviction
- The elapsed time from the date of the conviction to the present
- The relationship between the nature of the offense and the type of employment
- Evidence of rehabilitation, successful employment history, and any aggravating, mitigating or extenuating circumstances

## Adverse Checks

If the background check reveals adverse information, MV's qualifications team will initiate an individual assessment. The applicant will receive a pre-adverse letter, along with a copy of their background reports. The applicant is given an opportunity to contest their background reports within 10 business days.

If the applicant provides appropriate documentation clearing the issues cited, the hiring lead is notified that the applicant is qualified for hire. If the applicant is unable to clear the report within 10 business days, then the qualifications department issues a disqualified notification to the hiring lead, who will in turn notify the applicant.

## *Considerations*

An adverse result is reviewed and assessed for an applicant who has the following:

- A misdemeanor or felony
- More than three moving violations in three years on their driving record





## Medical Examination Reports



The company requires all applicants for safety-sensitive positions to undergo medical examinations. The hiring lead will schedule an online appointment with eScreen, Inc., and notifies the applicant.

All exams and test results are reviewed by a medical review officer (MRO) to assure compliance with DOT requirements – this review is based on the medical standards set forth by FMCSA (49 CFR 391.41) and medical guidelines.

MV requires applicants to undergo this examination to establish the applicant's fitness to perform the job for which they have applied, without endangering the health and safety of themselves or others. All exams are performed by a physician or licensed medical facility designated or approved by the company.

*A current employee may be required to have a medical examination under the following conditions: Exposure to toxic or unhealthful conditions, a request for an accommodation due to a disability, or is unable to perform essential job functions due to a medical condition.*

## Physical Examinations

An applicant in a safety-sensitive position must also undergo a pre-employment physical examination performed at MV's expense by a physician of the company's choice. Other exams may include a DOT physical or other physical testing.

## Drug and Alcohol Testing

MV shall require every covered employee who performs a safety-sensitive function as described in the FTA regulations Part 655 and the FMCSA regulations Part 382 (382 is only applicable to those contracts not subject to FTA regulations) to submit to a pre-employment, post-accident, random, and reasonable suspicion drug and alcohol test as described in this policy. MV shall not permit any employee who refuses to submit to such tests - to perform or continue to perform any safety-sensitive functions.

## Retaining Existing Employees – Labor Code 1070

MV Transportation declares that it will retain the employees of prior contractor or subcontractor for a period of not less than 90 days. MV shall retain employees who have been employed by prior contractor or



subcontractors, except for reasonable and substantiated cause. That cause is limited to the particular employee's performance or conduct while working under the prior contract or the employee's failure of any controlled substances and alcohol test, physical examination, criminal background check required by law as a condition of employment, or other standard hiring qualification lawfully required by MV.

## Drug and Alcohol Testing Program

MV's Zero Tolerance Drug and Alcohol Testing Program is critical to its provision of a safe, healthy, and productive work environment. All of MV's employees are subject to the four drug and alcohol screening types, pursuant to their employment category (safety sensitive versus not safety sensitive):

- **Pre-Employment** – All offers of employment are contingent upon the successful completion of a pre-employment drug screen. Failure to submit to said test, or a positive screen, results in revocation of the offer of employment.
- **Random** – All safety sensitive employees are automatically entered into the company pool for random testing pursuant to FTA regulations.
- **Post-Accident** – MV conducts DOT post-accident drug and alcohol testing immediately for any employee who is involved in an incident or accident meeting FTA/DOT criteria. If the accident does not meet the FTA/FMCSA testing criteria, MV will reserve the right to test any safety sensitive employee after any accident/incident regardless of the severity of the accident/incident.
- **Reasonable Suspicion** – This test may be required if significant and observable changes in employee performance, appearance, behavior, speech, etc. provide reasonable suspicion of the influence of alcohol/drugs. All frontline personnel are observed by supervisory personnel who are certified as having completed the DOT Supervisor's Class in Reasonable Suspicion Training in Drug and Alcohol.

\*Under MV's Zero Tolerance Drug and Alcohol Testing Program, a positive screen or refusal to be tested under these conditions results in termination of employment.

Mrs. Esther Avalos, Director for Drug and Alcohol Compliance, administers MV's Zero Tolerance Drug and Alcohol Testing Program. It is regularly



updated and complies and/or exceeds FTA and DOT requirements. MV has successfully completed each FTA audits to which it has been subject.

Random drug and alcohol testing selections are determined using MYeScreen® software, a state of the art, computer-generated selection process program that randomly selects individuals (donor) for testing without showing discrimination. These assignments are available to the location on the first of each month to begin performing testing immediately.

MV uses local occupational health clinics to perform the urine and breath alcohol collections for testing. MV contracts with Alere Toxicology for laboratory services, Dr. Stephen Kracht for MRO services and National Counseling Resources for substance abuse professional services. Duo Research handles blind quality control sample testing. All results are transmitted to Mrs. Avalos, who processes the information and provides it to the local management team.

All employees receive FTA compliant training that outlines MV's Zero Tolerance program during initial training. Drug and alcohol testing procedures are addressed as part of initial employee training and annual supervisor training.

## Pull Notification Proof

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MV participates in the California DMV Pull Notice Program. This can be verified by calling (916) 657-6346 and providing MV Transportation's Requestor Code #79787.

## Personnel Management

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MV's labor management program for all employees starts upon hiring, when each MV employee receives an employee handbook covering the following written standards (please see the employee handbook enclosed with each proposal binder) of conduct and performance:

- **Employment Guidelines:** MV's employment policy and guidelines.
- **Code of Conduct:** Outlines the ethical standards that each employee is held to and provides guidance in determining what behaviors are not consistent with MV's ethics policy.
- **Drug and Alcohol Policy:** Provides a description of MV's Drug and Alcohol Policy, clearly defines the expectations of each employee in this area, and provides due notice of all substance testing.



## Performance Reviews

Throughout each employee's term of employment, employee performance is documented in writing in the following manner:

- **Managers, Supervisors, Office and Maintenance Staff Not Represented by a Collective Bargaining Agreement (If any):** Receive an annual performance review that includes a self-assessment worksheet, formal written review from their direct supervisor, and a meeting to discuss performance achievements and deficiencies. Performance is reflected in annual increases and in employment status.
- **Vehicle Operators:** Are evaluated based on performance (accidents, incidents, complaints, compliments) as well as on-road ride checks and observations. Performance is reflected in their employment status as well as the award of performance based bonuses. All wage increases are determined by the defined wage scale.
- **Staff Represented by a Collective Bargaining Agreement (If any):** Are evaluated based on performance (system efficiency, compliments, complaints). Performance is reflected in their employment status as well as the award of performance based bonuses (when applicable). All wage increases are determined by the defined wage scale.

A critical component of MV's overall human resources program is its employee relations center. This function is overseen by both an experienced Director and Manager of Human Resources. All involuntary terminations are carefully reviewed, documentation is examined and then a decision is reached to either approve or deny a termination. If the termination involves an employee represented by collective bargaining, MV's Director of Labor Relations is also included in the termination review.

### a.4. Supervisory Tasks- Schedule Adherence Checks

Road supervisors are responsible for the dissemination of critical information, such as service changes and system announcements to the operator team. They serve as the go-to resource in the field for MV's operator team. MV will propose the need for road supervisors for each IFBs as needed.

They perform incident investigations, administer drug and alcohol testing procedures, respond to road calls, and resolve passenger disputes as needed. Based on their findings for these various activities, the operations



managers will administer progressive discipline pursuant to the collective bargaining agreement.

## Operator Evaluation Procedures

Road supervisors will perform operator evaluations to ensure that each operator is safely and correctly performing his or her job. Road observations are performed discreetly (and unannounced) without disruption to service, and include the following review types:



- **Observed Ride Checks:** Observed ride checks are on-board evaluations of an operator's customer service and safety skills. Areas that are evaluated include safe vehicle operation and professional passenger interaction. During this check, the operator's credentials are checked to ensure proper certifications are up to date and in the operators' possession.
- **Unobserved Service Checks:** Unobserved service checks are random inspections that assess operators' driving and safety skills from the road. Road supervisors perform these checks from their service vehicle (following the operator). Operators typically are unaware that these evaluations are being performed.
- **Mobility Device Securement Spot Checks:** These random inspections are on-vehicle reviews of an operators' ability to safely and properly secure a mobility device. The supervisor meets the operator at a location where a passenger using a mobility device is being picked up, boards the vehicle, and closely observes the manner in which the mobility device is secured.
- **Pullout Inspections:** Pullout inspections are unannounced and occur daily. A supervisor that is stationed in the yard confirms that the operator is in proper uniform, has the appropriate credentials on his or her person, and is prepared for service that day. The supervisor then checks the vehicle to confirm it is clean and ready for service.





## a.5. Supervisory Tasks

### Complaint Investigation and Response

Expedient response to all complaints, comments, and commendations is critical to customer service excellence. All employees are taught to exhibit professionalism and care when receiving a complaint. The company's general guidelines to handling a customer complaint are as follows:

- Actively listen and document all necessary information.
- Respond politely and patiently, taking care to appropriately document and confirm the details of the comment.
- If the comment is a complaint, inform the customer that it will be investigated, and that a supervisor may contact them directly as part of this investigation.
- Thank the caller for his or her time.

MV will immediately take appropriate actions and begin investigation of all complaints to determine validity. Complaints that are serious in nature must immediately be brought to the attention of the senior vice president and the County. Depending on the nature of the complaint either the general manager and/or senior vice president will personally handle these types of complaint investigations.

Complaint investigation includes one or more of the following actions:

- Telephone conversation with the complainant to understand the details of the complaint
- Conversation with all operators, dispatchers, road supervisors, and any other staff involved in the situation
- Review of any DriveCam clips related to the event
- Review of any call recordings relating to the event
- Review of all dispatch logs, trip sheets/manifests

All steps taken during the investigation are documented and filed. If the results of the investigation yields a validated complaint, a copy of the complaint documentation is filed in the affected employee(s) employment file, and a letter acknowledging the complaint and remedial steps taken is issued to the complainant.



Employees who receive repeated valid complaints will be disciplined appropriately up to and including termination of employment. A formal complaint report will be provided to the County and the complaint will be logged and submitted with all monthly reports, as required.

If County permits, MV will use its complaint tracking database to log and report all complaints, comments, and commendations received.

### **Supervisory Tasks- Report Writing**

MV's administration manager, Ms. Lupe Flores will be responsible for reporting all information required by the County. As general manager, Mr. Stephen Allan will hold oversight authority of this important task. Please refer to proposal sections 7.c Quality Control Documentation, Review, and Reporting and 12 Record Keeping for a description of MV's reporting capabilities. MV will determine what percent of Ms. Flores's time will be devoted to this task upon release of future IFBs.

### **Supervisory Tasks – Training**

MV's operator training supervisory responsibility rests with safety and training manager Lina Parten. MV will estimate what percent of her will be devoted to this task upon release of future IFBs.

## **a.6. Shared Personnel**

Upon release of future IFBs MV will examine each scope or work to determine what personnel will be shared and will provide a list all positions for each service, the percentage of time each person is assigned to each service, and the revenue service hours of each service, as required.

## **a.7. Full-Time Employee Staffing Plan**

Per page 1.19 of the SOQ, form LW-8 is not required to be submitted with this SOQ response. Upon release of future IFB's MV will complete this form to demonstrate MV's full-time employee staffing plan.

## **b. Communication Equipment**

MV communications configuration and equipment comply with RFP Exhibit A requirements for this project.



- **Service Vehicle Communication Equipment:** Upon release of future IFBs MV will examine the scope of work for each project and determine the best communication equipment to offer the County.
- **Internet Access and Email:** MV's paramount location is equipped with Internet access. All managers have access to email communications. The County will have access to MV's team through email, business phone landlines, and individual cell phones.
- **Business Contact Telephone Number:** MV has a business telephone line for services that meets all County requirements.
- **24-Hour Contact Information:** A 24-hour contact (Mr. Allan) will be provided to the County. All County requirements regarding emergency contacts will be met.
- **Automated Vehicle Locator (AVL) Devices:** MV understands that in future procurements that the County may install AVL devices on the County owned service vehicles along with remote diagnostic information.. MV will work in partnership with the County to implement and safeguard this system. MV also understands that the County may install AVL devices on the primary (not spare) vehicles that are MV owned. MV will ensure that the devices do not violate any Collective Bargaining Agreement in place and will hold the County harmless from any claim by its employees against the County arising out of the installation or use of these devices.

### c. Storage and Maintenance Facilities

MV's proposed maintenance facility complies with RFP Exhibit A requirements for this project.

MV will base operations, dispatching, training, maintenance, cleaning, fueling, and vehicle storage from its facility located at 7209 East Rosecrans, in Paramount, CA 90723. This facility provides approximately 1,500 square feet of operations space, five offices and five workstations, dispatch office, operator break area and one training room. The facility also has adequate secured storage for tools, equipment, and parts. Additionally, there is 4,000 square feet of indoor space (with concrete floor) to perform all vehicle maintenance with two drive-thru service bays. The facility has an appropriate ANSI-approved hydraulic lift capable of fully lifting the heaviest County service vehicles six feet above the ground for maintenance purposes.

The yard is situated on two acres of paved outdoor vehicle storage space, with a 15,000 gallon on-site propane fueling tank and a 10,000 gallon gasoline tank. The



area is securely fenced and well lit. Regarding CNG fueling, MV's facility is located 2.1 miles away from a fueling station at 701 N. Bullis Rd. Compton, CA.

#### d. ADA Compliance

Each day MV will have available a ready bus, which is an ADA compliant vehicle that has received a pre-trip inspection, is parked at the facility, and is ready to leave at a moment's notice. This vehicle will be used in the event that a replacement vehicle is needed, within the 30-minute response time as required in the RFP.

MV teaches its operators that complying with the requirements of the ADA is not only required by the law, but it's also a display of professional skill and respect in the services provided to the disabled. MV's ADA training includes:

- The ADA provisions for making public transportation readily accessible to individuals with disabilities, including individuals who use wheelchairs. How the ADA extends to individuals with disabilities comprehensive civil rights protection similar to that provided to persons on the basis of race, sex, national origin and religion under the Civil Rights Act of 1964. As it relates to public transportation, the requirements that the ADA mandates.
- Provide assistance to people with disabilities with the boarding and alighting process whenever they request help. Assistance should be offered politely but never forced upon an individual who does not desire such assistance. This assistance includes making the lift available to passengers who do not use a traditional mobility device, for example, a passenger who uses a cane.
- Announce bus stops on fixed route service. This ensures that passengers who are visually or cognitively impaired will know when to get off of the bus.
- Ask ambulatory passengers to make the priority seating seats (if applicable) available for passengers with disabilities on fixed route service.
- Permit a disabled passenger who uses a mobility device (wheelchair, scooter, etc.) to be transported in the mobility device. While you can ask a disabled passenger to transfer to a bus seat, you cannot require the passenger to transfer to the seat if they choose to remain in their mobility device.
- Permit passengers to board with their service animals. This may include animals other than service dogs.
- Verify the functioning of the lift device by cycling it each service day during the pre-trip inspection and documenting this on the daily vehicle inspection report (DVI).



## e. Equipment/ Proposer-Provided Spare Service Vehicles

MV operates over 10,000 vehicles in the more than 240 contracts. The company offers significant purchasing power through established vendor relationships. These national accounts make way for quick vehicle and equipment procurements. Upon release of future IFBs MV will examine each opportunity individually and determine the most effective fleet for the required services.

### e.1. Vehicle Maintenance

This section serves as MV's maintenance plan for any County services. If the County awards MV future contracts, the company will base its annual FTA-required maintenance plan on this narrative. MV will continuously develop this document, which will serve as a "living document"; MV will update it as needed and review it annually for compliance to new rules, regulations, and laws, in partnership with the FTA.

#### i. Purpose

This specific document outlines the maintenance program for MV Transportation, Inc., employed by the County for the provision of future services. MV considers all information, standards, and guidance provided within to be its responsibility.

The purpose of the Vehicle Maintenance Plan is to develop a consistent, ongoing system of maintenance procedures and guidelines, to which it will reference to ensure the highest quality maintenance program, and to maintain a fleet while minimizing service interruptions and road calls. In doing so, MV will provide safe, clean, and dependable equipment at the lowest cost possible.

#### Policies, Goals and Objectives

A primary focus on the vehicle maintenance plan is its use in the evaluation and monitoring of MV's maintenance operations. This program sets forth the performance areas and measurements that serve as the standards for MV's contract compliance. These standards comply with MV and the County policies, goals, and objectives; industry standards; and accepted maintenance procedures – including training functions.



This maintenance plan will be a blueprint for MV's maintenance department; the information included herein outlines the responsibilities of MV and its maintenance team. This plan is not a policy manual; however, it will work in conjunction with MV's maintenance policy manual, and related maintenance and safety programs. MV's policy manual, and related maintenance and safety programs are available upon request.

## **Objectives for this Contract**

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Based on MV's experience operating various County services and MV's best practices, the company has developed the following preliminary goals and objectives for its maintenance department. Please note these goals and objectives are subject to change based on the County and MV recommendations.

### **Objective #1 - Meet or exceed industry standards for maintenance performance indicators.**

- Road calls will be reported to the County on a monthly basis. Road call performance is measured as a ratio of total miles driven, where the standard is no less than 1 road call per 10,000 miles/25,000 miles depending on service type.
- MV will maintain an adequate level of vehicles in-service. This will be measured as a ratio of in-service vehicles per mechanic.
- MV will maintain an adequate level of vehicle service personnel. This will be measured as a ratio of in-service vehicles per vehicle service worker.
- MV will maintain an adequate spare ratio based on anticipated total fleet requirements (where total fleet is peak requirements, plus incidental needs such as scheduled maintenance, marketing, training and safety, accident repair, major overhaul and spares to facilitate planned rebuild projects). Spare ratio is measured as a percentage of spares to the anticipated total fleet requirements.
- MV will track engine and transmission wear through oil sampling; this is measured during every oil change.



## **Objective #2 - Continue Appropriate Inventory Control and Management Activities**

- MV will maintain an adequate parts inventory. MV measures parts inventory as a per-vehicle dollar amount, where the amount will not exceed \$500 for vans and light buses (paratransit) and \$2,500 for large/heavy duty transit buses (fixed route).
- MV will establish and maintain minimum and maximum inventory levels, and purchase parts in order to maintain this standard. MV will use the Trapeze EAM ("T-EAM") system to set and manage these thresholds when purchasing parts.
- MV will conduct a physical count of inventory at least twice per year. MV will measure its performance in this area based on the recorded book value of parts, ensuring that the book value is within  $\pm 3$  percent.

## **Objective #3 – Setup and Maintain Preventive Maintenance**

MV will ensure all inspections are performed on-time, pursuant to its preventive maintenance schedule. On-time performance will be measured as a percent of preventive maintenance inspections exceeding the FTA requirement of  $\pm 10$  percent of the interval indicated by vehicle type/year. In total MV will achieve an on-time performance rate of no less than 96 percent at each preventive maintenance levels.

### **ii. General Maintenance Guidelines**

#### **Daily and Periodic Maintenance**

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##### **Fueling, Cleaning and Repair**

Fueling, cleaning, and minor repair is generally conducted during evening and night hours. MV will emphasize preparing the maximum number of vehicles for daily pull-out. Examples of these activities are:

- Drive bus to the fuel island



- Change/empty cash vaults
- Check engine coolant level
- Fuel vehicle
- Check engine oil level Check transmission fluid level
- Bump front and rear tires for low pressure (this is also performed as part of the operator's pre-trip inspection)
- Clean interior and inspect for graffiti, cut seats, glazing, lights, fire extinguisher, mirrors, and body for damage or defects
- During servicing, make observations of air pressure, transmission, brake operation, and lights
- Record all fluids additions
- Record hubometer/odometer readings
- Report all observed defects for correction
- Clean exterior as scheduled
- Inspect buses scheduled for safety/brake checks, drain air tanks of condensation as scheduled
- Repair buses reported by service personnel for defects; test to confirm repair
- Route any buses reported with minor defects (by operators) for repair; test to confirm repair
- Repair buses that failed in service (i.e., road calls) and tested to confirm repair
- Park buses in appropriate locations; place buses without defects in the area ready for service; place buses with defects in the area for repair operations.
- Record all repairs in Maintenance Information System (MIS)
- Park cleaned and repaired buses that are ready for service
- Buses that cannot be repaired prior to morning pull-out are held out of service for continued repair





## Unscheduled Repairs

During the day, MV will perform unscheduled repairs daily, as the need presents. These include the circumstances described below:

- When a vehicle fails in-service, MV will return the vehicle to the garage for diagnosis and repair; or, mobile mechanics will repair it in the field.
- Operators may report defects when they return to the garage during scheduled pull-ins. Mechanics will check these defects prior to afternoon pull-out.
- MV will maintain all accessible bus features in proper working condition at all times. MV will repair any accessible equipment failures promptly – no vehicle will enter service without a working lift. MV will maintain available lift-equipped vehicles to ensure it meets all services levels adequately.

## Intermediate Maintenance

Mechanics must perform lubrication and inspections to ensure that the vehicle is in operating condition without failure or wear-out of components. Examples of actions are as follows:

- MV will clean buses after each inspection. This includes interior cleaning, exterior washing, engine, and chassis washing.
- Mechanics review all previous defect reports to determine areas requiring special attention (including body damage).
- Mechanics inspect all major systems (such as engine, A/C, windows, transmission, doors, chassis, seating and wheelchair lifts). Typical inspection checklists are available provided following this section.
- During preventive maintenance inspections, mechanics perform all lubrication and change of various fluids based upon mileage.



## Periodic Unit Removal and Replacement (Predictive Maintenance)

MV schedules preventive maintenance in a manner that minimizes road failures due to lifetime unit failure. When possible, MV will plan the replacement or rebuilding of a vehicle component based on a periodic schedule. The benefits of this approach include:

- Reduced unscheduled maintenance;
- Minimized downtime and reduced costs due to planned parts and material procurement;
- Reduced need to inspect and test "wear out" components; and
- Reduced overall cost of the overhaul

### iii. Inspections and Scheduled Maintenance Activities

#### Daily Maintenance and Vehicle Inspections

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##### Pre-trip

Each day, operators perform daily vehicle inspections prior to entering service. This amount of time for the inspection is dependent on the type of bus, and covers the following items:



- Condition of tires, wheels, rims, and lug nuts\*
- Fluid levels (engine and transmission oil, cooling, windshield washer, brake fluid, and power steering)
- Condition of battery terminals
- Under vehicle leaks\*
- All glass and mirrors are in good condition and without chips or cracks\*



- All lights are operational (headlights\*, clearance lights and reflectors\*, turn signals, backup lights and alarm, emergency flashers\*)
- Air conditioner and heating, and defroster/defogger is operational
- The vehicle is clean, cushions and seatbelts are secure\*
- Windshield wipers, washer, radio horn, passenger door are all operational\*
- Registration and insurance is valid and registration is visible
- Brake pedal\* and parking brake are operational (airbrakes operate within the minimum and maximum pressure thresholds)
- Steering wheel is secure, gearshift is tight\*
- On-board safety kit is stocked and complete (first aid, reflectors, fire extinguishers\*, accident packet\*, and body fluid kit\*)
- Lift is operating in both electronically and manually, and is free from leakage\*
- Lift interlock is operating properly\*

Note items marked with asterisks (\*) are re-inspected during walk-around mid-trip inspections, during shift changes.

### Post-trip

Upon return to the yard, the operator performs a post-trip inspection, which requires re-inspection of the following items:

- Condition of tires, wheels, rims, and lug nuts
- Under vehicle leaks
- All glass and mirrors are in good condition and without chips or cracks
- All lights are operational (headlights, clearance lights and reflectors, turn signals, backup lights and alarm, emergency flashers)
- Air conditioner and heating, and defroster/defogger is operational



- The vehicle is clean, cushions and seatbelts are secure
- Windshield wipers, washer, radio horn, passenger door are all operational
- Brakes pedal is operational
- Steering wheel is secure, gearshift is tight
- Fire extinguisher is fully charged
- accident packet, and body fluid kit are present and accessible
- Lift is operating in both electronically and manually, and is free from leakage
- Lift interlock is operating properly

### **Defect Repair**

If the operator detects a safety hazard that prevents the vehicle entering service, the operator will notify dispatch, who will contact the on-duty mechanic. The mechanic will determine if the issue can be quickly rectified or if the vehicle should be pulled from service.

The mechanic performs an initial assessment of the issue to determine its severity and if the vehicle can be repaired in time for pullout (for example, a bulb or fuse replacement), or if the vehicle needs to be placed out of service (for example, the wheelchair lift is not cycling.)

If the mechanic must place the vehicle out of service, he or she will initiate the lock out tag out process and the dispatcher will assign a standby vehicle to the operator.

### **Preventive Maintenance Program**

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A strong preventive maintenance (PM) program minimizes vehicle downtime and supports MV's goal of scheduling more than 80 percent of all maintenance activities. The company's systemic approach to vehicle care places a focus on preemptive care, and seeks to minimize reactive repair.

Mid-level technicians typically perform preventive inspections and repair within 500 miles of the required interval (or pursuant



to contractual requirements). As inspections are due, MV's maintenance manager will schedule service during off-peak hours in an effort to maximize fleet availability during times of highest service demand. Sample schedules are provided below; custom schedules will be developed for specific fleet.

### Alternative Fueled Vehicle Preventive Maintenance Cycle

Inspection	Interval	Description
A	3,000 (safety)	<ul style="list-style-type: none"> <li>▪ Vehicle interior and exterior inspections (lights, safety equipment, etc.)</li> <li>▪ Air brake test</li> <li>▪ Door and lift operation/cycle</li> <li>▪ Road test (engine, transmission, brake, steering)</li> <li>▪ Undercarriage (shocks, brake lines, filters, air lines, drive shaft, etc.)</li> <li>▪ Engine compartment (fluid and leak inspection)</li> <li>▪ Clean/check battery and cables; fire suppression system inspection</li> </ul>
B	6,000	All A level tasks plus: <ul style="list-style-type: none"> <li>▪ Oil and filter change</li> <li>▪ HVAC (Freon level, filter change, function test)</li> </ul>
C	18,000	All A and B level tasks plus: <ul style="list-style-type: none"> <li>▪ Fire suppression inspections (semiannual)</li> <li>▪ Fire wire inspection</li> <li>▪ Blow out lines</li> <li>▪ Gas sensors test</li> </ul>
D	36,000	All A, B, and C level tasks plus: <ul style="list-style-type: none"> <li>▪ CNG Tank inspection*</li> <li>▪ Air dryer rebuild</li> <li>▪ Differential fluid change</li> <li>▪ HVAC (leaks, filters, temperature checks, function inspections, brushes and fan motor condition)</li> </ul>



\* All technicians will be qualified and provided the necessary training to perform visual tank inspections.

### Diesel Fueled Vehicle Preventive Maintenance Cycle

Inspection	Interval	Description
A	3,000 (safety)	<ul style="list-style-type: none"> <li>▪ Vehicle interior and exterior inspections (lights, safety equipment, etc.)</li> <li>▪ Air brake testing</li> <li>▪ Door and lift operation/cycling</li> <li>▪ Road test (engine, transmission, brake, steering)</li> <li>▪ Undercarriage (shocks, brake lines, filters, air lines, drive shaft, etc.)</li> <li>▪ Engine compartment (fluid and leak inspection)</li> <li>▪ Clean/check battery and cables</li> <li>▪ Fire suppression system inspection</li> </ul>
B	6,000	All A level tasks plus: <ul style="list-style-type: none"> <li>▪ Oil and filter change</li> <li>▪ HVAC (Freon level, filter change, function test)</li> </ul>
C	24,000	All A and B level tasks plus: <ul style="list-style-type: none"> <li>▪ Fire suppression inspections</li> <li>▪ Inspection of fire wires and blow out lines (semiannual)</li> </ul>
D	48,000	All A, B, and C level tasks plus: <ul style="list-style-type: none"> <li>▪ Air dryer rebuild</li> <li>▪ Differential fluid change</li> <li>▪ HVAC (leaks, filters, temperature checks, function inspections, brushes and fan motor condition)</li> </ul>



### Paratransit Vehicle Preventive Maintenance Cycle

Inspection	Interval	Description
A	3,000	<ul style="list-style-type: none"> <li>▪ Vehicle interior and exterior (lights, safety equipment, etc.)</li> <li>▪ Brake testing</li> <li>▪ Door and/or lift/ramp operation/cycling</li> <li>▪ Road test (engine, transmission, brake, steering)</li> <li>▪ Undercarriage (shocks, brake lines, filters, air lines, drive shaft, etc.)</li> <li>▪ Engine compartment (fluid and leak inspection)</li> <li>▪ Clean/check battery and cables</li> <li>▪ Steam clean/pressure-wash engine</li> <li>▪ Lubrication, oil and filter change (unless vehicle manufacturer recommends a different interval)</li> </ul>
B	12,000	All A level tasks plus: <ul style="list-style-type: none"> <li>▪ Fuel filter change</li> </ul>
C	24,000	All A and B level tasks plus: <ul style="list-style-type: none"> <li>▪ HVAC (leaks, filters, temperature checks, function inspections, brushes and fan motor condition)</li> </ul>

#### Documentation

The mechanic performing the preventive inspection and repairs has the hard copy of the vehicle file with him or her. The mechanic will document all preventive maintenance activities on the PM checklist. During this time, the mechanic performing the inspection will repair any minor defects noted previously identified during daily inspections (or otherwise logged in the vehicle file).

#### Systems Maintenance

MV maintains all mechanical, electrical, fluid, air and hydraulic systems such that they are safe and in working conditions at all times.



### Clean Air Standards

MV will perform annual emission/opacity inspections as required, to meet all applicable clean air standards and the requirements of California Air Resources Board (CARB) Voluntary Compliance Program for the CLIENT diesel bus/van fleet. This includes the maintenance and repair record for any CARB required reports. MV will also administer the Smog Check program for the County's Gasoline powered fleet and support vehicles (if any in future procurements). MV will obtain all associated permits and licenses and make sure all required charges and fees are paid.

### Heating and Cooling Systems

MV requires that its shops regulate passenger compartments to maintain comfortable temperatures at all times and under all climate conditions. During each PM inspection, the HVAC systems are inspected to ensure they are functioning and do not have leaks. The mechanic inspects the condition of all brushes and fan motors and changes the filters.

It is extremely important to maintain and operate all air conditioning systems, especially during the off-season. Operating these systems on a weekly basis at 10-minute intervals confirms appropriately lubrication of the refrigerant compressor; this prevents any leakage in the compressor shaft seal and ensures early detection of any refrigerant loss.

MV will conduct seasonal HVAC inspections.

The table below represents MV's air conditioning PM cycle. A detailed inspection checklist is available upon request.

Monthly 6,000 Miles	Quarterly 18,000 Miles	Yearly Pre-Season	Check condition of or service the following:
<b>REFRIGERATION/HEATING</b>			
•	•	•	Check refrigerant change (ball floating in top receiver tank sight glass).
•	•	•	Visually inspect condition of refrigerant hoses and tubing.





Monthly 6,000 Miles	Quarterly 18,000 Miles	Yearly Pre-Season	Check condition of or service the following:
.	.	.	Visually inspect for leaks of refrigerant and oil.
.	.	.	Check dry eye in the bottom receiver tank sight glass and/or liquid line sight glass for moisture content.
	.	.	Install service gauge manifold set and check system operating pressures, temperatures and suction line conditions.
		.	Check evaporator pressure regulator (EPR) valve operation.
		.	Replace liquid line dehydrator. <i>NOTE: The dehydrator should be changed anytime the system is opened.</i>
		.	*Check hot water control valve operation (when equipped).
<b>COMPRESSOR/CLUTCH</b>			
.	.	.	Visually inspect clutch armature for wear and overheating caused by slippage
.	.	.	Visually inspect compressor drive belts for excessive wear, tension and alignment (refer to bus manufacturer and/or belt supplier for proper tension).
.	.	.	Check compressor oil level and color (1/4 – 1/2 way up on the sight glass after 15 minutes operation—X426/X430 compressor).

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Monthly 6,000 Miles	Quarterly 18,000 Miles	Yearly Pre-Season	Check condition of or service the following:
	.	.	Check clutch air gap .045 ± .005 in. (1.143 ± 0.127 mm) and surface flatness—X426/X430 compressor.
.	.	.	Check compressor oil level and color (1/2-7/8 way up on the sight glass after 15 minutes operation—4GB compressor).
		.	Steam clean compressor and clutch
		.	Check clutch coil resistance and voltage.
		.	Lubricate clutch bearing
		.	Check high pressure and low pressure cutout.
		.	Check compressor oil for acidity.
		.	Check compressor efficiency.
		.	Check compressor oil pump pressure.
<b>ELECTRICAL</b>			
		.	Check thermostat cycle sequence on all modes (e.g., cool/reheat, vent/heat).
		.	Check 125 ampere batteryless alternator excitation voltage and voltage output and inspect brushes and bearings (when equipped).
		.	Visually inspect alternator drive belts for excessive wear, tension and alignment.
		.	Clean alternator, check for signs of corrosion, and check wire connections.

Statement of Qualifications to the County of Los Angeles  
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 Dial-A-Ride Transit Services (2016-SQPA001)



Monthly 6,000 Miles	Quarterly 18,000 Miles	Yearly Pre-Season	Check condition of or service the following:
	Semi-annually		Check evaporator/heater blower motor speed, voltage and amperes (all motors).
	Semi-annually		Inspect evaporator/heater blower motor brushes, commutator, bearings (brush type motors).
	Semi-annually		Check condenser fan motor speed, voltage and amperes (all motors).
	Semi-annually		Inspect condenser fan motor brushes, commutator, bearings (brush type motors).
			Clean control panel area and return air sensor with compressed air. NOTE: The control panel area and the return air sensor may need to be cleaned more frequently.
			Check boost pump (OEM supplied) motor operation, and inspect brushes (when equipped).
			Inspect all wires and terminals for damage or corrosion. NOTE: If corrosion is present, clean terminals with electrical contact cleaner.
			*Check condenser pressure switch/condenser motor high and low speed operation (when equipped).
			*Check freeze thermostat (when equipped).
<b>STRUCTURAL</b>			

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 Dial-A-Ride Transit Services (2016-SQPA001)



Monthly 6,000 Miles	Quarterly 18,000 Miles	Yearly Pre-Season	Check condition of or service the following:
•	•		Inspect condenser coil for cleanliness.
•	•		Inspect evaporator coil for cleanliness.
•	•	•	Visually inspect unit for loose, damaged, or broken parts.
•	•	•	Clean or replace return air filter (more frequently if necessary).
		•	Clean condenser and evaporator drains. Make sure the evaporator drain hose check valves (kazoos) are in place and in good condition.
Semi-annually			Lubricate evaporator fanshaft bearings
		•	Visually inspect engine coolant hose and hose clamp condition on heater coil system.
		•	Clean condenser and evaporator coils.
		•	Check engine coolant for antifreeze protection down to -30 F (-34 C) to prevent heater coil freeze up.
		•	Tighten all compressor, unit and fan motor mounting bolts and brackets (more frequently if necessary).
		•	*Check condenser air seals and air deflector (when equipped).
		•	Check evaporator blower shaft coupling adjustment and alignment (when equipped).

*\*If applicable. \*\*Twice monthly during air conditioning season.*



## Oil Analysis

Oil analysis is an excellent way to assess equipment condition, by detecting abnormalities before major issues arise. During the preventive maintenance inspection, the mechanic will pull an oil sample and send it Titan Labs for all analyses. Titan posts results of all analyses online within 24-hours of receipt.



Reports are downloadable in PDF format and can be attached to all vehicle files for proper recordkeeping. MV can also provide the County access to online oil sampling reports.

## Mobility Lifts and Ramps

To ensure the safety of passengers in mobility devices, MV performs frequent inspections of mobility device lifts and ramps, as follows:

**Daily Inspections:** During the daily vehicle inspection each operator is required to cycle the vehicle lift to confirm proper operation. If a lift does not cycle or cycles improperly during the DVI, the operator must notify a supervisor who coordinates repair and/or delivery of a replacement vehicle.

**PMI Inspections:** Mobility device lifts are inspected and cycled at each preventive maintenance inspection threshold. This includes the replacement of worn components, gear cleaning and adjustments in alignment as necessary.

**Annual Inspections:** MV performs annual inspections of mobility device lifts. These inspections include, at a minimum, checking for drifting, leaking cylinders, and ensuring all safety sensors are working.

Mechanics receive online and on-site vendor training for lift inspections.

No vehicle is permitted to enter service without a safe, functioning lift/ramp. If a lift fails while on route, the vehicle will immediately be removed from service and replaced.



## On-Board Security Systems

MV works with on board equipment manufacturers and their authorized repair shops for the ongoing maintenance of on-board security systems. In the normal course of business MV proposes the DriveCam system for the services; the company has maintained an excellent relationship with Lytx, with whom it works to repair and replace any malfunctioning units. MV stocks sufficient spare units to ensure working units on the County fleet.

## Smartbus and Transit Technology Maintenance

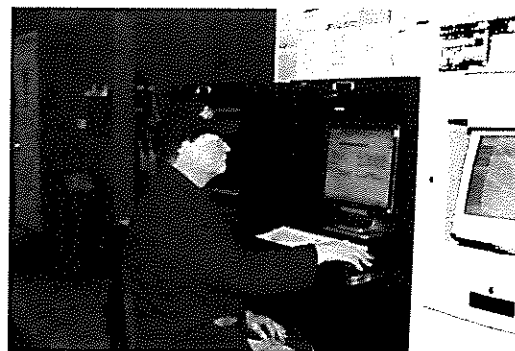
MV employs properly trained technicians who are able to inspect, diagnose, and repair the various electronic on board systems, including but not limited to destination signs, passenger counters, AVL/GPS, vehicle health monitors. These devices' manufacturers provide OEM recommendations relative to inspection cycles, which will be followed to ensure proper operation at all times. MV will stock all necessary parts and materials to ensure timely repairs.

### iv. Management Systems and OEM Recommendations

#### Maintenance Information Systems

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MV uses the Trapeze Equipment Asset Management (Trapeze EAM, or T-EAM) fleet maintenance software to track maintenance activities, work-orders, parts, and



inventory. This system is a thin client, web based interface that MV's maintenance team can access from one or more workstations in the shop. The software integrates with a myriad of systems including fuel management and inspection tools.



It is of utmost importance that a proven maintenance information system (MIS) is in place; these systems control labor and material costs and help facilitate policy and procedure. The T-EAM system can identify labor and material costs to specific job procedures and maintenance functions. Examples of the level of identification that can be tracked are:

- Oil change
- Tune-up
- Daily cleaning and servicing
- Oil usage
- Fuel usage
- Collision damage
- Inspection program
- Vehicle history reports
- Re-order reports
- Warranty tracking
- Inventory tracking

## **Purchasing and Inventory Control**

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In order to purchase parts at a fair market value and stay within budget, MV has established a number of national accounts with vehicle manufacturers and parts dealers. These accounts are negotiated on a volume discount price structure, which deliver the most efficient pricing to MV and its customers.

During the transition, MV will work with the County staff and the incumbent contractor to understand the history of any parts ordering issues. MV has an extensive network of parts suppliers, with whom the company will work closely when transitioning the maintenance functions. MV will also work with the incumbent contractor to determine the feasibility and interest in selling the entire existing parts inventory (or a portion thereof) as part of the transition.

When appropriate, MV assembles parts kits for standard tasks, such as PMIs. This expedites the time needed to check out and inventory parts. All vehicle and equipment parts are secured in a parts room/closet, which is locked when not attended. Managers perform both random/spot and planned inventories to confirm all parts usage is accounted for and any discrepancies are investigated.

MV follows all OEM specifications and uses only OEM parts (or equivalent). This prevents safety hazards while promoting best



practices. OEM practices minimize the frequency of unscheduled maintenance, thus improving service quality, reducing costs, and maximizing fleet availability.

MV tracks all parts inventories and use in T-EAM. MV will establish minimum and maximum inventory thresholds; these levels are entered in the T-EAM system, which is used to run inventory reports to alert MV's personnel of parts needs.

## **Use of Manufacturer Maintenance Manuals and Recommendations**

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MV follows the recommendations of the original equipment manufacturers (OEM) and purchases OEM (or OEM accepted) parts. An essential part of this process is the use of manufacturer maintenance manuals. The company evaluates OEM carefully when developing the specific maintenance intervals and practices in the bus maintenance plan.

MV follows the manuals prepared by bus and component manufacturers, ensuring best in class maintenance practices, and following the specific guidance and instructions for trouble-shooting, removal, overhaul and repair and replacement of components. These manuals are available in MV's shop, and are appended as needed to include updates and service bulletins.

MV works with local vendors and manufacturers to provide equipment-specific training. Additionally, MV subscribes to manufacturers' dealer support web sites and uses web-based maintenance information and technical service bulletins that may be available on a specific chassis or application. These subscriptions include Ford Motor Company, AC Delco (General Motors Products), Cummins Quick Serve, Ricon, and Braun wheelchair lifts.

## **Warranty Repair**

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MV will administer warranties, including documenting, filing, and processing claims. Martin Camargo, proposed maintenance manager, will manage all warranty recovery and ensure that MV performs covered repairs in a timely fashion. MV





works with local dealerships for warranties associated with chassis work requiring OEM components. Additionally, a certified dealer for both Braun and Ricon, MV can perform all warranty repairs and access all technical data and updates for these lift units. This expedites repairs and ensures lifts are in superior working condition.

The company performs warranty repairs to vehicle body, doors, electrical, seating, flooring, etc. using the prescribed warranty procedure. The maintenance manager will submit claims for reimbursement upon completion of repair. MV tracks all warranty repairs in T-EAM.

v. **Overhauls and Repairs**

**Major Repairs**

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MV typically identifies one or more local vendors from which it purchases rebuilt engines or in-chassis overhauls. Depending on the local resources available, and their associated costs, MV will determine the most advantageous approach; however, when possible MV prefers to purchase rebuilt engines.

MV either purchases rebuilt transmissions or works with local vendors to rebuild existing transmissions. MV's maintenance team handles all transmission removal and replacement/installation.

It is always best to replace the engine or transmission with new or rebuilt unit, so that a warranty is available replaced component.

**Body Repair**

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The cosmetic condition of MV's vehicles directly affects passenger confidence in the system. Well-maintained vehicles; clean, intact upholstery; interiors and exteriors free of graffiti; and clean windows, stanchions, and seats all contribute to the public's confidence in using public transportation.

Expeditious body repair eliminates hazards, assures passenger comfort, and reinforces the operators' pride in the service fleet. MV does not tolerate body damage or graffiti and will not



release vehicles into service if they have excessive body damage or damage that presents a safety hazard.

During the preventive maintenance inspection or the next scheduled detailing (whichever comes first) MV's mechanics will perform all minor body repair, such as buffing out scratches, minor paint touch ups, etc. MV works with local body shops for major body repair work.

## vi. Road Calls

When a road call occurs, the operator will pull over to a safe location and contact dispatch. Using a troubleshooting guide, the dispatcher first attempts to talk the operator through correcting the issue. If the situation cannot be resolved, the dispatch will contact on-duty technician, then patch him or her through to the operator to assess the severity of the issue. The technician will determine the following:

- **If the operator can resolve the issue himself or herself:** In this case, the mechanic will remain on the radio and coach the operator as needed until the situation is resolved.
- **If the operator requires a replacement vehicle:** In this case, the mechanic may deliver the vehicle himself/herself, or work with dispatch to send a standby operator to the field to transfer the passengers and resume the route.
- **If the mechanic must report to the field to resolve the issue and deliver the vehicle back to the yard:** In this case, the mechanic will drive the shop truck to the location of the vehicle, and repair it at the site of the road call.
- **If a tow/wrecker service is required:** In which case, the mechanic will work with the dispatcher, who will coordinate this process.

The dispatcher will log each road call and the assigned mechanic will complete a vehicle breakdown form, which is stored in the vehicle file. MV tracks all road calls in T-EAM and calculates miles between road failures in order to identify mechanical trends areas of needed improvement.



## vii. Maintenance Quality Assurance

MV's management team will oversee the service quality of its maintenance department, and will randomly inspect the vehicles after mechanics make repairs. These reviews assess the overall condition of equipment available for revenue service.

It is important that the result of the QA evaluations be presented to management in simple, clear, quantitative terms. This information can then be analyzed to determine trends, compliance with minimum quality levels, and the need to revise or institute maintenance procedures or job procedures.

Maintenance and safety inspections are performed at various times throughout the year, at intervals that ensure ongoing quality checks and safety assessments.

- **The Monthly Facility Audit (Monthly):** MV's general manager and designated staff are required to conduct facility audits each month to ensure compliance with MV standards.
- **The Semi-Annual Audit (Semi Annual):** Director of Maintenance Joel Ross will be responsible for scheduling and completing semiannual audits, using MV's maintenance audit form, with the general manager and maintenance manager present. A review of the audit will be conducted and an action plan developed (if needed) to correct deficiencies.
- **Safety Management Inspections (Annual):** These inspections assure location compliance with regulatory and company policy requirements, and assess the overall safety of the facility. At minimum, these inspections occur annually and are conducted by the director of safety, Hector Vargas
- **Maintenance Safety Inspection (Annual):** These inspections assure maintenance-specific compliance with regulatory and company policy requirements, and assess the overall safety of the maintenance program. At





minimum, these inspections occur annually and are conducted by the vice president of maintenance. MV also welcomes County facility inspections.

### viii. Leadership and Approach

Martin Camargo, MV's proposed maintenance manager will oversee the fleet and facility maintenance and cleaning program. He will report directly to Stephen Allan, with accountability to both County and MV's corporate maintenance team.

Director of Maintenance Joel Ross will provide regional oversight to MV's Los Angeles maintenance operation, and will be on site often to meet with MV's team, provide additional support, and perform inspections and audits.

Mr. John Calame, senior vice president of fleet and facilities provides oversight and control of the company's maintenance program. Mr. Calame is an industry leader with more than three decades of transit fleet expertise. He is an excellent resource to MV's customers and personally oversaw the development of MV's maintenance policies and procedures.

### Cost Controls and Information Systems

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According to the National Transit Database's 2012 National Transit Summaries and Trends, transit vehicle maintenance costs compose nearly 20 percent of all operating expenses<sup>2</sup>. MV works to control maintenance costs by:

- Maximizing fleet availability by minimizing unscheduled maintenance, such as road calls, pre-trip inspection failures, and other urgent repairs;
- Monitoring trends across the company's fleets nation-wide, in order to proactively schedule and address known issues
- Stock parts level based on historical usage and inspection intervals

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<sup>2</sup> National Transit Summaries and Trends (NTST), a portion of the Federal Transit Administration's (FTA) Annual Report, Office of Budget and Policy – October 2013



- Track mechanic productivity and labor costs based on activity type
- Identifying maintenance activities that can be outsourced to local, more cost effective vendors; and
- Staying abreast of service bulletins and enforcing warranties on all fleet and equipment.

MV uses the Trapeze Enterprise Asset Management (T-EAM) to support fleet maintenance, management, and repair. T-EAM provides a sophisticated solution to manage all maintenance activities while tracking labor, parts, and materials costs.

MV's maintenance team uses this system to track all fleet mileage, schedule all inspections, issues parts usage, track labor costs, manage inventory, and generate repair lists.

Designed by fleet managers, for fleet managers, this system provides an intuitive, user-friendly interface that supports efficiency and cost control in forecasting and budgeting. T-EAM is a single-point interface for all fleet, equipment, and parts management; warranty recovery and repair; labor management; and reporting.

## Regulatory Compliance

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More than 95 percent of MV's contracts are with transit systems funded by federal dollars, and require that MV comply with regulatory standards set forth by agencies such as the FTA, DOT, EPA, OSHA, NTSB, among many other state and local authorities. MV is subject to audits, inspections, records reviews, and reporting as part of its operations.

### f. Transit Security Plan

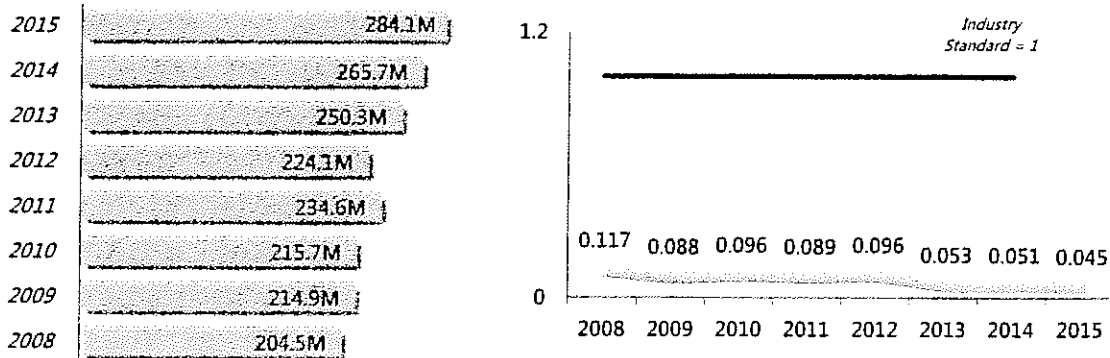
In 2015, MV operated a total of 284,092,592 miles in areas of high density, extreme weather, and gridlock traffic. From the borough of Manhattan to downtown Los Angeles, to Anchorage, Alaska and Las Vegas, Nevada – MV provides passenger transportation service in some of the most challenging operating environments. MV has maintained stellar safety performance – with an accident frequency rating of just 0.045 preventable accidents that meet NTD reporting thresholds.

MV Miles Driven

MV Accident Frequency



MV TRANSPORTATION, INC.



## Safety Program

### Motivational Awards and Incentives

Employee recognition and positive reinforcement is an important part of a positive work culture and employee relations program. MV ties this critical component of its operation to safety and security by creating fun, safety-focused teambuilding activities throughout the calendar year. Competitions, contests, raffles, and parties bring MV's team together while promoting safety operating behaviors – creating an environment where safety remains the basis for the company's culture, celebration, and reward.

MV's team will work together to form either a safety committee or an employee steering committee. These groups will work together to develop motivational awards and company events that appeal to the local team. Some examples of successful programs include:

- **No Drive-Cam 30 day contest:** All drivers participate in this monthly pool. A driver without a DriveCam incident within the 30 days, qualify to participate in a raffle to receive a gift certificate for dinner, movie tickets, and Target or Wal-Mart gift cards. The recipients are also recognized during monthly safety meetings and their name is displayed on the company's service excellence announcement board.
- **Safety Challenges:** Employees that complete 30 days without a work related injury are eligible to win prizes including color TV's and iPads.

In addition, each MV location participates in MV's company-wide programs:

- **Safety Bonus:** Operators exhibiting safe driving behavior (no preventable incidents) and a strong attendance record receive an annual bonus on the anniversary of their hire date.



- **The Katherine McClary Operator Award:** This award recognizes MV's finest vehicle operators across the country. Qualifying operators must exhibit safe and professional driving behavior, a positive work attitude, excellent customer relationships skills and strong attendance record. Quarterly, annual, regional and national awards are presented and include cash prizes.
- **Safety Pins and Patches:** Operators are given safety pins and patches for each year completed without a preventable accident or injury.
- **Safety Blitzes and Other Safety Events:** MV's local management team will host safety blitzes and/or other employee events to promote safety messages.

### Safety Messages

Daily, a corporate issued safety message is published and delivered to all MV locations. Each message is posted at the location and read over the radio by dispatch. Additionally, all meetings and conference calls must begin with a safety message.



### Mandatory Safety Meetings

Safety meetings offer an opportunity to provide refresher training and address timely topics. All employees must attend this hour-long meeting each month.

Based on the size of the location, several meetings may be scheduled to accommodate operator and staff schedules. Maintenance safety meetings are held separately, and focus on maintenance safety.

All safety meeting agendas are issued by MV's safety department, and address topics in fleet safety (for example: defensive driving, wheelchair securement, adverse weather) and injury prevention (for example: drug and alcohol, back safety,



bloodborne pathogens, and heat safety). Maintenance safety topics include subjects such as HAZCOM, back safety, and machine guarding.

Additionally, monthly safety tasks are assigned with the safety meeting schedule (see table below). These tasks include facility inspections, completion of annual OSHA logs, and emergency plan reviews.

All locations receive a safety meeting support packet to aid the meeting facilitator. Support packets include the meeting agenda, an outline for the meeting discussion, and supporting handouts and posters.

2016	Fleet Safety Topic	Injury Prevention Topic	Monthly Task	Maintenance Safety Topic
January	LLLC/Defensive Driving	Slips/Falls	Facility Inspection / Complete OSHA Log 2013	Emergency Action Plan
February	LLLC/Intersections & Pedestrians	Bloodborne Pathogen (driver edition)	Facility Inspection / Post 2013 OSHA 300A	Machine Guarding
March	LLLC/Right Turns & Pedestrians	HazCom	Facility Inspection	LO/TO (Lock Out/Tag Out)
April	LLLC/Left Turns & Pedestrians	Emergency Vehicle Evacuation Action Plan	Facility Inspection	Electrical
May	LLLC/Following Distance	Heat Stress	Facility Inspection / Remove OSHA 300A	Bloodborne Pathogen
June	LLLC/Fixed Objects	Back Safety Using Wheelchair Securement	Facility Inspection / National Safety	Heat Safety
July	LLLC/Securement	Ergonomics	Facility Inspection	Fire Safety/Fire Extinguisher Training





2016	Fleet Safety Topic	Injury Prevention Topic	Monthly Task	Maintenance Safety Topic
August	LLLC/Customer Service	Fatigue Management / Wellness	Facility Inspection	PPE (Personal Protective Equipment)
September	LLLC/Pedestrians & Cyclists	Injury and Illness Prevention	Facility Inspection/Review and Update Facility Emergency Action Plan (Safety Policy #21)	IIPP (Injury Illness Prevention Program)
October	LLLC/Distracted Driving	Fire Safety/Fire Extinguisher Training	Facility Inspection	HazCom
November	LLLC/Adverse Conditions/Pedestrians	Emergency Action Plan/Fire Drill	Facility Inspection	Housekeeping
December	LLLC/Defensive Driving & Recap	11 Month Review	Facility Inspection	Slips/Falls

## Certifications and Employee Development

### LLLC Certification

MV's defensive driving program, known as the Triple L-C teaches professionals *The Four Driving Principles to Safety™*: Look Ahead™, Look Around™, Leave Room™, and Communicate™. These principles reinforce operators' focus on maintaining ample room around their vehicle, while maximizing visibility and time needed to make safe operating decisions. This program has contributed to the company's declining accident frequency and improved safe behavior year over year.

### Behind the Wheel Certification

MV knows that operation safety is contingent on a strong and proven training program. The company's steadfast commitment to transit training is demonstrated in its unique approach to behind the wheel (BTW) training – the



company requires that all BTW trainers are certified by MV before being released into service. Applicants that meet the following qualifications are considered for the role of a BTW Trainer:

- Work History Review Form (Preventable accidents, Worker Compensation claims, attendance, discipline warnings, performance reviews)
- Supervisor Performance Evaluation (conscientiousness, safety oriented, tolerant of stress, excels in teamwork)
- Completion of a structured interview with the safety and training manager or operations manager

MV certifies BTW trainers using intense two-day training. Behind the wheel training includes:

- Group Meeting to discuss Instructor Roles and Responsibilities
- Self-Directed Courses and BTW Manual
- Certification Exam Part 1: 50-question multiple choice certification exam based on the principles and theories presented in the three self-directed courses. Candidates must achieve a minimum score of 80% to progress to the next step
- Certification Exam Part 2: a 65-question multiple choice exam to assess their general knowledge of MV Transportation performance standards and BTW learning points. Candidates must achieve a minimum score of 80% to progress to the next step
- BTW Ride Along Evaluation

## **On Board Monitoring Systems**

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In the normal course of business MV proposes the use of the following on board monitoring systems. Should MV qualify, the company would be interested in supplying this technology to the County with the release of future IFBs.

### **DriveCam**

MV uses DriveCam's DC3P Video Event Recorder to monitor each operator's driving behavior. This system gives insight into how operators adhere to company and law enforcement policy, and provides MV's management team the information needed to refine and enhance training.

The DriveCam Video Event Recorder (VER) is placed on the vehicle's windshield. The unit continuously monitors the operator's behavior and provides real-time in-cab feedback. Using exception-based video recording, the camera continuously



records; however, data is only saved when activated by embedded sensors that measure force exerted on the vehicle (such as abrupt start/stops, sudden turns, accelerations/decelerations, speeding, and collisions). Additionally, the unit has a panic button that is pushed by the operator (in the event of an on-board incident, a passenger altercation, etc.).

When triggered, the system saves data clips for a period of 10 seconds before and 10 seconds after the event.

The event video and data (which includes views of the road ahead and of the operator) uploads to DriveCam's Risk Analysis Center where DriveCam's trained professionals analyze the events (review, score, and comment on each event) for MV's management to use in coaching operators and improving operator safety. Events are stored on a web-based portal for a 90-day period. Afterwards, all events are archived to in-house servers for historical data retention

MV has invested significantly with Lytx, and has developed subject matter experts in its corporate staff (Ms. Diana Finkle and Mr. Andrew Scott) to support MV's local team. Although an employee of Lytx, Mr. Andrew Scott is assigned full-time to MV's operations and is based at MV's Dallas, Texas headquarters. Andrew's presence within MV's DriveCam program ensures the most up-to-date programs – including reporting and training – are offered to MV's customers. This also gives MV a direct line of communication with Lytx's executive team.

### **Mobileye® Collision Avoidance System**

MV is pleased to offer the Mobileye collision avoidance system. Mobileye is a windshield-mounted camera that detects other vehicles, pedestrians, and lane divisions in real time.



Mobileye mitigates the primary risk factor that leads to vehicle collisions – operator inattention. An estimated 93 percent of all accidents are a result of human error, with nearly 80 percent of all accidents resulting from operator inattention in the three seconds preceding the accident. In an estimated 40 percent of rear end collisions, no brakes were applied. Further, 60 percent of road accident fatalities are due to unintentional lane departures.

When triggered, the system will emit an auditory warning<sup>3</sup> when the following events occur:

- The vehicle operator departs from the lane

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<sup>3</sup> Additional option for haptic warning (shaking seat) is available



- The distance between the vehicle and the vehicle in front of it becomes too small
- A forward collision is imminent
- A pedestrian is detected
- The operator exceeds the speed limit
- This warning signals the operator to apply the brakes to avoid collisions.

The system also offers intelligent high beam control, automatically switching high beams to low beams when oncoming traffic is approaching. This camera system supplements the safety monitoring capabilities of DriveCam; when Mobileye detects a near collision, the driver's reaction will trigger DriveCam to begin recording. This additional feedback will enable the DriveCam coach to more thoroughly coach operators in safe driving practices.



## Safety Policy and Procedures

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### Safety Policy Manual

MV's safety policies set forth operating guidelines that reduce workplace accidents, incidents, and injuries. MV's Safety Manual comprises more than 41 policies that address vehicle operations, regulatory compliance, maintenance operations, MSDS/ hazardous materials, operational safety practices, and facility emergency management.

Furthermore, MV issues documented Safety Guidelines that outline safety-related responsibilities for all safety, executive, and managerial/supervisory roles. These guidelines additionally outline expectations regarding facility safety and upkeep

### Safety Point System

All operators are subject to the assessment of safety points. The company's safety point system provides clear guidance for all managers when assessing operators' driving behavior.

For new employees, receipt of four (4) points (or more), or more than two (2) separate safety point assessments, during the introductory period will result in



termination. For those non-introductory employees, receipt of six (6) points (or more) in any rolling 18 month period, or receipt of three (3) separate safety point assessments within a rolling 12 month period, will result in termination.

Safety points are assessed when an operator is involved in a preventable incident. Drive Cam incidents will be assessed points based on level of severity; all others are assessed as follows:

1 Point	<ul style="list-style-type: none"> <li>Unsafe maneuver(s) or act</li> <li>Failure to cycle wheelchair lift</li> <li>Failure to do a proper vehicle inspection (DVI)</li> </ul>
2 Points	<ul style="list-style-type: none"> <li>Improper following distance</li> <li>Conviction of a minor traffic violation</li> <li>Backing incident</li> <li>Minor preventable incident</li> </ul>
3 Points	<ul style="list-style-type: none"> <li>Any use of a cell phone or non company-issued electronic device while operating a vehicle</li> </ul>
4 Points	<ul style="list-style-type: none"> <li>Major preventable incident that does not involve serious injury, death and/or property damage in excess of \$25,000</li> </ul>
6 Points	<ul style="list-style-type: none"> <li>Major preventable incident with serious injury, death and/or property damage in excess of \$25,000</li> <li>Any preventable roll-away incident</li> <li>Failure to properly secure/transport a mobility device</li> <li>Failure to immediately report a citation or incident in a Company vehicle</li> <li>Tampering with, disabling, or otherwise interfering with Drive Cam or other monitoring equipment</li> <li>Conviction of a major traffic violation *</li> </ul>

### Emergency and Security Plans

MV has a number of plans and programs in place designed to mitigate risk and provide a safe, healthy workplace. Each of these plans is available upon request:

- **System Safety Program Plan (SSPP):** With the objective to provide a superior level of safety and minimize any and all risk, MV's SSPP is maintained in accordance with the standards of the American Public Transportation Association (APTA) and the Federal Transit Administration (FTA).



- **System Security and Emergency Preparedness Plan (SSEPP):** This set of comprehensive security goals, objectives, and strategies maximize the security of MV's passengers, employees, and property. This plan is a blueprint for all security procedures.
- **Continuity of Operations Plan (COOP):** This plan template provides MV's operations a base from where to develop its own plan to ensure continuous operations during an emergency. The COOP which sets forth a concept of operations, identifies essential functions, and outlines three potential phases of operation: 1) Activation and Relocation, 2) Alternate Facility Operations, and 3) Reconstitution.
- **Emergency Action Plan:** The EAP assists employees and management in making quality decisions during times of crisis, and to comply with the Occupational Safety and Health Administration's (OSHA) Standard for Emergency Action Plans, 29 CFR 1910.38.
- **Hurricane Preparedness Plan:** This plan incorporates an incident command structure and phased approach to preparation, release of personnel, and shutdown of project operations whenever the best available information indicates a hurricane could impact continued safe operation.
- **Bloodborne Pathogen Exposure Control Plan:** MV's Bloodborne Pathogen Exposure plan provides the guidance and training needed to protect employees against exposure to bloodborne pathogens. This plan complies with the Occupational Safety and Health Administration's (OSHA) Bloodborne Pathogen Standard, 29 CFR 1910.1030, to eliminate or minimize employee occupational exposure to blood, certain other body fluids, or other potentially infectious materials.
- **Additional Health and Safety Plans include:**
  - Fire Prevention Plan
  - Hearing Conservation Program
  - Hazardous Communication Plan
  - Illness Prevention Plan
  - Heat Illness Prevention Plan
  - Lockout Tagout Control of Hazardous Energy Program



## g. Training

### Operator Training Program

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In 2010, in partnership with the leading expert in transportation safety, Avatar Fleet, MV launched its state-of-the-art training program for all operators. This training curriculum uses adult education techniques, keeping trainees engaged and interested throughout the duration of training.



The program is supported across three principal domains, *affective, cognitive* and *behavioral*, through a blended approach to adult learning, based on Bandura's Social Learning Theory. Under this approach, this training program focuses on positive attitude (affective), knowledge building (cognitive) and skill development (behavioral).

Classroom training includes a combination of facilitator-led discussion, DVD presentations, and short quizzes. Students actively participate in these interactive sessions, and develop their skills first in closed course skills-building activities and then under structured behind the wheel training. Training is based on comprehensive *driving standards* that detail every aspect of safe and defensive driving.



This program offers consistent and thorough training to all new operators. Its module-based format offers trainers the necessary flexibility to provide refresher and/or abridged transition

training, or customize training to address specific areas of concerns, e.g., unique service area, specific vehicle or service type, and dispatch procedures.

### Training Formats

The entire new operator training program comprises five training formats: classroom training, pre-driving skills, observation, behind the wheel, and cadet training.

Classroom: 20.25 hours paratransit / 23.50 hours fixed route

Pre-Driving Skills: 4.50 hours paratransit / 5.50 hours fixed route



Observation:	22.00 hours paratransit / 34.00 hours fixed route
Behind the Wheel:	21.00 hours paratransit / 31.50 hours fixed route
Cadetting:	16.00 hours paratransit / 16.00 hours fixed route
<b>Total:</b>	<b>83.75 hours paratransit / 110.50 hours fixed route</b>

### *Classroom Training*

The instructor-led classroom training is based on an adult-learning interactive training model and uses video training modules which are reinforced by the written training/study guide.

The video training is presented through an interactive, panel-hosted discussion led by MV personnel.



**Interactive Employee Panel Training Discussion**

Topics include safety, defensive driving principles and techniques, hazards communication, security awareness, employee policies and procedures, employee wellness, sexual harassment, bloodborne pathogens, map reading, and on-road procedures. Detailed descriptions of the training modules are available upon request.

Testing occurs at the end of each module and at the end of classroom training with a cumulative, closed-book exam. Employees must pass with a score of 80 percent or higher in order to proceed to behind the wheel training.

### *Pre-Driving Skills*

Designed to familiarize the student with the larger size and spacing of commercial vehicles before driving the vehicle on the street, the pre-driving skills course training requires that all students learn the use of multiple mirrors and vehicle controls.



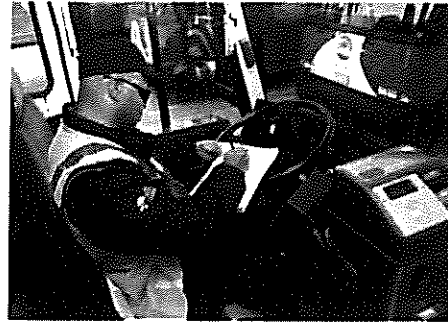


### *Observation*

Observation training is provided and gives students an opportunity to study the proper way to handle a vehicle. Once a student has successfully completed all pre-driving skills and observation training, they begin driving the vehicle on the street with a training instructor.

### *Behind the Wheel (BTW) Training*

Behind the wheel (BTW) training focuses on honing specific basic driving maneuvers and skills necessary to ensure the safe operation of the vehicle under actual road operation. During BTW training, the student puts into practice what they have learned in the classroom and refines his/her driving skills with a certified trainer. During this period, the student must demonstrate mastery of 26 specific defensive driving and performance skills before graduation.



Additionally, during BTW training, students will visit major trip generators, such as adult day health care centers, senior centers and dialysis centers. This familiarizes students with common stops and establishes relationships with staff and passengers within the service area.

### *Cadet Training*

After completion of the behind the wheel training, each trainee is provided with in-service cadet training with a line trainer. Operators will operate the vehicle and all on-board technology in service, and interact with the passengers on a practical level. During the training, the operator becomes familiarized with the routes, major trip generators, transit centers, and park and rides, and the service area as a whole.

During this period, the trainee is closely monitored and receives his/her final road and training evaluation. Any areas of needed remedial training are identified and documented.

### *Post-Training Testing and Remedial Training*

Before a student is released into service, he/she is closely monitored and receives a final road and training evaluation. Recognizing that not every operator is one hundred percent ready to enter revenue service after the base training program, MV offers up to 40 hours of remedial training. During the cadetting period, any areas of needed retraining are identified and administered based on this need.



## Training Highlights

### *Defensive Driving - LLLC*

All accidents have a cause, which can always be traced back to one or more people – most commonly the operator of one of the vehicles involved in the collision. This underscores the importance of an effective defensive driving training curriculum.

MV built its training curriculum upon the Triple L-C, an elegant and easy-to-memorize defensive driving course that teaches professionals *The Four Driving Principles to Safety™*:

- Look Ahead™
- Look Around™
- Leave Room™
- Communicate™

By using these four principles, operators maintain the maximum amount of room around their vehicle, improve their visibility, gain the extra time and information needed to make critical decisions while driving, and effectively interact with others on the road to prevent collisions. Developed throughout the course, these concepts provide MV's operators with everything they need to know to avoid collisions. Ultimately, the course helps operators see, think, and act their way through any driving situation.

### *Sensitivity and Passenger Assistance*

MV places great importance on operator sensitivity and safeguarding the dignity of its passengers. MV's state-of-the-art, customized ADA Sensitivity Training Program is tailored to each contract and emphasizes courtesy, understanding, and the operator's responsibility to serve all passengers, regardless of background or disability.

Practice and role-playing sessions are held with trainees to foster an experiential understanding of the challenges of navigating the system as a visually impaired passenger or as one who uses a mobility device. Video and classroom training is augmented by the involvement of representatives from the community, local advocacy groups, and care facilities.

Operator training includes the study of different types of disabilities and mobility aids so that operators properly learn how to handle each one professionally and with utmost care. Training emphasizes how passengers in mobility devices generally require a greater level of time, attention, and particular sensitivity by the



operator. It explains how the proper securement of the mobility device is critical to providing a safe, enjoyable ride for the passengers. To ensure ongoing safety for passengers, training and monitoring in this area extends beyond the initial training period.

### *Customer Service*

MV's proprietary four-hour customer service training program, "Customer Driven Service" was recently developed and deployed by MV's learning and development team, and is described in detail in the following section.

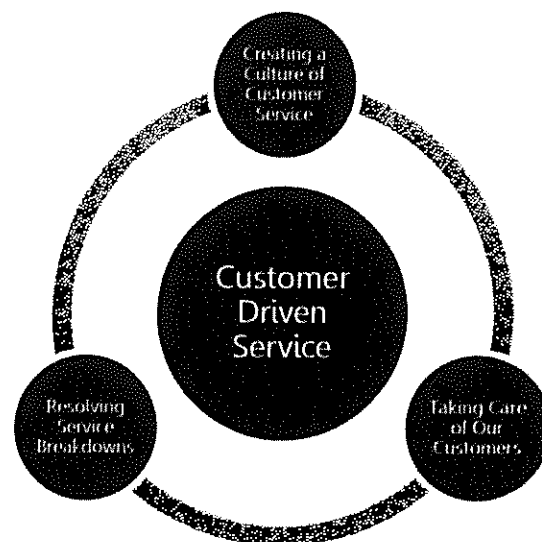
### **Customer Driven Service**

Understanding the diverse needs of its customer base, as well as its passengers, MV began work on creating a new, fully customizable customer service program to meet the specific needs of each of its services.

Created by Director of Learning and Development Leslie Gorman, **Customer Driven Service** is an interactive training program that bridges traditional customer service concepts and transit operations. The training redefines the hierarchy of the operation, placing the customer at the center, educates trainees on the value of a customer-centric organization, and provides trainees a roadmap to create a culture of customer service.

The training is delivered across three modules – each addressing the critical components of how customer service drives quality transportation.

- **Creating a Culture of Customer Service:** This module defines the customer and includes interactive sessions to discuss how we, as customers, want to be treated. It explains the power of making generalizations, the power of words, and how we can control the first impressions that our customer have of us.
- **Taking Care of Our Customers:** This module delves into the importance of meeting expectations, defining the seven expectations of our passenger base (reliability, safety and





security, convenience and accessibility, clean and comfortable, understandable, affordably, friendly and empathetic). The session is rounded out with group exercises focusing on what we can each do to excel in customer service as we represent MV, and a discussion on how to create a positive experience for our customers.

- **Resolving Service Breakdowns:** The final module addresses conflict resolution and dealing with angry customers. It educates trainees on the five steps to resolving conflict (listen - apologize - ask what you can do for the customer - propose a solution - repeat until you find a solution that works). The training includes interactive sessions on the importance of clarity and explanation when delivering service, and provides trainees methods of exceeding customer expectations.

Director of Learning and Development Leslie Gorman has enterprise responsibility for MV University, the company's overarching blended learning program that includes online foundational courses, competency-based employee training and leadership development. Leslie has 15+ years of field operations and executive learning & development experience including owning a multi-million dollar field operations company, built a corporate university and created the L&D functions at two international corporations. Leslie earned her Bachelors in Psychology & Business at St. Mary's University and Masters in Social Treatment and Administration at the University of Houston.

## Reservationist/Dispatch Training

MV's training program for reservationists, dispatchers, and schedulers is built on sensitivity and customer care – critical components of any transportation service, especially those that serve persons with disabilities. As this team serves as the public interface for the County's operation, it is imperative that its members are knowledgeable regarding the service, are skilled in customer service techniques, and are well versed in ADA requirements. To this end, MV provides this team with training in these areas.

**Service Overview:** Training begins with an introduction to MV and the service, followed by an overview of paratransit service and ADA regulations. This includes a discussion of employee expectations, service hours, important phone numbers, and topics specific to assisting persons with disabilities.



**Customer Driven Service:** MV's proprietary four-hour customer service training program was recently developed and deployed by MV's learning and development team, and is described in detail above.

**Ride-Along:** To familiarize themselves with the service, passengers, and the nuances of on-road operations, reservationists, schedulers, and dispatchers will participate in a ride-along with a vehicle operator.

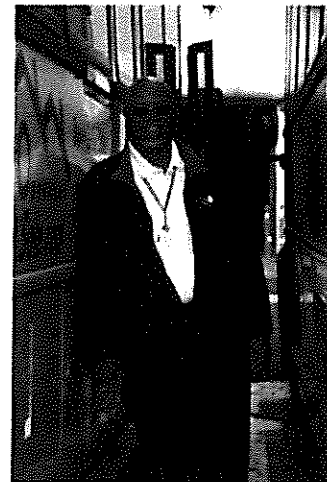
**Observation and Supervised Job Performance:** Reservationists, schedulers, and dispatchers shadow a senior agent while on the job. During this mentorship training, these team members observe his/her position's duties in action. After the observation period, reservationists, schedulers, and dispatchers perform their job duties while under supervision.

## Road Supervisor Training

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In 2013, MV again partnered with AVATAR in the creation of a custom road supervisor development program. The program comprises six (6) courses designed to improve coaching ability, increase safety awareness, and ultimately reduce incident frequency and improve customer satisfaction. The training program uses an adult learning platform that addresses the following topics:

- **Observation Techniques:** This provides an overview of the training and discusses the role of the road supervisor in shaping operator behavior. Trainees learn how to properly observe operator performance.
- **At-Risk Driver Behaviors:** Trainees learn to identify and correct behaviors that put drivers at risk for accidents.
- **Teaching Triple L-C in the Field:** Trainees learn how to give specific feedback to operators about driving defensively and preventing accidents by using the Four Driving Principles to Safety. (Look Ahead™, Look Around™, Leave Room™, Communicate™)
- **Communication Essentials:** Trainees learn effective communication methods and develop skills to improve driver outcomes through increased positive communication.
- **Coaching the Professional Driver:** This course teaches trainees the basics of coaching professional operators. A distinction will be made between coaching,





training, and orientation. Additionally, this course will discuss the two types of coaching as well as teach supervisors how to coach and deliver feedback.

- **Accident Investigation & Follow-Up Procedures:** Trainees learn the techniques for gathering complete, accurate and objective accident data used to arrive at true root causes and determine corrective action. They learn to further examine and analyze data as a means of preventing injuries, property damage and financial losses.

## Maintenance Training

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Candidates hired to MV's shop are required to have the maintenance experience necessary to perform their duties. Once hired, a company orientation and on-the-job training in MV and County policies, procedures, and requirements is provided by the maintenance manager.

### Mechanic Training

Training for mechanics spans a work week, which includes the general maintenance training described above, basic mechanic training, and vendor training courses. Mechanics are additionally encouraged to participate in ASE certification training.

#### *Training Modules*

Mechanics are required to complete the following modules:

- **Orientation:** Mechanics will complete an orientation of the shop, equipment, tools, software, and company policies and procedures.
- **Basic Training:** Upon completion of initial orientation, MV also provides basic training in the following areas:
  - Basic repair skills/preventive maintenance
  - Basic electrical training
  - Air systems and brakes
  - Alternative fuel safety and inspection
  - Vehicle electrical systems and multiplex
  - Suspension and steering
  - Engine service, tune up, and troubleshooting



- Transmission diagnostics and service
- Bus air conditioning and heating
- **Safety Training:** Safety training includes the use of personal protective equipment, lock out/tag out procedures, basic shop safety, the emergency action plan, hazardous communication, and vehicle lift equipment training.
- **Environmental Compliance:** This module covers storm water pollution prevention, waste oil fluids storage and disposal, waste oil fluids storage and disposal, hazardous materials management plan, facility floor drain maintenance, above ground storage tanks, underground storage tanks, and body repair environmental compliance.
- **Facility Maintenance:** This module covers facility cleaning, shop equipment maintenance, facility audits, and creating an enviable workplace.

#### *CNG Training (If necessary)*

It is imperative that mechanics are properly trained in the proper procedures for CNG fueled vehicles. These personnel must complete 12 hours of CNG training, which provides an overview of the CNG system, safety awareness, fueling stations, and tank inspections.

#### *Ford Motor Company Training (If necessary)*

In support of providing the most qualified and skilled technicians to its clients, MV offers exclusive access to all Ford Factory training through the Service Technician Specialty Training (STST) program.



This program encompasses dozens of courses across ten specialties (electrical, engine performance, engine repair, diesel engine performance, diesel engine repair, steering and suspension, manual transmission and drive train, automatic transmission, climate control, and brakes.) This training ensures comprehensive and progressive training based on experience, skill, and previous education/training. New model training provides an overview of required maintenance, diagnostics and systems in new vehicles – in time for the arrival of new vehicles.

This training ensures comprehensive and progressive training based on experience, skill, and previous education/training. It addresses vehicle systems evaluations, repair practices and procedures. Under this partnership with Ford, unlimited online and classroom training is available.



### ***Factory and Manufacturer Training***

MV coordinates with its parts and equipment vendors for periodic and ongoing technician training. The company provides OEM factory training from Ford, General Motors, Cummins, and Detroit Diesel, and works directly with manufacturers (including Gillig, El Dorado, Orion Ford, Chevrolet, Delco, Ricon, Braun, Carrier, Goodyear, Supreme, and Bluebird) for training.

### ***ASE Certification Program***

MV supports its technicians in attaining ASE certification, and pays for all practice tests and materials, as well as all testing fees. MV encourages its team to strive for ASE Master Certification, and offers a \$1000 bonus for employees who obtain and maintain an ASE Master Technician certification status. This bonus is payable six months into the first calendar year of attaining certification. An employee that attains more than one Master Certifications, they become eligible to receive a \$500 annual bonus.



### **Foreman Training**

Shop foremen must have already completed the basic training and ASE training described above. This position is further required to complete an additional 19 hours of training in finance and budgeting, parts allocation, warranty recovery, and in labor relations, collective bargaining agreements, and grievance procedures. Foremen also learn how accurate reporting is directly tied to compliance with contractual and regulatory requirements, and how to proactively manage and resolve issues while meeting performance goals.

### **Parts Personnel Training**

Parts personnel must complete the orientation, safety training, environmental compliance, and facility maintenance training modules described under mechanic training modules.

Parts personnel are also required to complete a thorough orientation of all areas of the service vehicle to ensure their familiarity with power trains, electrical systems, HVAC, steering and suspension, as well as to assist with effective parts ordering. They are trained in parts sourcing, inventory control, and warranty recovery. This training





## h. Recruitment and Replacement

Please refer to section *a.3 Hiring/ Screening and Selection* for MV's recruitment and hiring practices.

MV employs a number of strategies to reduce turnover in its local operations, including:

- **Competitive wage scaling:** By researching nearby job competition to understand what financial packages best meet the needs of the local employment market.
- **Continued education:** Ongoing training improves job attractiveness, keeps employees motivated and engaged, and demonstrates MV's willingness to invest in its employees. MV provides on-the-job training, offers a number of continued training opportunities via web-based packages, hosts companywide training classes, and encourages employees to obtain new certifications.
- **Opportunities for promotion:** MV is committed to promoting from within and will maximize those opportunity as much as possible.
- **Employee recognition programs:** Employees that demonstrate proficiency in their jobs, and those that set the standard for exemplary performance are rewarded in employee recognition programs.

## i. Uniforms and Identification Badges

MV will work with the County to establish a formal uniform policy by which all operators must abide. MV will seek the County's input on uniform design and color scheme in order to improve the visibility and recognition of the operator team.

All vehicle operators are required to wear a uniform provided by MV. Uniforms will include shirt/blouse or collared polo shirt, and slacks, skirt, or Bermuda shorts. Uniforms are kept clean and neat at all times. While on duty, operators wear nametags with their names and badge numbers clearly visible at all times. All of these items are collected from any operators being separated from MV.

## j. Communications

### Dispatch and On Road Communication

As operators report for work, the dispatcher will update the Operator Sign-On Log and hand the operator their vehicle assignment or run sheets. The operator will



complete his/her pre-trip inspection on the vehicle and will radio the dispatcher when leaving the yard. The dispatcher will record the time the operator leaves the yard on the Pull Out Log.

Operators must complete the run sheet, indicating the arrival and departure time of each stop. Before leaving the last stop to return to base, operators must contact dispatch and walk through their bus, making sure the vehicle is clean and that no lost items are on the vehicle and that all passengers have exited the bus.

MV's dispatch team will continually monitor service delivery in order to quickly resolve any issues that arise.

At the end of the service day and/or upon completion of the route, operators will return to the yard and radio the dispatcher upon arrival at the yard so the dispatcher can record this time. Operators will complete the post-trip inspection, tidy up the vehicle, and return their keys and completed run sheet to the dispatcher. The dispatcher will check each operator out on the service log and review the Operator Log.

## **Effective radio Communications with Dispatch**

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All operators are trained in and required to follow the following radio communication procedures. Operators are expected to:

- Ensure the radio is functioning properly before departing the yard at the beginning of the shift. Report any malfunction immediately to dispatch.
- Use only MV-provided radio, which is limited to official business; personal messages are not to be broadcast.
- Avoid using rude, vulgar, abusive, or other unprofessional language on the radio, which is expressly prohibited and may result in disciplinary action.
- Keep the volume on the radio at a level so that the operator can monitor transmissions from dispatch at all times, yet not so loud that it annoys the passengers.
- Always keep the microphone in the mic holder. This will prevent open mic situations.
- Avoid operating the radio while driving in demanding situations that will detract from safe driving, and must not attempt to use the radio or transmit while driving on a curve or through a turn, or while entering or exiting the freeway.



- Monitor radio transmissions to make sure that the radio is open before attempting to transmit (watch the 'busy light'). This will keep the operator from interfering with other transmissions.
- Depending upon County policy, use either the route number or bus number when calling dispatch.
- Hold the microphone approximately two inches from the mouth when transmitting and hold down the microphone button for two seconds before beginning to speak. This will prevent the beginning of the transmission from being cut off.
- Plan messages in advance so that they are short and concise.
- If a transmission has not been heard for more than five minutes, conduct a radio test with dispatch.
- If after three minutes of trying to reach dispatch there is still no response, move the vehicle to a new location and try again. If still unsuccessful, find a telephone (land line) and call the office as soon as possible.
- Use the radio to contact dispatch immediately after an accident (however minor). Failure to do so may result in discipline up to and including termination.
- Follow all instructions from dispatch; the dispatcher is the operator's immediate supervisor while in service.
- Use County or MV provided codes whenever possible to expedite and clarify radio communications.

## **Communication with the County**

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If the County is interested, MV is willing to meet with the County to discuss upcoming IFBs. Upon award of any future work MV will meet with the County on a monthly basis to review service quality and performance standards, and make recommendations about service delivery improvements

### **k. Emergency and Contingency Planning**

MV's supervision, safety, and maintenance programs will minimize the number of delays, preventable incidents, and road calls experienced in the system; however, MV's team will be prepared for these unfortunate events should they occur.



A core component in service reliability is the appropriate deployment of protection and/or backup service. MV's operational plan offers the following measures to ensure service reliability, minimize deadhead, and improve operational efficiency:

- Daily assignment of standby operators
- Assignment of pre-tripped, standby vehicles the operating facility
- Support vehicles dedicated to operator relief

## **Standby Operators**

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Standby operators are posted at the facility, and are available to relieve service in the event of an operator illness, road call, or any incident that results in a vehicle being placed out of service for any extended period of time.

When a standby service is required, the standby operator will respond directly to the scene of the incident, and when necessary, meet the in-service vehicle in order to efficiently transfer passengers. The standby operator will continue the remainder of the route until shift end or otherwise directed by dispatch.

## **Backup Vehicles**

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Backup vehicle are pre-tripped vehicles that are parked at the operating facility. These vehicles are available for use in the event of a service disruption such as a vehicle incident or road call.

### **I. Transition Plan**

MV's transition plan recognizes that a solid implementation methodology and strong management approach are critical to ensuring a smooth service transition. Using an extensive network of experienced support personnel, MV focuses on organization, efficiency, and quality service while delivering the right leadership and necessary resources, without bureaucracy and micromanagement from corporate headquarters. As a result, MV is able to transition service quickly and without service disruption.

## **Reputation for Excellence**

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MV has a reputation for transparency and building positive client relationships beginning from the startup period. No other firm possesses the experience in service transitions comparable to that of MV; MV has managed transitions for nearly every type of contracting model, including:

- Overnight transitions of emergency contracts



- Transitions with accelerated timelines
- Initiation of new services
- Phased-in transitions
- Transitions from client-managed services
- Transition-only contracts to prepare service to be taken in-house
- Transitioning management contracts to turnkey contracts
- Transitioning turnkey contracts to management contracts
- Contracts specifically for transition services
- Transitions resulting from bankruptcy of the incumbent contractor

## **Implementation Methodology**

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Effective communication and relentless attention to detail drive MV's transition approach.

MV's transition leadership team will hold biweekly meetings with the County. Discussion topics for these meetings include the progress of the transition, task list changes and updates, potential challenges, and a look ahead to the next two weeks. In addition, MV's implementation team meets daily each morning to review the transition plan, outstanding tasks, current issues, and current task lists.

### **Transition Planning**

MV follows a detailed startup schedule that identifies each task, subtask, dependent tasks, duration/timeline, and staff assignment. A draft startup schedule for a transition that demonstrate the tasks required during the transition can be provided upon release of the IFB. MV's transition team updates this document throughout the transition period; however no item on the schedule is marked "complete" without confirmation from the startup manager.

### **Management Approach**

Senior Vice President Fadi Chakbazof will oversee all startup activities and serve as MV's full-time transition manager for projects within the County. He will work closely with Stephen Allan, the local management team, and MV's support team to direct all elements of the transition. MV's transition team that will be assigned for any County project is comprised of the following team leaders:



<b>Transition Duties</b>	<b>Responsible Team Member</b>
<b>Team Oversight</b>	Fadi Chakbazof, Senior Vice President & Transition Manager
<b>Client Liaison &amp; Contract Compliance</b>	Fadi Chakbazof, Senior Vice President & Transition Manager Stephen Allan, General Manager
<b>Scheduling &amp; Operator Assignments</b>	Stephen Allan, General Manager
<b>Operator Training &amp; Recruiting</b>	Lina Parten, Safety & Training Manager
<b>Security / Emergency Planning &amp; Assessments</b>	Lina Parten, Safety & Training Manager Hector Vargas, Director of Safety
<b>Human Resources</b>	Cristina Pereira, Director of Human Resources
<b>Passenger Relations</b>	Stephen Allan, General Manager
<b>Service Quality &amp; Contract Liaison</b>	Fadi Chakbazof, Senior Vice President & Transition Manager Stephen Allan, General Manager
<b>Maintenance, Fleet, Equipment &amp; Facilities</b>	Joel Ross, Director of Maintenance Martin Camargo, Maintenance Manager
<b>Personnel &amp; Training</b>	Lina Parten, Safety & Training Manager
<b>Budgeting &amp; Finance</b>	JoAnne Harrison, Director of Accounting Stephen Allan, General Manager

## Working with the Community

The transition period is an excellent opportunity to establish positive relations with the passengers and learn their perspective on service quality.

To foster regular and consistent communication, MV will establish a Paratransit/Passenger Transition Committee. This committee comprises passengers, County staff, MV staff, community members, and/or advocacy groups. Together, they proactively manage transition issues and challenges.

Stephen Allan, will facilitate this committee, and establish clear, open, and honest communication about how the transition is progressing.

## Personnel Plan

### Retaining the Existing Team

The continued presence of the current workforce promotes consistency, experience, and tenure in service. MV strives to retain as many of the current



employees as possible, provided they meet the minimum qualifications, have a strong employment record, and receive County approval. MV will retain these individuals at their current position and seniority.

All employment offers made will be subject to successful completion of duties with the current provider and pending completion of required pre-employment background checks, drug screens, and other required certifications.

### **Outreach**

To ensure it keeps the existing workforce engaged and informed throughout the transition period, MV will meet with these employees immediately upon contract award.

MV will schedule meetings during off-peak service hours, where a representative will explain the transition process. Additional MV staff will be available at these meetings to assist existing personnel with the application process.

MV will also establish a toll free number for employees that wish to call with questions or concerns about the transition process. Providing multiple avenues for these employees to communicate with MV's team will build their confidence and trust during this important period.

MV recognizes that a few employees may not qualify or accept a position with MV. MV's transition team will actively recruit new employees during the transition period to fill any open positions.

### **Vehicle Operator Evaluation and Training**

In addition to pre-employment screening, MV conducts on-road evaluations of all existing operators, and provides each with orientation, customer service, and refresher training. This training is essentially an abridged version of MV's operator training program. The transition team will schedule classes during weekends and nights to accommodate work schedules; during the day vehicle operators newly hired into the system will attend MV's full operator training program.



To minimize the impact that the transition has on the current workforce, MV will request to conduct operator evaluations in-service. If the incumbent contractor



will not accommodate this request, MV will schedule evaluations during off-duty hours.

MV will also request access to each employee's training file. This information is legally available to each employee; however, it is more efficient to work directly with the outgoing service operator to obtain these files. If the incumbent contractor will not accommodate this request, MV will advise employees to obtain copies of their training files directly.

## **Equipment and Facilities**

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### **Fleet Transition**

MV has extensive experience in fleet transitions and understands the provisions of this process. MV will schedule fleet acceptance inspections with the County and the outgoing service operator. These inspections will occur prior to transitioning the fleet, with ample time to complete any necessary corrective maintenance.

Joel Ross, director of maintenance, will manage the fleet inspection and transition. He will facilitate MV's communication with the County and the outgoing operator regarding the fleet condition, serving as MV's maintenance representative to the County.

A sample copy of MV's Vehicle Acceptance Agreement Standards is available upon request.

### **Parts Inventory**

Upon award of contract, MV will initiate the parts ordering process. MV will also work with County staff and the incumbent contractor to understand the history of issues regarding parts ordering.

MV will work with the incumbent contractor to determine the feasibility and interest in selling the entire existing parts inventory (or a portion thereof) as part of the transition.

MV has an extensive network of parts suppliers, with whom the company will work closely when transitioning the maintenance functions. Many of these suppliers are current suppliers for the incumbent service provider, further promoting a smooth transition.

### **Facilities Transition**

MV's team will be on site at its proposed facility location on the new contract begins, and the company's preference is to have access to the facility as soon as





possible. This will improve MV's ability to set up and organize the location efficiently.

The night before the new contract start, MV will have completed dry runs of where and how operations, administrative, and maintenance staff will begin the first day of service under MV. The majority of non-management personnel will have hopefully transitioned to MV over the transition period, providing for an experienced team on day one. All new employees will be trained and ready for service. The majority of the transition team will be on duty the night before service startup to be sure everything is in place for the start of service.

As employees arrive at the facility at the end of their last shift working for the incumbent contractor, additional MV personnel will be on site at its location to answer any questions about the next day. This team will provide all shift and relevant operational information to the employees.

All required computer/network, phone, and internet services per each IFB will be functioning and ready for use. Members of MV's IT team will handle all telephone assignments and assist in any last minute IT issues. MV staff will be available to immediately answer any questions and respond to any concerns.

# MANAGEMENT TEAM RESUMES

# Stephen Allan

## General Manager

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### Experience

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#### General Manager, MV Transportation, Inc. (Paramount, CA)

*2008 to Present*

- Oversee multiple transportation contracts in Paramount and satellite locations
- Mentor staff at MV's Irvine location and monitor staff performance
- Manage MV's union relationship with Teamsters Local 952
- Address union grievances
- Work closely with maintenance manager to ensure vehicles are maintained to client standards
- Work with operations staff to ensure all safety standards are met
- Serve as member of MV's Location Safety Committee
- Communicate with clients on a regular basis
- Attend weekly meetings with client staff
- Successfully negotiated the company's current Collective Bargaining Agreement with the Teamsters Local 952
- Oversaw successful startup of additional service

#### General Manager, Super Shuttle (Orange County, CA)

*1998 to 2007*

- Managed operation for airport shuttle service and Disney Cast Shuttle Program
- Worked with airport landside operations and curb operations
- Oversaw accounting functions, including payroll, AP/AR and subcontractor billing
- Addressed human resources issues
- Mentored staff and assisted every department with daily operations
- Oversaw budget and revenue to assure all expenses were consistent with plan. Ensured revenue goal was met or exceeded.

#### President / Franchise Owner, Super Shuttle (Orange County, CA)

*1994 to 1998*

- Oversaw the daily operation of 100-vehicle service which included airport vans and contract buses with revenue in excess of \$13 million
- Directed and oversaw all facets of the operation, including accounting, maintenance, and administrative functions
- Managed a staff of 300, including drivers, reservationists, dispatchers, mechanics, and administrative staff

#### General Manager, Super Shuttle (Los Angeles, CA)

# Stephen Allan

## General Manager

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*1991 to 1994*

- Managed daily operation of a 240-vehicle fleet which provided shuttle services to the Los Angeles International Airport, Orange County Airport, Burbank Airport and Ontario, CA Airport
- Oversaw all operations, maintenance, sales and administrative functions
- Managed a team of more than 600 drivers and 100 reservationists and dispatchers

**Accountant / Payroll, Super Shuttle International (Los Angeles, CA)**

*1986 to 1991*

- Managed in-house payroll for all Super Shuttle cities, including weekly payroll, time card management, cashiering, W-2s and payroll taxes
- Managed payroll department staff
- Assisted controller with budgets, Monthly P&L, cost analysis and year-end audits

**Accountant, 24-Hour Airport Express (La Habra, CA)**

*1986 to 1991*

**Accountant / Driver, 24-Hour Airport Express (La Habra, CA)**

*1982 to 1984*

## Education and Training

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**Cal State University Fullerton**

- Bachelor of Arts – Business Administration

## Professional Affiliations & Awards

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**Orange County Tourism Council**

*1997 to 2008*

- Board of Directors

**Super Shuttle International Inc.**

*1998 to 2003*

- Board of Directors

# Martin Camargo

## Maintenance Manager

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### Experience

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#### Maintenance Manager, MV Transportation, Inc. (Paramount, CA)

*August 2001 to Present*

- Manage facility and 57 vehicle fleet 12 of which use CNG and 24 propane fuel
- Oversee eight (8) maintenance staff members working two (2) shifts
- Monitor quality assurance of all shop employee work, including 10% re-rack program
- Diagnose engine and drivability issues
- Manage labor scheduling and planning in shop, improved mechanic productivity, and efficiency
- Ensure proper maintenance and care of on board technology including MDTs, DriveCam, radio systems, and security camera systems
- Administer Trapeze EAM maintenance management software program to maintain true costing and accurate records
- Maintain preventive maintenance program at 100% PMI on-time performance
- Instill safety culture throughout shop
- Ensure proper vehicle maintenance files
- Analyze repair and road failure data to solve root cause
- Coordinate on site vendor training and promotes ASE training program for all technicians
- Coordinate with operations to ensure proper quantity of vehicles for pull out each day
- Supervise cleaning of fleet to exceed expectations of contract
- Successfully passed all administered local, State, and Federal inspections

#### Maintenance Manager, R & D Transportation (Los Angeles, CA)

*1999 to August 2001*

- Oversaw all aspects of maintenance
- Responsible for staff classroom and hands-on training
- Supervised hiring, maintenance schedules, and shifts
- Managed all work orders
- Controlled parts inventory

#### Lead Mechanic, Laidlaw Transit Services (Paramount, CA)

*1995 to 1999*

- Performed the most difficult repair tasks
- Served as a shift leader when required

#### Mechanic, Laidlaw Transit Services (Los Angeles, CA)

*1990 to 1995*

# Martin Camargo

## Maintenance Manager

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- Performed all repairs as needed

### Certifications

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- ASE Certification
- Training and Examination Required by SCAQMD for Refrigerant Training in CFC-12 for Refrigerant Recycling and Service Procedures
- Training in R-12 for Refrigerant Recycling and Service Procedures
- Completed Trans/Air Factory Maintenance and Service Course
- Completed Cummins Engine Workshop
- Completed InSite 5-3 Diagnostics Requirements
- Certificate for Completion of Caterpillar Engine Training
- Certificate of Achievement for Fleet Electrical System
- Certificate of Completion of Life Training Seminar for Braun Mobility Products
- Certificate of Completion of Operation and Maintenance of Braun Wheelchair Lifts
- Certificate of Completion of Training of Mirage F9A, F9B Eclips Wheelchair Lifts
- Certificate of Completion of Training of S-Series Wheelchair Lifts
- Certificate of Completion of Step-Life Service Seminar
- Certification of Qualified D.O.T. Brake Inspector
- Certified in the Operation and Maintenance of Amerex Vehicle Fire Suppression Systems
- Certified in the Operation, Maintenance, and Repair of Amerex Modular Vehicle Fire Suppression
- Certificate of Achievement of the Truflex/PANG Tire Repair Seminar
- Certificate of Completion of Wheel End - Installation
- Certificate of Completion of Commercial Bus Maintenance Workshop

# Lina Parten

## Project Manager/Safety Training Manager

### Experience

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#### Safety Training Manager, MV Transportation, Inc. (Paramount, CA)

*2009 to Present*

- Oversee all safety and training practices and functions for nine (9) contracts with 81 vehicles and 128 employees
- Serve as project manager of contracts based in Paramount and satellite locations
- Serve as safety official and liaison to local authorities that support safety and emergency preparedness
- Conduct audits to ensure compliance with corporate safety policies and procedures, also conduct on-site safety audits
- Gather and analyze information on safety issues or accidents and develop solutions or alternative methods to maximize safe practices
- Ensure drug and alcohol testing is conducted in accordance with FTA and DOT regulations
- Complete all DriveCam review and counseling

#### Operations Manager, MV Transportation, Inc. (Paramount, CA)

*2007 to 2009*

- Oversaw seven (7) buses for daily operation of the DowneyLINK service
- Managed daily operation of the Lynwood service, which included a fleet of four cutaways and one trolley
- Completed NTD reporting for DowneyLINK, Lynwood, Norwalk, and Compton services

#### Lead Dispatcher/Road Supervisor/Instructor, MV Transportation, Inc. (Paramount, CA)

*2006 to 2009*

- Supported 118 operators and 80 service vehicles for nine (9) contracts
- Managed LADOT customer complaint system
- Complete on-road instruction of new hires and retraining of current driving staff
- Conducted and presented at monthly safety meetings
- Trained staff in the use of Trapeze software for the dial-a-ride system

#### Vehicle Operator, MV Transportation, Inc. (Paramount, CA)

*2004 to 2006*

- Transported passengers for Cerritos on Wheels fixed route service

#### Teaching Assistant, Bellflower Unified School District (Bellflower, CA)

*2000 to 2004*

# Lina Parten

## Project Manager/Safety and Training Manager

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- Prepared curriculum and supporting materials
- Administered lessons and served as substitute teacher
- Conducted evaluation and follow-up as needed for students

### Education, Training and Certifications

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#### University of the Pacific Eberhardt School of Business (Stockton, CA)

- Transit Paratransit Management Certificate

#### Cerritos College, Cerritos, CA

- Associate of Arts Degree in HR, Business

#### Certifications and Additional Training

- 2008 – California DMV Employer Testing Examiner Certified
- 2008 – TSI/FTA Bus Collision Prevention & Investigation
- 2007 – Norwalk Adult School – Advanced Excel
- 2006 – TSI/FTA Certified Instructor
- 2006 – TSI/FTA Reasonable Suspicion
- Certification of Completion of the Transit Paratransit Management Program



# REGIONAL TEAM RESUMES

# Fadi Chakbazof

## Regional Vice President of Operations

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### Experience

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#### **Regional Vice President, MV Transportation**

*June 2013 to Present*

- Ensure operations meet or exceed client expectations regarding quality, efficiency, and productivity
- Serve as customer liaison, ensuring all client communications are accurate, timely, and meet client needs
- Provide direction and assistance to general/contract managers regarding service performance, labor relations, and personnel matters
- Ensure services are provided according to all contractual and company policies
- Negotiate labor contracts and assist management working within a union environment
- Accountable for the efficiency of personnel, communications, and morale
- Create and administer budget, manage staffing levels

#### **Region Operations Manager, First Student (Southwest Region)**

*May 2009 to June 2013*

- Responsible for Inland CA, AZ, NM, CO
- Oversaw the operations of 25 contracts in 16 locations in four states operated by 2,000 employees
- As regional vice president, was responsible for more than 60 contracts in 22 locations operated by more than 4,800 employees

#### **Region Finance Director, First Student (Southern Pacific Region)**

*November 2007 to March 2008*

- Oversaw all financial operations in the region
- Worked closely with the Regional Vice President on all strategic plans and operational decisions

#### **Area General Manager, Laidlaw Education Services (City of Industry, CA)**

*June 2006 to November 2007*

- Oversaw all aspects of operations in two states
- Supervised 14 direct reports and approximately ,000 indirect employees
- Assisted in labor negotiations
- Improved operational and financial efficiency
- Improved key performance indicators

#### **Lead Area Controller, Laidlaw Education Services (Riverside, CA)**

*May 2005 to July 2006*

- Oversaw all accounting and finance functions
- Worked on implementation of Six Sigma programs and had Six Sigma Champion Training
- Analyzed capital expenditures for financial sensibility
- Formulated \$160 million annual budget and quarterly forecast

# Fadi Chakbazof

## Regional Vice President of Operations

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**Area Controller, Laidlaw Transit (Riverside, CA)**  
*January 2002 to April 2005*

- Oversaw all accounting and finance functions for \$80M revenue
- Participated in developing the area's growth and long-term operational and finance strategies
- Developed pricing for new customers and analyzed operational efficiencies
- Analyzed new business opportunities and potential new acquisitions
- Performed monthly and quarterly variance analysis and presented explanations to upper management

### **Education and Training**

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**Western State University College of Law (Fullerton, CA)**

- College of Law
- Juris Doctor (JD) Degree

**University of Southern California (Los Angeles, CA)**

- Bachelor Degree
- Business Administration

# Joel Ross

## Maintenance Manager

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### Summary of Qualifications

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#### Qualification

- Seasoned and versatile professional with 25+ years of experience
- Contributes to the effective operation and success of diverse organizations through outstanding management and consulting expertise
- Tenacious and strategic manager with proven ability to direct and evaluate fleet operations including: purchasing, financial analysis, quality and safety control, and customer service, as well as reduce operational inefficiencies
- Articulate and collaborative communicator and leader with talent for establishing trusting, long-term relationships with customers, colleagues, and training/mentoring staff

### Experience

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#### Special Projects Manager- MV Transportation, Inc. Southern California 2014 to present

- Provide maintenance support to various divisions throughout Southern California region.
- Assumed role as Maintenance Manager for divisions that were in need of a manager.
- Complete assigned special projects in the Southern California region.

#### Maintenance Manager - WMATA, MV Transportation, Inc. (Capitol Heights, MA) 2009 to 2014

- Provides fleet management and paratransit service to Maryland and Washington DC
- Expanded operations from 135 vehicles to projected 215 vehicles
- Maximized operational efficiency and quality control
- Successfully integrated new programs and policies to enhance the profitability of the company - creating new and energized vision and culture within the maintenance department
- Standardized maintenance policies and procedures
- Successfully passed independent third party maintenance audits, demonstrating that maintenance practices are being performed properly and timely

#### Regional Maintenance Manager, First Student Transportation, Inc. (Industry, CA) 2007 to 2009

- Managed fleet operations and logistics for 24 operating locations within southern California area for transportation company in United States that transports 3+ million school children daily
- Analyzed and evaluated operations and budgets for all locations and integrated company's policies and procedures into newly acquired Laidlaw Transportation locations
- Engineered merging of two companies while maintaining 98% on-time rate and 100% complaint preventive maintenance inspection schedule

# Joel Ross

## Maintenance Manager

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- Optimized company's tracking capabilities by implementing new fleet analysis reporting system WFA within region including KPI performance metrics used to perform budget analysis

### **Consulting Contractor, MV Transportation, Inc. (Oakland, CA)** *2007*

- Consulted with company's executives and managers to analyze fleet maintenance policies and procedures and implement improvement recommendations for worst performing locations
- Generated maintenance cost savings of up to 40%, while maintaining sustained fleet availability of 97%
- Re-engineered operating policies and procedures and redefined staff responsibilities at specified locations and trained personnel in improved fleet maintenance practices

### **Project Director, Serco Management Services (Dallas, TX)** *2006 to 2007*

- Oversaw maintenance and repair operations for the City of Dallas's fleet spanning eight locations and 4,900 vehicles
- Saved the city \$1.2 million in maintenance costs, boosted corporate revenue by \$325,000, and added 150 vehicles to contract
- Managed human resources including labor hour tracking and environmental/purchasing operations
- Ensured accurate monthly billing and updated city officials on contract status
- Rejuvenated company's reputation with City of Dallas officials by revamping maintenance practices, policies, and procedures of city's refuse fleet while maintaining productive relations with director of fleet services
- Improved fleet operations for city of Dallas by identifying serious driver equipment abuse problem and providing recommendations for process improvements

### **Deputy Contract Manager, Serco Management Services (Dallas, TX)** *2002 to 2005*

- Oversaw services to United States Department of Agriculture's Forest Service, Region 5 including fleet maintenance to all vehicles
- Supervised 72 mechanics in 27 locations throughout California until shop closure
- Interacted with contractor, operating representatives, and designated officer representatives to bring all shop inventories to central locations
- Submitted environmental compliance forms
- Optimized operational efficiencies and cost savings of \$2.5 million for region during 1st year of service and \$12 million over five years
- Preserved \$500,000 for region in parts' cost and avoided \$250,000 in lost productivity due to equipment down-time
- Strengthened region's fleet operations by devising service lanes concept to increase speed and efficiency of maintenance

# Joel Ross

## Maintenance Manager

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**General Manager/Partner, Advanced Blending and Manufacturing (Rancho Cucamonga, CA)**  
*2002*

**Manager, Ronco Leasing (Industry, CA)**  
*1999 to 2002*

**Director of Fleet Maintenance, Waste Management Incorporated (Irvine, CA)**  
*1985 to 1999*

### Education and Training

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**Long Beach State University (Long Beach, CA)**

- Master of Science in Engineering

**Orange Coast College (Costa Mesa, CA)**

- Bachelor of Science in Welding Technology

### References

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- Kevin (KJ) Reynolds, Vice President, Fleetpro, Inc. – (410) 247-1310
- Chris York, General Manager, MV Transportation, Inc. – (571) 244-2236
- Don Scruggs, Fleet Maintenance Officer, Office of MetroAccess Service – (301) 562-5371

# Hector Vargas

## Director of Safety

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### Experience

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#### **Director of Safety, MV Transportation (Los Angeles, CA)** *2010 to Present*

- Accountable for leadership and review of the employee qualification process and ensure all new hires meet minimum qualifications including background and DMV checks
- Responsible for conducting audits to ensure MV's safety training programs are of the highest caliber
- Work with MV's local teams to promote a safety first culture, providing guidance to trainers and monitoring MV's compliance with all company, state, federal and local safety/training regulations

#### **Director of Safety, MV Transportation (Los Angeles, CA)** *2007 to 2010*

- Responsible for Safety and Training Program for 140 operator workforce and 70-vehicle fleet. Conducted continuous training for instructors and staff. Supervised one classroom and two behind the wheel trainers
- Conducted regular audits of employee training files and vehicle maintenance files
- Conducted regular facility safety audits ensuring compliance with OSHA regulations and related corporate policies
- Responsible for recruiting and screening candidates for employment
- Conducted pre-employment interviews and monitor hiring process
- Responsible for investigation, documentation of accident and injury incidents involving all company vehicles
- Provided regular reports to local and corporate management on safety department efforts, claims status, training efforts, accident history, worker's compensation and other required information

#### **Driver Development and Safety Supervisor, Laidlaw Education Services (Los Angeles, CA)** *2004 to 2007*

- Assisted with daily operations, providing general supervision, support, recommendations and evaluation of transportation personnel, including 10 behind the wheel trainers, two classroom instructors, and 215 operators
- Conducted pre-employment interviewing, scheduled physicals and drug tests, and final evaluations for new hires
- Supervised and coordinated all driver training programs, trained, supervised, and delegated instructors
- Provided productive informative in-service meetings, safety trainings, monitored safety committee, and ensured that all safety programs and practices were implemented. AFR decreased from 3.67 to 1.64

#### **Driver Development and Safety Supervisor, Laidlaw Education Services (Los Angeles, CA)** *2002 to 2004*

- Oversaw renewal and refresher training for 150 drivers, supervised behind the wheel and classroom instructors

# Hector Vargas

## Director of Safety

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### **Driver Development and Safety Supervisor, Laidlaw Education Services (Los Angeles, CA)** *2001 to 2002*

- Oversaw 250-driver workforce
- Supervised staff of five behind the wheel and one classroom instructor
- Passed all CHP audits evaluating drug and alcohol compliance and facility

### **State Certified Behind the Wheel Trainer/Instructor, Laidlaw Education Services (Los Angeles, CA)** *1998 to 2001*

- Conducted behind the wheel training and classroom instruction to ensure safe driving practices, bus inspection requirements and adherence to transportation policies, rules, and regulations
- Maintained all State, Federal, OSHA, and company required records for all employees and trainees
- Developed training program for potential bus drivers; arranged for final testing and licensing; assisted supervisor with the selection and evaluation of new drivers

### **Education and Training**

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- Commercial Class B license with passenger endorsement and airbrakes
- Certified and licensed to conduct classroom, behind-the-wheel, and in-service instruction
- Workers Compensation Certified
- American Red Cross Instructor
- Behind-the-Wheel Trainer
- OSHA Certified
- Reasonable Suspicion Certified
- Accident Investigation Certified
- Smith System Instructor
- State of California, Department of Education School Bus Driver Instructor's Certificate
- State Instructor's Certificate- California Department of Education
- School Bus Driver's Certificate - California Highway patrol
- Bilingual English/Spanish State of California Department of Motor Vehicles tester to certify California Class B Commercial Driver's Licenses (CDL) with Air Brakes and Passenger endorsements



# JoAnne Harrison

## Accounting Manager

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### Experience

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#### **Accounting Manager, MV Transportation, Inc. (Irvine, CA)** *May 2012 to Present*

- Identifies action items to improve division results
- Prepares 12-month rolling projections, performs analysis of variances between budget, projections, and actual
- Performs dashboard summaries of the monthly changes (and reasons)
- Expanded MV's reporting to include detailed cost center evaluations and comparisons to the prior year
- Leads ongoing recruiting of fixed route bus driver (includes job fairs, outreach to government employment agencies, training reimbursement programs)
- Performs outreach to other MV locations in Los Angeles, San Francisco, Las Vegas and New York
- Worked with IT to customize operations reports, which were deployed nationally for MV's locations
- Compiles daily and biweekly overtime reports and non-revenue evaluations
- Coordinates with IT to produce a method of export, modification, and reimport of bid hours through Trapeze using a Report Manager report, saving four hours a day input time ( for 430+ employees); this export/import is applied to holiday hours, saving 60 hours of data entry for each holiday and is applied to Payable Gaps between shifts
- Implemented forms management and payroll verification procedures, increasing the accuracy and correction of errors reducing the impact of interruptions from drivers and staff on the department

#### **Consulting Accounting Manager, CPS Garten Corp. (Irvine, CA)** *September 2005 to Present*

- Prepared, reviewed and reconciled financial statements for shareholders and bankers
- Responsible for multi-corporate consolidated reporting, payroll, multi-state PR tax reporting, and sales tax reporting
- Designed Crystal report to quickly audit coding on all invoices and to tie the sales tax report to the financial statement
- Performed monthly evaluation of ratios for loans and business plan
- Restructured client invoicing, accounts payable, and cash flow procedures

#### **Accounting Consultant, Caperon Designs, Inc. dba Beco Baby Carrier (Newport Beach, CA)** *May 2007 to January 2012*

- Consultant for fast growing company (50K to 3.2M in sales over four years)
- Worked to establish accounting systems, managed cash flows
- Established banking relations and the first lines of credit
- Implemented a sales report that allowed them to assign productions to customers
- Projected and promoted a successful price increase during a production downturn
- Established a stable flow of product with local manufacturer
- Created a five year projection with multiple scenarios used for valuation purposes, including the company's buyout

# JoAnne Harrison

## Accounting Manager (Continued)

---

### **Treasurer, South Shore Yacht Club (Newport Beach, CA)** *2000 to 2004*

- Implemented budget accounting for a not-for-profit organization
- Reconciled accounts retroactively five years
- Discovered and amended issues and improved profitability

### **Accounting Manager, American Agri-Corp (Newport Beach, CA)** *1984 to 1986*

- Managed limited partnerships; performed due diligence reporting
- Consolidated reporting for seven corporations and 200 limited partnerships
- Supervised AP, AR, and ADP Payroll
- Managed data queries used to compare and reconcile over 200 intercompany accounts

### **Full Charge Bookkeeper, Corbin Yama Fuji Architectural (Newport Beach, CA)** *1982 to 1984*

- Managed billable hours for invoicing, payroll, accounts payable

### **Accounting Manager/ General Contractor, QCM Inc. (Irvine, CA)** *1980 to 1982*

- Managed government projects including UCI, retail projects Limited/Limited Express
- Performed multi-state, job costing/percentage complete activities
- Implemented the first computer conversion from manual peg board to Basic 4
- Managed a four-person accounting team
- Acted as a Notary Public

### **Asst. Business Manager, California Pants (Costa Mesa, CA)** *1976 to 1984*

- Consolidated reporting for nine retail stores
- Acted as warehouse manager; maintained factory relations
- Oversaw AP, AR, and payroll; managed cash flow

## **Education and Training**

---

### **California State University, Fullerton**

- Bachelor's Degree – Specializing in accounting and real estate finance
- Beta Alpha Psi 1990
- Coopers & Lybrand Scholarship 1990
- SBA Consulting Award 1991
- Phi Theta Kappa 2011

# JoAnne Harrison

## Accounting Manager (Continued)

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### **Saddleback College**

- Associates Degree – Computer Information Systems 2011

### **Saddleback College Certification 2011**

- Webmaster, Web Design, Network Administrator, E-Commerce Specialist

### **Passed CPA Exam 1991**

### **Software Knowledge**

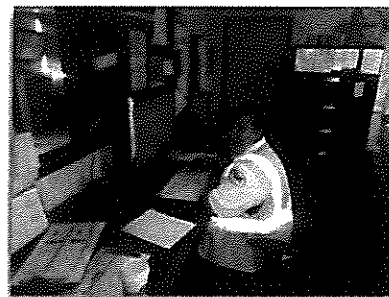
- In-depth experience in Microsoft Sage, Lawson, Fleet Focus, WebPE, WebNow, including custom queries, QuickBooks, Excel (Pivot tables, Dash boards, V-lookup, Data Validation, data dump, VBA), Crystal Reports, and SQL Server Report Manger

### **Professional Affiliations**

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**US Coast Guard Merchant Marine Officer, 100 Ton Masters License, current**

# Sections 7 - 8



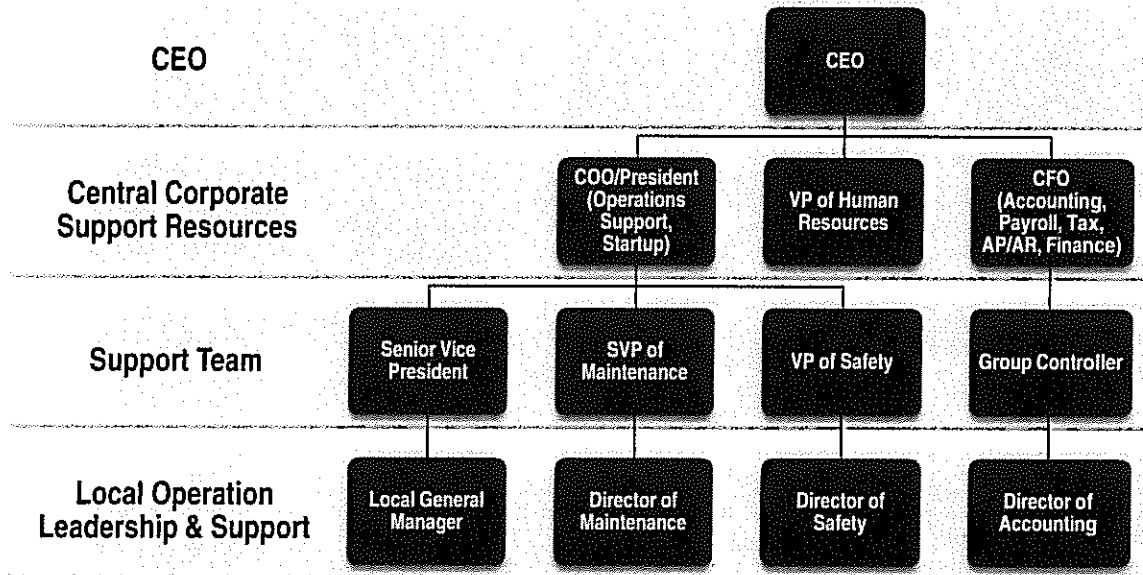


## 7. Quality Assurance Program

### a. Policies and Procedures

**As general manager, Mr. Allan will be responsible for monitoring compliance with policies and procedures and addressing any passenger inquiries or complaints.**

MV's organizational structure supports ongoing quality controls that confirm service is delivered in a manner that is safe, professional, efficient, and cost effective. The program starts with the local operation, is audited and monitored by the regional operations staff, and is supported by the resources and staff of central corporate operations.



### Operational Control Programs

#### *Road Supervision and Operator Evaluations*

Road supervisors are stationed in the service area and are available to respond to any in-field issues that affect service delivery. This includes but is not limited to incidents, passenger disturbances, medical emergencies, vehicle breakdowns, and/or service delays/detours. When needed, they mitigate these service





challenges and work with the operator and dispatchers to expediently resume service. Road supervisors also perform operator evaluations, which occur daily and include ride checks/ride alongs, mobility device securement spot checks, and pull out inspections. These evaluations ensure that each operator is performing his or her duty in the correct and safe manner. Observations made may be used to identify retraining needs. All evaluation forms are retained in each operator's file.

### *Dispatch Monitoring*

Dispatchers continually monitor service throughout the day to ensure routes remain on time and on schedule. They respond to vehicle operators' requests for assistance, coordinating replacement vehicles as needed. When necessary, they will reassign trips to another route in order to maintain route timeliness; if necessary they will contact passengers to notify them of a delay and respond to "where's my ride" calls as needed.

The general manager will oversee the dispatch office to confirm operators receive the appropriate and responsive support. This person will monitor call hold times to make sure calls are responded to in an efficient manner, and they will be available to respond personally to callers requesting to speak to a supervisor.

## **b. Inspection and Fundamentals**

All of MV's locations are required to undergo periodic safety and maintenance audits and inspections. These activities are as follows:

**Safety Inspections (performed by: safety and training manager, frequency: monthly)** – The safety training manager performs safety inspections of the facility work environment monthly. Deficiencies are identified, documented, and corrected. All findings are reported to the regional director of safety, who will follow up on these items during the semi-annual audits.

**Safety Audits (performed by: director of safety, frequency: semiannual)** – The safety audit is a full day inspection of the operating facility in which the regional director ensures all safety elements are in place and performing as designed. The location is audited for compliance with company and customer safety policies, rules, regulations, standards, codes, procedures and requirements. During this review, all employee training files are reviewed for compliance. All safety-related programs, issues, awareness, and reporting are reviewed for effectiveness and recommendation.

**Facility Audits (performed by: regional director of maintenance, frequency: annual)** – Facility audits include an inspection of the operating facility and a preventive maintenance inspections of all facility systems and subsystems. In



addition to facility audits, locations undergo annual fire inspections and insurance underwriter inspections.

**Preventive Maintenance Inspection "Rerack" (performed by: maintenance manager, frequency: monthly)** – This reviews the quality and completeness of preventive maintenance inspections. The inspector will completely reinspect 10 percent of the fleet under the PM inspection to ensure completeness.

**Semi-Annual Shop Audit (performed by: regional director of maintenance, frequency: semiannual)** – This audit includes a review of the facility, environmental compliance, tools and equipment, office administration, records and maintenance safety and training. Upon completion of the audit, an action plan will be developed to resolve any issues identified.

### c. Quality Control Documentation, Review, and Reporting

Operational reporting provides service statistics necessary to gauge service quality, ensure contractual compliance, acquire transit funding, and for completion of all National Transit Database (NTD) reporting. A large portion of the service data is collected and reported using MV's Lawson Accounting and HR ERP and other third party data collection systems.

As required, MV will track the following items to ensure it is meeting the standards outlined by the County and the Company:

As required, MV will track the performance requirements as outlined in Exhibit F, to ensure it is meeting the standards outlined by the County and the Company:

- Permanent service vehicles;
- On-time performance;
- Service vehicle not available;
- Complaints;
- General reporting;
- National Transit Database reporting;
- LACMTA Re audit of annual NTD report
- Weekly maintenance inspections;
- Daily vehicle inspection (DVI) reports;
- Preventive maintenance;
- Shutdown of vehicles;



- Deficient vehicle condition;
- Vehicle emissions (engine smog);
- Permanent vehicle rejection;
- Incorrectly set destination signs;
- County service vehicle warranty;
- Off-routing;
- Controlled substance and alcohol testing;
- Maintenance personnel;
- Trips not made;
- Non-ADA service vehicle;
- Violation of storage and maintenance facilities;
- Storage of County service vehicles;
- Implementation of email and internet access;
- 24-hour contact;
- Unresolved service vehicle claims;
- Service vehicle transfer audit;
- Health, safety and comfort;
- Personnel;
- Timely repairs to County-provided service vehicles;
- Interruption of Revenue service to refuel service vehicles;
- Marketing and Advertising
- Fines by regulatory and governmental agencies; and
- AVL devices

It is also important to update the team on its performance; MV continuously updates and shares performance results during location safety meetings.

MV will maintain all records for the life of the contract through its fleet management computer system. All documents are available to the County.





## Customer Feedback and Quality Measurements

Safety, maintenance, and operational statistics tell MV's team how it is performing within its contract – relative to contractual and industry standards; however, not all performance measurement is quantifiable. MV's regional team will maintain an open and honest dialogue with its customers to ensure the company is meeting quality standards.

MV's senior vice president and vice president of business development will meet frequently with County staff to discuss the local team's performance. As needed, these individuals will garner additional resources necessary to correct any issues.

Please refer to proposal section *12 Record Keeping* for additional information.



## 8. Subcontractors

MV does not anticipate the use of subcontractors in the performance of this work.



## Section 9





## 9. Financial Resources

MV is a privately held firm that has neither been bought by nor merged with another firm. The lack of this debt load associated with such transactions has allowed MV to control interest costs and keep money in the pockets of its customers and employees and out of those of lenders.

Please see MV's confidential audited Financial Statements for 2013–2015 enclosed separately in a sealed envelope included with the original proposal submittal. The Company's financial position is solid, and has strengthened over the last three years as evidenced by the increase in working capital and working capital current ratios. The Company has the financial resources and wherewithal to meet its financial obligations. For more information regarding the financial viability of MV, please contact Mr. Robert Pagorek, chief financial officer, at (972) 391-4641.





## Sections 10 - 12





## 10. Licenses and Certifications

At the time of release of future IFBs, MV will submit copies of the employees and/or subcontractors licenses and certifications required to perform the work.



## 11. Insurance

MV has the ability to provide insurance coverage of the types and levels required in the RFP. Please see Form PW-16 included in section 13 Forms List.





## 12. Record Keeping

MV's general manager, Mr. Allan, will ensure appropriate record keeping and provide timely, reliable management reports in line with RFP requirements. Please see Form LW-9 included in section *13 Forms List*. MV fully complies with all State and Federal labor regulations and record keeping requirements.

MV has developed an in-house system which interfaces with third party systems to track data, such as revenue/non-revenue miles/hours, trips, etc., and compiles the data into reports. This system is designed to collect and store the data needed allowing summary reports to be generated in reader-friendly formats. By using this system to generate billing, payroll, and operational reporting, duplicative data entry and subsequent manual errors are greatly reduced. One of this product's strongest assets is that it can interface with third party products.

In addition, MV uses Lawson Software's Enterprise Resource Planning Solution both in its corporate office and at its operating locations. The Lawson Financial Suite includes General Ledger, Accounts Receivable, and Accounts Payable. The Lawson Human Resources Suite includes Personnel Administration, Benefits Administration, Payroll, Time Management, and Employee and Manager Self-Service. Lawson software is a fully integrated, web-enabled solution, which MV run on an NT platform. The software is scalable to allow for growth of the company without having capacity concerns. The web-enabled feature allows Company management to selectively determine which processes and controls should be centralized versus decentralized.

MV is able to meet the FTA/NTD reporting requirements. Currently MV provides these reports to many of MV's clients who receive Federal funding and are required to submit the FTA/NTD reports. MV uses the accepted FTA sampling methodology and has systems in place to collect and report this information per the guidelines of the National Transit Database Reporting Manual.

MV believes in proper data backup and off-site storage of data backups in the event of a fire or other catastrophic event. MV will set up the local computer network during the service transition to ensure proper connectivity, security levels, password protection, and local technical support. MV will work with the County's IT staff in whatever manner necessary to ensure the success of this setup.

In addition, please refer to proposal *section 7.c Quality Control Documentation, Review, and Reporting* for additional record keeping detail.





## Sections 13 - 14



### 13. Forms List

MV has provided all required forms following this section.



# FORMS

**TABLE OF FORMS  
(LIVING WAGE CONTRACT)**

PW-1	VERIFICATION OF PROPOSAL
PW-2	SCHEDULE OF PRICES
PW-3	COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM APPLICATION FOR EXCEPTION AND CERTIFICATION FORM
PW-4	CONTRACTOR'S INDUSTRIAL SAFETY RECORD
PW-4.1	CONTRACTOR'S DRIVERS SAFETY RECORD
PW-5	CONFLICT OF INTEREST CERTIFICATION
PW-6	PROPOSER'S REFERENCE LIST
PW-7	PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION
PW-8	LIST OF SUBCONTRACTORS
PW-9	REQUEST FOR LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM CONSIDERATION AND CBE FIRM/ORGANIZATION INFORMATION FORM
PW-10	GAIN AND GROW EMPLOYMENT COMMITMENT
PW-11	TRANSMITTAL FORM TO REQUEST AN RFSQ SOLICITATION REQUIREMENTS REVIEW (Submit only if requesting a review.)
PW-12	CHARITABLE CONTRIBUTIONS CERTIFICATION
PW-13	TRANSITIONAL JOB OPPORTUNITIES PREFERENCE APPLICATION
PW-14	PROPOSER'S LIST OF TERMINATED CONTRACTS
PW-15	PROPOSER'S PENDING LITIGATIONS AND JUDGMENTS
PW-16	PROPOSER'S INSURANCE COMPLIANCE AFFIRMATION
PW-17	CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM
PW-18	REQUEST FOR DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PREFERENCE PROGRAM CONSIDERATION FORM
PW-19	PROPOSER'S COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE RFSQ
PW-20	STATEMENT OF EQUIPMENT FORM
PW-21	DISPLACED TRANSIT EMPLOYEE PROGRAM

**LIVING WAGE PROGRAM**

LW-1	LOS ANGELES COUNTY CODE CHAPTER 2.201 - LIVING WAGE PROGRAM
LW-2	LIVING WAGE ORDINANCE - APPLICATION FOR EXEMPTION (If requesting exemption, submit at least seven days before due date for Proposals.)

- LW-3 LIVING WAGE RATE ANNUAL ADJUSTMENTS
- LW-4 ACKNOWLEDGMENT AND STATEMENT OF COMPLIANCE FOR LIVING WAGE ORDINANCE AND CONTRACTOR NON-RESPONSIBILITY DEBARMENT
- LW-5 LABOR/PAYROLL/DEBARMENT HISTORY
- LW-6 GUIDELINES FOR ASSESSMENT OF PROPOSER LABOR LAW/PAYROLL VIOLATIONS
- LW-7 PROPOSER'S EMPLOYEE BENEFITS
- LW-8 PROPOSER'S STAFFING PLAN AND COST METHODOLOGY
- LW-9 WAGE AND HOUR RECORD KEEPING FOR LIVING WAGE CONTRACTS

**ATTACHMENTS**

1. COUNTY OF LOS ANGELES POLICY ON DOING BUSINESS WITH SMALL BUSINESS
2. DEBARRED VENDORS REPORT
3. COUNTY OF LOS ANGELES LOBBYIST ORDINANCE

VERIFICATION OF PROPOSAL

DATE: May 27, 2016 THE UNDERSIGNED HEREBY DECLARES AS FOLLOWS:

1. This Declaration is given in support of a Proposal for a Contract with The County of Los Angeles. The Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the Proposal may be rejected at the Director's sole judgment and her judgment shall be final.

2. Name of Service: County of Los Angeles, Department of Public Works Fixed Route and Dial-A-Ride Transit Services 2016-SQPA001

DECLARANT INFORMATION

3. Name Of declarant: Amy Barry

4. I Am duly vested with the authority to make and sign instruments for and on behalf of the Proposer(s). Yes

5. My Title, Capacity, Or Relationship to the Proposer(s) is: Assistant Secretary

PROPOSER INFORMATION

6. Proposer's full legal name: MV Transportation, Inc. Telephone No.: 972.391.4650

Physical Address (NO P.O. BOX): 479 Mason St., Ste. 221, Vacaville CA 95688 Mobile No.: 214.662.0499

e-mail: justin.pate@mvtransit.com Fax No.: 972.391.4750

County WebVen No.: 11124801 IRS No.: 94-2491705 Business License No.: 295591-11 (Paramount, CA)

7. Proposer's fictitious business name(s) or dba(s) (if any): N/A

County(s) of Registration: State: Year(s) became DBA:

8. The Proposer's form of business entity is (CHECK ONLY ONE):

Sole proprietor Name of Proprietor:  
 A corporation: Corporation's principal place of business: 5910 N. Central Expressway, Suite 1145, Dallas TX 75206  
 State of incorporation: California Year incorporated: 1978

Non-profit corporation certified under IRS 501(c) 3 and registered with the CA Attorney General's Registry of Charitable Trusts President/CEO:  
 Secretary:

A general partnership: Names of partners:  
 A limited partnership: Name of general partner:  
 A joint venture of: Names of joint venturers:  
 A limited liability company: Name of managing member:

9. The only persons or firms interested in this proposal as principals are the following:

Name(s) MV Transportation, Inc.	Title	Phone 972.391.4650	Fax 972.391.4750
Street	City	State	Zip
Name(s)	Title	Phone	Fax
Street	City	State	Zip

10. Is your firm wholly or majority owned by, or a subsidiary of another firm?  No Yes

If yes, name of parent firm: \_\_\_\_\_  
 State of incorporation/registration of parent firm: \_\_\_\_\_

11. Has your firm done business under any other name(s) within the last five years?  No Yes If yes, please list the other name(s):  
 Name(s): \_\_\_\_\_ Year of name change: \_\_\_\_\_  
 Name(s): \_\_\_\_\_ Year of name change: \_\_\_\_\_

12. Is your firm involved in any pending acquisition or merger?  No Yes

If yes, indicate the associated company's name: \_\_\_\_\_

13. Proposer acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and the Director's judgment shall be final.

I am making these representations and all representation contained in this proposal based on information that they are true and correct to the best of my information and belief.

I declare under penalty of perjury under the laws of California that the above information is true and correct.

Signature of Proposer or Authorized Agent:  Date: May 27th, 2016

Type name and title: Amy Barry, Assistant Secretary

Not required to be submitted during SOQ.

**FORM PW-2**

**SCHEDULE OF PRICES FOR (LOCATION)**

The undersigned Proposer offers to perform the work described in the Request for SOQ for the following price(s). The Proposer rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

Item	Description	Hourly Rate	Estimated Annual Hours	Annual Price (Hourly Rate x Estimated Annual Hours)
1.	Rate for Contractor-Provided Service Vehicle	\$ _____/Hour	N/A	\$ _____
2.	Rate for County-Owned Service Vehicle	\$ _____/Hour	N/A	\$ _____
ESTIMATED TOTAL ANNUAL HOURS			N/A	
PROPOSED ANNUAL PRICE \$ _____				

**OPTIONAL SUPPLEMENTAL TAXI RATE (DIAL-A-RIDE SERVICE ONLY)**

Item	Description	Cost Per Mile	Estimated Annual Miles	Optional Supplemental Taxi Price (Cost Per Mile x Estimated Annual Mile)
1.	Supplemental Taxi Rate per Mile - (Optional)	\$ _____/Mile	N/A	\$ _____

<b>TOTAL PROPOSED ANNUAL PRICE</b> [(Proposed Annual Price for Annual Price and Optional Supplemental Taxi Price) (FOR EVALUATION PURPOSES ONLY)]	\$ _____
---	----------

LEGAL NAME OF PROPOSER		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL		
TITLE OF AUTHORIZED PERSON		
DATE	STATE CONTRACTOR'S LICENSE NUMBER (IF APPLICABLE)	LICENSE TYPE (IF APPLICABLE)
PROPOSER'S ADDRESS		
PHONE	FACSIMILE	E-MAIL

**COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM  
APPLICATION FOR EXCEPTION AND CERTIFICATION FORM**

This contract is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program) (Los Angeles County Code, Chapter 2.203). All contractors and subcontractors must complete this form to either (1) request an exception from the Program requirements or (2) certify compliance. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the bidder or proposer is excepted from the Program.

Company Name: MV Transportation, Inc.		
Company Address: 5910 N. Central Expressway, Suite 1145		
City: Dallas	State: TX	Zip Code: 75206
Telephone Number: 972.391.4650		
(Type of Goods or Services):		

**If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (you must attach documentation to support your claim). If the Jury Service Program applies to your business, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, sign and date this form.**

**Part I: Jury Service Program Is Not Applicable to My Business**

My business does not meet the definition of "contractor," as defined in the Program as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract/purchase order itself will exceed \$50,000). I understand that the exception will be lost, and I must comply with the Program if my revenues from the County exceed an aggregate sum of \$50,000 in any 12-month period.

My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exemption will be lost, and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

"Dominant in its field of operation" means having more than ten employees, including full-time and part-time employees, and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.

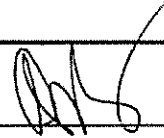
"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

My business is subject to a Collective Bargaining Agreement that expressly provides that it supersedes all provisions of the Program. **ATTACH THE AGREEMENT.**

**Part II: Certification of Compliance**

My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

**I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.**

Print Name: Amy Barry	Title: Assistant Secretary
Signature: 	Date: May 27th, 2016



**CONTRACTOR'S INDUSTRIAL SAFETY RECORD**

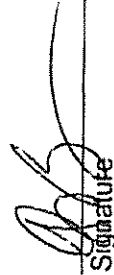
PROPOSED CONTRACT FOR: County of Los Angeles, Department of Public works Fixed Route and Dial-A-Ride Transit Services 2016-SQPA001  
 SERVICE BY PROPOSER MV Transportation, Inc.  
 PROPOSAL DATE: 06/15/2016

This information must include all work undertaken in the State of California by the proposer and any partnership, joint venture, or corporation that any principal of the proposer participated in as a principal or owner for the last five calendar years and the current calendar year prior to the date of proposal submittal. Separate information shall be submitted for each particular partnership, joint venture, corporate, or individual proposer. The proposer may attach any additional information or explanation of date which the proposer would like taken into consideration in evaluating the safety record. An explanation must be attached to the circumstances surrounding any and all fatalities.

5 CALENDAR YEARS PRIOR TO CURRENT YEAR

	2011	2012	2013	2014	2015	Total	Current Year to Date
1. Number of contracts.	116	111	110	140	129	606	118
2. Total dollar amount of Contracts (in thousands of dollars).	\$355,545	\$344,261	\$338,590	\$321,733	\$309,751	\$298,529	Current Year to Date
3. Number of fatalities.	0	0	0	0	0	0	information is unavailable at this time.
4. Number of lost workday cases.	211	208	168	142	159	888	
5. Number of lost workday cases involving permanent transfer to another job or termination of employment.	14	15	5	Not Available.	Not Available	Not Available.	
6. Number of lost workdays	9,778	8,051	10,604	6,502	7,563	42,498	

The above information was compiled from the records that are available to me at this time, and I declare under penalty of perjury that the information is true and accurate within the limitations of those records.

  
 Signature

Amy Barry, Assistant Secretary  
 Name of Proposer or Authorized Agent (print) May 27th, 2016  
 Date

**CONTRACTOR'S DRIVER SAFETY RECORD**

The requested information must include all bus operations related work undertaken within the State of California by the Proposer and/or any partnership, joint venture, or corporation that any principal of the Proposer participates in as a principal or owner during the last five-calendar years. Separate information shall be submitted for each particular partnership, joint venture, corporate, or individual Proposer. Proposer may attach any additional information and/or explanation of the data, which the Proposer would like taken into consideration by the County in evaluating the Proposer's drivers' safety record. An explanation must be attached for circumstances surrounding any and all fatalities within the last five-calendar years.

The Proposer shall provide below its total number of Bus Revenue Service Miles, its total number of National Transit Database (NTD) reportable bus accidents and fires, and its total number of bus fatalities, if any, for each of the last five-calendar years. The NTD uses the following Federal Transportation Authority's definition of a reportable accident:


- a. Injuries requiring immediate medical attention.
- b. Property damage equal to or greater than \$7,500, including all damage (transit and nontransit) resulting from the accident.
- c. All nonarson fires that occur in a revenue service bus (operating in or out of revenue service).

**Five-Calendar Years Prior to Current Year**

	2011	2012	2013	2014	2015	Five-Year Average
1 Total Bus Revenue Miles	88,551,031	89,379,271	90,818,269	96,723,268	90,632,519	91,220,872
2 Total Number of NTD Reportable Accidents	153	302	193	280	196	225
3 Total Number of Fatalities	5	1	3	1	5	3
4 Rate of Accidents/100,000 Bus Revenue Miles	.172	.338	.213	.289	.216	.247
5 Rate of Fatalities/100,000 Bus Revenue Miles	.0056	.0011	.0033	.001	.006	.003

The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the limitations of those records.

MV Transportation, Inc.  
 Name of Proposer  
5910 N. Central Expressway, Suite 1145  
 Address  
Dallas, TX                      75206  
 City                                      Zip Code

  
 Signature  
CA0054849 (Private Carrier), TCP0012064 (Class B Charter-Party)  
 PUC Permit Number and Classification  
972.391.4650  
 Telephone Number

## **Attachment to Form PW-4.1 – Contractor’s Driver Safety Record**

As a national transportation management firm with numerous contracts and employees, MV is involved in claims and litigation in the normal course of business. MV has liability, workers’ compensation and employment-related claims in the settlement or claims process. The company’s legal and risk management teams work continuously to handle these matters, none of which are of a size or scope to impact this contract. The company maintains insurance coverage with deductibles or self-insured retentions and limits that the Company believes are appropriate.

There is presently no litigation against the company which is not subject to insurance coverage or which MV believes would threaten the financial stability of the company or its ability to perform any of its contractual obligations. The details of current and pending claims and litigation are confidential; if the County of Los Angeles, Department of Public Works, requires more information on claims for the purpose of evaluating MV, please contact Mr. Bob Hargis, executive vice president of risk management at (712) 764-3720.

## CONFLICT OF INTEREST CERTIFICATION

I, Amy Barry

- sole owner  
 general partner  
 managing member  
 President, Secretary, or other proper title) Assistant Secretary

of MV Transportation, Inc.

Name of proposer

make this certification in support of a proposal for a contract with the County of Los Angeles for services within the scope of Los Angeles County Code, Section 2.180.010, which provides as follows:

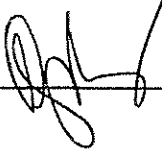
**Contracts Prohibited.** A. Notwithstanding any other section of this code, the county shall not contract with, and shall reject any bid or proposal submitted by, the persons or entities specified below, unless the board of supervisors finds that special circumstances exist which justify the approval of such contract.

1. Employees of the County or of public agencies for which the board of supervisors is the governing body;
2. Profit-making firms or businesses in which employees described in subdivision 1 of subsection A serve as officers, principals, partners, or major shareholders;
3. Persons who, within the immediately preceding 12 months, came within the provisions of subdivision 1 of subsection A, and who:
  - (a) Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
  - (b) Participated in any way in developing the contract of its service specifications; and
4. Profit-making firms or businesses in which the former employees described in subdivision 3 of subsection A, serve as officers, principals, partners, or major shareholders.

I hereby certify I am informed and believe that personnel who developed and/or participated in the preparation of this contract do not fall within scope of the Los Angeles County Code, Section 2.180.010, as cited above. Furthermore, that no County employee whose position in the County enables him/her to influence the award of this contract, or any competing contract, and no spouse or economic dependent of such employee is or shall be employed in any capacity by the Contractor herein, or has or shall have any direct or indirect financial interest in this contract. I understand and agree that any falsification in this Certificate will be grounds for rejection of this Proposal and cancellation of any contract awarded pursuant to this Proposal.

I certify under penalty of perjury under the laws of California that the foregoing is true and correct.

Signed


Date May 27th, 2016

PROPOSER'S REFERENCE LIST

PROPOSER NAME: MV Transportation, Inc.

PROPOSED CONTRACT FOR: County of Los Angeles, Department of Public Works, Fixed Route and Dial A-Ride Transit Services 2016-SQPA001

Provide a comprehensive reference list of all contracts for goods and/or services provided by the Proposer during the previous three years. Please verify all contact names, telephone and fax numbers, and e-mail addresses before listing. Incorrect names, telephone and/or fax numbers, or e-mail addresses will be disregarded. Use additional pages if required.

**A. COUNTY OF LOS ANGELES AGENCIES**

All contracts with the County during the previous three years must be listed.

SERVICE:	SERVICE DATES:
DEPT/ DISTRICT:	
CONTACT: Please see attached contract list.	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	SERVICE DATES:
DEPT/DISTRICT:	
CONTACT:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	SERVICE DATES:
DEPT/ DISTRICT:	
CONTACT:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	SERVICE DATES:
DEPT/DISTRICT:	
CONTACT:	
TELEPHONE:	
FAX:	
E-MAIL:	

**B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES**

SERVICE:	SERVICE DATES:
AGENCY/ FIRM:	
ADDRESS:	
CONTACT: Please see attached contract list.	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	SERVICE DATES:
AGENCY/ FIRM:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	SERVICE DATES:
AGENCY/ FIRM:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	SERVICE DATES:
AGENCY/ FIRM:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
FAX:	
E-MAIL:	

MV Contracts for the Previous Three Years

COUNTY OF LOS ANGELES AGENCIES										
Account Name / Account Name	Contract Name	Service Start Date	Service End Date	Service Type	Last Name	Title	Phone	Fax	Email	Mailing Address
Los Angeles	Arborea and Lenora Shuttle Services	9/1/2014	Present	Public Shuttle	Vanessa John	Administrative Services Director	(626) 458-5960	(626) 458-4194	vjohn@glow.lacounty.gov	900 S Fremont Avenue, Alhambra, CA 91803
Los Angeles	King Medical Center Shuttle	6/1/2011	Present	Private (Corporate) Shuttle	Rafael Ziegler	Assistant Transit Analyst	(626) 458-5934	(626) 979-5313	rziegler@glow.lacounty.gov	900 S. Fremont Avenue, Alhambra, CA 91803
Los Angeles	Avalon Heights, Barstow, W & E Valinda Shuttle Services	9/1/2014	Present	Public Shuttle	Vanessa	Administrative Services Director	(626) 458-5960	(626) 458-4194	vjohn@glow.lacounty.gov	900 S. Fremont Avenue, Alhambra, CA 91803
Los Angeles	Frontier Firestone/Walnut Park & Baldwin Hills Shuttle Services	9/1/2014	Present	Public Shuttle	Vanessa	Administrative Services Director	(626) 458-5960	(626) 458-4194	vjohn@glow.lacounty.gov	900 S. Fremont Avenue, Alhambra, CA 91803
Los Angeles	Windsorbrook DASH Shuttle	7/1/2011	Present	Paratransit	Eugenia	Assistant Transit Analyst	(626) 458-5932	(626) 979-5313	eushoma@glow.lacounty.gov	900 S. Fremont Avenue, Alhambra, CA 91803
Los Angeles Department of Transportation (LADOT)	Operation of the CityLink Program	2/1/2016	Present	Paratransit	Corrine	Supervising Transportation Planner I	(213) 928-9745	(213) 560-5458	cralph@lacty.org	Mail Stop 725 221 N. Figueroa St., Suite 400, Los Angeles, CA 90012
Los Angeles Department of Transportation (LADOT)	Operations of LADOT Bus Transit Operations Central Region	5/10/2008	Present	Fixed Route	Corrine	Supervising Transportation Planner I	(213) 928-9745	(213) 560-5458	cralph@lacty.org	Mail Stop 725 221 N. Figueroa St., Suite 400, Los Angeles, CA 90012
Los Angeles Department of Transportation (LADOT)	Operations of LADOT Bus Transit Operations North Region	6/1/2017	Present	Fixed Route	Corrine	Supervising Transportation Planner I	(213) 928-9745	(213) 560-5458	cralph@lacty.org	Mail Stop 725 221 N. Figueroa St., Suite 400, Los Angeles, CA 90012
Los Angeles Department of Transportation (LADOT)	Operation of the LADOT Bus Transit Operations South Region	9/1/2011	Present	Fixed Route	Corrine	Supervising Transportation Planner I	(213) 928-9745	(213) 560-5458	cralph@lacty.org	Mail Stop 725 221 N. Figueroa St., Suite 400, Los Angeles, CA 90012
Los Angeles Department of Transportation (LADOT)	Community DASH North/South/IS	5/10/2008	Present	Fixed Route	Corrine	DASH Supervisor / Chief of Transit	(213) 928-9745	(213) 928-9745	corinne.cralph@lacty.org	100 Main St, 10th floor, Los Angeles, CA 90012
Los Angeles Metropolitan Transportation Authority	Contracted Transportation Services	10/31/2010	Present	Fixed Route	Tamara	Contract Administrator	(213) 922-7453	(213) 922-1091	tralf@metrolink.net	One Gateway Plaza, Los Angeles, CA 90012 7917
Los Angeles World Airports (LAWA)	Hollywood and Westwood Flyaway Service	3/2/2015	Present	Airport Shuttle	Christina	Transportation Manager	(424) 646-2196	(424) 646-9526	ccorne@lawa.org	6023 West Century Blvd., Ste 400, Los Angeles, CA 90021 USA
Beverly Hills	Fixed Route, Dial A Ride and Trolley Transportation Services	8/1/2007	Present	Paratransit	Fern Spinae	Social Services & Transportation Program Administrator	(310) 848-6370	(310) 848-6565	pspinae@bhwa.org	8120 Santa Monica Bl, West Hollywood, CA 90069 6211
Beverly Hills	Fixed Route, Dial A Ride and Trolley Transportation Services	8/1/2007	Present	Paratransit	Martha	Transportation Planner	(310) 285-2542	(310) 958-5965	martha@beverlyhills.org	145 Lombard Road, Beverly Hills, CA 90210
Burbank	Burbank Bus Transit Operation Services	8/1/2011	Present	Paratransit	Tom	Transportation Planner	(818) 238-6358	(818) 238-5351	tom@burbank.ca.us	275 E. Olive Ave., Burbank, CA 91510
Burbank	Courtesy Shuttle Services	11/1/2015	Present	Fixed Route	Adam Janowicz	Director of Operations	(818) 239-0795		janowicz@burbank.ca.us	2627 N. Hollywood Way, Burbank, CA 91505
Compton	Compton Renaissance Transit System	9/8/2003	Present	Fixed Route	John	Transportation Planner	(310) 625-5005	(310) 625-5285	john@landofcompton.org	205 South Wilshirebrook Avenue, Compton, CA 90220
West Covina	Fixed Route Shuttle & DASH Services for the City of West Covina	3/1/2014	Present	Multimode	Scott	Community Services manager	(626) 939-8443	(626) 939-8675	scott.semlowicz@westcovina.org	1411 West Garvey, West Covina, CA 91790 US
Carson City	Jump Around Carson Fixed and Paratransit Services (JAC)	7/1/2002	Present	Multimode	Patrick	Transportation Manager	(714) 881-2355 ext. 7306	(714) 881-2112	patrick@carson.org	3505 Buell Way, Carson City, NV 89701
Downey	DowneyLink Fixed Route	7/1/2007	Present	Fixed Route	John	Assistant City Manager	(562) 924-7736	(562) 924-7236	john@downeyca.org	7850 Chari Drive, Downey, CA 90241 USA
Downey	Downey Dial A Ride	1/10/2007	Present	Paratransit	John	Assistant City Manager	(562) 924-7736	(562) 924-7236	john@downeyca.org	7850 Chari Drive, Downey, CA 90241 USA
Glendale	Beverly	7/1/2002	Present	Fixed Route	Kathryn	Transportation Manager	(818) 937-8330	(818) 407-1077	kergel@glendale.ca.us	633 E Broadway #300, Glendale, CA 91206
La Mirada	La Mirada Transit Services	7/1/2008	Present	Paratransit	Lisa	Community Services Supervisor	(562) 902-3125	(562) 943-9418	lmirada@cityoflamirada.org	La Mirada, CA
Lynwood	Lynwood Trolley Services	4/1/2007	Present	Fixed Route	Levy	Senior Construction Engineers and Transportation Services	(310) 623-0210 ext. 506	(310) 601-0229	llevy@lynwood.ca.us	11330 Bulfinch Road, Lynwood, CA 90262
California State Polytechnic University	EA State Polytechnic Univ Shuttle	7/1/2015	Present	Public Shuttle	David	Transportation Planning and Transportation Services	(909) 869-3233	(909) 869-3001	david@polytechnic.edu	3821 West Temple Avenue, Pomona, CA 91768 USA
Santa Clarita	Route and ASL Services	8/1/2008	Present	Multimode	Adrian	Transit Manager	(661) 295-6585	(661) 295-6393	adrian@cityofsanclarita.com	28150 Constellation Road, Santa Clarita, CA 91355
Torrance	(MAX)Commuter Bus Service	7/1/2005	6/30/2013	Fixed Route	Ian	Administrative Analyst	(310) 618-6734	(310) 618-6279	ian@cityoftorrance.gov	20500 Madonna Ave, Torrance, CA 90503
Whittier	City of Whittier/La Habra Dial a ride Service Operation	8/1/2007	Present	Paratransit	Irfi	Transit Operations Manager	(918) 938-6453		irficheff@cityofjacksonville.nc.us	PO Box 128, Jacksonville, NC 28541

B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

Account Name / Account Name	Contract Name	Service Start Date	Service End Date	Service Type	Last Name	Title	Phone	Fax	Email	Mailing Address
Abbott Laboratories	Abbott Labs Shuttle Service	4/1/2009	Present	Private (Corporate) Shuttle	Diane Lopez	Manager, Corporate fleet	(214) 667-3317		diane_lopez@abbott.com	100 Abbott Park Road, Abbott Park, IL 60064 USA
Abtco Inc.	Abtco, Inc. Shuttle Services	10/6/2014	Present	Private (Corporate) Shuttle	MARGARET	Junior Corporate Purchasing Agent	(847) 938-6695		margaret_lorenz@abtco.com	1401 Sheridan Road, North Chicago, Illinois 60064 Cook
Access Services	Parents with Disabilities Program	6/1/2013	Present	Paratransit	Rike Greenwood	Deputy Executive Director	(213) 270-6090		greenwood@accessa.org	1449 Santa Anita Ave., 2nd Floor, El Monte, CA 91731 USA
Access Services	Access Services Specialized Services	7/1/2007	Present	Paratransit	Shelly Vermeer	Executive Director	(213) 270-6081	(213) 324-6183	vermeer@accessa.org	3440 Santa Anita Ave., 2nd floor, Los Angeles, CA 90031
Access Services	San Fernando Valley Region Access Services Inc. Overflow Services	7/1/2009	6/30/2013	Paratransit	Steven Chang	Contract Administrator	(213) 270-6083	(213) 324-6183	zhung@sls.org	3449 Santa Anita Ave., 2nd floor, Los Angeles, CA 90031
Access Services	Subcontractor Agreement to Provide Transportation	5/1/2014	Present	HEART/NET	Edgar Martinez	Contract Administrator	(855) 584-3330		edgar.martinez@evc.net	6280 South Syracuse Way #100, Greenwood Village, CO 80111
Alaska Community Coordinatd Metropolitan Transportation Planning Organization for the Community Transportation Provider	Gameville Urbanized	10/1/2003	Present	Paratransit	Robert Lee	CEPP program manager	(352) 264-6707		rob@cityofalachuacounty.us	218 SE 24th Street, Gainesville, FL 32641 USA
Alameda	Fixed Route Shuttle Service for the Alameda Paratransit Program	3/22/2010	Present	Fixed Route	Matthew	Public Works Department	(510) 749-5890	(510) 749-5867	matthew@ci.alameda.ca.us	2063 Santa Clara Avenue, Alameda, CA 94501



MV Contracts for the Previous Three Years

B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

Agency	Contract Start	Contract End	Contract Description	Contract Value	Contract Status	Contract Type	Contract Manager	Contract Contact	Contract Address	Contract Phone	Contract Email
Erhardt Transportation LLC El Paso	1/7/2012	1/6/2015	Paratransit Management and Operation Transit and Lift System	866,327,305	Present	Paratransit	General Manager	Mustafa Isal	PO Box 2010, Dimmam, Eastern Province 31451 Kingdom of Saudi Arabia	966 3827 5391	emustafa.jal@erhardt.com
ElderCare of Alachua County, Inc.	11/13/2012	Present	Public Transit Service (Senior Center)	(913) 312,3095	Present	Paratransit	Paratransit Services	Peretz	5081 First Wilson, El Paso, TX 79906	(913) 312,3095	peretz@eldercare.org
Elk Grove	1/1/2007	Present	Computer Fixed Route, ADA Complementary Paratransit and Door to Door Services	(352) 345,9040	Present	Paratransit	Manager of Program Operations	Lee	5701 NW 34th Street, Gainesville, FL 32605	(352) 345,9040	lee@elkgrovetransit.com
Elko Area Transit Service	1/7/2005	Present	Door to Door Operations	(916) 587,3030	Present	Multimodal	Transit Systems Manager	Lolita Weaver	8401 Laguna Palms Way, Elk Grove, CA 95624	(916) 587,3030	lweaver@elkgrovetransit.com
Elmoreville Transportation Management Association (ETMA)	10/1/2013	Present	Elmoreville Public Transit	(773) 748,0359	Present	Multimodal	Transit Coordinator	Walter	571 Walnut Street, Elmoreville, NC 28541	(773) 748,0359	walter@etma.org
Englewood	3/1/2013	Present	Shuttle Operation and Maintenance Services for Emergency Ground, West Berkeley Shu	(925) 937,0930 ext 717	Present	Private (Corporate) Shuttle	Director of Finance and Operations	Recey	1676 N. California Blvd, Suite 400, Walnut Creek, CA 94596 United States	(925) 937,0930 ext 717	recey@englewood.com
Enlifax	1/1/2010	Present	Area Shuttle	(938) 367,2341	Present	Public Shuttle	Director	Harold	1000 Englewood Parkway, Englewood, CO 80110	(938) 367,2341	harold@englewood.com
Enlifax	11/1/2002	Present	FASTRAM Paratransit Services, Operation and Maintenance Services Fairfax Connector Bus System	(703) 324,7060	Present	Paratransit	FASTRAM - Division Director	Patricia	12011 Government Cir, Fairfax, VA 22035	(703) 324,7060	patricia@englewood.com
Enlifax	6/28/2009	Present	Fixed Route	(703) 977,5618	Present	Fixed Route	Transit Services Division	Car	Centerpointe 1 Office Building, 4050 Legano Road 4th Floor, Fairfax, VA 22033 2867	(703) 977,5618	jeffrey@enlifax.com
Enlifax	11/1/2008	Present	Private (Corporate) Shuttle	(513) 758,7670	Present	Private (Corporate) Shuttle	Executive Assistant	Michelle	3049 Research Drive, Richmond, CA 94806	(513) 758,7670	michelle@enlifax.com
Enlifax	4/16/2002	Present	Paratransit	(658) 286,3374	Present	Paratransit	Registration Coordinator	Jae	658 Shell Blvd, Foster City, CA 94404	(658) 286,3374	jae@enlifax.com
FFI Management, Inc.	1/1/2012	Present	Bracker Senior Apartments	(408) 361,4610	Present	Private (Corporate) Shuttle	General Services Manager Housing Authority of Santa Clara County	Reine	505 W. Julian Street, San Jose, CA 95110	(408) 361,4610	reine@ffi.com
Fremont	1/1/2003	Present	Delivery of Paratransit Services, Health and Human Services	(510) 574,2033	Present	Paratransit	Paratransit Program Manager	Shawn	3200 Capitol Avenue Building B, Fremont, CA 94538	(510) 574,2033	shawn@fremont.ca.us
Fulton	11/1/2011	Present	Transportation Services, ADA Complementary Paratransit Service	(404) 612,7480	Present	Paratransit	Integrit Director, Public Works	Sean	141 Pryor Ct, SW, Suite 6001, Atlanta, GA 30301	(404) 612,7480	director@fultoncountyga.gov
Gainesville Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area	10/1/2002	Present	Paratransit	(352) 334,2450	Present	Paratransit	RTS ADA Coordinator	Midred	100 SE 10th Ave, Gainesville, FL 32601	(352) 334,2450	crawfordm@cityofgainesville.org
Georgia Department of Human Services	4/1/2011	Present	Alto Connector, Coordinated Transportation Services in Gwinnett and Rockdale Counties	(352) 264,6708	Present	Paratransit	Alachua County Department of Community Support Services	Terrell	218 SE 24th Street, Gainesville, FL 32641	(352) 264,6708	terrell@alachuacounty.us
Georgia State University, Auxiliary and Support Services	7/1/2013	Present	ESU Panther Express Shuttle, Operation, Maintenance and Management of Coordinated Paratransit Services	(404) 657,6000	Present	Paratransit	Official Training Officer (Busier)	White	207 Piedmont Ave SE, Atlanta, GA 30334 USA	(404) 657,6000	willie.mason@gsu.edu
Greater Ontario Aviation Authority	10/7/2004	Present	Shuttle Bus Management Services, Shuttle	(905) 483,3939 x 120	Present	Paratransit	Purchasing Manager	Michael	Georgia State University Commerce Building 1A Room Street NW 14th Floor Board Room Atlanta, GA 30303, Atlanta, GA 30303 USA	(905) 483,3939 x 120	michael@goaa.ca
Greater Richmond Transit Company (GRTC)	2/1/2011	Present	City Lift	(403) 825,7847	Present	Public Shuttle	Paratransit and Special Projects Manager	Margaret	301 E. Third Street, Dundas, CA 91030 US	(403) 825,7847	margaret@goaa.ca
Green Bay Metro	3/1/2013	Present	Green Bay METRO Paratransit	(920) 679,8119	Present	Paratransit	Project Manager	Andrew	One Jeff Mendenhall Blvd., Ontario, IL 32827-4395	(920) 679,8119	andrew@metrolink.org
Greenville	1/1/2010	Present	Operations, Greenway Transit System	(804) 358,3871	Present	Paratransit	ADA Community Outreach Liaison	Linda	407 SW Adams St., Perma, IL 61603 USA	(804) 358,3871	linda@metrolink.org
Hampton Roads Transit (HRT)	1/1/2010	Present	Hampton Roads Paratransit	(937) 548,0437	Present	Paratransit	Assistant Transit Director	Patty	301 E. 8th Blvd, Richmond, VA 23224	(937) 548,0437	patty@hrt.com
Hampshire House	1/1/2011	Present	Head Start Transportation Program	(757) 272,6000	Present	Paratransit	Public Transportation Director	Pamela	201 University Avenue, Greenville, OH 45311	(757) 272,6000	pamela@hampshirehouse.org
Harford	2/15/2003	Present	Harford Door-to-Door Paratransit and Residential Shuttle	(410) 681,5767	Present	Paratransit	Superintendent of Paratransit	Keith	100 East 18th Street, Norfolk, VA 23504 USA	(410) 681,5767	keith@harford.org
Harris	1/1/2010	Present	Industrial Door Co. Maintenance	(317) 614,0708	Present	Maintenance	Chief Financial Officer	Tom	731 THE EMPORIUM ROAD, GENEVA, NY 14456 United States	(317) 614,0708	tom@harris.com
Indianapolis Public Transportation Corporation (IndyGo)	1/1/2011	Present	Indianapolis Public Transportation Corporation	(317) 583,4827	Present	Paratransit	Director	Keith	777 B Street, Hayward, CA 94541	(317) 583,4827	keith@indygo.org
Indianapolis Public Transportation Corporation (IndyGo)	1/1/2011	Present	Indianapolis Public Transportation Corporation	(317) 681,5767	Present	Paratransit	Transit Manager	David	300 E 56th Street, Hialeah, FL 33013	(317) 681,5767	david@indygo.org
Indiana Bayview	1/1/2011	Present	Industrial Door Co. Maintenance	(703) 422,7088	Present	Maintenance	Transportation Specialist	Tom	1501 West Washington Street, Indianapolis, IN 46222	(703) 422,7088	tom@bayview.com
Integracy Council (IAC)	8/1/2013	Present	Paratransit	(703) 334,9835	Present	Paratransit	Director of Operations	Bobby	2109 3rd Ave, Anock, MN 55303 2765	(703) 334,9835	bobby@integracy.com
Inverness	4/1/2006	Present	GGI Bus ADA Paratransit Service	(616) 456,2514	Present	Paratransit	Associate Executive Director, IAC Transportation	Glen	29355 Airport Drive, Sonoma, CA 95476	(616) 456,2514	glen@inverness.com
Jacksonville	3/1/2008	Present	City Transit System	(904) 724,6288	Present	Public Shuttle	Manager, Special Services	Margan	308 E. 15th Street, Grand Rapids, MI 49503	(904) 724,6288	margan@jacksonville.org
Jacksonville Transportation Authority	1/1/2014	Present	Paratransit Services for Jacksonville Transportation Authority	(904) 265,6939	Present	Paratransit	Senior manager of Connection paratransit services	Peretz	1 Civic Center Drive, Irvine, CA 92624 9374 USA PO Box 128, Jacksonville, NC 28541	(904) 265,6939	peretz@jta.org



MV Contracts for the Previous Three Years

B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

Agency	Contract Description	Start Date	End Date	Contract Value	Contract Number	Contract Title	Contract Status	Contractor Name	Contractor Address	Contractor Phone	Contractor Email
Ipswich Federation and Family Services Orange County	Maintenance Agreement Pre School Student Transportation Services	8/21/2012	7/5/2014	680,374.2547	19071754.2296	Operations Manager	Active	Brett			info@glccvalleyexpress.com
Kids Corps, Inc.	Kings County Area Public Transit	9/1/2014	Present	902,179.7021	19071754.2296	Executive Director	Active	Dore			info@glccvalleyexpress.com
Agency (KAPITA)	Kings County Area Public Transit (KART) School Bus Transportation for Special Needs Students	7/1/2003	Present	15,591,382.3211 ext. 2091	15,591,382.3211 ext. 2091	Executive Director	Active	Angie			angie.dow@co.kings.ca.us
Kings 50th St Transportation Authority	La Mirada Transit Services	7/1/2014	Present	1,559,589.9769	1,559,589.9769	Supervisor	Active	William			wishbaugh@lmiad.k12.ca.us
La Mirada	Transportation Operator for the Lake County Transportation Disadvantaged Program	7/1/2008	Present	1,559,589.9769	1,559,589.9769	Supervisor	Active	Lisa			lmentiva@lmiadmirada.org
Lake	Public Transit Services for the City of Lawrence, Kansas	7/1/2007	10/1/2013	1,352,142.6580	1,352,142.6582	Public Transportation Manager	Active	Ken			ken@co.lawrence.ks.us
Lawrence	LifeStream - School Bus Service	8/1/2000	Present	1,785,832.3464	1,785,832.3462	Transit Administrator	Active	Robert			rburgett@co.lawrence.ks.us
Lifeline	City of Lodi Fixed Route, Paratransit and Demand Response Operations	7/1/2005	Present	1,352,142.6580	1,352,142.6582	Vice President Business	Active	Howard			hwentner@lodi.net
Lodi	Local Fixed Route & ADA Compliant Paratransit Bus Service	7/1/2002	Present	1,352,142.6580	1,352,142.6582	Executive Director	Active	Michael			tree@lodi.org
Logikcare	St. Lucie County HMO Medicaid	7/1/2003	Present	1,091,333.6803+2667	1,091,333.6710	Transit Manager	Active	Peggy			peg@lodi.gov
Loudoun	161A Road Runner Paratransit Services	9/1/2014	Present	1,600,698.8457 Ext. 437	1,600,698.8457 Ext. 437	Florida Director of Network Development	Active	Jorge			josem@logikcare.com
Lowell Regional Transit Authority	University Shuttle	9/1/2014	Present	201,737.8388	201,737.8388	Contract Administrator	Active	Nancy			
Loyola University	West Marin Stagecoach/Bus	11/1/2006	Present	978,459.0364	978,459.0364	Administrator	Active	James			ps1717@lodi.com
Martica	Operation of City Buses A & B	7/1/2006	Present	1,773,008.2016	1,773,008.2016	Campus Transportation Manager	Active	Nick			nmurphy@lodi.edu
Marion County Board of County Commissioners	Subsidized Day Program for Seniors and Paratransit	7/1/2011	Present	1,209,816.2530	1,209,816.2530	Administrative Analyst / Transit	Active	Johnna			jerrie@co.marion.or.us
Maryland Transit Administration	Martin County Fixed Route, ADA Compliant and General Public	7/1/2011	Present	415,226.0853	415,226.0853	Director of Operations	Active	Amy			awandoren@co.marion.or.us
Mesa RTD	Paratransit Services for MTA	7/1/2004	Present	1,773,419.4081	1,773,419.4081	Associate Planner	Active	Chadette			staban@marioncounty.or.us
Metropolitan Council	McDonald's Shuttle	2/1/2014	Present	16,301.623.6173	16,301.623.6173	Interim Director	Active	Sharon			sharon@marioncounty.or.us
Metropolitan Transit Authority of Harris County (MTRC)	Alachua County Medicaid	3/1/2015	Present	16,301.623.6173	16,301.623.6173	Network Provider Representative	Active	Nicholas			nicolas@marioncounty.or.us
Metro	Grand Valley Transit	7/1/2011	Present	1,773,419.4081	1,773,419.4081	Senior Project Administrator	Active	Sheela			sheela.williams@metc.state.mn.us
Metro	Transit Link Doka A Role Services (Washington & Dakota Counties)	5/1/2015	Present	1,773,419.4081	1,773,419.4081	SR Director of Customer Care and Customized Services	Active	Austyn			austyn.jackson@metrotransit.org
Metro	Community Transportation for the Grand Orange Area (MTRC)	10/1/2003	Present	1,773,419.4081	1,773,419.4081	Alachua County Department of Community Support	Active	Bernie			bernie@metrotransit.org
Metro	McDonald's Shuttle	2/1/2014	Present	16,301.623.6173	16,301.623.6173	Director of Paratransit Services	Active	Ruggles			ruggles@metrotransit.org
Metro	Subcontracted Transportation Services - Fixed Route and Maintenance	6/29/2013	Present	1,773,419.4081	1,773,419.4081	Executive Director	Active	Donna			dworkst@metrotransit.org
Mission Bay Transportation Management Association	General Bidding Bus Service	4/1/2014	Present	1,773,419.4081	1,773,419.4081	Human Resources Officer	Active	Tereza			tereza.bocher@missionbaytransit.org
Mission Bay Transportation Management Association	Mission Bay Shuttle Service	5/1/2010	Present	1,773,419.4081	1,773,419.4081	Real Estate Division	Active	May			may.abre@missionbaytransit.org
Mission Bay Transportation Management Association	Sage Stage	7/1/2000	Present	1,773,419.4081	1,773,419.4081	Executive Director	Active	Debbie			debbie@missionbaytransit.org
Monterey Park	Spirit Bus System	7/1/2010	Present	1,773,419.4081	1,773,419.4081	Director of Public Works	Active	Amy			amy@montereypark.ca.gov
Monterey Salinas Transit (MST)	Special Transportation Paratransit Services and Other	7/18/2004	Present	1,773,419.4081	1,773,419.4081	Director of Transportation	Active	Robert			rwelber@mst.org

MV Contracts for the Previous Three Years

B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

Client	Contract Description	Start Date	End Date	Present	Mode	Person	Company	Address	Phone	Email
Metro Bay	MHDAR and Trolley Operations and Management	7/1/2003		Present	Multimode	Jarvis	Burlington		(855) 727-6263	jarvis@metro bay.ca.us
Mountain View Transportation Management Association	Shuttle Operations Services	1/13/2015		Present	Public Shuttle	Jack	Guthrie		(403) 824-7252	jarvis@metro bay.ca.us
National Railroad Passenger Corporation (Amtrak)	Amtrak Route 68 Salinas Carmel	3/15/2005		Present	Private (Corporate) Shuttle	Andrew	Feldm		(408) 271-3125	andrew.feldman@amtrak.com
National Renewable Energy Laboratory (NREL)	NREL Employee Shuttle Service	6/23/2010		Present	Private (Corporate) Shuttle	Lisa	Myers		(303) 344-7315	lisa.myers@nrel.gov
New York City Department of Education	General and Special Education Public transportation services	8/23/2011		Present	Schoolbus	Eric	Goldstein		(718) 472-0615	pubtransportationeam@schools.nyc.gov
New York City Transit Authority	Access A Ride NYCT No. 01070511M	3/1/2008		Present	Paratransit	Michael	Cogswell		(718) 393-4013	michael.cogswell@nyc.gov
New York City Transit Authority	Access A Ride	10/1/2003		Present	Paratransit	Michael	Cogswell		(718) 393-4013	michael.cogswell@nyc.gov
Norwalk	Norwalk Transit System (NHS) Advance Reservation (A-Ride) (DAR) Subscription	7/13/2010		Present	Paratransit	Derek	Dunnell		(962) 929-5554	dunnell@norwalkta.gov
Omnitran	Contract No 09415-02 Purchased Transportation Services	7/2/2015		Present	Multimode	Frank	Quinn		(909) 937-7416	frank.quinn@omnitrans.com
Ontario	Ontario County Area Transit System (OATS)	3/1/2011	7/31/2014	Present	Multimode	Jeff	Starr		(585) 393-2982	jeff.starr@op.ontario.ny.us
Orange County Transportation Authority (OCTA)	OCTA Access Paratransit Services	7/1/2013		Present	Paratransit	Curt	Burlington		(714) 560-5921	cburlingame@octa.net
Orange County Transportation Authority (OCTA)	OCTA Fixed Route, Stationlink and Express Bus Service	7/1/2009	6/30/2015	Present	Fixed Route	Curt	Burlington		(714) 560-5921	cburlingame@octa.net
Outreach & Escort, Incorporated	ADA Paratransit and Non-ADA Services and Community Transportation Services	10/16/2007		Present	Paratransit	John	Kerigan		(214) 360-8360	kerigan@erobis.org
Outreach & Escort, Incorporated	ADA Paratransit and Non-ADA Services and Community Transportation Services	10/16/2007		Present	Paratransit	Kathryn	Whealy		(408) 236-6865	hwhealy@outreach2.org
Palm Beach	Palm Tran Paratransit - Run Package A	2/1/2015		Present	Paratransit	Ron	Jones		(561) 649-9848	ron.jones@palmtran.com
Palm Beach	Trolley Services	12/19/2014		Present	Fixed Route	Biana	Shay		(760) 333-8260	biana.shay@palmtran.com
Palo Alto	Palo Alto Bus Shuttle Service	7/1/2009		Present	Public Shuttle	Kathy	Bradley		(650) 329-2162	kathybradley@cityofpaloalto.org
Palm Verdes Peninsula Transit Authority (PVPTA)	Fixed Route Transit Service	8/1/2015		Present	Fixed Route	Marlin	Gombert		(310) 544-7108	mgombert@paloaloverdes.com
Pender Adult Services, Inc.	Management, Operation, and Maintenance of a Coordinated Transportation System	5/14/2007		Present	Paratransit	Judy	Cromer		(910) 310-9119	jcromer@penderadultservices.com
Pender County Department of Social Services	Pender Co DSS Transportation - Medical/Work First Clients	7/1/2013		Present	Paratransit	Reta	Sheep, D.P.A.		(910) 319-1240	rsheep@pendercounty.gov
Pennsylvania	Petaluma Transit Services	4/1/2012		Present	Paratransit	Mazak	Bohner		(707) 278-7421	mbohner@pennacounty.org
Petaluma	Petaluma Transit Services	7/1/2000		Present	Multimode	Joe	Rye		(707) 278-7421	jrye@cityofpetaluma.ca.us
Philadelphia Corporation for Aging	Attendee Transportation Services	6/13/2005		Present	Paratransit	Mark	Myers		(215) 265-9000	mmyers@caabil.org
Phoenix	Phoenix Dial A Ride Service	7/1/2003		Present	Paratransit	David	Sajon		(602) 261-8997	david.sajon@phoenix.gov
Phoenix	Phoenix Alternative Transportation Services	7/1/2008		Present	Paratransit	Jesus	Sajon		(602) 261-8997	jesus.sajon@phoenix.gov
Phoenix	Contract Driver Services Tahoe Area Regional Transit Peak Season Program	12/1/2007	9/30/2015	Present	Fixed Route	A.L. Flores	Maldonado		(530) 745-3530	maldo@phoenix.gov
Phoenix	Phoenix County Dial A Ride Services	1/1/2013		Present	Paratransit	Will	Gaymer		(530) 745-7592	willgaymer@phoenix.gov
Prentiss Transit Public	Prentiss Transit (Prentiss) Shuttle	3/1/2007		Present	Public Shuttle	Mark	Helmbrich		(415) 561-5428	mhelmbrich@prentiss.net
Pulham	Pulham Transit Operations & Maintenance	2/1/2007		Present	Paratransit	Brenda	Boyles		(719) 533-2275	bboyles@pulham.com
Queens College Auxiliary Enterprises Corporation	Queens College Bus Transportation Shuttle Services	4/1/2014		Present	Multimode	Vicent	Tamagna		(845) 878-3480	vicent.tamagna@qc.edu
Raleigh	City of Raleigh Capital Area Transit (CAT)	8/21/2014		Present	University/College Shuttle	Sunny	Vick		(718) 997-2760	svick@cityofraleigh.gov
Regional Transportation Authority in Corpus Christi, Texas	Lawrence Berkeley National Labs	1/9/2012		Present	Paratransit	David	Estman		(919) 996-4040	estman@rtatx.gov
Regional Transportation Authority of Pinol County (RTA)	Corpus Christi B-Line	1/1/2003		Present	Multimode	Ross	Whitreal		(361) 983-2510	whitreal@rtatx.gov
Regional Transportation Authority of Pinol County (RTA)	Seawall Regional Transit Corridor Service	5/1/2009	1/31/2014	Present	Multimode	Jeremy	Paqueo		(530) 792-1093	jpaoqo@rtatx.gov

MV Contracts for the Previous Three Years

B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

Agency	Contract Description	Start Date	End Date	Status	Route	Contract Manager	Agency Contact	Agency Address	Agency City/State
Regional Transportation Commission of Southern Nevada	Operation and Maintenance of Fixed Route Transit Services for A	7/7/2013	Present	Present	Fixed Route	M.I.	Maynard	100 S. Grand Central Parkway Room 108, Las Vegas, NV 89106-4512 USA	NV
Regional Transportation Commission of Southern Nevada	Senior Transportation Services	8/3/2014	Present	Present	Multimodal	M.I.	Maynard	100 S. Grand Central Parkway Room 108, Las Vegas, NV 89106-4512 USA	NV
Regional Transportation Commission of Washoe County	RTC Ride Fixed Route Services Operations and Maintenance	7/1/2011	Present	Present	Fixed Route	Ler	Gibson	2050 Wilaneca Drive, Reno, NV 89502	NV
Regional Transportation District (RTD Denver)	Access A Ride ADA Paratransit Services	11/2/2002	Present	Present	Paratransit	Larry	Butler	1600 Blake Street, Denver, CO 80202	CO
Regis Jesuit High School	School Bus Transportation Services	8/31/2003	Present	Present	Schoolbus	Brian	Normale	6300 South Lewiston Way, Aurora, CO 80016	CO
Roseville	3-Plaker Transit Info Call Center	11/1/2013	Present	Present	Call Center	Mike	Wison	401 Vernon, Roseville, CA 95678	CA
Roseville	Roseville Transit System	7/1/2001	Present	Present	Multimodal	Mike	Wison	401 Vernon, Roseville, CA 95678	CA
Rowan County Government on behalf of Rowan Transit System	Bridge Property Management Company	7/1/2009	Present	Present	Private (Corporate) Shuttle	Lenne	Chavert	345 Spear Street, Suite 700, San Francisco, CA 94105	CA
Sacramento Municipal Utility District (SMUD)	Rowan County Transit	8/1/2003	Present	Present	Multimodal	Gary	Pine	6875 Pierce/Rowan County, NC 28146	NC
Salem Area Mass Transit District (Salem Keizer Transit)	SMUD Shuttle	1/1/2014	7/1/2014	Present	Public Shuttle	Patricia	De	6201 S Street Mail Stop B100, Sacramento, CA 95852	CA
Salem Area Mass Transit District (Salem Keizer Transit)	Trunkline Call Center	6/28/2010	Present	Present	Paratransit	Alain	Pelick	0830 United States	US
Salem Area Mass Transit District (Salem Keizer Transit)	Operation of Transportation Services	6/29/2010	Present	Present	Fixed Route	Alain	Pelick	Suite 100, Salem, OR 97301 US	OR
San Antonio Regional Center (SARC)	San Antonio Regional Center	10/1/1997	3/1/2016	Present	Regional Center	Jeff	Darling	Suite 100, Salem, OR 97301 US	OR
San Antonio Regional Center (SARC)	Monterey Service	9/1/2001	Present	Present	Paratransit	Susan	Harris	300 Orchard City Drive, Suite 170, Campbell, CA 95008	CA
San Benito County Local Transportation Authority	San Benito County Express Transportation Services for Seniors and Mentally Disabled	1/1/2001	Present	Present	Multimodal	Elsa	Rheinbecker	300 Orchard City Drive, Suite 170, Campbell, CA 95008	CA
San Francisco	San Francisco Mission Street Shuttle	7/1/2001	Present	Present	Paratransit	David M.	Curtis	330 Folsom Road, Suite C7, Hollister, CA 95023	CA
San Francisco Recreation & Parks Department	Golden Gate Park Shuttle	5/1/1/2008	11/15/2013	Present	Public Shuttle	Mary	McFadden	1650 Mission Street, San Francisco, CA 94103	CA
San Francisco Unified School District	Specialized Bus Transportation	2/1/2011	Present	Present	Fixed Route	Sean	O'Hara	25 Van Ness Ave, Suite 400, San Francisco, CA 94102	CA
San Joaquin Regional Transit District (SJRTD)	County Transportation Services	9/1/2010	Present	Present	Fixed Route	Sharon	Miller	501 Serrano Street, San Francisco, CA 94117 United States	CA
San Joaquin Regional Transit District (SJRTD)	Measure B Paratransit Services (The Shuttle and Medical Trips)	8/1/2007	Present	Present	Devised Fixed Route	Kimberly	Overson	1000 Shirley St., San Francisco, CA 94129	CA
San Leandro Transit Management Organization (SLTMO)	SLTMO's Teen Medical Center Shuttle	5/1/2001	Present	Present	Public Shuttle	Gordon	Gavin	421 East Weber Avenue, 2nd floor, Stockton, CA 95201	CA
San Mateo County Transit District (San Mateo)	San Mateo County Transit District	11/8/2003	Present	Present	Paratransit	Mary	Vopakis	835 East 14th Street, San Leandro, CA 94577 USA	CA
San Mateo County Transit District (San Mateo)	San Mateo County Transit District	9/29/2001	Present	Present	Multimodal	Ashish	John	202 Davis Street, San Leandro, CA 94577	CA
San Mateo County Transit District (San Mateo)	San Mateo County Transit District	9/16/2000	12/31/2014	Present	Fixed Route	Ashish	John	225 37th Avenue, Room 218, San Mateo, CA 94403	CA
San Pedro Property Owners Alliance	San Pedro Trolley Service	10/1/2012	Present	Present	Fixed Route	Stephen	Roberts	1250 San Carlos Ave., San Carlos, CA 94070, 1304	CA
Sandusky	Sandusky Transit System	1/1/2007	Present	Present	Multimodal	Tom	Schwam	1250 San Carlos Ave., San Carlos, CA 94070, 1304	CA
Santa Clara	Housing Authority of Santa Clara County: Bracher Associate LP	1/1/2008	Present	Present	Fixed Route	Bene	Regina	1600 Franklin St., Oakland, CA 94612	CA
Santa Clara	Operation and Maintenance of the City of Santa Monica Dial a Ride Service	4/1/2008	Present	Present	Paratransit	Patrick	Campbell	390 W. 7th Street, San Pedro, CA 90731	CA
Santa Rosa	Santa Rosa Paratransit	11/1/2002	Present	Present	Paratransit	Anita	Winkler	1238 Drexel Street, Sandusky, OH 44870	OH
Savannah-Chatham County Public Schools	Student Transportation Services	7/1/2015	Present	Present	Schoolbus	Tammy	Perkins	505 W. Julian Street, San Jose, CA 95110	CA
Schaumburg	Dial a Ride (DART) Service	6/1/2011	Present	Present	Paratransit	Richard	Bazzombi	1712 4th Street, Santa Monica, CA 90401	CA

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B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

Agency	Contract Description	Start Date	End Date	Present	Service Type	Buyer	Seller	Contact Name	Phone	Address	Email
School District of Philadelphia	School Bus To Train and Charter Transportation Services	7/17/2013		Present	Schoolbus	Alison	Paul	Contract Manager	(215) 400-6103	440 N Broad Street, Philadelphia PA 19130	alison@phildist.org
Shaw Low	Four Seasons Connection & White Mountain Connection	7/17/2003		Present	Deviated Fixed Route	Jay	Birnsall	Transit Supervisor/ Grants Administrator	(928) 532-4093	530 North 8th Place, Shaw Low, AZ 85901	jay_birnsall@shaw_low_az.us
Solano County Transit (Soltrans)	Operation of Fixed Route and Paratransit Transit Service (SoftTies)	7/17/2011		6/30/2013	Multimode	Jeanne	Wooley	Temporary Transportation Superintendent	(707) 533-2224	331 Sacramento St, Vallejo, CA 94590	wooley@soltrans.ca.us
South Coast British Columbia Transportation Authority	Contem Transit Operations for North of Fraser, South of Fraser, and Maple Ridge/Paratransit	1/17/2009		Present	Paratransit	Merrilee	Ashworth	Manager Business Development & Contract Services	(778) 335-7342	440 787 Nelson's Court, New Westminster, BC V3L 6E7 Canada	merrilee.ashworth@translink.ca
Southeastern Pennsylvania Transportation Authority (SEPTA)	ADA Paratransit Shared Ride Program (SRP) in Philadelphia County	7/29/2011		Present	Paratransit	John	Reagan	Contract Administrator, Procurement & Contracts Department	(215) 380-8165	1224 Market St, Philadelphia, PA 19107	herrean@septa.org
Southeastern Pennsylvania Transportation Authority (SEPTA)	Paratransit Services in Philadelphia County	3/17/2006		Present	Paratransit	John	Reagan	Contract Administrator, Procurement & Contracts Department	(215) 380-8160	1224 Market St, Philadelphia, PA 19107	herrean@septa.org
Southeastern Pennsylvania Transportation Authority (SEPTA)	SEPTA ADA Paratransit Service in Bucks County	1/8/2011		1/7/2016	Paratransit	John	Reagan	Contract Administrator, Procurement & Contracts Department	(215) 380-8160	1224 Market St, Philadelphia, PA 19107	herrean@septa.org
Southwest Ohio Regional Transportation Authority (SORTA)	Specialized Transportation/Paratransit Service	3/17/2002		Present	Paratransit	Lisa	Aulick	Director of Paratransit	(513) 637-7581	602 Main Street, Suite 1100, Cincinnati, OH 45202	lisa@sepo-metro.com
Southwest Ohio Regional Transportation Authority (SORTA)	31A Paratransit Demand Responsive Service	1/17/2013		Present	Paratransit	Patricia	Tabornt	Paratransit Contract Manager	(509) 335-6018	1230 W Boone Avenue, Spokane, WA 99201 USA	ptabornt@spokane Transit.com
Spokane Transit	St. Andrew's Church	2/17/2008		Present	Public Shuttle	Kulana	Kim	Director	(509) 553-9434	6226 Camden Street, Oakland, CA 94605	mayfield091@gmail.com
St. John's	City of St. John's Public Transit Services	1/17/2012		Present	Paratransit	Susan	Ralph	Accessibility Coordinator	(709) 570-2131	PO Box 908, St John's, NL A1C 5M2	srach@stjohns.ca
Suburban Bus Division of the Regional Transportation Authority (PACE)	Fixed Route Bus Service in the Wheaton Area	6/16/2008		Present	Fixed Route	Don	Peterson	Project Manager	(630) 717-9818	147 W. Jackson Boulevard, 10th Floor, Chicago, IL 60661 USA	jim.mulhugh@pacebus.com
Suburban Bus Division of the Regional Transportation Authority (PACE)	Fixed Route and feeder service (Routes 661, 665, 668 & 669 (Wheaton Feeder))	8/24/2014		Present	Fixed Route	Don	Peterson	Project Manager	(630) 717-9818	147 W. Jackson Boulevard, 10th Floor, Chicago, IL 60661 USA	jim.mulhugh@pacebus.com
Suburban Bus Division of the Regional Transportation Authority (PACE)	North Cook County ADA Paratransit Services	4/17/2013		Present	Paratransit	Jim	Midaghy	Project Manager	(312) 341-8063	550 W. Algonquin Rd., Arlington Heights, IL 60005	randy.constant@pacebus.com
Suburban Bus Division of the Regional Transportation Authority (PACE)	Paratransit Services in Cook County	9/17/2003		6/28/2015	Paratransit	Randy	Cumstock	Division Manager	(312) 341-8060	547 W. Jackson Boulevard, 10th Floor, Chicago, IL 60661	sally.williams@pacebus.com
Suburban Bus Division of the Regional Transportation Authority (PACE)	City of Chicago Paratransit	3/19/2008		Present	Paratransit	Sally Ann	Williams	Division Manager	(312) 341-8020	547 W. Jackson Boulevard, 10th Floor, Chicago, IL 60661	sally.williams@pacebus.com
Suburban Bus Division of the Regional Transportation Authority (PACE)	Page - South Cook County	2/1/2003		Present	Paratransit	Sally Ann	Williams	Division Manager	(312) 341-8020	547 W. Jackson Boulevard, 10th Floor, Chicago, IL 60661	sally.williams@pacebus.com
Suburban Bus Division of the Regional Transportation Authority (PACE)	Paratransit Services in DuPage County	7/17/2010		6/27/2015	Paratransit	Sally Ann	Williams	Division Manager	(312) 341-8020	547 W. Jackson Boulevard, 10th Floor, Chicago, IL 60661	sally.williams@pacebus.com
Suburban Bus Division of the Regional Transportation Authority (PACE)	PACE - West Cook County ADA and Non-ADA, Elmhurst, Deerfield, Oak, and Village	3/17/2000		Present	Paratransit	Tom	Greeninger	Regional Manager Paratransit/Volunteer	(847) 228-4723	550 W. Algonquin Rd., Arlington Heights, IL 60005	tom.greeninger@pacebus.com
Thousand Oaks	Thousand Oaks Transit	1/17/2004		Present	Multimode	Mike	Houser	Transportation Analyst	(805) 498-4341	1932 Camino Conero Road, Thousand Oaks, CA 91320 US	mhouse@soxak.org
Tracy	Tracer Fixed Route and Paratransit Public Transportation Systems	7/17/2001		Present	Multimode	Eli	Lovell	Management Analyst II	(209) 831-6218	50 E. 6th Street, Tracy, CA 95376	ed_lovell@tracy.ca.us
Tulare	Tulare County Area Transit (TCAT) Management and Operation of the City of Tulare Transit System	10/17/2006		Present	Multimode	Dan	Fox	Area Transit Manager	(559) 740-4448	5361 S. Money Blvd, Visalia, CA 93277-9324	dan@trctulare.ca.us
Tulare	Tulare IntraMetropolitan Transit System	7/17/2004		Present	Multimode	Darlene Wilson	Thompson	Finance Director	(559) 685-1601	411 East Kern Ave, Tulare, CA 91342	dthompson@trctulare.ca.us
Union City	Union City Transit	7/17/2000		Present	Multimode	Kerrie	Babbie	Transit Manager	(303) 675-9883	3450 7th Street, Union City, CA 94587	wilson@unioncity.org
University of Colorado	University of Colorado Shuttle Bus Service	6/17/2012		Present	University/College Shuttle	Fernie	Babbie	Manager of Parking and Transportation	(303) 724-0039	1947 W. Winesap Street, Aurora, CO 80045	kerrie.babbie@colorado.edu
University of Kansas	Transportation Services: Fixed Route, Paratransit, Safe Ride, Safe Bus, & Events	8/17/2007		Present	Multimode	Dancy	Kaiser	Assistant Director of Parking & Transit	(785) 864-7435	1501 Irving Hill Road, Lawrence, KS 66044 USA	dkaiser@ku.edu
Utah Transit Authority (UTA)	ADA Complimentary Paratransit and Route Deviation Providers (Special Transportation Request Needs) for the San Francisco VA Medical Center	9/17/2004		Present	Paratransit	Loyce	Wall	Manager of Paratransit Services	(801) 287-3177	3600 S 700 W, Salt Lake City, UT 84143	loyce@utahtransit.com
VA Northern California Health Care System	Valley Mountain Regional Center	10/17/1998		Present	Paratransit	Kelby	Gottschall	Benefits Manager	(415) 750-6613	4155 Clement Street, San Francisco, CA 94124	kathy.gottschall@va.gov
Valley Mountain Regional Center	Valley Mountain Regional Center	6/17/1997		Present	Regional Center	Wilma	Murray	Community Service Transportation Manager	(709) 955-3244	702 W Aurora Street, Specton, CA 95202	wmurray@vmt.net
Valley Regional Transit	Valley Ride Transit System	8/17/2010		Present	Management	Bruce	Sakren	Transportation Director	(208) 846-8547 ext. 4233	700 NE 7nd St, Ste. 100, Meridian, ID 83443	btsakren@allterregionaltransit.org
Valley Regional Transit	Meridian Seaside Passenger Service	9/17/2014		9/30/2015	Fixed Route	Bruce	Sakren	Transportation Director	(208) 846-8547 ext. 4274	700 NE 7nd St, Ste. 100, Meridian, ID 83443	btsakren@allterregionaltransit.org
Ventura County Transportation Commission	Heritage Valley	3/17/2015		Present	Fixed Route	Aaron	Bonfina	Program Manager, Transit Services	(805) 642-1591 ext.121	950 County Square Drive, Suite 207, Ventura, CA 91307	abonfina@povventura.org
Webb, Inc.	DMAS Group Van Services	5/17/2012		9/31/2014	Paratransit	Marc	Soto		(415) 351-7010		marc_soto@webbinfo.com

MV Contracts for the Previous Three Years

B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

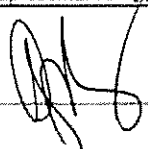
Agency	Contract Description	Start Date	End Date	Contract Status	Agency Name	Agency Address	Agency City	Agency State	Agency Zip	Agency Phone	Agency Email	Agency Website
Verola, Inc.	San Francisco Access	1/8/2012	8/31/2014	Paratransit	Marc	Soto	Soto	CA	415.351.7010	(415) 351-7010	marc.soto@verolainc.com	www.verolainc.com
Verola, Inc.	SEMA Group Van Services	5/1/2012	8/31/2014	Paratransit	Marc	Soto	Soto	CA	415.351.7010	(415) 351-7010	marc.soto@verolainc.com	www.verolainc.com
Verola, Inc.	SF Paratransit Shoring Shuttle	8/10/2012	negotiated contract ext.	Paratransit	Marc	Soto	Soto	CA	415.351.7010	(415) 351-7010	marc.soto@verolainc.com	www.verolainc.com
Verola, Inc.	East Bay Paratransit Consortium	9/18/1996	Present	Paratransit	Mary	Rowlands	Rowlands	CA	(510) 893-5949	(510) 446-2092	mary.rowlands@verolainc.com	www.verolainc.com
Verola, Inc.	ABA Paratransit Services for AC Transit and BART	6/6/2014	Present	Paratransit	Tyrone	Reed	Reed	CA	(708) 202-8387 ext. 21593		tyrone.reed@verolainc.com	www.verolainc.com
Veteran Affairs	Hines VA Hospital	9/1/2003	Present	Paratransit	Mosby	Con	Con	CA	(959) 713-4100	(559) 713-4815	respector@vsaia.ca.us	www.vsaia.ca.us
Vishala	Viola Transit System and SEN Shuttle	7/1/2003	Present	Paratransit	Don	Wilks	Wilks	CA	(919) 250-3529		don.wilks@wakegov.com	www.wakegov.com
Wake County Human Services	Wake Coordinated Transportation Service (WCTS)	7/1/2014	Present	Paratransit	Joe	Thomas	Thomas	NC	(724) 233-2442			www.wakegov.com
Washington County Transportation Authority	Fired Route Service	7/1/2013	Present	Paratransit	Christian	Kent	Kent	DC	(202) 862-2100		ckent@wmeta.com	www.wmeta.com
Washington Metropolitan Area Transit Authority (Metro)	MetroAccess Operational Control Center	7/1/2013	Present	Paratransit	Christian	Kent	Kent	DC	(202) 862-2100		ckent@wmeta.com	www.wmeta.com
Washington Metropolitan Area Transit Authority (Metro)	MetroAccess Paratransit Services for Maryland, Virginia and Washington D.C.	3/1/2006	7/1/2013	Paratransit	Christian	Kent	Kent	DC	(202) 862-2100		ckent@wmeta.com	www.wmeta.com
Wells Fargo Bank N.A.	Wells Fargo Employee Shuttle Services	9/1/2004	Present	Paratransit	Christina	Davis	Davis	CA	(925) 686-7438	(925) 685-3387	christina@wellsfargo.com	www.wellsfargo.com
West Hollywood	Fired Route, Cal A Ride and Trolley Transportation Services	7/1/2003	Present	Paratransit	Perr Staine	Goodman	Goodman	CA	(323) 848-6370	(323) 848-6565	bjgoodman@weho.org	www.weho.org
West Hollywood	T/C Door to Door Service	10/1/2013	Present	Paratransit	Perr Staine	Goodman	Goodman	CA	(323) 848-6370	(323) 848-6565	bjgoodman@weho.org	www.weho.org
Western Contra Costa Transit Authority (WestCAT)	WestCAT	7/1/2000	Present	Paratransit	Charley	Anderson	Anderson	CA	(510) 724-3331	(510) 724-5553	charley@westcat.org	www.westcat.org
Wilson	Wilson County Coordinated Transportation Services	5/11/2007	1/31/2016	Paratransit	Mignon	Surge	Surge	NC	(252) 399-2817	(252) 399-2770	msharpe@wilson-co.com	www.wilson-co.com

PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

Proposer's Name MV Transportation, Inc.
Address 5910 N. Central Expressway, Suite 1145, Dallas TX 75206
Internal Revenue Service Employer Identification Number 94-2491705

In accordance with Los Angeles County Code, Section 4.32.010, the Proposer certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all antidiscrimination laws of the United States of America and the State of California.

1.	The proposer has a written policy statement prohibiting any discrimination in all phases of employment.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	The proposer periodically conducts a self-analysis or utilization analysis of its work force.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	The proposer has a system for determining if its employment practices are discriminatory against protected groups.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	Where problem areas are identified in employment practices, the proposer has a system for taking reasonable corrective action to include establishment of goals and timetables.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Proposer MV Transportation, Inc.	
Authorized representative Amy Barry, Assistant Secretary	
Signature 	Date May 27th, 2016

### LIST OF SUBCONTRACTORS

Proposer is required to complete the following. Any Subcontractors listed must be properly licensed under the laws of the State of California for the type of service that they are to perform, AND THEIR LICENSE NUMBERS MUST BE LISTED HEREIN. Failure to do so may result in delay of the award of contract. Do not list alternate subcontractors for the same service.

Proposer in providing the requested services will not utilize Subcontractors. Proposer will perform all required services.

Name Under Which Subcontractor Is Licensed	License Number	Address	Specific Description of Subcontract Service

***No Subcontractors are allowed to meet any Minimum Requirements.***

**County of Los Angeles**  
**Request for Local Small Business Enterprise (SBE) Preference Program Consideration and**  
**CBE Firm/Organization Information Form**

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

FIRMNAME: MV Transportation, Inc.

My County (WebVen) Vendor Number: 11124801

**I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM: N/A**

As Local SBE, certified by the County of Los Angeles, Internal Services Department, I request this proposal/bid be considered for the Local SBE Preference.

Attached is a copy of Local SBE certification issued by the County.

**II. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation, or disability.

<b>Business Structure:</b>	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners): 20,319 (19,662 in EEO-1, 9/2015)						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino	Please see attached Employer Information Report.					
Asian or Pacific Islander						
American Indian						
Filipino						
White						

**III. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed. \*Numbers represent ownership of >5%.

	Black/African American	Hispanic/ Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	48.9 %
Women	21.8 %	%	%	%	%	%

**IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date
N/A					

**V. DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: Amy Barry	Title: Assistant Secretary	Date: June 13, 2016
------------------------------------	-------------------------------	------------------------



CO# BG03503  
u# BG03503

**EQUAL EMPLOYMENT OPPORTUNITY  
2015 EMPLOYER INFORMATION REPORT  
CONSOLIDATED REPORT - TYPE 2**

**SECTION B - COMPANY IDENTIFICATION**

1. MVTRANSPORTATION INC  
5910 N CENTRAL EXPRESSWAY 1145  
DALLAS, TX 75206

2.a. MVTRANSPORTATION INC  
5910 N CENTRAL EXPRESSWAY 1145  
DALLAS, TX 75206

**SECTION C - TEST FOR FILING REQUIREMENT**

1-N 2-N 3-N DUNS NO.:104183132 EIN :942491705

**SECTION D - EMPLOYMENT DATA**

G. Y

**SECTION E - ESTABLISHMENT INFORMATION**

NAICS: 485991 Special Needs  
Transportation

JOB CATEGORIES	HISPANIC OR LATINO		NOT-HISPANIC OR LATINO										OVERALL TOTALS					
	MALE	FEMALE	WHITE	BLACK OR AMERICAN AMERICAN	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	NATIVE HAWAIIAN OR PACIFIC ISLANDER	BLACK OR AMERICAN AMERICAN	WHITE		FEMALE				
EXECUTIVE/SR OFFICIALS & MGRS	2	0	11	1	0	0	0	0	0	0	0	3	1	0	1	0	0	20
FIRST/MBD OFFICIALS & MGRS	154	82	330	241	25	4	25	8	4	25	177	146	177	6	1	1	8	1210
PROFESSIONALS	9	6	23	13	0	0	3	0	0	0	8	30	8	0	1	0	0	94
TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SALES WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	135	1194	95	165	4	0	26	4	0	8	801	311	801	48	3	3	40	2843
CRAFT WORKERS	254	1	208	162	13	3	46	13	3	12	2	3	2	0	0	0	0	704
OPERATIVES	2104	1028	2179	3440	83	38	656	83	163	797	2923	797	2923	70	26	129	13689	
LABORERS & HELPERS	123	45	63	116	6	0	21	6	6	18	16	45	16	1	1	1	417	
SERVICE WORKERS	16	84	24	100	5	1	3	5	8	45	351	18	351	12	3	15	685	
TOTAL	2797	2440	2933	4238	119	46	780	119	224	1353	4279	1284	4279	139	34	193	19662	
PREVIOUS REPORT TOTAL	2757	2094	2938	3740	137	58	820	137	230	1284	3199	1284	3199	145	41	167	17709	

**SECTION F - REMARKS**

DATES OF PAYROLL PERIOD: 08/15/2015 THRU 08/28/2015

SECTION G - CERTIFICATION

CERTIFYING OFFICIAL: EBONI CURRY  
EEO-1 REPORT CONTACT PERSON: EBONI CURRY  
EMAIL: EBONI.CURRY@MVTRANSIT.COM

TITLE: HRIS SPECIALIST  
TITLE: HRIS SPECIALIST  
TELEPHONE NO: 9723914636

CERTIFIED DATE[EST]: 02/10/2016 02:36 PM

GAIN and GROW EMPLOYMENT COMMITMENT

As a threshold requirement for consideration for contract award, Proposer shall demonstrate a proven record for hiring GAIN/GROW participants or shall attest to a willingness to consider GAIN/GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, Proposer shall attest to a willingness to provide employed GAIN/GROW participants access to the Proposer's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

To report all job openings with job requirements to obtain qualified GAIN/GROW participants as potential employment candidates, Contractor shall email: [GAINGROW@dpss.lacounty.gov](mailto:GAINGROW@dpss.lacounty.gov).

**Proposers unable to meet this requirement shall not be considered for contract award.**

Proposer shall complete all of the following information, sign where indicated below, and return this form with their proposal.

A. Proposer has a proven record of hiring GAIN/GROW participants.

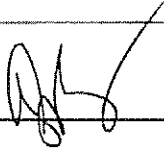
YES (subject to verification by County)       NO

B. Proposer is willing to provide DPSS with all job openings and job requirements to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. "Consider" means that Proposer is willing to interview qualified GAIN/GROW participants.

YES       NO

C. Proposer is willing to provide employed GAIN/GROW participants access to its employee-mentoring program, if available.

YES       NO       N/A (Program not available)

Signature Amy Barry		Title Assistant Secretary
Firm Name MV Transportation, Inc.		Date May 27th, 2016

## TRANSMITTAL FORM TO REQUEST AN RFSQ SOLICITATION REQUIREMENTS REVIEW

***A Solicitation Requirements Review must be received by the County within ten business days of issuance of the solicitation document***

Proposer Name: MV Transportation, Inc.	Date of Request: N/A
Project Title: Los Angeles County, Public Works Department, Fixed Route and Dial-A-Ride Services	Project No. 2016-SQPA001

A **Solicitation Requirements Review** is being requested because the Proposer asserts that they are being unfairly disadvantaged for the following reason(s): *(check all that apply)*

- Application of **Minimum Requirements**
- Application of **Evaluation Criteria**
- Application of **Business Requirements**
- Due to **unclear instructions**, the process may result in the County not receiving the best possible responses

I understand that this request must be received by the County within **ten business days** of issuance of the solicitation document.

For each area contested, Proposer must explain in detail the factual reasons for the requested review. *(Attach additional pages and supporting documentation as necessary.)*

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Request submitted by:

\_\_\_\_\_ (Name) \_\_\_\_\_ (Title)

***For County use only***

Date Transmittal Received by County: \_\_\_\_\_ Date Solicitation Released: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Results of Review - Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Response sent to Proposer: \_\_\_\_\_

**CHARITABLE CONTRIBUTIONS CERTIFICATION**

MV Transportation, Inc.  
 Company Name

5910 N. Central Expressway, Suite 1145, Dallas TX 75206  
 Address

94-2491705  
 Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act, which regulates those receiving and raising charitable contributions.

**CERTIFICATION**

**YES**

**NO**


Proposer or Contractor has examined its activities and determined that  ( X )  ( )  
 it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

**OR**

**YES**

**NO**

Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.  ( )  ( )

  
 Signature

May 27th, 2016  
 Date

Gunny Barry, Assistant Secretary  
 Name and Title (please type or print)

## TRANSITIONAL JOB OPPORTUNITIES PREFERENCE APPLICATION

COMPANY NAME: MV Transportation, Inc.		
COMPANY ADDRESS: 5910 N. Central Expressway, Suite 1145		
CITY: Dallas	STATE: TX	ZIP CODE: 75206

I am not requesting consideration under the County's Transitional Job Opportunities Preference Program.

**I hereby certify that I meet all the requirements for this program:**

- My business is a nonprofit corporation qualified under Internal Revenue Services Code - Section 501(c)(3) and has been such for three years (*attach IRS Determination Letter*).
- I have submitted my three most recent annual tax returns with my application.
- I have been in operation for at least one year providing transitional job and related supportive services to program participants.
- I have submitted a profile of our program; including a description of its components designed to help the program participants, number of past program participants, and any other information requested by the contracting department.

**I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct.**

PRINT NAME: <div style="text-align: center; margin-left: 100px;">Amy Barry</div>	TITLE: Assistant Secretary
SIGNATURE: 	DATE: May 27th, 2016

**REVIEWED BY COUNTY:**

SIGNATURE OF REVIEWER	APPROVED	DISAPPROVED	DATE

**PROPOSER'S LIST OF TERMINATED CONTRACTS**

PROPOSER'S NAME: MV Transportation, Inc.

Proposer has not had any contracts terminated in the past three years.

Proposer must list all contracts that have been terminated within the past three years. Terminated contracts are those contracts terminated by an agency or firm before the contract's expiration date. If a contract(s) was terminated, please attach an explanation on a separate sheet, whether the termination was at the fault of the Proposer or not. Any and all terminated contracts should be accompanied with an explanation. It should be noted that contracts that naturally expired need not be listed. The County is only seeking information on contracts that were terminated prior to expiration.

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM	
ADDRESS OF FIRM	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM	
ADDRESS OF FIRM	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM	
ADDRESS OF FIRM	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
MAIL:	

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM	
ADDRESS OF FIRM	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
E-MAIL:	

SIGNATURE  \_\_\_\_\_

DATE: May 27th, 2016

PROPOSER'S PENDING LITIGATIONS AND JUDGMENTS

Proposer's Name: MV Transportation, Inc.

Proposer and/or principals are **not** currently involved in any pending litigation; are not aware of any threatened litigation where they would be a party; and have not had any judgments entered against them within the last five years as of the date of proposal submission.

Proposer and/or principals of the Proposer must list below (use additional pages if necessary) all pending litigation, threatened litigation, and/or any judgments entered against them within the last five years as of the date of proposal submission.

A.  Pending Litigation       Threatened Litigation       Judgment (check one)

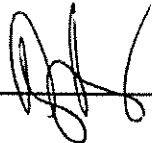
- 1. Against  Proposer;  Principal;  Both (check as appropriate)
- 2. Name of Litigation/Judgment: \_\_\_\_\_
- 3. Case Number: \_\_\_\_\_
- 4. Court of Jurisdiction: \_\_\_\_\_
- 5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

Please see attached.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B.  Pending Litigation       Threatened Litigation       Judgment (check one)

- 1. Against  Proposer;  Principal;  Both (check as appropriate)
- 2. Name of Litigation/Judgment: \_\_\_\_\_
- 3. Case Number: \_\_\_\_\_
- 4. Court of Jurisdiction: \_\_\_\_\_
- 5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

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

Signature of Proposer:  Date: May 27th, 2016

### **Attachment to Form PW-15 – Proposer’s Pending Litigations and Judgments**

As a national transportation management firm with numerous contracts and employees, MV is involved in claims and litigation in the normal course of business. MV has liability, workers’ compensation and employment-related claims in the settlement or claims process. The company’s legal and risk management teams work continuously to handle these matters, none of which are of a size or scope to impact this contract. The company maintains insurance coverage with deductibles or self-insured retentions and limits that the Company believes are appropriate.

There is presently no litigation against the company which is not subject to insurance coverage or which MV believes would threaten the financial stability of the company or its ability to perform any of its contractual obligations. The details of current and pending claims and litigation are confidential; if the Los Angeles County, Department of Public Works, requires more information on claims for the purpose of evaluating MV, please contact Mr. Bob Hargis, executive vice president of risk management at (712) 764-3720.



PROPOSER'S INSURANCE COMPLIANCE AFFIRMATION  
FIXED ROUTE AND DIAL-A-RIDE TRANSIT SERVICES (2016-SQPA001)

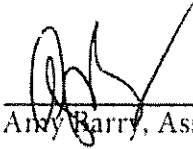
MV Transportation, Inc.

Proposer's Name

5910 N. Central Expressway, Suite 1145, Dallas TX 75206

Address

- If awarded the contract: Proposer will comply with the insurance coverage provisions set forth in Exhibit B, Section 5, Indemnification and Insurance Requirements, of this Request for Proposals, and Proposer will procure, maintain, and provide the County with proof of insurance coverage in the coverage amounts and types specified in Exhibit B, Section 5, throughout the entire term of the proposed contract, without interruption or break in coverage.
- If you check this box, your proposal will be determined nonresponsive and your proposal will be disqualified. Proposer will not comply with the insurance coverage provisions set forth in Exhibit B, Section 5, Indemnification and Insurance Requirements, of this Request for Proposals, and Proposer will not procure, maintain, and provide the County with proof of insurance coverage in the coverage amounts and types specified in Exhibit B, Section 5, throughout the entire term of the proposed contract, without interruption or break in coverage.

Signature of Proposer: 

Andy Barry, Assistant Secretary

Date: May 27th, 2016

**CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S  
DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

The Proposer certifies that:

- It is familiar with the terms of the County of Los Angeles Defaulted Property Tax Reduction Program, Los Angeles County Code, Chapter 2.206.

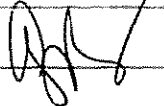
To the best of its knowledge, after a reasonable inquiry, the Proposer/Bidder/Contractor is not in default, as that term is defined in Los Angeles County Code, Section 2.206.020.E, on any Los Angeles County property tax obligation.

The Proposer/Bidder/Contractor agrees to comply with the County's Defaulted Property Tax Reduction Program during the term of any awarded contract.

**-OR-**

- I am exempt from the County of Los Angeles Defaulted Property Tax Reduction Program, pursuant to Los Angeles County Code, Section 2.206.060, for the following reason:

*I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.*

Print Name: Amy Barry	Title: Assistant Secretary
Signature: 	Date: May 27th, 2016

**REQUEST FOR DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PREFERENCE PROGRAM CONSIDERATION FORM**

**INSTRUCTIONS:** All proposers/bidders responding to this solicitation must complete and return this form for proper consideration of the proposal/bid.

In evaluating bids/proposals, the County will give preference to businesses that are certified by the State of California as a Disabled Veteran Business Enterprise (DVBE) or by the Department of Veterans as a Service Disabled Veteran-Owned Small Business (SDVOSB) consistent with Chapter 2.211 of the Los Angeles County Code.

Vendor understands that in no instance shall the disabled veteran business enterprise preference program price or scoring preference be combined with any other County preference program to exceed 8 percent in response to any County solicitation.

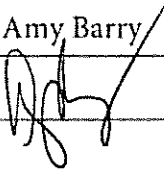
Information about the State's DVBE certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at <http://www.pd.dgs.ca.gov>.

Information on the Veteran Affairs Disabled Business Enterprise certification regulations may be found in the Code of Federal Regulations, 38CFR 74, and is also available on the Veterans Affairs Website at: <http://www.vetbiz.gov>.

**I AM NOT** a DVBE certified by the State of California or a Service Disabled Veteran-Owned Small Business with the Department of Veteran Affairs.

**I AM** certified as a DVBE with the State of California or a Service Disabled Veteran-Owned Small Business with the Department of Veteran Affairs as of the date of this proposal/bid submission and I request this proposal be considered for the DVBE Preference.

**DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.**

Name of Firm: MV Transportation, Inc.	County Webven No. 11124801
Print Authorized Name: Amy Barry	Title: Assistant Secretary
Authorized Signature: 	Date: May 27th, 2016

SIGNATURE OF REVIEWER	APPROVED	DISAPPROVED	DATE

**PROPOSER'S COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE RFSQ  
FIXED ROUTE AND DIAL-A-RIDE TRANSIT SERVICES (2016-SQPA001)**

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**PROPOSER MUST CHECK A BOX IN EVERY SECTION**

**Important Note:** The information on this form is subject to verification and may not be used for scoring purposes.

Completing this form by itself without including detailed narrative in your proposal to support the minimum mandatory requirement of this RFSQ, any inconsistencies or inaccuracy in the information provided in this form, or this form and your proposal, may subject your proposal to disqualification or other actions, at the sole discretion of the County.

**At the time of proposal submission, Proposer must meet the following Minimum Mandatory Requirements:**

**No Subcontractors will be allowed to fulfill any of the following Minimum Requirements.**

1. The Proposer must have a minimum of three years of experience providing the same or similar fixed route or paratransit services for governmental or social service agency(ies).

Yes. Proposer does meet the experience requirement stated above. (In addition to responding on this form, as specified in Part I, Section 2.A.5, Experience, please provide a detailed narrative in your proposal to validate this minimum mandatory requirement for scoring of your proposal in this category).

Proposer Name	Dates of Experience (Mth/Yr to Mth/Yr)	Type of Transit Service	Detail Description of Services/Experience	Page Number*
			Please see the attached table of service experience.	14

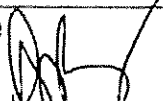
\*List the page number in the proposal containing the proposer's experience.

No. Proposer does not meet the experience requirement stated above.

The Proposer must provide copies of all "Satisfactory" California Highway Patrol Safety Compliance Inspections (or passed all reinspections) of the Proposer's maintenance facilities or terminals to be used for the proposed contract for the prior three 13-month inspections (California Vehicle Code 34501[c]).

- Yes. Proposer does meet the minimum mandatory requirement stated above and has received a "**Satisfactory**" rating on the CHP's Safety Compliance Inspections (or passed all reinspections) of the Proposer's maintenance facilities or terminals to be used for the proposed contract for the prior three 13-month inspections.
- Proposer has received an "**Unsatisfactory**" rating on the CHP's Safety Compliance Inspections of the Proposer's maintenance facilities or terminals to be used for the proposed contract for the prior three 13-month inspections, however, has remedied the problem by means of receiving a "**Conditional**" or "**Satisfactory**" rating within the CHP's 120-day reinspection period and/or recieved a "Conditional" rating and upgraded to a "**Satisfactory**" rating within the CHP's 180-day reinspection period as evidenced by the CHP Safety Compliance Inspection reports attached to proposal.
- No. Proposer does not meet the minimum mandatory requirement stated above. Proposer has received an "**Unsatisfactory**" rating and did not upgrade the rating to a "**Conditional**" or "**Satisfactory**" within the CHP's 120-day reinspection periods and/or received a "**Conditional**" rating and did not upgrade the rating to "**Satisfactory**" within the CHP 180-day reinspection period, whether on the initial inspection or the CHP reinspection, the Proposer will have failed this criteria.

Proposer declares under penalty of perjury that the information stated above is true and accurate. Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected at the sole discretion of the County.

Signature 	Title Amy Barry
Firm Name MV Transportation, Inc.	Date May 27th, 2016

**Attachment to Form PW-19 -  
Proposer's Compliance with the Minimum Requirements of the RFP**

**1. Compliance with Experience Requirements of Firm**

Please refer to the following table for documentation of MV's minimum 3 years of experience in providing same or similar fixed route or paratransit services to government or social service agenc(ies).

Name of Service	Dates of MV- Provided Service	Years' MV Experience
DowneyLINK	Since 2002	12
King Medical Center Shuttle	Since 2011	3
Cerritos COW	2004-2013	9
LADOT Package 5b	2005-2013	8

**STATEMENT OF EQUIPMENT FORM  
FOR FIXED ROUTE AND DIAL-A-RIDE TRANSIT SERVICES (2016-SQPA001)**

PROPOSER'S NAME: MV Transportation, Inc.  
 ADDRESS: 5910 N. Central Expressway, Suite 1145, Dallas TX 75206  
 TELEPHONE: 972.391.4650

**STATE BELOW THE INFORMATION FOR ALL EQUIPMENT THAT WILL BE DEDICATED AND/OR DESIGNATED PRIMARY BACKUP TO THIS SERVICE**

**Please list one (1) item per line; DO NOT submit an equipment list in your own format. This form may be reproduced in order to list all equipment.**

TYPE OF EQUIPMENT	MAKE OF EQUIPMENT	MODEL	YEAR	SERIAL NUMBER	CONDITION OF EQUIPMENT	SEATING	FUEL TYPE	LOCATION	DESIGNATION	
									Check one	PRIMARY BACKUP
									DEDICATED	

To be determined based on individual RFPs and their Associated Scopes of Work. MV is capable of providing or acquiring necessary vehicles for Dial-A-Ride and Rixed Route Services as it currently does on its contracts with the County.

**DISPLACED TRANSIT EMPLOYEE DECLARATION**

**To Be Completed During IFB**

In accordance with California Labor Code Sections 1070-1074, the County will give a preference to any proposer who declares on this form that they will retain the employees of the prior Contractor and/or Subcontractor. The undersigned declares:

- that the Proposer will retain the employees of the prior Contractor and/or Subcontractor for a period of not less than 90 days pursuant to California Labor Code 1070-1074. If this box is checked, the 10 percent preference will be given.

OR

- that the Proposer does NOT agree to retain the employees of the prior Contractor or Subcontractor for a period of 90 days pursuant to California Labor Code 1070-1074. If this box is checked, the 10 percent preference will NOT be given.

Signature	Title
Firm Name	Date



COUNTY OF LOS ANGELES LIVING WAGE PROGRAM

APPLICATION FOR EXEMPTION

The contract to be awarded pursuant to the County's solicitation is subject to the County of Los Angeles Living Wage Program (LW Program) (Los Angeles County Code, Chapter 2.201). Contractors and subcontractors must apply individually for consideration for an exemption from the LW Program. **To apply, Contractors must complete and submit this form with supporting documentation to the County after the Mandatory Proposers Conference by the due date set forth in the solicitation document.** Upon review of the submitted Application for Exemption, the County department will determine, in its sole discretion, whether the contractor and/or subcontractor is/are exempt from the LW Program.

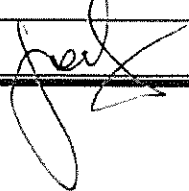
Company Name: MV Transportation, Inc.		
Company Address: 5910 N. Central Expressway, Suite 1145		
City: Dallas	State: CA	Zip Code: 75206
Telephone Number: 972-391-4600	Facsimile Number: 707-4464177	Email Address: joe.escobedo@mvtransit.com
Awarding Department: Department of Public Works		Contract Term: TBD
Type of Service: Fixed Route and Dial-A-Ride Transit Services		
Contract Dollar Amount: TBD		Contract Number (if any): 2016-SQPA001
My business has received an aggregate sum of less than \$25,000 during the preceding 12 months under one or more Proposition A contracts and/or cafeteria services contracts, including the proposed contract amount		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

I am requesting an exemption from the LW Program for the following reason(s) (*attach all documentation that supports your claim to this form*). Please check all that apply:

- My business is subject to a bona fide Collective Bargaining Agreement (*attach agreement*); **AND**
- the Collective Bargaining Agreement expressly provides that it supersedes all of the provisions of the Living Wage Program; **OR**
- the Collective Bargaining Agreement expressly provides that it supersedes the following specific provisions of the Living Wage Program (I will comply with all provisions of the Living Wage Program not expressly superseded by my business' Collective Bargaining Agreement):

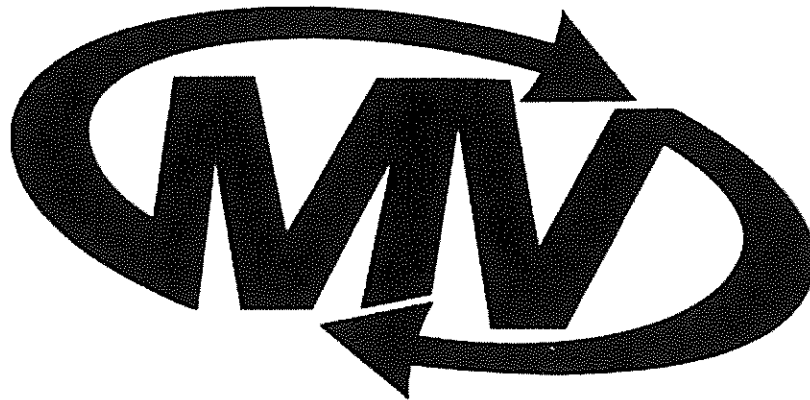
\_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct.

PRINT NAME: Joe Escobedo	TITLE: Senior Vice President
SIGNATURE: 	DATE: May 20, 2016

**AGREEMENT  
BETWEEN**

**MV TRANSPORTATION INC.**



**AND**

**TEAMSTERS LOCAL 848**

**PARAMOUNT**

**DRIVERS, ROAD SUPERVISORS AND DISPATCHERS**

**July 1, 2014 through June 30, 2017**

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## ARTICLE 1 – TERM OF AGREEMENT

This Agreement is entered into effective January 11, 2015, by and between MV Transportation, INC. (hereinafter referred to as the “Company”) and Teamsters Local Union Number 848, (hereinafter referred to as the “Union”). Its purpose is the promotion of harmonious relations between the company and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work and other conditions of employment.

## ARTICLE 2 – RECOGNITION

Section 2.1 – Bargaining Representative: The Company recognizes the Union as the exclusive bargaining agent for all employees in the bargaining unit.

Section 2.2 – Covered Employees: All drivers, Road Supervisors, and Dispatchers employed by MV Transportation working under any revenue contract within Division 14 at any of the following locations, and in accordance with Article 2, Section 3 of this agreement.

1. City of Lynwood
2. Norwalk
3. Athens/Lennox
4. City of Compton
5. City of Downey
6. Firestone/Florence
7. WillowBrook (Fixed Route)
8. Willowbrook (Para-Transit)
9. Lawndale
10. Avocado Heights

All located at: 7209 Rosecrans, Paramount, CA 90723

11. La Mirada

Located at: 15677 Phoebe Ave, La Mirada , CA 90638

12. Whittier

Located at: 7333 Greenleaf Ave, Whittier, CA 90602

But excluding warehouse employees, mechanics and similar maintenance employees, office clerical employees, managerial employees, guards, and supervisors as defined by the National Labor Relations Act.

Section 2.3 – New Revenue Contracts: Should the Company successfully bid on a new revenue contract not listed in this Article, but which falls under the Paramount Division, the parties agree to bargain over whether the new work will be included in this agreement, and if so, all terms and conditions of employment for the new work. It shall not be assumed that the provisions of this agreement will automatically pertain to the new revenue contract, or that the new revenue contract work will automatically become part of the existing bargaining unit.

### ARTICLE 3 – PARTICIPATION

Section 3.1 – Purpose. It is the purpose of this article to provide that all employees covered by this Agreement share equally the Union's costs incurred to negotiate, administer and enforce the terms of this Agreement.

Section 3.2 – Membership. An employee assigned to a covered classification who is employed by the Company during the term of this agreement, as a condition of employment, will become and remain a member in good standing of the Union, not later than the 31<sup>st</sup> day following the employee's completion of training or the contract ratification date, whichever is later. Within 14 calendar days of ratification of this agreement, the Company shall submit to the Union the names, addresses, and social security numbers, and dates of hire for each employee covered by this agreement. The Company also agrees to submit this same information to the union within 14 calendar days of each new employee's start date. The Company shall also submit the name of all terminated employees to the Union within 7 calendar days of their termination date. If the termination occurs on a weekend or Holiday weekend, the notice period for employee terminations will commence on the first regular work day following that weekend.

Section 3.3 - Checkoff. The Company will give a Union membership application to each operator during initial training, and will forward complete applications to the Union. Membership as used herein shall mean only an obligation of an employee to pay periodic dues and initiation fees uniformly required, or in the event that the employee objects to full dues and initiation

fees, only to the obligation to pay periodic dues and initiation fees, as required by current law.

Section 3.4 – Fees/Dues Deduction. It is further agreed that the Company shall deduct the initiation fees and dues from the pay of each employee, and shall forward all such fees and dues so deducted to the office of the Union each month. Such initiation fees and dues shall be deducted upon the basis of a dues deduction from voluntarily executed by the employee.

Section 3.5 – Dues Not Deducted. Where an employee who is on Check-off is not on the payroll during the week in which the deduction is to be made, or has no earnings, or insufficient earnings during the week, or is on leave of absence, the employee must make arrangements with the Union to pay such dues before the end of the month.

Section 3.6 – Maintenance of Membership. In the event an employee, fails to apply for or maintain his/her membership in the Union, after notice of his/her obligation to do so and opportunity to correct any failure to apply of failure to maintain membership, the Union may give the Company notice of this fact and the employment of such employee may be terminated by the Company. The Union agrees that there shall be no demand for termination of any employee who has not first been contacted by the Union within 30 days before a 7 day notice is sent to the employee. A copy of the 7 day notice must be sent to the Company and the employee seven days before any demand for termination may be made. And no employee shall be terminated under the terms of this Article who has not first received a 7 day notice from the union.

Section 3.7 - Indemnification. The Union shall indemnify the Company and hold it harmless against any and all claims, demands, suits, or other forms of liability of any kind which may arise out of or by reason of actions taken by the Company for the purpose of complying with this Article.

## **ARTICLE 4 – MANAGEMENT RIGHTS**

Section 4.1 - Company Rights. Except as expressly modified or restricted by a specific provision of this Agreement, all statutory and inherent managerial rights, prerogatives and functions are retained and vested

exclusively in the Company, in accordance with its sole and exclusive judgment and discretion, including, but not limited to these rights:

- (a) To reprimand, suspend, discharge, or otherwise discipline employees for just cause and to determine the number of employees to be employed.
- (b) To hire employees, determine their qualifications and assign and direct their work; to promote, demote, transfer, lay off, and recall to work.
- (c) To set the standards of productivity, the services to be rendered, to maintain the efficiency of operations; to determine the personnel, methods, means, and facilities by which operations are conducted, and to set the starting and quitting time and the number of hours and shifts to be worked.
- (d) To close down, or relocate the Company's operations or any part thereof; to expand, reduce, alter, sub-contract, combine, transfer, assign, or cease any job, department, operation, or service, to control and regulate the use of vehicles, facilities, equipment, and other property of the Company or the client.
- (e) To determine the price at which the Company contracts its services, to determine the methods of financing its operation and services, and to determine the number, location and operation of departments, divisions, and all other units of the Company.
- (f) To introduce new or improved technology, machines, tools, equipment, property, research, service, maintenance methods, and materials used to increase efficiency, to hire, promote, assign, transfer, demote, discipline and discharge for just cause.
- (g) To issue, amend and revise policies, rules, regulations, and practices including standards of performance; to take whatever action is either necessary or advisable to determine, manage and fulfill the mission of the Company and to direct the Company's employees; to determine the existence or nonexistence of facts which are the basis of management decision, and to carry out the lawful directives of the customers to whom the Company contracts its services.



Section 4.2 - Technology Rights. The Company may employ new technology, including video systems, GPS, mobile data terminals/computers and other present or future technologies for the transit industry, in order to help ensure the safety of the driver and passengers, and compliance with all federal, state and local driving rules and regulations by both the driver and the motoring or pedestrian public. The Company and the Union agree that any recording resulting from said technology may be used as evidence in the investigation of any incident involving the Company facility, another employee, or an employee while operating a Company vehicle. In the event any data or recording is used as evidence for purposes of disciplinary action, the Union shall be afforded an opportunity to view the evidence as soon as practicable after the action is taken. Any use of Technology for disciplinary purposes, as described in this Section, shall be in accordance with the terms of this Agreement and is subject to the grievance procedure contained herein. The Company shall meet with the Union before implementation of new technology on an advise and confer basis, in order to explain and clarify the use and effects of said technology. The Union maintains all rights to the grievance procedure contained in this Agreement in the case of disagreement concerning any implementation of new technology as stated in this Section.

Section 4.3 – Client Contract: The Company and the Union acknowledge that the Company has entered into a contract(s) to provide transportation services with the clients listed in Article 2 of this agreement, hereto known as the “Client.” The contract between the Company and the client contains specific performance requirements. Nothing contained in this Agreement will be construed to prohibit Company from fulfilling all of its contractual obligations to the Client. The Company will have the sole right to change any policies, rules and regulations governing employees without renegotiation of this Agreement should such changes in policies, rules and regulations be required in order to comply with any governmental law or regulation or to comply with any provision of the agreement between the Company and the Client. The Company will discuss and obtain input from the Union on any other new policies, rules and regulations without renegotiation of this Agreement prior to implementation. However, the Company shall have the sole right to make any and all final decisions regarding the implementation of said policies, rules and regulations.

If the Company is required to remove a driver from service at the request of the Client, per provision(s) contained in the agreement between the Client and the Company, the Company agrees to discuss the matter with the Client to

attempt to resolve the problem. If the Client maintains its position on the removal of the driver, the Company will then meet with the Union to discuss the status of the driver. Should the Client maintain its position concerning the status of the driver, such removal from service would be subject to the grievance procedure contained in this Agreement.

Section 4.4 – Non-Waiver of Rights. The Company's failure to exercise any right, prerogative, or function hereby reserved to it, or the Company's exercise of any such right, prerogative, or function in a particular way, shall not be considered a waiver of the Company's right to exercise such right, prerogative, or function or preclude it from exercising the same in some other way not in conflict with the express provisions of this Agreement.

## **ARTICLE 5 – REPRESENTATIVES' RIGHTS**

Section 5.1 – Recognition of Shop Stewards: As a general rule, the Union may designate, and the Company will recognize, not more than one (1) Shop Steward from within the bargaining unit per fifty (50) bargaining unit employees to serve as the Union's agent in the representation of employees in the bargaining unit. However, for locations where there are less than fifty (50) bargaining unit employees permanently assigned to that facility, the Union may designate only one (1) Shop Steward. The Company will not be required to recognize any employee as a Shop Steward unless the Union has informed the Company, in writing, of the employee's name. Each Shop Steward will be permitted to designate one alternate Shop Steward who shall only be permitted to perform the duties of Shop Steward in their absence.

Section 5.2 – Leaves of Absence. The Company agrees that members of the Union will be granted unpaid leaves of absence on Union business as authorized by the Union, when so requested, provided that the granting of such leave does not impact Company's ability to provide service to the Client. The Union agreed not to request that more than two such leaves of absence will be requested for any specific period of time. It is further agreed that any member of this Union who now holds office, or will be appointed or elected to any office in said Union, which requires his absence from the Company's employ, will upon his retirement from said office be placed in his former position with full seniority rights, rates of pay, vacation and retirement pay rights. Union business is further defined to mean employment directly and solely by the Union, or the International Union of which it is a division.

During periods of any such leave, the employee shall not receive or accrue any pay, fringe benefits or other compensation to which the employee would have been entitled to under this Agreement had the employee not taken such leave of absence.

Section 5.3 – Duties of Shop Stewards. Shop Stewards are authorized to represent bargaining unit members at meetings and process and settle grievances.

Section 5.4 – New Member Orientation. The Company will make available to the designated Union representative(s) an opportunity to introduce themselves, explain the responsibilities of the stewards, and provide a brief history and overview of Local 848 to newly hired employees for a maximum of 30 minutes. The new member orientation will occur during the initial training period for new employees. The actual time and place for such orientation will be mutually agreed upon by the Company and the Union.

Section 5.5 - Union Visitation: During normal business hours, the Union Business Agent or other authorized officer of the Local will be allowed access to Company premises for the purpose of investigating or adjusting an actual grievance, or visiting the members in order to ensure the terms of this Agreement are being upheld. The Union Business Agent shall make his presence known to the General Manager (GM) or his designee upon arrival at the Division. The Union agent will confine any conversations with employees to non-work time and his activities will not in any manner interfere with the performance of work by the employee. In the event that the Union Business Agent needs to conduct business at a Division location not under the current supervision of the GM the Business Agent shall call the GM or his designee upon arrival at that Division location. The Union Business Agent will suspend the conduct of Union business at an unsupervised Division location in the event it is determined by management that the presence of the General Manager is required in order to conclude that business in an orderly and businesslike manner.

## **ARTICLE 6 – BULLETIN BOARDS**

Section 6.1 – Union Business. The Company agrees to provide space for bulletin boards for employees covered by this Agreement. The Union-

supplied bulletin board is for the Union's exclusive use where notices pertaining to meetings, social events and information of general interest to Union members may be posted. Nothing will be posted that disparages the Company, the Union, the client or any other person or employee. All postings must be printed on official Union letterhead and signed by an officer of the Local. The Company shall also allow any official postings as mandated and prescribed by any government agency.

Section 6.2 - Indemnification. The Union indemnifies and will hold the Company harmless against any and all claims, suits, demands, charges, complaints or other causes of action for items that are posted on the bulletin boards.

## **ARTICLE 7 – COMPLIANCE WITH LAW**

It is understood and agreed that the Union will comply with the provisions of applicable law pertaining to elections and that any provision of this Agreement, the legality of which depends upon an election, will not be effective until authorized in such election or until full compliance with the law is accomplished.

## **ARTICLE 8 – AFFIRMATIVE ACTION**

Section 8.1 – Equal Opportunity. The Company and the Union recognize a common commitment to the equality of opportunity for all. Therefore, the Company and the Union agree that neither will discriminate against any employee with respect to hiring, compensation or terms or conditions of employment because of such individual's race, color, religion, sex, age, national origin, marital status, sexual orientation, disability or Vietnam Era veteran status, or any other status protected by law.

Section 8.2 – Gender. Whenever either the masculine or feminine gender is used in this Agreement, it is intended to include the opposite gender as well.

## **ARTICLE 9 – NO STRIKE, NO LOCKOUT**

Section 9.1 - Disputes. It is recognized and understood that the Company and its workers are obligated to perform essential public service, and that this service must be continuously performed to the fullest extent. The grievance and arbitration re-dress procedure shall be the sole and exclusive means for settling any dispute arising under this Agreement between the workers of the Union and the Company during the term of this Agreement.

Section 9.2 - No Strikes. The Union agrees during the term of this Agreement that it will not engage in, encourage or condone any strike, slow-down, boycott, interference or interruption of production or service especially in cases where such services include medical emergencies or delivery of patients to health care providers. The Union shall take all affirmative action to prevent or stop any such strikes, slow-downs, walkouts, or other interference with work, and all employees are required to cross picket lines and report to work. Any employee that refuses to cross any such picket line and not report to work or violates the provisions of this Article in any way, may be disciplined by the Company up to and including discharge. The Company will use all available legal means in the event of a wildcat strike or a labor disruption violating this agreement.

Section 9.3 - Lockouts. During the term of this Agreement, or any extension thereof there will be no lockouts by the Company.

## **ARTICLE 10 – DISCIPLINE**

Section 10.1 - Disciplinary Procedures.

- (a) All disciplinary processes will be performed by a General Manager, Operations Manager or Regional Vice President, or their management designee. The Company agrees to be fully compliant with employee's representational rights under the Weingarten decision. The charged employee shall be given the opportunity to attend all hearings, which may result in disciplinary action. A Union representative may also attend the hearing, if so requested by the employee.

- (b) The respective General Manager, to whom the individual is requested to report, shall give a fair and impartial hearing to all employees. This shall also include corrective interviews, through the disciplinary process. Stewards will be notified in a timely manner of any suspensions or pending terminations.
- (c) A copy of bargaining member's disciplinary actions shall be given to the employee. The shop steward and the Local Union shall also be given copies of discipline within ten (10) business days of the issuance of said discipline.
- (d) Initial discipline shall occur within fourteen (14) business days of the Company's knowledge of an alleged infraction / incident. The Company will notify the union if an investigation will last longer than fourteen (14) business days to complete.
- (e) Weingarten Rights. It is understood that MV Transportation will comply with the Weingarten Decision with respect to its employee's rights to union representation. When a disciplinary meeting is conducted, and a request is made by a member of the bargaining unit for union representation in compliance with the Weingarten decision, a union steward shall be permitted to attend that meeting. In the absence of a Union Steward, the employee may request another available bargaining unit employee sit in on the meeting. If Union representation is waived, the Company shall make a written note of that waiver and attempt to have that note signed by the employee.
- (f) Disciplinary action taken by the Company according to the terms of this Section are subject to the grievance procedure contained herein.

Section 10.2 - Progressive Discipline: Any violation of posted and/or written Company rules, policies and/or procedures may, at the Company's discretion, result in disciplinary action. Disciplinary actions resulting in suspension and/or termination shall be for just cause only. With the exception of a violation of a serious infraction as listed in Section 10.4, Attendance Policy as listed in Section 10.5, or the Safety Policy as listed in 10.6, each infraction of any rule, policy or procedure may result in the following disciplinary action taken by the Company against the employee who violates any rule, policy or procedure:

- First Violation: Policy review / documented verbal counseling.
- Second Violation: First Written Warning Notice.
- Third Violation: Final Written Warning Notice.
- Fourth Violation: Dismissal From Employment With Company

The definition “first”, “second”, “third” and “fourth” violation above shall mean the violation of any similar or related rule or combination of rules. “Similar or related” would be a violation of any single step or action in a larger procedure or activity (eg. pre-trip, schedule adherence, proper uniform, workplace behavioral problems, customer service, workplace policies/procedures, etc). An employee will have his record cleared of each violation after 12 months using a rolling twelve (12) month time period.

The MV Employee Handbook policies for Attendance, Safety and Incident, Substance Abuse and Misuse, and Major Work Rule violations shall constitute “just cause” and be considered proper and/or progressive discipline for violations as stated in those sections of the Handbook with the exceptions of:

1. Additionally, the disciplinary terms contained in the Company’s agreed upon cell phone use policy shall constitute just cause, and proper and/or progressive discipline for all violations of that policy.
2. Also, the disciplinary terms contained in the Company’s agreed upon Drive-Cam Policy shall constitute just cause, and proper and/or progressive discipline for all violations of that policy.

Section 10.3 - Work Rules. The Company will issue all employees a current MV Employee Handbook outlining all rules, regulations and policies. Prior to the Implementation of any new or revised rule, regulation or policy in the Handbook, the Company will issue an addendum to the Employee Handbook, with a copy given to each employee and the Union, at least twenty (20) business days prior to the implementation of said rule, regulation or addendum. The Company shall have the sole exclusive right to adopt additional reasonable rules, regulations and policies to govern its operations and employees and, from time to time, to change or amend such rules, regulations and policies, to the extent they do not conflict with any express

written provisions of this Agreement. The Company will notify the Union in writing of all changes in policy at least twenty (20) business days before they are implemented, unless required by client or safety concerns which demand a more immediate implementation. In the event any Company Rule conflicts with the terms of this Agreement - this Agreement shall prevail. Any change to rules and regulations shall be posted and distributed to all employees in order to uniformly advise all bargaining unit members.

Prior to implementation, the Union may request to meet with the Company to discuss the intent and purpose of any new rule or regulation. Disagreements concerning the implementation of any Company Rule conflicting with the terms of this Agreement is subject to the grievance procedure contained in this Agreement. If the Union fails to file a grievance within fourteen (14) business days after implementation, the new rule, regulation or work-related policy change will stand as implemented.

Section 10.4 - Serious Infractions. The following violations of Company policies and rules are considered Serious Infractions and shall be just cause for immediate discharge of the employee:

- (a) Theft or deliberate destruction, defacing or damaging of Company or Client property or property of another employee or passenger.
- (b) Physical violence or fighting on Company premises or vehicles or any time while on duty.
- (c) Possession of firearms, weapons, or explosives, and similar devices on Company premises or vehicles or any time while on duty.
- (d) Threatening, intimidating, coercing or abusing fellow employees, passengers, customers or members of the public.
- (e) Conviction of a misdemeanor law but not infractions while on duty. Conviction of a felony whether on or off duty, either before or during employment.
- (f) Use of language or any another activity designed to create a hostile work environment or to offend or harass any other employee, customer or passenger based on that employee's, customers or passenger's race, color, religion, sex, age, national origin, marital status, sexual



orientation, disability or Vietnam Era veteran status, marital status or any other status protected by law.

- (g) Failure for any reason to maintain a valid driver's license and all other certificates required by Federal, State or local law or regulation to operate the Company's vehicles. In the event the employee notifies the Company of a temporary loss of the required license or certification, the employee shall be first entitled to an unpaid leave of absence of up to sixty (60) calendar days in order to correct said loss of a valid driver's license or other certificate required to operate the Company's vehicles. In the event the employee does not immediately notify the Company of any known loss of license or certificate required to operate the vehicles, the employee may be terminated immediately. If an employee fails to report to work at the expiration of this leave period, the employee's employment shall be terminated.
- (h) Unauthorized touching, physical contact with or indecent exposure to a passenger or fellow employee.
- (i) The pickup of any unauthorized passenger or the drop off of any passenger, when such is required on the driver's manifest or when so instructed by the dispatcher, at any place without there being a physical handoff to a caregiver or other responsible adult at the destination or the pickup while performing para-transit work duties.
- (j) Reporting for work under the influence of intoxicating liquor or illegal drugs or violation of the Company's Drug and Alcohol Policy as referenced in this Agreement.
- (k) Dishonesty, including but not limited to, knowingly falsifying of any document including employment applications, time records, manifests or any other document.
- (l) Failure to report a hazardous situation, accident or injury immediately or, at first opportunity to the dispatcher or supervisor. For purposes of this Section, a "hazardous situation" includes, but is not limited strictly to, a bio-hazard such as blood or other body fluid being present on the Company vehicle.
- (m) Selling any product or propositioning a sale of any product or service to a passenger while in revenue service.

(n)Gross insubordination or refusal to perform assigned work.

(o)Conviction of, whether in Company or any other motor vehicle, a serious traffic violation, including DUI, vehicular manslaughter, reckless driving or any driving offense involving alcohol or drugs.

Section 10.5 – Attendance. The Attendance Policy outlined in the Employee Handbook will be utilized and followed for any and all attendance violations/disciplines with the exception that:

On two (2) occasions in any rolling (12) twelve month period, an employee shall be excused from work for a verifiable illness without the assessment of an attendance point when that employee meets both of the following conditions:

1. The absence is reported to supervision or dispatch at least (1) one hour prior to the start of their shift.
2. The employee presents a valid doctors excuse dated and signed by a doctor practicing in the U.S., releasing the employee from work on the actual day, or consecutive days for the entire period of absence up to (5) five days.

Section 10.6 - Safety Policy. Because our clients rely upon MV Transportation for qualified, well trained and safe drivers, a good safety record on the part of our drivers is essential for us to serve our clients in the safe professional manner that they expect. It is the policy of MV Transportation that safety and accident prevention shall be considered of primary importance in all phases of operations and administration. The Employee Handbook describes the Safety Point System and the other rules and procedures regarding safety. The Safety and Incident Policies as detailed in the MV Employee Handbook, including the Safety Point System, are the agreed upon safety policies in effect for this Agreement.

Section 10.7 – Safe Vehicles: The Company and the Union mutually agree that equipment and operational safety is a priority. All unsafe situations shall be reported to the Company as soon as possible. The Company shall make

every reasonable effort to resolve any reported unsafe conditions as soon as practicably reasonably possible. No employee shall be disciplined for refusing to drive an unsafe vehicle nor shall any employee be required to drive a bus that has not been determined by the maintenance department to be safe, nor shall any employee be required to transport a passenger in a mobility assistance device unless the proper number of securement straps or devices, as determined by the Company, are provided in the vehicle. A final determination as to the safety of all Company equipment shall be determined by management or their authorized designee (eg, a Company Mechanic directed by management to make such a determination. In order to assist in the pre-grievance resolution of a dispute related to this Article, the Union may review non-confidential and non-proprietary operational incident reports concerning safety & health subjects. It is understood by the parties that an operator has certain legal rights to refuse to drive an unsafe vehicle so long as the operator can demonstrate that the vehicle in question is indeed unsafe to drive.

## **ARTICLE 11 – GRIEVANCE PROCEDURE**

Section 11.1 – Definition. A grievance is a claim that the Company has violated an express, specific provision of this Agreement. In the event such a claim is made, the following procedures must be followed:

Section 11.2 – Filing a Grievance. The grievance must set forth the nature, details, date of the alleged violation, and Article and Section of this Agreement claimed to have been violated. The written grievance must be presented by the employee or the Union to the General Manager or his designee within fifteen (15) business days following the occurrence out of which the grievance arose. Failure to present the grievance within fifteen (15) business days will be deemed a waiver of the grievance.

### **STEP 1**

Such grievance will be presented in writing to the General Manager, or his designee. Within ten (10) business days of receipt of the grievance, a meeting will be scheduled between the employee, the shop steward, and the General Manager. A representative of the Union shall accompany the employee, if requested. If the General Manager or his designee and the grievant are unable to arrive at a satisfactory settlement during the meeting, the General Manager

or his designee will provide a written answer to the Union within seven (7) business days after the date of the meeting.

## STEP 2

If the grievance is not resolved in Step 1, the Union must refer the grievance in writing to the Company Director of Labor Relations, or his designee within ten (10) business days after receipt of the Step 1 decision. Failure of the Union to request Step 2 within the ten calendar days shall constitute a waiver of the grievance. Upon receipt of the written Step 2 grievance:

(a) The Director of Labor Relations, or his designee, and a representative of the Union will meet in person or via conference call within ten (10) business days after the receipt of the referral. The grievant will be invited to participate in this Step 2 hearing.

(b) If the parties are unable to arrive at a satisfactory settlement during the meeting, within ten (10) business days of the meeting the Director of Labor Relations, or his designee, will provide a written answer to the Union.

## STEP 3

If the grievance has not been settled in Step 1 or Step 2, the Union may, within ten (10) business days of receipt of the Company's Step 2 decision, submit the grievance to an arbitrator. Failure of the Union to request arbitration within the ten calendar days of the Company's Step 2 response shall constitute a waiver of the grievance by the Union and the employee.

Section 11.3 – Expedited Procedure. The Company and the Union may agree to submit the grievance to an expedited arbitration process subject to the following conditions:

(a) Both parties must mutually agree to expedited arbitration to resolve a specific grievance, and legal counsel will not be used as advocates.

(b) The hearing will be informal

(c) No briefs will be filed

(d) Formal rules of evidence will not be strictly followed.

- (e) The arbitrator may issue a bench decision at the conclusion of each hearing, but in any event will render a decision within 48 hours after the conclusion of each hearing
- (f) The arbitrator's decision will be based on the record before the arbitrator, and may include a brief written explanation of the basis for such conclusion
- (g) The arbitrator's decision will be final and binding upon the parties. An arbitrator who issues a bench decision will furnish a written copy of the award to the parties within forty-eight (48) hours of the close of the hearing
- (h) No decision by an arbitrator in this expedited process will be deemed to establish practice or any precedent for future proceedings
- (i) The fees of the arbitrator will be borne equally by both parties
- (j) No decision by an arbitrator in the expedited process will be deemed to establish practice or any precedent for future proceedings.

Section 11.4 – Arbitrator Selection. If the expedited arbitration procedure is not selected by the parties, the Company and Union will mutually select an arbitrator from a list of seven (7) qualified arbitrators provided by the Federal Mediation and Conciliation Service. This selection will be completed within ten (10) business days, if possible. The decision of the impartial arbitrator will be final and binding on the parties hereto. The fee, if any, of the impartial arbitrator will be borne equally by the parties hereto. All other mutually agreed to expenses of arbitration, excluding legal fees, are to be divided equally between the parties hereto. The arbitrator shall have no power to add to, subtract from or modify any provision of this Agreement, nor shall the arbitrator have the power to order the Company to do anything that will cause the Company to violate any provision of its Agreement with the client.

## ARTICLE 12 – CATEGORIES OF EMPLOYEES

Section 12.1 – Regular Full-Time. Employees whose regular scheduled bid is at least thirty-two and one half (32.5) hours in a workweek shall be classified as Regular Full-Time.

Section 12.2 – Regular Part-Time. Employees whose regular scheduled bid is less than thirty-two and one half (32.5) hours in a workweek shall be classified as Regular Part-Time.

Section 12.3 – Part-Time Casual. Part-time employees who are regularly scheduled to work less than thirty-two and one half (32.5) hours per work week, and who do not have a regular bid assignment, or who work on an irregular basis throughout the year or work weekend only shifts shall be classified as Part-Time Casual.

Section 12.4 – Classification Change. Part-time employees may be requested to work more than thirty-two and one half (32.5) hours in a workweek to meet unusually high service demands or other unusual situations. If a full-time employee's schedule changes to where he is scheduled and works less than 35 hours in a workweek, each week for six (6) consecutive pay periods, his classification will be changed to Regular Part-Time. Nothing in this Article shall be construed as a guarantee of hours. It is understood that in the event of an urgent demand to fill any open shift, the Company may assign that work to any qualified Company employee from within or outside the bargaining unit.

Section 12.5 – Cross-Utilization. It is agreed to by the parties that all employees in the bargaining unit may, from time to time be required to perform dispatch, road supervisor, or driver duties, provided they are qualified to perform the work assignment. Additionally, employees may be called upon to perform work as stated above, on any revenue agreement within Division 14, Paramount, as listed in "Article 2, Recognition" of this agreement.

## ARTICLE 13 – HOURS OF WORK & PAY

Section 13.1 – Driver Pre-trip Duties: Employees are required to perform various pre-trip duties prior to departure from the facility when their trip starts from the garage. The Company will pay twelve (12) minutes for performing the required pre-trip duties. When performing a relief, the Operator will perform a safety walk around

inspection when taking over the vehicle, and then a vehicle inspection at subsequent layover points with time required to be included in the schedule. Employees will not be paid any time for clocking in prior to his scheduled time unless instructed to do so by a supervisor. Each employee shall be allowed a five (5) minute "grace period" for every sign-on. Employees shall not be penalized for signing on five (5) minutes or less after their Scheduled Report Time.

Section 13.2 – Driver Post-trip Duties: An operator's paid time ends after their last trip is performed and the vehicle is refueled (if required), returned to the yard, the vault is pulled (if required), and the post-trip is completed, and all required paperwork is completed and turned in. It shall be considered a major violation of Company Work Rules, and subject to discipline up to and including termination, to intentionally and unnecessarily extending "dead head" time when returning to the yard and/or the completion of any and all post-trip duties.

Section 13.3 – All Employee Workweek. The workweek shall begin at 12:01 AM on Saturday and shall end at Midnight Friday. Employees shall be paid every two weeks, with paydays on alternate Fridays.

Section 13.4 – Overtime.

- a) Drivers: Unless otherwise stated in this agreement, time and one half shall be paid for all hours actually worked in excess of forty (40) hours per week.
- b) Road Supervisors and Dispatchers: Unless otherwise stated in this agreement, time and one half shall be paid for all hours actually worked in excess of forty (40) hours per week and/or over 10 hours per day (4/10) or 8 hours per day (5/8).

Section 13.6 – Driver Scheduled Hours – Fixed Route. The Company agrees not to make arbitrary changes to existing bid routes. Changes may be made during general bids as stated in Article 15 of this agreement. However, changes may be made when caused by an act of God, natural disaster, when mandated by the client, to maintain the efficiency of operations as determined by management, or to meet other verifiable operational needs beyond the control of the employer. The Company shall not abolish existing routes solely for the purpose of moving work to part-time positions.

In the event that changes to a given route need to be made due to one of the reasons stated above, the Company agrees to eliminate and revise the affected route or routes. The revised route or routes shall then be bid in accordance with the Bidding Article section entitled "Single Open Piece of Work".

**13.7 – Driver Scheduled Hours – Para-transit:**

Due to the nature of Para-transit work, there shall be no guaranteed hours per day or per week.

**13.8 – Driver Standby Assignment:**

Drivers working standby shall be guaranteed two (2) hours per scheduled report.

**13.9 – Road Supervisor and Dispatcher Scheduled Hours:** Section 13.5 - Scheduled Hours: Regular shifts will normally be eight (8) hours in five (5) work days (or 5/8's). However, the parties agree that the Company may create alternative workweek schedules that are available for bid. Alternative work schedules will consist of four ten-hour days (4/10 shifts).

## **ARTICLE 14 – SENIORITY**

Section 14.1 – Definition. Seniority is defined as the length of time an employee has been continuously employed by the Company since the date of his most recent employment by the Company. The Company will recognize seniority rights from the employee's first day of work. If more than one employee begins work on the same day, the employee with the earliest date on their application will have the highest seniority. When these same employees also share the same application date, then the employees will draw straws to determine the order.

Section 14.2 – Layoff. When a reduction in the workforce becomes necessary, such layoff will be made in the reverse order of seniority. Likewise, the employee with the most seniority will be the first one recalled from layoff.

Section 14.3 – Use. Seniority will commence with the date of employment. Seniority will be observed with regard to all layoffs, rehiring, job bids, vacation, scheduling and floating holiday selection. The Company and the Union will have the authority to determine seniority dates for employees in the unit and to resolve conflicts among employees as to seniority dates.



Section 14.4 – Continuous Service. Unless otherwise stated, wherever reference is made to “continuous service” in this Agreement, shall be interpreted to mean employment without a break with the Company, or with a predecessor employer, when such predecessor employer serves as a contractor to the client. “Seniority” is defined as continuous service with the Company, or its predecessors, under contract with the client for purposes of determining wages, vacation accrual and classification seniority.

Section 14.5 – Seniority List:

- a) Driver: Within 30 days after the signing of this Agreement, and quarterly thereafter, a list of employees arranged in the order of their seniority will be posted in a conspicuous place at the place of employment. One seniority roster will be maintained for all employees. A Union Business Representative will be provided a current seniority list upon request. The Union will immediately notify Company of any errors in the seniority list.
  
- b) Road Supervisor and Dispatcher: Within 30 days after the signing of this Agreement, and quarterly thereafter, a list of employees arranged in the order of their seniority will be posted in a conspicuous place at the place of employment. Each yard will have a separate seniority list. A Union Business Representative will be provided a current seniority list upon request. The Union will immediately notify Company of any errors in the seniority list.

Section 14.6 – Probationary Period. All employees will be on probation until they have completed ninety (90) calendar days of service from the completion of training with the Company. Until completion of said probationary period, an employee may be terminated at the complete discretion of the Company, and such termination will not be subject to the grievance provisions of this Agreement.

Section 14.7 – Seniority Broken. Continuity of service will be broken and seniority will terminate by:

- (a) Resignation
  
- (b) Discharge for just cause.

- (c) Failure to return to work from layoff within thirty (30) business days when called.
- (d) Absence without leave or communicating with the Company for three (3) consecutive scheduled work days.
- (e) Layoff of twelve (12) months or more.
- (f) Promotion out of the bargaining unit for a period in excess of six (6) months.

Section 14.8 – Seniority Not Broken. Continuity of service will not be broken and seniority will not terminate by:

- (a) Authorized leave of absence.
- (b) Leave of absence to serve in the Armed Forces of the United States, as provided by law.
- (c) Absence due to authorized vacation or other PTO.
- (d) Absence due to sickness while such sickness continues, but not to exceed twelve (12) months (when authorized by the Company) unless extended by the Company and the Union.

Section 14.9 – Road Supervisor/Dispatcher Seniority. Initial Supervisors / Dispatchers bidding seniority shall be in the order it is currently in at the time of ratification. As new supervisor/dispatchers are hired or promoted, those employees shall be placed in the order of their arrival into the Road Supervisor/Dispatcher classification for seniority purposes. If more than one employee starts on the same day, seniority order shall be determined in the following manor. Road Supervisors and Dispatchers shall be considered the same classification for the purposes of this agreement.

1. Earliest Current Union employee seniority date
2. Earliest Company adjusted hire date
3. Lottery system. Draw numbers out of a hat

For benefit purposes, supervisors/dispatchers shall use their Company hire date, or adjusted hire date, whichever is earlier.

The supervisor's/dispatcher's wage rate shall be determined by their years of service within the Division 14 supervisor/dispatcher classification.

## **ARTICLE 15 – DRIVER BIDDING**

Section 15.1 – Procedure: The Company shall conduct General Bids at least 2 times each year, at a time determined by the Company or as required due to changes in demand for the service. The company agrees to conduct scheduled bids each January and July so long as these scheduled bids do not fall within four (4) months of any previous bid. In such case, the Company may wait till the next January or July bid time to conduct the next General Bid. Separate General Bids will be conducted for employees working on each revenue agreement. The General Bid shall be posted at least seven (7) business days prior to bidding with a copy sent to the Local Union, when possible. For “scheduled” fixed route service, posted runs shall show the start and the end times of the shift. For “flex-scheduled” fixed route, and dial-a-ride service, posted runs shall show the approximate start and the approximate end times of the shift.

General Bids will be conducted separately for employees working on each revenue agreement within Division 14. Any driver may bid on any available open piece of Division 14 work in the following manner:

### General Bid

- First – Operators bid within the revenue agreement for which the employee is permanently assigned based on their revenue contract seniority.
- Second – Remaining open pieces of work may be bid on by any driver within Division 14, based on their Division 14 seniority.

### Single Open Piece of Work

- First – When any piece of work becomes open between General Bids, only that piece of work will be posted, and may be bid on by drivers within the revenue agreement for which the opening exists based on their revenue contract seniority.

- Second – Remaining single pieces of work may be bid on by any driver within Division 14, based on their Division 14 seniority.

Single Open Piece of Work Bid: Operators must be qualified to perform work on the piece of work for which they are bidding at the time of the bid. The bid shall be posted for five (5) business days. The successful bidder shall be notified within two (2) business days of the close of bidding. Employees may leave a list of proxies with the Company and the Union prior to the bid.

Section 15.2. General Bid: Operators must be qualified to perform work on the piece of work for which they are bidding at the time of the bid. Operators shall bid in seniority order as quickly as reasonably possible (three minutes maximum), so as not to hold up the bidding process. If an operator is unable to bid, a union representative shall make his/her selection. Employees may leave a list of proxies with the Company and the Union prior to the bid.

Full-time and part-time status will be determined by the piece of work for which the operator successfully bids.

Section 15.3 – Illness or Injury. Employees absent due to illness or injury of the employee will be permitted to bid if the bus operator has a release from a physician to return to unrestricted duty no later than the date the new bid becomes effective.

Section 15.4 – Para-Transit Work. A bid shall not be construed to mean that this is a minimum of maximum time the employee will work. Employees shall be required to call the evening prior to their scheduled work shift to obtain their actual starting time for the next day's work. The actual start time may vary from the bid time due to the demand of the system. During the work day, the number of trips or the circumstances of system demand, cancellations or add-ons may result in the end time of the shift being before or after the scheduled time. (NOTE: This Section applies only to operations that perform para-transit services.)

Section 15.5 - Split Shifts. Split shifts may be designed based on the needs of the operation or requirements of the Client. Time in between split shifts shall be unpaid.

## **ARTICLE 16 – ROAD SUPERVISOR AND DISPATCHER BIDDING**

Section 16.1 – Procedure: The Company shall conduct separate General Bids at least once-each year, at a time determined by the Company.

Section 16.2. General Bid: Employees must be qualified to perform work on the piece of work for which they are bidding at the time of the bid as determined by the Company.

Section 16.3 – Qualifications: It is understood that qualifications for positions at each yard may be different (Trapeze, demand response, routing, etc). Therefore, minimum qualifications for open positions at a particular yard shall be determined by management at the time of the bid. It shall be understood that employees shall be required to meet the minimum qualifications for an open position in order to be selected for that position. At the time of the bid any employee currently working in a particular position shall be considered qualified for any open position within their classification at the same yard.

Section 16.4 – Selection: Preference for position/shift selection shall be by the most senior qualified employee in the following order:

1. Within each yard (eg. 14 – Paramount, 154 – La Mirada, 169 – Whittier)
2. Within other Divisions under the Paramount umbrella
3. Outside hire

Section 16.5 – Cross-Training: All Road Supervisors and Dispatchers shall receive cross-training on an as-available basis for all Road Sup and Dispatch positions at the yard in which they work. Training pay shall be at the employee's current regular rate of pay for their classification.

Employees may be given the opportunity to train at a different yard under the Paramount umbrella on a voluntary basis provided it is reasonably feasible for the Company to provide such training from an operational standpoint. Training assignments shall be at the sole discretion of management.

## ARTICLE 17 – DRUG AND ALCOHOL PROGRAM

Employees will comply with MV Transportation's Substance Abuse and Alcohol Misuse Policy and Procedures as referenced in the Employee Handbook. Any changes to this policy will be presented to the Union a minimum of 14 business days prior to implementation.

## ARTICLE 18 – BREAKS & LUNCHES

### Section - 1

- (a) Rest Periods. All employees are authorized and permitted to take rest periods in accordance with this policy.

Each employee is authorized and permitted to take a ten (10) minute net rest period for every four (4) hours worked or major fraction thereof, which rest period shall be paid time. The rest period may include periods when the employee is on his/her route but employee is not required to operate or remain in the vehicle.

It is the responsibility of each employee to take rest periods even if it means he or she may be late on route or for the next pickup. If an employee wanted to take a rest period and was prevented from doing so, the employee must submit a written statement explaining why he or she was prevented from taking a rest period to his or her General Manager within two (2) working days after the missed rest period occurred. Unless the Company is notified of missed rest periods in the manner and time period set forth herein, the Company will conclude, as permitted, that all employees were permitted to take rest periods.

- (b) Meal Periods

1. Drivers - The Company provides at least a 30-minute meal period (not to exceed 1 hour) to employees who work more than five hours. The Company provides a second meal period of at least 30 minutes to employees who work more than 10 hours in a workday. No more than 1.5 hours shall be deducted for both meal periods in any one day.

The meal periods shall be unpaid unless it is an "on duty" meal period. It is agreed between the Company and the Union that

given the nature of the work drivers in the bargaining unit perform, they may not be relieved of all duty. Therefore the Company and the Union agree the drivers may receive a paid meal period rather than a duty-free meal period. At any time, a driver may revoke, in writing, the on-duty meal period agreement.

There is no paid travel time for lunch. Lunches begin at the last drop prior to lunch and when you begin your drive to the first pickup after lunch. Employees must take lunch as required up to the maximum amount stated herein. On some days, due to system demand, an employee may not receive a lunch break. A lunch break, if granted, is a minimum of thirty (30) minutes.

Any driver who believes that he/she did not receive a proper meal period in accordance with this Agreement or law shall make such claim, in writing, to dispatch within two days after the missed meal period occurred. Unless the Company is notified of missed meal periods in the manner and time period set forth herein, the Company will conclude, as permitted, that all drivers were permitted to take meal periods.

2. Non-Drivers – The Company provides a 30-minute meal period to non-drivers who work more than five hours, unless they work six or fewer hours total and are covered by the union election to waive the first meal period. The Company provides a second 30-minute meal period to employees who work more than 10 hours in a workday, unless they work twelve or fewer hours total, did not waive the first meal period, and are covered by the union election to waive the second meal period. The first thirty (30) minute meal period should be taken prior to the completion of the fifth (5<sup>th</sup>) hour of the workday. The second thirty (30) minute meal period should be taken prior to the completion of the tenth (10<sup>th</sup>) hour of the workday.

Any non-driver who believes that he/she did not receive a proper meal period in accordance with this Agreement or law shall make such claim, in writing, to his or her immediate supervisor, or designee, within two days after the missed meal

period occurred. Unless the Company is notified of missed meal periods in the manner and time period set forth herein, the Company will conclude, as permitted, that all non-drivers were permitted to take meal periods.

California Meal Waiver. The Union agrees on behalf of all employees in the bargaining unit to waive any meal periods to which any employee might otherwise be entitled when the employee works at least five (5) hours but not more than six (6) hours during a workday. The Union also agrees on behalf of all employees in the bargaining unit to waive any meal period to which any employee might otherwise be entitled when the employee works at least ten (10) hours but no more than twelve (12)-hours and the first meal period was duty-free. At any time, an individual bargaining unit member may revoke, in writing, the meal waiver.

## **ARTICLE 19 – COMPLETE AGREEMENT**

Section 19.1 - Sole Agreement. This Agreement constitutes the sole and entire existing Agreement between the parties and supersedes all prior agreements, commitments and practices, whether oral or written, between the Company and the Union and between the Company and any of its employees covered by this Agreement, and expresses all obligations of and restrictions imposed on the Company.

Section 19.2 - Waiver of Bargaining During Term. Notwithstanding any provision of this Agreement, the parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties are set forth in this Agreement. Therefore, the Company and the Union each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated and signed this Agreement. This Section shall not prevent the parties from meeting on and resolving issues that arise during the term of this Agreement.



## ARTICLE 20 – AUTHORIZED DEDUCTIONS

Section 20.1 – Credit Union: At the Employer's option the Employer agrees to a payroll deduction program to the participating Credit Union or bank of their choosing, provided the Employer has received from each employee on whose account such deductions are made, a written payroll deduction assignment authorizing such deductions. Deductions pursuant to such authorization are to be made each payroll period in the amount indicated on the deduction authorization. Payroll deduction authorizations shall be subject to revocation at any time by means of a separate authorization from the employee. Until such authorization is revoked, the Employer shall remit to the participating Credit Union or bank the amount deducted pursuant to such authorization during each month not later than the end of such month with a written statement of name and account number of the employees for whom the deductions were made and the amount of each deduction.

Section 20.2 – D.R.I.V.E: The Employer agrees to deduct from the paycheck of all employees covered by this agreement voluntary contributions to D.R.I.V.E. which shall notify the employer of the amounts designated by each contributing employee that are to be deducted from his/her paycheck on a weekly basis for all weeks worked. The phrase "Weeks Worked" excludes any week other than a week in which the employee earned a wage. The employer shall transmit to DRIVE headquarters on a monthly basis, in one check, the total amount deducted along with the name of each employee on whose behalf a deduction is made, the employee's social security number and the amount deducted from that employees paycheck. The Company shall remit all DRIVE money to the proper location not later than the twentieth (20<sup>th</sup>) day of the month following the date on which the money was deducted from the employee's paycheck.

Section 20.3 – Non-Liability Clause: It is understood that the Employer will not be liable or assume any responsibility except to deduct and forward such deductions to the Credit Union.

## ARTICLE 21 – ITEMIZED STATEMENTS

The Company shall furnish each employee with a check stub indicating earning and deductions, specifying hours paid, straight time and overtime,

vacation pay, holiday pay, and other compensation payable to the employee, which is included in the check.

The Company will make every reasonable effort to provide transmittals to each employee by close of business each Monday. It is understood by the parties that transmittals may be late due to certain circumstances (eg. Holiday weeks, payroll system malfunction, employee error, etc).

## **ARTICLE 22 – JURY DUTY**

Full-time employees shall be released from work on the workdays serving on jury duty. An amount equal to eight (8) hours of straight-time wages will be paid for the first day of called jury duty if the employee misses scheduled work that day. Subsequent days are unpaid. Upon release from jury duty the employee must notify the Company of his or her release and return to work if required. The employee will be permitted to keep juror fees received. The employee shall provide the employer with court documentation showing attendance for any Jury Duty before payment for jury service will be issued.

## **ARTICLE 23 - FUNERAL LEAVE**

Section 23.1 – Eligibility: Full-time non-probationary employees shall become eligible for funeral leave benefits following six (6) full months of service with the Company. In the event of a death in the immediate family (father, mother, father-in-law, mother-in-law, grandparent or grandchild, wife, husband, domestic partner, brother, sister, son, daughter, stepchild), all eligible regular full-time non-probationary employees with six (6) full months of service to the Company shall be entitled to up to two (2) days leave with pay for missed work. The compensable day or days must fall within the employee's regular scheduled workweek. Funeral leaves shall be paid upon receipt of satisfactory proof provided by the employee, such proof including, if so required, a notarized statement that such funeral occurred.

Section 23.2 - Funeral Pay Calculation: Funeral pay as provided in this Article shall be paid at the employee's straight-time hourly rate of pay, and shall be paid for 8 hours per day. Time paid for funeral leave will not be counted toward the computation of overtime pay.

## ARTICLE 24 – LEAVES OF ABSENCE

A. Personal Leave: Non FMLA: Leaves of absence may be granted at the Company's discretion for up to thirty (30) calendar days within any twelve (12) month period. At the Company's discretion, a personal leave may be extended by up to 30 days within the 12 month period. Employees shall be required to utilize all available vacation time in excess of 40 hours during a non FMLA leave, excluding previously scheduled vacation time. Said leave may be granted at the Company's discretion to non-probationary employees with one (1) year or more seniority, upon receipt of a written request from the employee stating the reason for the requested leave. If the leave request is due to the employee's own medical condition, the employee must provide a medical certification prior to returning to work. If the employee is returning to a safety sensitive position, and has been out for more than 90 consecutive days, the employee must take a pre-employment drug test. In addition, if the employee is returning to a safety sensitive position he/she may be required to undergo a physical examination at MV's expense.

B. Disability Leave: The Company will comply with the provision of the Family and Medical Leave Act of 1993.

C. Military Leave: The Company will comply with provisions of the Veteran RE-Employment Rights Act.

D. Request for Leave: A request for leave of absence must be made two (2) weeks in advance when possible, in writing by the employee and approved in writing by the Company. In cases of emergency, the employee must present proof of such emergency.

E. Misuse of Leave: An employee using a leave of absence as a subterfuge, or accepting employment elsewhere while on leave of absence will forfeit seniority rights and will be terminated from employment. Employees that do not return for their assigned duties upon expiration of the leave of absence will be terminated.

F. Union Leave: The Company agrees to grant the necessary time off, without discrimination or loss of seniority rights, and without pay, to an employee designated by the Union to serve on official Union business for a period not

to exceed thirty (30) calendar days. Request for such leave must be submitted in writing to the Company at least forty-eight (48) hours in advance of the leave requested by the Union, specifying the length of time off. The Union agrees that Union Leave may be denied, when the granting of that leave will result in the disruption of the Company's Operation due to lack of available employees as determined by the Company.

## **ARTICLE 25 – TRANSFER RIGHTS**

Section 25.1. An employee, who has completed one (1) year or more of site seniority at one of the locations covered by this Agreement, may transfer to another MV Transportation Division if the employee is accepted by the General Manager of that Division. The General Manager of the current location will notify the employee in writing if the transfer has been accepted or rejected within 10 working days of receipt of the employee's request.

Section 25.2. An employee accepted for transfer as set forth in Section 1 above, shall begin to accrue site seniority at the new location beginning from the date the employee begins work at the new location, and will immediately rescind seniority held at the previous site. That employee shall retain Company seniority from the other location for purposes of wage progression and benefits. It is generally understood that the driver's wages will remain at the same rate until the contract catches up with the driver's wage rate if he/she is making more than the current scale. The Driver's new wage rate shall be agreed upon before any transfer takes place. If he/she is making less than the current scale the transferring driver will be brought to scale.

Section 25.3. All employment referred to in this Article shall be subject to the qualifications of the affected employee.

## **ARTICLE 26 – SANITARY CONDITIONS**

The Company agrees to maintain at all Paramount Division Facilities, a clean sanitary washroom, having hot and cold running water and with toilet facilities, unless otherwise mutually agreed to.

## ARTICLE 27 – PARKING

Employees will be allowed to park their personal vehicle on Company property if spaces are available. If no spaces are available, the Company will make other suitable arrangements. Employees will only be able to use designated employee parking areas for their personal vehicles. Employees will park at their own risk.

## ARTICLE 28 – BONUS/INCENTIVE PROGRAMS

Section 28.1 – Program Implementation: The Company may, from time to time establish bonus/incentive programs for safety, operator retention, etc. These bonuses may be ongoing, or may only be offered for a period of time as determined by the Company. When qualified to participate, certain bonuses may be pro-rated for part-time employees. The Company reserves the right to discontinue bonus/incentive programs at any time without notice or negotiation with the Union.

## ARTICLE 29 - SAVINGS CLAUSE

Section 29.1 – Validity of Provisions. If any part of this Agreement and/or the attachments hereto are determined to be in conflict with applicable City, State or Federal laws or regulations or becomes in conflict during the life of this Agreement, such part shall be deemed invalid. Such invalidity will not affect any other provision of this Agreement.

Section 29.2 - Renegotiation. If any part of this Agreement and/or the attachments hereto are deemed invalid as set forth in Section 1 of this Article, the parties hereby agree to meet for the purpose of renegotiating the affected part of this Agreement. Failing agreement between the parties, the matter shall be submitted to arbitration for final resolution.

Section 29.3 – Living Wage Ordinances. This Agreement shall supersede any and all applicable Living Wage Ordinances where such Living Wage Ordinances contain a provision for exemptions.

**ARTICLE 30 – DURATION**

Section 30.1 - Effective Date: This Agreement shall be in force and effect from July 1, 2014 through 12:00 midnight June 30, 2017.

Section 30.2 - Renewal: It is the intent of the parties that a successor Agreement to this one shall be completed prior to the expiration date provided in Section I of this Article, and that all of the terms of such successor Agreement be agreed upon without any interruption of the Company's business and without either the Company or the Union engaging in economic activity against the other. The Company and the Union therefore agree to commence negotiations on a successor Agreement sufficiently in advance of the expiration date provided in Section I of this Article to allow for a settlement to be reached.

IN WITNESS THEREOF, the duly chosen representatives of the parties hereby affirm that they have authority to enter into this Agreement on behalf of themselves and their principals and hereto affix their signatures.

FOR THE COMPANY  
MV Transportation, Inc.

FOR THE UNION  
Teamsters Local 848,  
Wholesale Delivery Drivers,  
Salespersons, Industrial  
And Allied Workers



Cliff Reynolds  
Director of HR & Labor Relations

July 6, 2015  
Date



Eric Tate  
Secretary-Treasurer

July 6, 2015  
Date

## APPENDIX "A" - WAGES

For the Drivers:

- For the topped out employees and after 5 years of service, increase to be \$0.50 per year starting with ratification.
- If we have any current employees that are within the 5 years progression scale but their current pay rate is higher than the scale, then these employees will receive 1.5% per year increase starting at ratification until they catch up to the scale then they will follow the scale.

For the Road Sup and dispatchers:

- Top rate at 5 years to be \$13.50 and will increase by \$0.50 per year thereafter for term of CBA.
- If we have any current employees that are within the 5 years progression scale but their current pay rate is higher than the scale, then these employees will receive 1.5% per year increase starting at ratification until they catch up to the scale then they will follow the scale.

For all other Drivers, Supervisors and Dispatchers not covered above:

	<u>All Contracts Except la Mirada</u>			
	Current	Ratification	1-Jul-15	1-Jul-16
Starting	9.25	9.25	9.25	10
6 Mon	9.65	9.65	9.65	10
1 Year	9.9	9.9	9.9	10.2
2 Year	10.25	10.25	10.25	10.35
3 Year	10.4	10.4	10.55	10.55
4 Year	10.55	10.55	10.7	10.7
5 Year	10.70	10.92	11.17	11.41

New La County Work (Athens/ Lennox, Avocado Heights, and Firestone/ Florence) Employees not taking Medical				
Ratification		1-Jul-15	1-Jul-16	
11.84		12.07	12.31	

La Mirada	La Mirada	La Mirada	La Mirada
Current	Ratification	1-Jul-15	1-Jul-16
10.25	10.25	10.25	10.25
10.65	10.65	10.65	10.65
10.9	10.9	10.9	10.9
11.25	11.25	11.25	11.25
11.4	11.4	11.4	11.4
11.55	11.55	11.55	11.55
11.7	11.92	12.17	12.41



Road Supervisors and Dispatchers

	All Contracts			
	Current	Ratification	1-Jul-15	1-Jul-16
Starting	12.00	12.00	12.00	12.00
1 Year		12.25	12.37	12.50
2 Years		12.50	12.63	12.75
3 Years		12.75	12.88	13.01
4 Years		13.00	13.13	13.26
5 Years		13.50	14.00	14.50

**Payroll Notes**

Payroll Note #1: Driver/Trainer: The Company may assign an employee, who, in its honest business judgment, is fully qualified, to perform work as a Driver Trainer and may similarly remove such employee from such assignment; provided, however, that an employee so assigned shall be paid a differential of one dollars (\$1.00) per hour in addition to his/her regular rate of pay for all hours worked as a Driver/Trainer. Although the Company agrees to post this position, it retains the sole exclusive right to assign the position.

Payroll Note #2: Driver/Cadet Trainer: The Company may assign an employee, who, in its honest business judgment, is fully qualified, to perform work as a Driver/Cadet Trainer and may send a trainee on route with the employee. An employee so assigned shall be paid a differential of twenty-five cents (\$0.25) per hour in addition to his/her regular rate of pay for all hours worked as a Driver/Trainer.

Payroll Note #3: Effective Dates: Drivers and Supervisors/Dispatchers shall receive such increase on the first (1st) day of the first (1st) pay period on or after the wage table date on which the increase is effective.

Payroll Note #4: Non-Pyramiding: No employee shall receive both daily and weekly overtime for the same hours; nor shall a differential paid under this Appendix be included as part of an employee's base, straight-time rate of pay when calculating overtime pay.

Payroll Note #5: Minimum Rates: The rates of pay provided in the Table of Rates in this Appendix are minimums. No employee may be paid at a rate lower than that provided for his/her classification as stated on section 3 above. The Company may at its option, elect to credit some or all of a Driver's prior driving service or experience for the purpose of establishing a higher initial placement on the progression schedule.

Payroll Note #6: Adjusted Hire Date: An employee's adjusted hire date shall be assigned based on original hire date and previous years of service for employees who worked for the previous contractor on this revenue agreement at time of startup, or for employees who transfer from another MV Division.

## APPENDIX "B" - BENEFITS

### 401 (K) PLAN - TEAMSTER PENSION PLAN

#### Company 401k Plan

The Company will offer its 401(k) retirement plan to all eligible employees to the extent that only tax deferred employee contributions will be made in accordance with the provisions of the plan. This plan shall be employee contribution only.

#### TEAMSTERS PENSION PLAN

The employer shall pay into the western Conference of Teamsters Pension Trust on account of each member of the bargaining unit for each hour of which compensation was paid. The hourly contribution rate shall be \$ .10 per compensable hour.

7/1/2016

\$0.10 per compensable hour

#### Remittance of Pension Wages:

The total amount due for each calendar month shall be remitted in a lump sum not later than ten (10) days after the last business day of each month. The employer agrees to abide by such rules as may be established by the trustees of said trust to facilitate the determination of the hours for which contributions are due, the prompt and orderly collection of such amounts and the accurate reporting and recording of such amounts paid on accounts of each member of the bargaining unit. Failure to make all payments herein provided for, within the time specified, shall be a breach of this Agreement.

### PAID HOLIDAYS

Section 1 - Enumerated Holidays: Each full-time, non-probationary employee shall receive pay for each of the following holidays:

Independence Day  
Thanksgiving Day  
New Years day  
Presidents Day

Labor Day  
Christmas Day  
Memorial Day

Section 2 - Holiday Eligibility: Each full-time non-probationary employee will be eligible for the above holidays has completed one full year of employment with the Company. And that he is on the job and available for work throughout his last scheduled work day before and throughout the first scheduled work day after the holiday even though in a different work week unless excused in writing by the Company. In order to qualify for Holiday pay, an employee must work their regularly scheduled shift immediately before, and after, the Holiday.

Section 3 - Holiday Pay: Holiday pay will be paid at eight (8) hours per day.

Section 4 - Pay for Holiday Work: Any work performed on the above holiday will be paid in addition to the holiday pay at the employee's base hourly rate. Time paid for Holidays will not be counted as hours worked the computation of overtime pay.

## HEALTH INSURANCE

Section 1 - Designation of Trust: The Employer agrees to make contributions to the Teamsters Multi Benefit Trust "Transportation Industry Program" plan for the purpose of providing Medical and Prescription Drug, Dental, Vision benefits for all qualified full time, non-probationary employees and their dependents.

The Employer shall report the names of each Employee performing work under this Agreement. The Employer hereby agrees to pay to the Trust Fund the full amount of the contribution required for all Employees and their eligible dependents, unless a Waiver of Benefits which meets all Trust Fund requirements is in effect.

Contributions to the Trust Fund for Health & Welfare benefits are due and payable on or before the 20<sup>th</sup> day of the month preceding the month of coverage and shall be deemed delinquent if not received before the 1<sup>st</sup> day of the month for which coverage is provided.

Section 2 - Qualified Employee Defined: Qualified employee shall;

- a) Have at least six (6) months of continuous service with the Company, and have passed all the training and be fully qualified and scheduled to operate on their own.
- b) Have made through payroll deduction, all contributions required.
- c) Be a full-time, non-probationary bargaining unit member.
- d) Benefits stop if on leave of absence or off duty due to a worker compensation claim beyond benefits-protected leave, such as CFRA/FMLA leave.
- e) Be a bargaining unit member who has worked or received pay for at least eighty (80) straight-time hours during the calendar month for which benefits are being provided.

Section 3 - Employee and Dependent Coverage: Employee and Dependent coverage (if employee elects dependent coverage) shall begin on the first day of the month following six (6) complete months of service with the Company. All benefits shall terminate on the last day of the month of termination, subject to employee's voluntary election to continue coverage at employee's cost (COBRA election). Last day of employment shall mean the last day on which the employee works any straight time hours for which employee is paid wages for such work.

Section 4 - Required Employee Contribution for Group Health Plan: For all eligible employees who select health care coverage, the Company shall contribute the amounts listed below on behalf of the employee and the dependents of the employee. The employee shall contribute an amount equal to the total health care premium minus the employer's contribution as stated in section 5 below.

Section 5 - Employer Contribution: Effective with the first (1) day of the first (1) calendar month of voluntary enrollment, the Company shall contribute the table below toward the total cost of the premium for selected coverage through payroll deduction. There shall be no cash in lieu of benefits.

Kaiser Low Option, Dental HMO, Vision, Landmark Chiro/Acu	Monthly Employer Cost	Monthly Employee Cost
Employee Only	70%	30%
Additional Cost for Employee + 1	40%	60%
Additional Cost for Employee + Family	40%	60%

Section 6 - Wavier of Coverage: Eligible employees may waive their Group Health & Welfare benefits by submitting a completed trust waiver form.

### PAID VACATION / PTO

Section 1. Full-time employees shall receive vacation with pay each year, as follows:

<u>Years of Full-time employment</u>	<u>Vacation</u>
After one full year of employment	40 hours
After three full years of employment	80 hours
After ten full years Supervisors & Dispatchers	120 hours
After fifteen full years Drivers	120 hours

In order to receive full vacation, a full-time employee must have worked at least 1820 hours of his or her scheduled work hours during the year on which the vacation is based. If an employee works less than 1820 hours, his or her vacation will be prorated to the nearest full hour. Work days absent for paid vacation, paid holidays, paid funeral leave, jury duty, FMLA, will be counted as days worked for purposes of this provision.

Each Vacation day shall be paid at 8 hours of the employee's regular straight time rate.

Vacations shall be scheduled in March of each year for the fiscal year beginning April 1. Seniority shall prevail in determining vacation preference. The Company shall determine the number of drivers that may be off at any given time. When the vacation period has been scheduled, the time for taking such vacations shall not be changed unless the change is mutually agreed upon between the employee and the Company.

Section 2. – Holiday during Vacation. Whenever a holiday falls during an employee's vacation, he shall receive an additional day off with pay or an additional day's pay at the discretion of the Employer. The Employer's discretion shall be exercised prior to the commencement of the employee's vacation. If the employee is to receive an additional day off with pay, it shall be granted consecutively with the employee's vacation or consecutively with a scheduled day off immediately before or after the vacation period within which the holiday falls.

Section 3. – Vacation Bidding. Vacation bids will be posted two (2) times a year, at a time to be agreed to between the Company and the Union. Specific vacation dates will be granted by contract Seniority. Vacation may only be scheduled in blocks of one week when bidding. Bids shall be submitted on a form provided by the Company. Vacations shall be granted on the basis of operational needs as determined by management.

A request outside the bid process for a specific week of vacation must be submitted a minimum of thirty (30) days prior to start of vacation time. The time of submittal shall determine who will be authorized for vacation time outside the bid process.

Except in an emergency, requests for one (1) to three (3) vacation days must be submitted a minimum of three (3) days in advance, and be approved by the immediate supervisor.

#### Section 4. Cash Out

Employees will be paid for all unused vacation at the time of termination of employment.

#### Section 5. Vacation Carry Over:

At no time shall an employee retain more than 175% of their annual vacation allotment. For example, an employee earning 120 hours of vacation per year will not receive additional vacation in excess of 210 hours.

*(Eg. 40 hours vacation has an accumulation cap of 70 hours)*

## PAID PERSONAL LEAVE

Non-probationary, regular full-time employees with six (6) full months of service shall be eligible to receive a one-time allotment of Paid Personal Leave in accordance with the table below:

July 1, 2014	= Sixteen (16) Hours
July 1, 2015 and each year thereafter	= Twenty-four (24) Hours

Paid Personal Leave will not accrue, and there shall be no prorated allotments. Employees with less than six (6) months of service on July 1<sup>st</sup> shall not be eligible for the annual allotment of paid personal leave. Employees shall receive one annual allotment per year and this allotment may not be cashed out at termination of employment or for any other reason.

Illness: An employee who is prevented from reporting for work due to illness shall promptly notify Dispatch and abide by the terms contained in the MV Transportation Attendance Policy contained in the Employee Handbook.

Scheduled Personal Paid Leave: Use of Personal Paid Leave must be approved seven (7) days in advance, and may be granted dependent upon operational needs as determined by the Company.

Paid Personal Leave may be taken in fractional hourly increments up to the number of hours normally scheduled per workday. One hour will be the standard increment. No carryover of Personal paid Leave will be permitted from year to year.

Paid Personal Leave shall not be considered as time worked for the purpose of computing overtime.

## SIGNING BONUS

\$350 for all employees except new hires with less than one (1) year of seniority on their contract.

\$125 for all new hires with less than 1 year of seniority on their contract.



## Living Wage Rate Annual Adjustments

The Living Wage Ordinance is applicable to Proposition A and cafeteria services contracts. Employers shall pay employees a Living Wage for their services provided to the county of no less than the hourly rates and effective dates as follows:

Effective Date	Hourly Rate
March 1, 2016	\$13.25
January 1, 2017	\$14.25
January 1, 2018	\$15.00
January 1, 2019	\$15.79

Effective January 1, 2020, the Living Wage rate will be adjusted based on the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding July 1 of each year.

The Chief Executive Office (CEO) will issue a memo advising departments of the CPI to be used when determining the Living Wage rate effective January 1, 2020, and every year thereafter.

COUNTY OF LOS ANGELES

**ACKNOWLEDGMENT AND STATEMENT OF COMPLIANCE FOR LIVING WAGE ORDINANCE AND CONTRACTOR NONRESPONSIBILITY DEBARMENT**

The undersigned individual is the owner or authorized agent (Agent) of the business entity or organization ("Firm") identified below and makes the following statements on behalf of his or her Firm.

The Agent is required to check each of the following two boxes:

**LIVING WAGE ORDINANCE:**

The Agent has read the County's Living Wage Ordinance (Los Angeles County Code, Section 2.201.010 through 2.201.100), and understands that the Firm is subject to its terms.

**CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT ORDINANCE:**

The Agent has read the County's Determinations of Contractor Nonresponsibility and Contractor Debarment Ordinance (Los Angeles County Code Section 2.202.010 through 2.202.060), and understands that the Firm is subject to its terms.

**LABOR LAW/PAYROLL VIOLATIONS:**

A "Labor Law/Payroll Violation" includes violations of any federal, state or local statute, regulation, or ordinance pertaining to wages, hours or working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination.

**History of Alleged Labor Law/Payroll Violations (Check One):**

- The Firm **HAS NOT** been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of the proposal; **OR**
- The Firm **HAS** been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of this proposal. (I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each allegation.)

**History of Determinations of Labor Law /Payroll Violations (Check One):**

- There **HAS BEEN NO** determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation; **OR**
- There **HAS BEEN** a determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation. I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each violation (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding.) (The County may deduct points from the proposer's final evaluation score ranging from 1% to 20% of the total evaluation points available with the largest deductions occurring for undisclosed violations.)

**HISTORY OF DEBARMENT (Check one):**

- The Firm **HAS NOT** been debarred by any public entity during the past ten (10) years; **OR**
- The Firm **HAS** been debarred by a public entity within the past ten (10) years. Provide the pertinent information (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding) on the attached Labor/Payroll/Debarment History form.

I declare under penalty of perjury under the laws of the State of California that the above is true, complete and correct.

Print Name and Title Amy Barry, Assistant Secretary	Print Name of Firm M.V. Transportation, Inc.
Print Name and Title Amy Barry, Assistant Secretary	Date May 27th, 2016

## **Attachment to Forms LW-4 – Acknowledgment and Statement of Compliance for Living Wage Ordinance and Contractor Non-Responsibility Debarment, and LW-5 - Labor/Payroll/Debarment History**

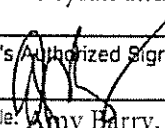
As a national transportation management firm with numerous contracts and employees, MV is involved in claims and litigation in the normal course of business. MV has liability, workers' compensation and employment-related claims in the settlement or claims process. The company's legal and risk management teams work continuously to handle these matters, none of which are of a size or scope to impact this contract. The company maintains insurance coverage with deductibles or self-insured retentions and limits that the Company believes are appropriate.

There is presently no litigation against the company which is not subject to insurance coverage or which MV believes would threaten the financial stability of the company or its ability to perform any of its contractual obligations. The details of current and pending claims and litigation are confidential; if the Los Angeles County, Department of Public Works, requires more information on claims for the purpose of evaluating MV, please contact Mr. Bob Hargis, executive vice president of risk management at (712) 764-3720.

**COUNTY OF LOS ANGELES  
LIVING WAGE PROGRAM  
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: MV Transportation, Inc.	Print Name of Owner: Feysan and Alex Lodde, majority owners
Print Address of Firm: 5910 N. Central Expressway, Suite 1145	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code: Dallas, TX 75206	Print Name and Title: Amy Barry, Assistant Secretary

<b>Public Entity Name</b>	Please see attached.
<b>Public Entity Address:</b>	<b>Street Address:</b>
	<b>City, State, Zip:</b>
<b>Case Number/Date Claim Opened:</b>	<b>Case Number:</b>
	<b>Date Claim Opened:</b>
<b>Name and Address of Claimant:</b>	<b>Name:</b>
	<b>Street Address:</b>
	<b>City, State, Zip:</b>
<b>Description of Work: (e.g., Janitorial)</b>	
<b>Description of Allegation and/or Violation:</b>	
<b>Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)</b>	

Additional Pages are attached for a total of 2 pages.

## **Attachment to Forms LW-4 – Acknowledgment and Statement of Compliance for Living Wage Ordinance and Contractor Non-Responsibility Debarment, and LW-5 - Labor/Payroll/Debarment History**

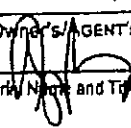
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There is presently no litigation against the company which is not subject to insurance coverage or which MV believes would threaten the financial stability of the company or its ability to perform any of its contractual obligations. The details of current and pending claims and litigation are confidential; if the Los Angeles County, Department of Public Works, requires more information on claims for the purpose of evaluating MV, please contact Mr. Bob Hargis, executive vice president of risk management at (712) 764-3720.

**COUNTY OF LOS ANGELES  
LIVING WAGE PROGRAM  
LABOR/PAYROLL/DEBARMENT HISTORY**

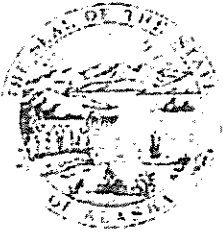
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- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

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Print Address of Firm: <i>5910 N Central Expressway, Suite 1145</i>	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code: <i>Dallas, TX 75206</i>	Print Name and Title: <i>Amy Barry, Assistant Secretary</i>

Public Entity Name	<i>State of Alaska, Dept. of Labor + Workforce Development Labor Standards and Safety Division</i>
Public Entity Address:	Street Address: <i>1251 Muldrow Road, Suite 113</i> City, State, Zip: <i>Anchorage, AK 99504-2098</i>
Case Number/Date Claim Opened:	Case Number: <i>AN413-068D</i> Date Claim Opened: <i>April 24, 2013</i>
Name and Address of Claimant:	Name: <i>Dani P. Rodrigues</i> Street Address:  City, State, Zip: 
Description of Work: (e.g., Janitorial)	<i>Safety Supervisor</i>
Description of Allegation and/or Violation:	<i>Unpaid vacation Liquidated damages</i>
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	<i>\$ 2,521.44 owed for accrued but unused vacation</i>

~~Two~~ Additional Pages are attached for a total of 3 pages.  
P:\ASPUBLIC\CONTRACT\CONTRACTING FORMS\RFF\10F-PROPA-10-2-08.DOC\DOC PW Rev. 12/2/02



# ALASKA

Department of Labor  
Workforce Development

September 19, 2013

MV Transportation, Inc.  
dba Reliant Transportation, Inc  
5910 N Central Expressway, Suite 1145  
Dallas, TX 75206

RE: RODRIGUES D v. RELIANT TRANSPORTATION, INC.  
A0413-060D

Ladies and Gentlemen,

The Department has received MV Transportation's June 16, 2013, response to the above referenced claim. It appears that MV has taken the position that Mr. Rodrigues is not entitled to accrued but unused vacation pay based on a written forfeiture clause in your vacation policy. A review of MV's policy found that the forfeiture clause limits certain employees' rights to vacation pay at termination while other employees are entitled to vacation pay upon separation of employment.

Alaska Statute 23.05.140(b) requires an employee to receive all of an employee's wages, salaries or other compensation for labor or services upon separation of employment. Under 8AAC 25.030(3), rate of pay means all remuneration for service from any later source, including, in pertinent part, accrued vacation.

The Alaska Supreme Court, in *Pyramid Printing v. ASCHR*, 153 P.3d 994 (Alaska 2007), characterized vacation pay as an alternate form of wages, earned at the time of accrual, even if paid at a later time and stated that employers may not contractually limit such pay via caps on accrual, forfeiture of pay not used within certain time frames, or rules against cash out at termination. Additionally, in *United Food and Commercial Workers' Union Local 1496 v. E & S Super Markets, Inc.*, at 7, (Alaska 1984) found that an employer's failure to pay strikers their "accrued vacation pay" constituted a violation of AS 23.05.140(b) (while dicta contained in a footnote, it affirms the Department's position to accept and pursue vacation pay claims.)

MV Transportation, Inc.  
dba/Reliant Transportation, Inc.  
September 19, 2013  
Page 2

Further, in Smith v. American Medical Center, 657 P.2d 178 (Kansas 1982). An employee terminated her employment with the medical center without giving prior notice. The employee handbook provided that an employee had to give two weeks' notice in order to receive payment for vacation time. The applicable Kansas statutes and regulations are closely analogous to Alaska Law. The Kansas Supreme Court found the requirement of giving two weeks' notice to be a violation of law.

Therefore, in lieu of the above, the Department is requesting that the payment of \$2,521.44 for Mr. Pedrique's accrued but unused vacation be remitted to the Department by October 2, 2013, to avoid further action.

It is the Department's desire to resolve this claim quickly and amicably without taking further action. If you have any questions, please contact me at 907-269-4009.

Sincerely,



Donna Ness  
Wage and Hour Investigator  
Wage and Hour Administration  
Anchorage Regional Office

DN:sg  
20130919



**COUNTY OF LOS ANGELES  
LIVING WAGE PROGRAM  
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
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Print Name of Firm: <i>MV Transportation, Inc.</i>	Print Name of Owner: <i>Faysan and Alex Lodde, majority owners</i>
Print Address of Firm: <i>5910 N. Central Expressway, #1145</i>	Owner's/AGENCY's Authorized Signature: <i>[Signature]</i>
City, State, Zip Code: <i>Dallas, TX 75206</i>	Print Name and Title: <i>Amy Barry, Assistant Secretary</i>

Public Entity Name	<i>U.S. EEOC</i>
Public Entity Address:	Street Address: <i>10 South Howard Street, 3rd Floor</i>
	City, State, Zip: <i>Baltimore, MD 21201</i>
Case Number/Date Claim Opened:	Case Number: <i>846-2010-09303</i>
	Date Claim Opened: <i>January 11, 2011</i>
Name and Address of Claimant:	Name: <i>Tina Jenkins</i>
	Street Address: <i>[REDACTED]</i>
	City, State, Zip: <i>[REDACTED]</i>
Description of Work: (e.g., Janitorial)	<i>Driver</i>
Description of Allegation and/or Violation:	<i>Sexual Harassment</i>
	<i>Retaliation</i>
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	<i>ICaus Finding; Attempted Conciliation</i>

Additional Pages are attached for a total of 3 pages.  
P:\ASPUBLIC\CONTRACTING FORMS\RFF\TOF-PROPA-10-2-08.DOC\DOC PW Rev. 12/2002



**U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**  
**Baltimore Field Office**

City Crescent Building  
10 South Howard St., 3<sup>rd</sup> Floor  
Baltimore, MD 21201

Intake Information Group: (800) 669-4000  
Intake Information Group TTY: (800) 669-6820  
Baltimore Status Line: (866) 408-8075  
Baltimore Direct Dial: (410) 209-2237  
TTY (410) 962-6065  
FAX (410) 209-2221  
FAX (410) 962-4270  
Website: [www.eeoc.gov](http://www.eeoc.gov)

EEOC Charge 846-2010-29303

Ms. Tina L. Jenkins

Charging Party

MV Transportation  
8540 Ashwood Drive  
Capitol Heights, MD 20743

Respondent

**DETERMINATION**

Under the authority vested in me by the Commission, I issue the following determination as to the merits of the above cited charge, filed under Title VII of the Civil Rights Act of 1964, as amended (Title VII). The timeliness and all other jurisdictional requirements for coverage have been met.

Charging Party alleged that she was subjected to sexual harassment and discharged in retaliation for engaging in a protected activity in violation of Title VII.

Respondent denies that it subjected Charging Party to unlawful discrimination or retaliation, but admits that she was removed from her position.

Examination of the evidence indicates that on the same day Charging Party engaged in a protected activity she was ordered by the Respondent to take a drug test. Although, Charging Party's drug test result was negative, she was forced to remain off-duty. Respondent contends that for safety reasons Charging Party was asked to take fitness for duty exam, but she failed to return to work and she also failed to provide Respondent with contact information, so it was unable to contact her. The Respondent also stated that it investigated, but could not substantiate Charging Party's harassment claims.

The Respondent was given an opportunity, but it failed to provide evidence which shows that it took immediate and appropriate corrective action for Charging Party's sexual harassment claim; it made reasonable attempts to contact Charging Party or arranged a fitness for duty examination.

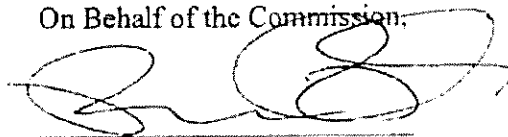
The evidence as a whole demonstrates that Respondent discriminated against Charging Party in violation of Title VII by subjecting her to adverse treatment for engaging in a protected activity and for failing to take corrective action for her sexual harassment claim.

Based on this analysis, I have determined that the evidence obtained during the investigation establishes a violation of the statute.

Upon finding that there is reason to believe that violations have occurred, the Commission attempts to eliminate the alleged unlawful practices by informal methods of conciliation. Therefore, the Commission now invites the parties to join with it in reaching a just resolution of this matter. In this regard, conciliation of this matter has now begun. Please be advised that upon receipt of this finding, any reasonable offer to resolve this matter will be considered. The Commission can seek an amount inclusive of the applicable cap to your organization for compensatory and/or punitive damages; and actual monetary costs incurred by the Charging Party and aggrieved individuals, if any. A commission representative will prepare an actual dollar amount to include accruing wage losses and attendant benefits, with interest to date, any appropriate front pay; and, if appropriate, attorney fees and costs which have accrued to date.

If the Respondent declines to discuss settlement or when, for any other reason, a settlement acceptable to the office director is not obtained, the director will inform the Respondent of the court enforcement alternatives available to the Commission.

On Behalf of the Commission,



Rosemarie Rhodes  
Director

6/17/2013  
Date

cc:  
Cynthia Haston, Esquire  
MV Transportation, Inc.  
5910 N. Central Expressway  
Dallas, TX 75206

PROPOSER'S EMPLOYEE BENEFITS

Proposer: MV Transportation, Inc.

Name of Proposer's Health Plan: Aetna HDHP / Aetna Buy Up PPO Date: May 27th, 2016

Medical Insurance/Health Plan: Please see attached.

Employer Pays \$ \_\_\_\_\_ Employee Pays \$ \_\_\_\_\_ Total Mo. Premium \$ \_\_\_\_\_

Annual Deductible  
Employee \$ \_\_\_\_\_ Family \$ \_\_\_\_\_

Coverage (√)

- \_\_\_\_\_ Hospital Care (In Patient \_\_\_\_\_ Out Patient \_\_\_\_\_)
- \_\_\_\_\_ X-Ray and Laboratory
- \_\_\_\_\_ Surgery
- \_\_\_\_\_ Office Visits
- \_\_\_\_\_ Pharmacy
- \_\_\_\_\_ Maternity
- \_\_\_\_\_ Mental Health/Chemical Dependency, In Patient
- \_\_\_\_\_ Mental Health/Chemical Dependency, Out Patient

Dental Insurance: Please see attached.

Employer Pays \$ \_\_\_\_\_ Employee Pays \$ \_\_\_\_\_ Total Mo. Premium \$ \_\_\_\_\_

Life Insurance: Employee pays 100%

Employer Pays \$ \_\_\_\_\_ Employee Pays \$ \_\_\_\_\_ Total Mo. Premium \$ \_\_\_\_\_

Vacation: Varies based on position and tenure.

Number of Days \_\_\_\_\_ and

Any increase after \_\_\_\_\_ years of employment, number of days or hours \_\_\_\_\_

Sick Leave:

Number of Days \_\_\_\_\_ and non-exempt employees: 3 days, exempt employees: 5 days.

Any increase after \_\_\_\_\_ years of employment, number of days or hours \_\_\_\_\_

Holidays:

Number of Days 7 per year

Retirement: 401k available

Employer Pays \$ \_\_\_\_\_ Employee Pays \$ \_\_\_\_\_ Total Premium \$ \_\_\_\_\_

# Exempt and Non-Exempt Non-Bargained Employees

EE Hrly Wage: \$7.25 - \$14.42

EE Hrly Wage: \$14.43-\$16.83

EE Hrly Wage: \$16.84+

Actna HDHP	2016	Monthly Co. Contribution	Emp per Paycheck	Monthly Co. Contribution	Emp per Paycheck	Monthly Co. Contribution	Emp per Paycheck
All Non-union	460.23	\$350.23	\$55.00	\$330.23	\$65.00	\$310.23	\$75.00
Employee Only	966.47	\$554.47	\$206.00	\$178.47	\$244.00	\$104.47	\$281.00
Employee/Spouse	920.45	\$562.45	\$179.00	\$198.45	\$211.00	\$132.45	\$244.00
Employee/Children	1,403.69	\$853.69	\$275.00	\$753.69	\$325.00	\$653.69	\$375.00

Actna Bay Up PPO 80	2016	Monthly Co. Contribution	Emp per Paycheck	Monthly Co. Contribution	Emp per Paycheck	Monthly Co. Contribution	Emp per Paycheck
All Non-union	676.76	\$360.76	\$208.00	\$302.76	\$237.00	\$150.76	\$263.00
Employee Only	1,421.20	\$283.20	\$569.00	\$303.20	\$609.00	\$151.20	\$635.00
Employee/Spouse	1,353.52	\$321.52	\$516.00	\$303.52	\$575.00	\$151.52	\$601.00
Employee/Children	2,064.12	\$382.12	\$891.00	\$302.12	\$931.00	\$150.12	\$957.00

McLife Dental Co-Pay Non-exempt	2016	Monthly Co. Contribution	Emp per Paycheck
Employee Only	\$12.15	\$0.00	\$6.08
Employee/Spouse	\$26.14	\$0.00	\$13.07
Employee/Children	\$24.97	\$0.00	\$12.49
Employee/Family	\$43.34	\$0.00	\$21.67

McLife Dental PDP Non-exempt	2016	Monthly Co. Contribution	Emp per Paycheck
Employee Only	\$32.27	\$0.00	\$16.14
Employee/Spouse	\$69.45	\$0.00	\$34.73
Employee/Children	\$66.36	\$0.00	\$33.18
Employee/Family	\$115.18	\$0.00	\$57.59

McLife Exempt Dental PDP Exempt	2016	Monthly Co. Contribution	Emp per Paycheck
Employee Only	\$34.51	\$0.00	\$17.26
Employee/Spouse	\$74.28	\$0.00	\$37.14
Employee/Children	\$70.97	\$0.00	\$35.49
Employee/Family	\$123.17	\$0.00	\$61.59

VSP Vision All Non-union	2016	Monthly Co. Contribution	Emp per Paycheck
Employee Only	\$4.49	\$0.00	\$2.25
Employee/Spouse	\$8.99	\$0.00	\$4.50
Employee/Children	\$9.61	\$0.00	\$4.81
Employee/Family	\$15.36	\$0.00	\$7.68

# VSP Vision Plan Design

Employees can get vision care where and when they want it.

## VSP Preferred Providers

Nearly 95% of members choose a VSP Preferred Provider to maximize their benefit. A list of VSP Choice Preferred Providers can be found on the VSP website, [www.vsp.com](http://www.vsp.com) or by calling customer service at 800-877-7195.

## Retail Chain Affiliates

VSP has an exclusive national agreement with Costco® Optical. VSP also has an arrangement with VisionWorks® and other quality retail chains where members receive a covered-in-full benefit experience.

## Other Providers

With VSP Open Access, you can choose any provider, including local or national chains. Providers contact VSP directly to check eligibility and submit claims. VSP also has a direct-pay arrangement with Walmart Vision Center and Sam's Club Optical Center to make using the benefit easy.

## Benefit Frequency:

Exam	Every 12 months
Lenses	Every 12 months
Frames	Every 24 months

## Benefits through a VSP Choice Preferred Provider

	Comprehensive WellVision Exam® covered-in-full		
<b>Exam Services</b>	Contact lens exam – fitting and evaluation (when choosing contacts):		
	<b>Standard and Premium fit:</b> Covered in full with a copay. Member receives 15% off of contact lens exam services; member's copay will never exceed \$60.		
<b>Lenses</b>	Glass or plastic:	Single vision Lined bifocal Lined trifocal Lenticular Tints & Photochromics	Covered-in-full Covered-in-full Covered-in-full Covered-in-full Covered in full following a \$15 Copay
	The most popular lens options are covered-in-full with a copay, saving our members an average of 20%-25%. Maximum copay on standard lens enhancements <sup>1</sup> :		
<b>Lens Options</b>	<i>Patient Option</i>	<i>Single Vision</i>	<i>Multifocal</i>
	Anti-reflective coating	\$43	\$43
	Polycarbonate for children	No copay	No copay
	Polycarbonate for adults	\$33	\$37
	Progressive	N/A	\$55
	Scratch-resistant coating	\$17	\$17
<b>Frame</b>	<ul style="list-style-type: none"> <li>• Frames covered-in-full up to the retail allowance: \$150. Costco® Optical allowance of \$80 is equivalent to the frame allowance at preferred providers and other affiliate locations.</li> <li>• Frame allowances backed by a wholesale allowance guarantee, ensuring more than 16,000 frames are covered-in-full (depending on plan chosen)</li> <li>• 20% off any amount above the retail allowance</li> <li>• Members can choose from virtually any frame on the market</li> </ul>		
<b>Elective Contact Lenses</b>	<ul style="list-style-type: none"> <li>• Prescription contact lens materials covered-in-full up to the retail allowance: \$150 (in lieu of frame and lenses)</li> <li>• VSP members get exclusive mail-in rebate savings<sup>2</sup></li> <li>• Members can choose from any available prescription contact lens materials</li> </ul>		
<b>Necessary Contact Lenses</b>	Covered-in-full for members who have specific conditions.		

<b>Additional Pairs of Glasses</b>	20% off unlimited additional pairs of prescription glasses and/or nonprescription sunglasses <sup>3</sup>	
<b>Laser VisionCare Program</b>	Discounts average 15-20% off or 5% off a promotional offer for laser surgery, including PRK, LASIK, Custom LASIK, and IntraLase <sup>4</sup>	
<b>Exclusions</b>	Two pairs of glasses instead of bifocals; replacement of lenses, frames, or contacts; medical or surgical treatment; orthoptics; vision training or supplemental testing.  For contact lenses: insurance policies or service agreements; artistically painted or nonprescription lenses; additional office visits for contact lens pathology; contact lens modification; polishing or cleaning	
<b>Open Access Schedule (Non VSP Choice Providers)</b>	VSP offers a generous reimbursement schedule for services from other providers	
	Exam	\$45
	Lenses:	
	Single vision lenses	\$30
	Bifocal lenses	\$50
	Trifocal lenses	\$65
	Frame	\$70
	Elective contact lenses (in lieu of lenses & frame)	\$105

<sup>1</sup> Lens enhancements outlined are standard and based on applicable laws. benefits may vary by doctor location.

<sup>2</sup> Rebates subject to change

<sup>3</sup> 20% off unlimited additional pairs of glasses valid through any VSP Preferred Provider within 12 months of the last covered eye exam

<sup>4</sup> Custom LASIK coverage only available using wavefront technology with the microkeratome surgical device. Other LASIK procedures may be performed at an additional cost to the member. LaserVision Care discounts are only available from VSP-contracted facilities

# MetLife PPO Dental Plan

Employees and eligible family members who elect dental coverage are enrolled in MetLife's PPO dental plan. Dental services are billed differently than medical services. Each dental procedure has a separate code and payment, unlike medical where one copayment is typically due per visit. Multiple procedures usually occur during a standard dental appointment. It's always advisable to request a pre-treatment estimate for dental services whenever possible so that you know exactly what a course of treatment will cost.

You can access the list of MetLife dental providers on their website, [www.metlife.com/dental](http://www.metlife.com/dental). The level of coverage is the same whether you choose an in network or out of network provider. However, your out-of-pocket costs may be higher with an out of network provider as they may bill you for any costs in excess of the reimbursement amount MetLife has negotiated with their network providers.

**Please note: MetLife does not send out dental ID cards; your user ID is your social security number, and you can find a list of providers on the MetLife website or by calling customer service at 1-800-942-0854.**

Annual Deductible	\$50 per member (\$150 family max)
Preventive Services	Covered 100% (deductible does not apply)
Basic Services (ex. extractions, fillings, endodontic treatment)	Covered 80% after deductible
Major Services (ex. porcelain crown, fixed or removable appliances, partial dentures)	Covered 50% after deductible
Orthodontic Services (Adults and Children)	Covered 50% (\$1,000 Lifetime Max per member)
Annual Benefit Maximum (Excluding Orthodontic Services)	\$1,000 per member



## **PPO Dental Plan: Description of Covered Services**

### **Type A Covered Services - Preventive**

Oral exams twice in a year.

Full mouth or panoramic X-rays once every three years.

Bitewing X-rays two sets in a year.

Intraoral-periapical and extraoral X-rays.

Pulp vitality and bacteriological studies for determination of bacteriologic agents.

Diagnostic casts.

Cleaning of teeth (oral prophylaxis) twice in a year.

Emergency palliative treatment to relieve tooth pain.

Topical fluoride treatment for a child under age 19, once in a year.

Space maintainers for a child under age 19.

Sealants for a child under age 14, which are applied to non-restored, non-decayed first and second molars, once per tooth every three years.

Periodontal maintenance where periodontal treatment (including scaling, root planing, and periodontal surgery, such as osseous surgery) has been performed.

### **Type B Covered Services - Basic**

Amalgam or resin fillings.

Sedative fillings.

Oral surgery except as mentioned elsewhere in this Certificate.

Consultations, but not more than twice in a 12-month period.

Root canal treatment.

Periodontal scaling and root planing.

Periodontal surgery, including gingivectomy, gingivoplasty, gingival curettage, and osseous surgery.

Simple extractions.

Surgical extractions.

Pulp capping (excluding final restoration) and therapeutic pulpotomy (excluding final restoration).

Pulp therapy and apexification/recalcification.

Local chemotherapeutic agents.

General anesthesia or intravenous sedation in connection with oral surgery, extractions, or other covered services, when MetLife determines such anesthesia is necessary in accordance with generally accepted dental standards.

Injections of therapeutic drugs.

Relinings and rebasings of existing removable dentures:

- If at least six months have passed since the installation of the existing removable denture; and
- Not more than once in any 36-month period.
  - Re-cementing of cast restorations or dentures.
  - Adjustments of dentures, if at least six months have passed since the installation of the denture.
  - Other removable prosthetic services not described elsewhere.
  - Tissue conditioning, but not more than once in a 36-month period.
  - Simple repairs of cast restorations or dentures.

Prefabricated stainless steel crown or prefabricated resin crown, but no more than one replacement for the same tooth surface within five years.

Application of desensitizing medications where periodontal treatment (including scaling, root planing, and periodontal surgery such as osseous surgery) has been performed.

Occlusal adjustments.

### **Type C Covered Services - Major**

Initial installation of full or removable dentures:

- When needed to replace congenitally missing teeth; or
- When needed to replace natural teeth that are lost while the person receiving such benefits was insured for dental insurance under this Certificate.

Addition of teeth to a partial removable denture to replace natural teeth removed while this dental insurance was in effect for the person receiving such services.

Replacement of a non-serviceable denture if such denture was installed more than five years prior to replacement.

Replacement of an immediate, temporary full denture with a permanent full denture if the immediate, temporary full denture cannot be made permanent and such replacement is done within 12 months of the installation of the immediate, temporary full denture.

Other fixed denture prosthetic services not described elsewhere.

Initial installation of cast restorations.

Replacement of any cast restoration with the same or a different type of cast restoration but no more than one replacement for the same tooth surface within five years of a prior replacement.

Core buildup, but no more than once per tooth in a period of five years.

Posts and cores, but no more than once per tooth in a period of five years.

Fixed and removable appliances for correction of harmful habits.

Implants but no more than once for the same tooth position in a 60-month period.

Repair of implants, but not more than once in a 12-month period.

Implant supported prosthetics but no more than once for the same tooth position in a five-year period.

Labial veneers, but no more than once per tooth in a period of five years.

### **Orthodontic Covered Services**

Orthodontia, if the orthodontic appliance is initially installed while dental coverage is in effect for you, your spouse, and your children up to age 19 or age 25 if a full-time student. There is a lifetime orthodontic benefit maximum of \$1,000.

# MetLife PPO Dental Plan

Employees and eligible family members who elect dental coverage are enrolled in MetLife's PPO dental plan. Dental services are billed differently than medical services. Each dental procedure has a separate code and payment, unlike medical where one copayment is typically due per visit. Multiple procedures usually occur during a standard dental appointment. It's always advisable to request a pre-treatment estimate for dental services whenever possible so that you know exactly what a course of treatment will cost.

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**Please note: MetLife does not send out dental ID cards; your user ID is your social security number, and you can find a list of providers on the MetLife website or by calling customer service at 1-800-942-0854.**

Annual Deductible	\$50 per member (\$150 family max)
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Basic Services (ex. extractions, fillings, endodontic treatment)	Covered 80% after deductible
Major Services (ex. porcelain crown, fixed or removable appliances, partial dentures)	Covered 50% after deductible
Orthodontic Services (Adults and Children)	Covered 50% (\$1,000 Lifetime Max per member)
Annual Benefit Maximum (Excluding Orthodontic Services)	\$1,500 per member

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Pulp vitality and bacteriological studies for determination of bacteriologic agents.

Diagnostic casts.

Cleaning of teeth (oral prophylaxis) twice in a year.

Emergency palliative treatment to relieve tooth pain.

Topical fluoride treatment for a child under age 19, once in a year.

Space maintainers for a child under age 19.

Sealants for a child under age 14, which are applied to non-restored, non-decayed first and second molars, once per tooth every three years.

Periodontal maintenance where periodontal treatment (including scaling, root planing, and periodontal surgery, such as osseous surgery) has been performed.

### **Type B Covered Services - Basic**

Amalgam or resin fillings.

Sedative fillings.

Oral surgery except as mentioned elsewhere in this Certificate.

Consultations, but not more than twice in a 12-month period.

Root canal treatment.

Periodontal scaling and root planing.

Periodontal surgery, including gingivectomy, gingivoplasty, gingival curettage, and osseous surgery.

Simple extractions.

Surgical extractions.

Pulp capping (excluding final restoration) and therapeutic pulpotomy (excluding final restoration).

Pulp therapy and apexification/recalcification.

Local chemotherapeutic agents.

General anesthesia or intravenous sedation in connection with oral surgery, extractions, or other covered services, when MetLife determines such anesthesia is necessary in accordance with generally accepted dental standards.

Injections of therapeutic drugs.

Relinings and rebasings of existing removable dentures:

- If at least six months have passed since the installation of the existing removable denture; and
- Not more than once in any 36-month period.
  - Re-cementing of cast restorations or dentures.
  - Adjustments of dentures, if at least six months have passed since the installation of the denture.
  - Other removable prosthetic services not described elsewhere.
  - Tissue conditioning, but not more than once in a 36-month period.
  - Simple repairs of cast restorations or dentures.

Prefabricated stainless steel crown or prefabricated resin crown, but no more than one replacement for the same tooth surface within five years.

Application of desensitizing medications where periodontal treatment (including scaling, root planing, and periodontal surgery such as osseous surgery) has been performed.

Occlusal adjustments.

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Initial installation of full or removable dentures:

- When needed to replace congenitally missing teeth; or
- When needed to replace natural teeth that are lost while the person receiving such benefits was insured for dental insurance under this Certificate.

Addition of teeth to a partial removable denture to replace natural teeth removed while this dental insurance was in effect for the person receiving such services.

Replacement of a non-serviceable denture if such denture was installed more than five years prior to replacement.

Replacement of an immediate, temporary full denture with a permanent full denture if the immediate, temporary full denture cannot be made permanent and such replacement is done within 12 months of the installation of the immediate, temporary full denture.

Other fixed denture prosthetic services not described elsewhere.

Initial installation of cast restorations.

Replacement of any cast restoration with the same or a different type of cast restoration but no more than one replacement for the same tooth surface within five years of a prior replacement.

Core buildup, but no more than once per tooth in a period of five years.

Posts and cores, but no more than once per tooth in a period of five years.

Fixed and removable appliances for correction of harmful habits.

Implants but no more than once for the same tooth position in a 60-month period.

Repair of implants, but not more than once in a 12-month period.

Implant supported prosthetics but no more than once for the same tooth position in a five-year period.

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Orthodontia, if the orthodontic appliance is initially installed while dental coverage is in effect for you, your spouse, and your children up to age 19 or age 25 if a full-time student. There is a lifetime orthodontic benefit maximum of \$1,000.

# METLIFE PREFERRED DENTIST PROGRAM

## 2014-2015 Procedure Charge Schedule - \$15 Plan

### How to use this chart

1) If you participate in a MetLife PDP plan that uses procedure charge schedules to determine your out-of-pocket expense for covered services rendered by a participating PDP dentist, please refer to the chart below to determine which schedule applies to you. Please remember that the schedule you should refer to relates to the area in which you receive services (i.e. your dentist's office ZIP code). This chart contains some of the most common dental procedures. Please see your benefit booklet or refer to [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits) for services covered under your dental plan.

2) When your Dentist suggests treatment, refer to the appropriate ADA Procedure Codes\* beginning on page 2 to find your out-of-pocket expense for those services.

3) Please note that procedure charges listed may not represent the full extent of your out-of-pocket expense. Some services may be subject to your dental benefits plan's alternate benefit provisions. It is strongly suggested that you obtain a pre-treatment estimate of benefits before the services are rendered in order to better understand what services are covered by your plan and an estimate of what your plan will pay.

State	Schedule	First 3 Digits of Zip Code (if applicable)	State	Schedule	First 3 Digits of Zip Code (if applicable)	State	Schedule	First 3 Digits of Zip Code (if applicable)
Alabama	1	350-352, 354-369	Louisiana	1	700-701, 703-708, 710-714	Ohio	1	430-450, 452-456, 458-459
Alaska	4	995-999	Maine	3	044, 046-047		2	451
Arizona	1	857		4	039-043, 045, 048-049		3	457
Arkansas	1	716-717, 719-720, 723-726, 728-729	Maryland	1	206, 212, 215-218	Oklahoma	1	730-731, 733-734, 736-741, 743-749
	2	718, 721-722, 727		2	207-211, 214, 219		2	735
California	2	917-925, 936-938, 953	Massachusetts	2	010, 012-013	Oregon	3	970-979
	3	900-908, 912-916, 926-928, 930, 932-934, 952, 956-960	Michigan	3	011, 014-027	Pennsylvania	1	150-168, 170-174, 180, 182-188, 190-192
	4	910-911, 931, 935, 939-951, 954-955		1	486-487		2	169, 175-179, 181, 189, 193-196
Colorado	2	800-802, 804-807, 809-815		2	480-485, 488-490, 492-497, 499	Puerto Rico	1	006-007, 009
	3	803, 808		3	491, 498	Rhode Island	3	028-029
	4	816	Minnesota	1	561-562, 564, 566-567	South Carolina	2	291-293, 295-299
Connecticut	3	060, 063-064, 067		2	555-556, 559-560, 563, 565		3	290, 294
	4	061-062, 065-066, 068-069	Mississippi	3	550-551, 553-554, 557-558	South Dakota	2	570, 573-577
D.C.	2	202-205		1	386-395		3	571-572
	3	200	Missouri	2	396-397	Tennessee	1	370-372, 374-375, 378-385
Delaware	4	197-199		1	632-633, 635-641, 644-657		2	373, 376-377
Florida	1	320-329, 333-337, 339, 344, 346-347	Montana	2	630-631, 634, 638	Texas	1	750-753, 755-782, 785-799
	2	330-332, 338, 341-342, 349		2	590-591, 593, 599		2	754, 783-784, 885
Georgia	1	307-309, 312	Nebraska	1	680-681, 683-693	Utah	1	840-847
	2	300-306, 310-311, 313-316, 318-319, 398	Nevada	2	889-891	Vermont	3	052-054, 056-059
	3	317		3	893		4	050-051
	4	969	New Hampshire	4	030-038	Virgin Islands	3	008
Hawaii	2	967-968		2	070-073, 077, 080-084, 086-087	Virginia	1	224-225, 227, 230-233, 238-244, 246
Idaho	1	833-834, 838	New Jersey	3	074-076, 078-079, 085, 089		2	201, 220-222, 226, 228-229, 234-237, 245
	2	832, 835-837		4	088		3	223
Illinois	1	604-605, 609-620, 622, 624-629	New Mexico	2	870-875, 877-884	Washington	3	985-986, 988, 990-992, 994
	2	600-603, 606-608, 623		1	104, 120-126, 140-143, 147-149		4	980-984, 989, 993
Indiana	1	460-465, 469, 471-474, 476-478	New York	2	103, 109-119, 127-138, 144-146	West Virginia	1	247-248, 250-253, 255-257, 260, 262-268
	2	466-468, 470, 475, 479		3	100-102, 105-108, 139		2	249, 258-259, 261
Iowa	1	500-501, 504-509, 512-516, 520-528	North Carolina	2	270, 285-286		3	254
	2	502-503		3	271-284	Wisconsin	1	530, 534-535, 538-540, 544-546, 548
	3	510-511		4	287-289		2	541-542, 547, 549
Kansas	1	661, 667-669, 671, 673-679	North Dakota	2	582-588		3	531-532, 537, 543
	2	660, 662, 664-666, 670, 672		3	580-581	Wyoming	1	821-831
Kentucky	1	400-414, 416-418, 421-427		2	582-588		2	820
	2	415-420		3	580-581			

\*Current Dental Terminology ©American Dental Association.

## Common Dental Office Visit

Service Category	Description	ADA Procedure Codes	Schedule			
			1	2	3	4
Diagnostic / Preventive	Periodic Exam	D0120	\$5	\$5	\$5	\$5
	Full Mouth and Bitewing Images	D0210, D0270, D0272, D0273, D0274, D0277, D0330	\$5	\$5	\$5	\$5
	Topical Application Fluoride	D1208, D1206	\$5	\$5	\$5	\$10
	Prophy/laxis	D1110, D1120	\$15	\$15	\$15	\$15

### Other Dental Services

Diagnostic / Preventive	Exams	D0140, D0145, D0150, D0160, D0170, D0180	\$5	\$5	\$5	\$10	
	1st Periapical Radiographic Image	D0220	\$5	\$10	\$10	\$10	
	Add'l Periapical Images	D0230	\$5	\$5	\$5	\$5	
	Extraoral Radiographic Image	D0250, D0260	\$25	\$25	\$30	\$30	
	Sealants; Prev, Resin Restoration	D1351, D1352	\$15	\$15	\$15	\$20	
	Space Maintainers - unilateral	D1510, D1520	\$120	\$140	\$150	\$165	
	Space Maintainers - bilateral	D1515	\$165	\$190	\$205	\$230	
	Restorative	Amalgams - 1 Surface	D2140	\$35	\$40	\$45	\$55
		Amalgams - 2 Surfaces	D2150	\$45	\$50	\$55	\$65
		Amalgams - 3 or More Surfaces	D2160, D2161	\$55	\$60	\$65	\$80
Resin-based composite, anterior, 1 Surface		D2330	\$40	\$45	\$50	\$60	
Resin-based composite, anterior, 2 Surfaces		D2331	\$50	\$55	\$60	\$75	
Resin-based composite, anterior, > 2 Surface		D2332, D2335	\$60	\$70	\$75	\$90	
Inlays		D2510, D2520, D2530, D2610, D2620, D2630, D2650, D2651, D2652, D6602, D6603, D6604, D6605, D6606, D6607, D6624	\$420	\$475	\$520	\$585	

Service Category	Description	ADA Procedure Codes	Schedule				
			1	2	3	4	
Crown/Onlays*, Metal/Porcelain		D2542, D2543, D2544, D2642, D2643, D2644, D2740, D2750, D2751, D2752, D2780, D2781, D2782, D2783, D2790, D2791, D2792, D2794, D6740, D6750, D6751, D6752, D6780, D6781, D6782, D6783, D6790, D6791, D6792, D6794, D6610, D6611, D6612, D6613, D6614, D6615, D6634	\$440	\$505	\$560	\$640	
		D2971	\$80	\$90	\$100	\$110	
		Additional procedures to new crown	\$80	\$90	\$100	\$110	
		Recementation -	\$30	\$35	\$40	\$50	
		Inlays/Onlays/Crowns/Cast/Prefabricated post and core	D2910, D2915, D2920	\$30	\$35	\$40	\$50
		Prefabricated Crowns	D2930, D2934	\$90	\$100	\$115	\$135
		Resin Windows	D2933	\$115	\$130	\$145	\$170
		Post and Cores	D2954	\$115	\$130	\$145	\$170
		Prefabricated Crowns/ Post and Cores, each add'l	D2957	\$10	\$15	\$15	\$25
		Sedative Filling	D2940	\$20	\$25	\$25	\$35
		Core buildup, including any pins	D2950	\$80	\$90	\$100	\$130
		Cast post and core	D2952	\$170	\$190	\$210	\$230
		Crown repairs	D2980	\$80	\$90	\$100	\$120
		<b>Endodontics</b>					
		Pulpal therapy		D3110, D3120, D3220, D3222	\$40	\$45	\$50
D3310	\$290			\$325	\$360	\$415	
D3320	\$345			\$385	\$430	\$495	
D3330	\$465			\$520	\$575	\$635	
D3346	\$355			\$400	\$440	\$500	
D3347	\$405			\$455	\$500	\$580	
D3348	\$525			\$590	\$650	\$740	
D3351	\$120			\$135	\$155	\$175	
D3352, D3357	\$70			\$75	\$85	\$95	
D3353	\$180			\$200	\$225	\$270	
D3410	\$270			\$295	\$325	\$385	
D3426	\$130			\$145	\$160	\$185	
D3450, D3920	\$195			\$215	\$240	\$270	
<b>Root amputation / hemisection</b>							



Service Category	Description	ADA Procedure Codes	Schedule			
			1	2	3	4
Periodontics	Soft tissue surgery - gingivectomy (per quadrant)	D4210	\$220	\$250	\$275	\$305
	Gingivectomy - up to 3 contiguous teeth or bounded spaces	D4211	\$120	\$135	\$145	\$165
	Gingival Flap Proc: > 3 contiguous teeth or bounded teeth spaces/quad	D4240	\$240	\$265	\$290	\$335
	Gingival Flap Proc: < 3 contiguous teeth or bounded teeth spaces/quad	D4241	\$150	\$165	\$180	\$210
	Apically Positioned Flap	D4245	\$130	\$140	\$155	\$175
	Clinical crown lengthening	D4249	\$355	\$400	\$450	\$475
	Osseous surgery (> 3 contiguous teeth or bounded teeth spaces/quad)	D4260	\$490	\$550	\$610	\$670
	Osseous surgery (< 3 contiguous teeth or bounded teeth spaces/quad)	D4261	\$300	\$340	\$385	\$425
	Bone replacement graft - first site in quadrant	D4263,D4265	\$190	\$205	\$220	\$240
	Bone replacement graft - each additional site in quadrant	D4264	\$120	\$140	\$150	\$150
	Guided tissue regeneration	D4266	\$175	\$200	\$220	\$270
	Surgical revision per tooth	D4268	\$60	\$65	\$70	\$95
	Pedicle Soft Tissue Grafts	D4270	\$270	\$300	\$325	\$400
	Other Soft Tissue Grafts	D4275	\$350	\$395	\$440	\$505
	Other Soft Tissue Grafts per tooth	D4273	\$430	\$485	\$540	\$615
	Soft tissue surgery - Distal or Proximal Wedge	D4274	\$155	\$170	\$185	\$215
	Scaling and root planing (4 or more teeth per quadrant)	D4341	\$90	\$100	\$110	\$130
	Scaling and root planing (1-3 teeth)	D4342	\$55	\$65	\$70	\$80
	Periodontal maintenance	D4910	\$40	\$45	\$45	\$55

Schedule

Service Category	Description	ADA Procedure Codes	1	2	3	4
Prosthetics (Removable)	Complete dentures	D5110,D5120,D5130,D5140	\$595	\$660	\$735	\$830
	Partial dentures - resin base	D5211,D5212	\$440	\$495	\$550	\$620
	Partial dentures - cast metal base	D5213,D5214	\$720	\$790	\$880	\$955
	Denture adjustments	D5410,D5411,D5421,D5422	\$25	\$30	\$35	\$45
	Denture repairs	D5510,D5520,D5610,D5620,D5640,D5650	\$75	\$85	\$95	\$105
	Denture rebase	D5710,D5711,D5720,D5721,D5670,D5671	\$220	\$245	\$275	\$310
	Denture reline - Chairside/Office	D5730,D5731,D5740,D5741	\$120	\$135	\$155	\$175
	Denture reline - Lab	D5750,D5751,D5760,D5761	\$185	\$205	\$230	\$255
	Tissue conditioning	D5850,D5851	\$60	\$65	\$75	\$85
	Surgical Placement, Implant Body	D6010	\$920	\$1,030	\$1,145	\$1,260
	Surgical Placement, Epostal	D6040	\$1,700	\$1,915	\$2,125	\$2,350
	Dental Implant supported connect.	D6055	\$390	\$440	\$485	\$555
	Prefabricated Abutment	D6056	\$315	\$355	\$395	\$395
	Custom Abutment	D6057	\$415	\$460	\$510	\$520
	Implant Maintenance Procedure	D6080	\$45	\$45	\$55	\$65
Implant Removal, by report	D6100	\$155	\$170	\$185	\$265	
Radiographic / Surgical Implant Index	D6190	\$105	\$120	\$135	\$145	
Prosthetics (Fixed)	Fixed partial denture pontics	D6205,D6210,D6211,D6212,D6214,D6240, D6241,D6242,D6250,D6251,D6252	\$455	\$515	\$570	\$630
	Retainer	D6545,D6548	\$185	\$210	\$230	\$270
	Recementation - Bridges	D6930	\$50	\$55	\$65	\$80
	Fixed partial denture repair	D6980	\$75	\$85	\$95	\$120
	Oral Surgery	Simple extractions	D7111,D7140	\$50	\$60	\$65
Surgical removal of erupted tooth		D7210	\$95	\$105	\$115	\$140
Removal of impacted tooth, soft tissue/partial bony		D7220	\$135	\$150	\$170	\$205
Removal of Impacted Tooth, partially bony		D7230	\$135	\$150	\$170	\$205
Removal of impacted tooth, full bony, and Coronectomy		D7240,D7241,D7251	\$190	\$215	\$235	\$265
Surgical removal of residual tooth roots		D7250	\$95	\$105	\$115	\$140
Alveoloplasty w/ extraction		D7310	\$85	\$100	\$110	\$130
Alveoloplasty w/ extraction, one to three teeth		D7311	\$50	\$60	\$65	\$75

Service Category	Description	ADA Procedure Codes	Schedule				
			1	2	3	4	
Adjunctive General Services	Alveoplasty w/o Extraction	D7320, D7485	\$135	\$150	\$170	\$205	
	Alveoplasty w/o Extraction, one to three teeth	D7321	\$80	\$90	\$100	\$125	
	Incision and drainage, Intraoral	D7510, D7511	\$70	\$75	\$85	\$100	
	Incision and drainage, Extraoral	D7520, D7521	\$110	\$125	\$140	\$170	
	Frenulectomy/Frenuloplasty	D7960, D7963	\$135	\$150	\$165	\$210	
	Excision of hyperplastic tissue	D7970	\$155	\$175	\$195	\$220	
	Excision of pericoronal gingiva	D7971	\$70	\$75	\$85	\$100	
	Palliative treatment	D9110	\$25	\$25	\$30	\$40	
	General Anesthesia or intravenous sedation, first 30 minutes	D9220, D9241	\$155	\$175	\$195	\$215	
	General Anesthesia, each additional 15 minutes	D9221	\$55	\$60	\$70	\$80	
Orthodontics	Intravenous sedation, each additional 15 minutes	D9242	\$35	\$40	\$45	\$50	
	Consultation	D9310	\$50	\$55	\$65	\$70	
	Occlusal adjustment - limited	D9951	\$35	\$45	\$50	\$55	
	Occlusal adjustment - complete	D9952	\$175	\$200	\$220	\$275	
	If your plan covers orthodontics, payments will be based on a percentage of the total benefit available. A lifetime orthodontic benefit maximum applies. Please refer to your plan overview for more details.						
	Like most group insurance policies, MetLife group dental policies contain certain exclusions, waiting periods, reductions of benefits, limitations and terms for keeping them in force. For information about costs and complete details, contact your Human Resources department or MetLife benefits representative.						
	<b>Alternate Benefits:</b> Your dental plan provides that where two or more professionally acceptable dental treatments for a dental condition exist, your plan bases reimbursement, and the associated procedure charge, on the least costly treatment alternative. If you and your participating PDP dentist have agreed on a treatment which is more costly than the treatment upon which the plan benefit is based, your actual out-of-pocket expense will be the procedure charge for the treatment upon which the plan benefit is based, plus the full difference in cost between the scheduled PDP fee for the service actually rendered and the scheduled PDP fee for the service upon which the plan benefit is based. To avoid any misunderstandings, we suggest you discuss treatment options with your dentist before services are rendered, and obtain a pre-treatment estimate of benefits prior to receiving certain high cost services such as crowns, bridges or dentures. You and your dentist will each receive an Explanation of Benefits (EOB) outlining the services provided, your plan's reimbursement for those services, and your out-of-pocket expense. Procedure charge schedules are subject to change each plan year. You can obtain an updated procedure charge schedule for your area via fax by calling 1-800-942-0854 and using the MetLife Dental Automated Information Service.						

Copay plans are not available for **insured** cases in Texas, including plans situated in Texas or covering Texas residents. Copay plans are also not available for insured cases in Connecticut, Illinois, Louisiana, Montana, and Nevada.

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L0813339811[exp1214][All States][DC, GU, MP, PR, VI]

**MetLife**  
Metropolitan Life Insurance Company  
200 Park Avenue  
New York, NY 10166  
www.metlife.com



**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

**Coverage for: Individual + Family | Plan Type: POS**

This is only a summary. If you want more detail about your coverage and costs, you can get the complete terms in the policy or plan document at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com) or by calling 1-888-982-3862.

Important Questions	Answers	Why this Matters:
What is the overall deductible?	Network: Individual <b>\$1,000</b> / Family <b>\$3,000</b> . Out-of-Network: Individual <b>\$2,000</b> / Family <b>\$6,000</b> . Does not apply to office visits, prescription drugs, emergency care, and preventive care in-network.	You must pay all the costs up to the <b>deductible</b> amount before this plan begins to pay for covered services you use. Check your policy or plan document to see when the <b>deductible</b> starts over (usually, but not always, January 1st). See the chart starting on page 2 for how much you pay for covered services after you meet the <b>deductible</b> .
Are there other deductibles for specific services?	No.	You don't have to meet <b>deductibles</b> for specific services, but see the chart starting on page 2 for other costs for services this plan covers.
Is there an <u>out-of-pocket limit</u> on my expenses?	Yes. Network: Individual <b>\$4,000</b> / Family <b>\$8,000</b> . Out-of-Network: Individual <b>\$8,000</b> / Family <b>\$16,000</b> .	The <b>out-of-pocket limit</b> is the most you could pay during a coverage period (usually one year) for your share of the cost of covered services. This limit helps you plan for health care expenses.
What is not included in the <u>out-of-pocket limit</u> ?	Premiums, balance-billed charges, penalties for failure to obtain pre-authorization for service, and health care this plan does not cover.	Even though you pay these expenses, they don't count toward the <b>out-of-pocket limit</b> .
Is there an overall annual limit on what the plan pays?	No.	The chart starting on page 2 describes any limits on what the plan will pay for <i>specific</i> covered services, such as office visits.
Does this plan use a <u>network of providers</u> ?	Yes. See <a href="http://www.aetna.com">www.aetna.com</a> or call 1-888-982-3862 for a list of network <u>providers</u> .	If you use an in-network doctor or other health care <u>provider</u> , this plan will pay some or all of the costs of covered services. Be aware, your in-network doctor or hospital may use an out-of-network <u>provider</u> for some services. Plans use the term in-network, <u>preferred</u> , or participating for <u>providers</u> in their <u>network</u> . See the chart starting on page 2 for how this plan pays different kinds of <u>providers</u> .
Do I need a referral to see a <u>specialist</u> ?	No.	You can see the <u>specialist</u> you choose without permission from this plan.
Are there services this plan doesn't cover?	Yes.	Some of the services this plan doesn't cover are listed on page 5. See your policy or plan document for additional information about <u>excluded services</u> .

**Questions:** Call 1-888-982-3862 or visit us at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com). If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com) or call 1-888-982-3862 to request a copy.



**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

**Coverage for: Individual + Family | Plan Type: POS**

Copayments are fixed dollar amounts (for example, \$15) you pay for covered health care, usually when you receive the service.

Coinsurance is your share of the costs of a covered service, calculated as a percent of the allowed amount for the service. For example, if the plan's allowed amount for an overnight hospital stay is \$1,000, your coinsurance payment of 20% would be \$200. This may change if you haven't met your deductible.

The amount the plan pays for covered services is based on the allowed amount. If an out-of-network provider charges more than the allowed amount, you may have to pay the difference. For example, if an out-of-network hospital charges \$1,500 for an overnight stay and the allowed amount is \$1,000, you may have to pay the \$500 difference. (This is called balance billing.)

This plan may encourage you to use network providers by charging you lower deductibles, copayments, and coinsurance amounts.

Common Medical Event	Services You May Need	Your Cost If You Use a Network Provider	Your Cost If You Use an Out-of-Network Provider	Limitations & Exceptions
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	\$20 copay/visit	40% coinsurance	Includes Internist, General Physician, Family Practitioner or Pediatrician. ____ none ____ none
	Specialist visit	20% coinsurance	40% coinsurance	
	Other practitioner office visit	20% coinsurance	40% coinsurance	
If you have a test	Preventive care / screening / immunization	No charge	40% coinsurance	Age and frequency schedules may apply.
	Diagnostic test (x-ray, blood work)	20% coinsurance	40% coinsurance	____ none
	Imaging (CT/PET scans, MRIs)	20% coinsurance	40% coinsurance	____ none

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**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

**Coverage for: Individual + Family | Plan Type: POS**

Common Medical Event	Services You May Need	Your Cost If You Use a Network Provider	Your Cost If You Use an Out-of-Network Provider	Limitations & Exceptions
<p>If you need drugs to treat your illness or condition</p> <p>More information about <b>prescription drug coverage</b> is available at <a href="http://www.aetna.com/pharmacy-insurance/individuals-families">www.aetna.com/pharmacy-insurance/individuals-families</a></p>	<p>Formulary generic drugs</p> <p>Formulary brand drugs</p> <p>Non-formulary brand</p>	<p>Copay/prescription: \$10 (retail), \$25 (mail order)</p> <p>20% coinsurance with a \$30 minimum and up to a \$75 maximum/prescription (retail &amp; mail order)</p> <p>40% coinsurance with a \$60 minimum and up to a \$150 maximum/prescription (retail &amp; mail order)</p>	<p>Not covered</p> <p>Not covered</p> <p>Not covered</p>	<p>Covers 30 day supply (retail), 31-90 day supply (mail order). Includes contraceptive drugs &amp; devices obtainable from a pharmacy, oral fertility drugs. No charge for formulary generic FDA-approved women's contraceptives in-network.</p>
<p>Premier Plus Three Tier Open Formulary</p>	<p>Specialty drugs</p>	<p>Applicable cost as noted above for generic or brand drugs.</p>	<p>Not covered</p>	<p>First prescription must be filled at a participating retail pharmacy or Aetna Specialty Pharmacy Networks. Subsequent fills must be through Aetna Specialty Pharmacy Networks.</p> <p>_____none_____</p> <p>_____none_____</p>
<p>If you have outpatient surgery</p>	<p>Facility fee (e.g., ambulatory surgery center)</p> <p>Physician/surgeon fees</p>	<p>20% coinsurance</p> <p>20% coinsurance</p>	<p>40% coinsurance</p> <p>40% coinsurance</p>	<p>No coverage for non-emergency use.</p> <p>No coverage for non-emergency transport.</p> <p>No coverage for non-urgent use.</p>
<p>If you need immediate medical attention</p>	<p>Emergency room services</p> <p>Emergency medical transportation</p> <p>Urgent care</p>	<p>20% coinsurance</p> <p>20% coinsurance</p> <p>20% coinsurance</p>	<p>20% coinsurance</p> <p>20% coinsurance</p> <p>40% coinsurance</p>	<p>Pre-authorization required for out-of-network care.</p> <p>_____none_____</p>
<p>If you have a hospital stay</p>	<p>Facility fee (e.g., hospital room)</p> <p>Physician/surgeon fee</p>	<p>20% coinsurance</p> <p>20% coinsurance</p>	<p>40% coinsurance</p> <p>40% coinsurance</p>	<p>Pre-authorization required for out-of-network care.</p> <p>_____none_____</p>

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**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

**Coverage for: Individual + Family | Plan Type: POS**

Common Medical Event	Services You May Need	Your Cost If You Use a Network Provider	Your Cost If You Use an Out-of-Network Provider	Limitations & Exceptions
If you have mental health, behavioral health, or substance abuse needs	Mental/Behavioral health outpatient services	20% coinsurance	40% coinsurance	none
	Mental/Behavioral health inpatient services	20% coinsurance	40% coinsurance	Pre-authorization required for out-of-network care.
	Substance use disorder outpatient services	20% coinsurance	40% coinsurance	none
	Substance use disorder inpatient services	20% coinsurance	40% coinsurance	Pre-authorization required for out-of-network care.
	Prenatal and postnatal care	No charge	40% coinsurance	none
If you are pregnant	Delivery and all inpatient services	20% coinsurance	40% coinsurance	Includes outpatient postnatal care. Pre-authorization may be required for out-of-network care.
	Home health care	20% coinsurance	40% coinsurance	Coverage is limited to 120 visits per calendar year. Pre-authorization required for out-of-network care.
If you need help recovering or have other special health needs	Rehabilitation services	20% coinsurance	40% coinsurance	none
	Habilitation services	Not covered	Not covered	Not covered.
	Skilled nursing care	20% coinsurance	40% coinsurance	Coverage is limited to 100 days per calendar year. Pre-authorization required for out-of-network care.
If your child needs dental or eye care	Durable medical equipment	20% coinsurance	40% coinsurance	none
	Hospice service	20% coinsurance	40% coinsurance	Pre-authorization required for out-of-network care.
	Eye exam	Not covered	Not covered	Not covered.
	Glasses	Not covered	Not covered	Not covered.
	Dental check-up	Not covered	Not covered	Not covered.

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**Summary of Benefits and Coverage: What this Plan Covers & What it Costs** **Coverage for: Individual + Family | Plan Type: POS**

**Excluded Services & Other Covered Services:**

**Services Your Plan Does NOT Cover** (This isn't a complete list. Check your policy or plan document for other excluded services.)

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>• Acupuncture</li> <li>• Bariatric surgery</li> <li>• Cosmetic surgery</li> <li>• Dental care (Adult &amp; Child)</li> <li>• Glasses (Child)</li> </ul> | <ul style="list-style-type: none"> <li>• Habilitation services</li> <li>• Hearing aids</li> <li>• Long-term care</li> <li>• Non-emergency care when traveling outside the U.S.</li> </ul> | <ul style="list-style-type: none"> <li>• Private-duty nursing</li> <li>• Routine eye care (Adult &amp; Child)</li> <li>• Routine foot care</li> <li>• Weight loss programs</li> </ul> |
|--|---|---|

**Other Covered Services** (This isn't a complete list. Check your policy or plan document for other covered services and your costs for these services.)

- Chiropractic care
- Infertility treatment - Coverage is limited to the diagnosis and treatment of underlying medical condition.

**Your Rights to Continue Coverage:**

If you lose coverage under the plan, then, depending upon the circumstances, Federal and State laws may provide protections that allow you to keep health coverage. Any such rights may be limited in duration and will require you to pay a **premium**, which may be significantly higher than the **premium** you pay while covered under the plan. Other limitations on your rights to continue coverage may also apply.

For more information on your rights to continue coverage, contact the plan at 1-888-982-3862. You may also contact your state insurance department, the U.S. Department of Labor, Employee Benefits Security Administration at 1-866-444-3272 or [www.dol.gov/ebsa](http://www.dol.gov/ebsa), or the U.S. Department of Health and Human Services at 1-877-267-2323 x61565 or [www.cciio.cms.gov](http://www.cciio.cms.gov).

**Your Grievance and Appeals Rights:**

If you have a complaint or are dissatisfied with a denial of coverage for claims under your plan, you may be able to **appeal** or file a **grievance**. For questions about your rights, this notice, or assistance, you can contact us by calling the toll free number on your Medical ID Card. If your group health plan is subject to ERISA, you may also contact the Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or [www.dol.gov/ebsa/healthreform](http://www.dol.gov/ebsa/healthreform).

Additionally, a consumer assistance program can help you file your **appeal**. Contact information is at <http://www.aetna.com/individuals-families-health-insurance/rights-resources/complaints-grievances-appeals/index.html>

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**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

**Coverage for: Individual + Family | Plan Type: POS**

**Does this Coverage Provide Minimum Essential Coverage?**

The Affordable Care Act requires most people to have health care coverage that qualifies as "minimum essential coverage". This plan or policy does provide minimum essential coverage.

**Does this Coverage Meet Minimum Value Standard?**

The Affordable Care Act establishes a minimum value standard of benefits of a health plan. The minimum value standard is 60% (actuarial value). This health coverage does meet the minimum value standard for the benefits it provides.

**Language Access Services:**

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如果需要中文的帮助, 请拨打这个号码 1-888-982-3862.

Dinck'ehgo shika at'ohwol ninisingo, kwiijigo holne' 1-888-982-3862.

*To see examples of how this plan might cover costs for a sample medical situation, see the next page.*

**Questions:** Call 1-888-982-3862 or visit us at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com).  
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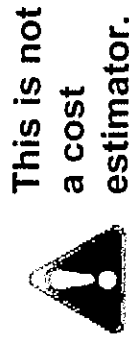


**Coverage Examples**

Coverage for: Individual + Family | Plan Type: POS

**About these Coverage Examples:**

These examples show how this plan might cover medical care in given situations. Use these examples to see, in general, how much financial protection a sample patient might get if they are covered under different plans.



**This is not a cost estimator.**

Don't use these examples to estimate your actual costs under this plan. The actual care you receive will be different from these examples, and the cost of that care also will be different.

See the next page for important information about these examples.

**Having a baby**  
(normal delivery)

- Amount owed to providers: \$7,540
- Plan pays: \$5,520
- Patient pays: \$2,020

**Sample care costs:**

Hospital charges (mother)	\$2,700
Routine obstetric care	\$2,100
Hospital charges (baby)	\$900
Anesthesia	\$900
Laboratory tests	\$500
Prescriptions	\$200
Radiology	\$200
Vaccines, other preventive	\$40
<b>Total</b>	<b>\$7,540</b>

**Patient pays:**

Deductibles	\$1,000
Copays	\$20
Coinsurance	\$800
Limits or exclusions	\$200
<b>Total</b>	<b>\$2,020</b>

**Managing type 2 diabetes**  
(routine maintenance of a well-controlled condition)

- Amount owed to providers: \$5,400
- Plan pays: \$3,620
- Patient pays: \$1,780

**Sample care costs:**

Prescriptions	\$2,900
Medical Equipment and Supplies	\$1,300
Office Visits and Procedures	\$700
Education	\$300
Laboratory tests	\$100
Vaccines, other preventive	\$100
<b>Total</b>	<b>\$5,400</b>

**Patient pays:**

Deductibles	\$1,000
Copays	\$500
Coinsurance	\$200
Limits or exclusions	\$80
<b>Total</b>	<b>\$1,780</b>

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## Coverage Examples

Coverage for: Individual + Family | Plan Type: POS

# Questions and answers about the Coverage Examples:

## What are some of the assumptions behind the Coverage Examples?

- Costs don't include premiums.
- Sample care costs are based on national averages supplied by the U.S. Department of Health and Human Services, and aren't specific to a particular geographic area or health plan.
- The patient's condition was not an excluded or preexisting condition.
- All services and treatments started and ended in the same coverage period.
- There are no other medical expenses for any member covered under this plan.
- Out-of-pocket expenses are based only on treating the condition in the example.
- The patient received all care from in-network providers. If the patient had received care from out-of-network providers, costs would have been higher.

## What does a Coverage Example show?

For each treatment situation, the Coverage Example helps you see how deductibles, copayments, and coinsurance can add up. It also helps you see what expenses might be left up to you to pay because the service or treatment isn't covered or payment is limited.

## Does the Coverage Example predict my own care needs?

**No.** Treatments shown are just examples. The care you would receive for this condition could be different, based on your doctor's advice, your age, how serious your condition is, and many other factors.

## Does the Coverage Example predict my future expenses?

**No.** Coverage Examples are not cost estimators. You can't use the examples to estimate costs for an actual condition. They are for comparative purposes only. Your own costs will be different depending on the care you receive, the prices your providers charge, and the reimbursement your health plan allows.

## Can I use Coverage Examples to compare plans?

**Yes.** When you look at the Summary of Benefits and Coverage for other plans, you'll find the same Coverage Examples. When you compare plans, check the "Patient Pays" box in each example. The smaller that number, the more coverage the plan provides.

## Are there other costs I should consider when comparing plans?

**Yes.** An important cost is the premium you pay. Generally, the lower your premium, the more you'll pay in out-of-pocket costs, such as copayments, deductibles, and coinsurance. You should also consider contributions to accounts such as health savings accounts (HSAs), flexible spending arrangements (FSAs) or health reimbursement accounts (HRAs) that help you pay out-of-pocket expenses.

**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**




**This is only a summary.** If you want more detail about your coverage and costs, you can get the complete terms in the policy or plan document at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com) or by calling 1-888-996-8776.

Important Questions	Answers	Why this Matters:
What is the overall deductible?	For each Calendar Year, In-network: Individual <b>\$4,000</b> / Family <b>\$8,000</b> . Out-of-network: Individual <b>\$8,000</b> / Family <b>\$16,000</b> . Does not apply to preventive care in-network.	You must pay all the costs up to the <b>deductible</b> amount before this plan begins to pay for covered services you use. Check your policy or plan document to see when the <b>deductible</b> starts over (usually, but not always, January 1st). See the chart starting on page 2 for how much you pay for covered services after you meet the <b>deductible</b> .
Are there other deductibles for specific services?	No.	You don't have to meet <b>deductibles</b> for specific services, but see the chart starting on page 2 for other costs for services this plan covers.
Is there an out-of-pocket limit on my expenses?	Yes, In-network: Individual <b>\$6,350</b> / Family <b>\$12,700</b> . Out-of-network: Individual <b>\$12,500</b> / Family <b>\$25,000</b> .	The <b>out-of-pocket limit</b> is the most you could pay during a coverage period (usually one year) for your share of the cost of covered services. This limit helps you plan for health care expenses.
What is not included in the out-of-pocket limit?	Premiums, balance-billed charges, penalties for failure to obtain pre-authorization for services and health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the <b>out-of-pocket limit</b> .
Is there an overall annual limit on what the plan pays?	No.	The chart starting on page 2 describes any limits on what the plan will pay for <i>specific</i> covered services, such as office visits.
Does this plan use a network of providers?	Yes. For a list of in-network providers, see <a href="http://www.aetna.com">www.aetna.com</a> or call 1-888-996-8776.	If you use an in-network doctor or other health care provider, this plan will pay some or all of the costs of covered services. Be aware, your in-network doctor or hospital may use an out-of-network provider for some services. Plans use the term in-network, <b>preferred</b> , or participating for providers in their network. See the chart starting on page 2 for how this plan pays different kinds of providers. You can see the <b>specialist</b> you choose without permission from this plan.
Do I need a referral to see a specialist?	No.	
Are there services this plan doesn't cover?	Yes.	Some of the services this plan doesn't cover are listed on page 4. See your policy or plan document for additional information about <b>excluded services</b> .

**Questions:** Call 1-888-996-8776 or visit us at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com). If you aren't clear about any of the bolded terms used in this form, see the Glossary. You can view the Glossary at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com) or call 1-888-996-8776 to request a copy.

**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

-  Copayments are fixed dollar amounts (for example, \$15) you pay for covered health care, usually when you receive the service.
- Coinurance is *your* share of the costs of a covered service, calculated as a percent of the allowed amount for the service. For example, if the plan's allowed amount for an overnight hospital stay is \$1,000, your coinsurance payment of 20% would be \$200. This may change if you haven't met your deductible.
- The amount the plan pays for covered services is based on the allowed amount. If an out-of-network provider charges more than the allowed amount, you may have to pay the difference. For example, if an out-of-network hospital charges \$1,500 for an overnight stay and the allowed amount is \$1,000, you may have to pay the \$500 difference. (This is called **balance billing**.)
- This plan may encourage you to use in-network providers by charging you lower deductibles, copayments, and coinsurance amounts.

Common Medical Event	Services You May Need	Your Cost If You Use an In-Network Provider	Your Cost If You Use an Out-Of-Network Provider	Limitations & Exceptions
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	30% coinsurance	50% coinsurance	Includes Internist, General Physician, Family Practitioner or Pediatrician. ____ None _____ ____ None _____ Age and frequency schedules may apply.
	Specialist visit	30% coinsurance	50% coinsurance	
	Other practitioner office visit	30% coinsurance	50% coinsurance	
	Preventive care / screening /immunization	No charge	50% coinsurance	
If you have a test	Diagnostic test (x-ray, blood work)	30% coinsurance	50% coinsurance	____ None _____
	Imaging (CT/PET scans, MRIs)	30% coinsurance	50% coinsurance	____ None _____



**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

<b>Common Medical Event</b>	<b>Services You May Need</b>	<b>Your Cost If You Use an In-Network Provider</b>	<b>Your Cost If You Use an Out-Of-Network Provider</b>	<b>Limitations &amp; Exceptions</b>
<p>If you need drugs to treat your illness or condition</p> <p>More information about prescription drug coverage is available at <a href="http://www.aetna.com/pharmacy-insurance/individuals-families">www.aetna.com/pharmacy-insurance/individuals-families</a></p>	<p>Generic drugs</p> <p>Preferred brand drugs</p> <p>Non-preferred brand drugs</p> <p>Specialty drugs</p>	<p>30% coinsurance/prescription (retail or mail order)</p> <p>30% coinsurance/prescription (retail or mail order)</p> <p>50% coinsurance/prescription (retail or mail order)</p> <p>Applicable cost as noted above for generic or brand drugs.</p>	<p>50% coinsurance/prescription (retail)</p> <p>50% coinsurance/prescription (retail)</p> <p>50% coinsurance/prescription (retail)</p> <p>50% coinsurance/prescription (retail)</p>	<p>Covers up to a 30-day supply (retail prescription); 31-90 day supply (mail order prescription). Includes contraceptive drugs and devices obtainable from a pharmacy, oral fertility drugs. No charge for formulary generic FDA-approved women's contraceptives in-network.</p> <p>Aetna Specialty CareRx<sup>SM</sup> - First Prescription must be filled at a participating retail pharmacy or Aetna Specialty Pharmacy<sup>®</sup>. Subsequent fills must be through Aetna Specialty Pharmacy<sup>®</sup>.</p> <p>_____ None _____</p> <p>_____ None _____</p> <p>_____ None _____</p> <p>_____ None _____</p> <p>_____ None _____</p> <p>Pre-authorization required for out-of-network care.</p> <p>_____ None _____</p> <p>_____ None _____</p> <p>Pre-authorization required for out-of-network care.</p> <p>_____ None _____</p>
<p>If you have outpatient surgery</p> <p>If you need immediate medical attention</p>	<p>Facility fee (e.g., ambulatory surgery center)</p> <p>Physician/surgeon fees</p> <p>Emergency room services</p> <p>Emergency medical transportation</p> <p>Urgent care</p>	<p>30% coinsurance</p> <p>30% coinsurance</p> <p>30% coinsurance</p> <p>30% coinsurance</p> <p>30% coinsurance</p>	<p>50% coinsurance</p> <p>50% coinsurance</p> <p>30% coinsurance</p> <p>50% coinsurance</p> <p>50% coinsurance</p>	<p>_____ None _____</p> <p>_____ None _____</p> <p>_____ None _____</p> <p>_____ None _____</p> <p>_____ None _____</p> <p>Pre-authorization required for out-of-network care.</p> <p>_____ None _____</p> <p>_____ None _____</p> <p>Pre-authorization required for out-of-network care.</p> <p>_____ None _____</p>
<p>If you have a hospital stay</p>	<p>Facility fee (e.g., hospital room)</p> <p>Physician/surgeon fee</p>	<p>30% coinsurance</p> <p>30% coinsurance</p>	<p>50% coinsurance</p> <p>50% coinsurance</p>	<p>Pre-authorization required for out-of-network care.</p> <p>_____ None _____</p> <p>_____ None _____</p>
<p>If you have mental health, behavioral health, or substance abuse needs</p>	<p>Mental/Behavioral health outpatient services</p> <p>Mental/Behavioral health inpatient services</p> <p>Substance use disorder outpatient services</p>	<p>30% coinsurance</p> <p>30% coinsurance</p> <p>30% coinsurance</p>	<p>50% coinsurance</p> <p>50% coinsurance</p> <p>50% coinsurance</p>	<p>Pre-authorization required for out-of-network care.</p> <p>_____ None _____</p> <p>Pre-authorization required for out-of-network care.</p> <p>_____ None _____</p>

**Questions:** Call 1-888-996-8776 or visit us at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com). If you aren't clear about any of the bolded terms used in this form, see the Glossary. You can view the Glossary at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com) or call 1-888-996-8776 to request a copy.

**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

Common Medical Event	Services You May Need	Your Cost If You Use an In-Network Provider	Your Cost If You Use an Out-Of-Network Provider	Limitations & Exceptions
	Substance use disorder inpatient services	30% coinsurance	50% coinsurance	Pre-authorization required for out-of-network care.
<b>If you are pregnant</b>	Prenatal and postnatal care	No charge	50% coinsurance	None
	Delivery and all inpatient services	30% coinsurance	50% coinsurance	Includes outpatient postnatal care. Pre-authorization may be required for out-of-network care.
<b>If you need help recovering or have other special health needs</b>	Home health care	30% coinsurance	50% coinsurance	Coverage is limited to 120 visits per year. Pre-authorization required for out-of-network care.
	Rehabilitation services	30% coinsurance	50% coinsurance	None
	Habilitation services	Not covered	Not covered	Not covered.
	Skilled nursing care	30% coinsurance	50% coinsurance	Coverage is limited to 100 days per year. Pre-authorization required for out-of-network care.
<b>If your child needs dental or eye care</b>	Durable medical equipment	30% coinsurance	50% coinsurance	None
	Hospice service	30% coinsurance	50% coinsurance	Pre-authorization required for out-of-network care.
	Eye exam	Not covered	Not covered	Not covered.
	Glasses	Not covered	Not covered	Not covered.
	Dental check-up	Not covered	Not covered	Not covered.

**Excluded Services & Other Covered Services:**

Services Your Plan Does NOT Cover (This isn't a complete list. Check your policy or plan document for other excluded services.)
<ul style="list-style-type: none"> <li>• Acupuncture</li> <li>• Bariatric surgery</li> <li>• Cosmetic surgery</li> <li>• Dental care (Adult &amp; Child)</li> <li>• Glasses (Child)</li> </ul>
<ul style="list-style-type: none"> <li>• Habilitation services</li> <li>• Hearing aids</li> <li>• Long-term care</li> <li>• Non-emergency care when traveling outside the U.S.</li> </ul>
<ul style="list-style-type: none"> <li>• Private-duty nursing</li> <li>• Routine Eye Care (Adult &amp; Child)</li> <li>• Routine foot care</li> <li>• Weight loss programs</li> </ul>

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**Summary of Benefits and Coverage: What this Plan Covers & What it Costs****Other Covered Services** (This isn't a complete list. Check your policy or plan document for other covered services and your costs for these services.)

- Chiropractic care
- Infertility treatment - Coverage is limited to the diagnosis and treatment of underlying medical condition.

**Your Rights to Continue Coverage:**

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For more information on your rights to continue coverage, contact the plan at 1-888-996-8776. You may also contact your state insurance department, the U.S. Department of Labor, Employee Benefits Security Administration at 1-866-444-3272 or [www.dol.gov/ebsa](http://www.dol.gov/ebsa), or the U.S. Department of Health and Human Services at 1-877-267-2323 x61565 or [www.cms.gov](http://www.cms.gov).

**Your Grievance and Appeals Rights:**

• If you have a complaint or are dissatisfied with a denial of coverage for claims under your plan, you may be able to **appeal** or file a **grievance**. For questions about your rights, this notice or assistance, you can contact us by calling the toll free number on your Medical ID Card. You may also contact the Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or [www.dol.gov/ebsa/healthreform](http://www.dol.gov/ebsa/healthreform).

• Additionally, a consumer assistance program can help you file an **appeal**. Contact information is at <http://www.aetna.com/individuals-families-health-insurance/rights-resources/complaints-grievances-appeals/index.html>

**Does this Coverage Provide Minimum Essential Coverage?**

The Affordable Care Act requires most people to have health care coverage that qualifies as "minimum essential coverage". **This plan or policy does provide minimum essential coverage.**

**Does this Coverage Provide Minimum Value Standard?**

The Affordable Care Act establishes a minimum value standard of benefits of a health plan. The minimum value standard is 60% (actuarial value). **This health coverage does meet the minimum value standard for the benefits it provides.**

**Language Access Services:**

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Dinek'chgo shika at'ohwol ninisingo, kwijigo holne' 1-888-996-8776. **Para obtener asistencia en Español, llame al 1-888-996-8776.**

-----To see examples of how this plan might cover costs for a sample medical situation, see the next page.-----

**Questions:** Call 1-888-996-8776 or visit us at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com).  
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## About these Coverage Examples:

These examples show how this plan might cover medical care in given situations. Use these examples to see, in general, how much financial protection a sample patient might get if they are covered under different plans.

**This is not a cost estimator.**

Don't use these examples to estimate your actual costs under this plan. The actual care you receive will be different from these examples, and the cost of that care also will be different.

See the next page for important information about these examples.

### Having a baby (normal delivery)

- Amount owed to providers: \$7,540
- Plan pays: \$3,030
- Patient pays: \$4,510

**Sample care costs:**

Hospital charges (mother)	\$2,700
Routine obstetric care	\$2,100
Hospital charges (baby)	\$900
Anesthesia	\$900
Laboratory tests	\$500
Prescriptions	\$200
Radiology	\$200
Vaccines, other preventative	\$40
<b>Total</b>	<b>\$7,540</b>

**Patient pays:**

Deductibles	\$4,000
Copays	\$0
Coinsurance	\$360
Limits or exclusions	\$150
<b>Total</b>	<b>\$4,510</b>

### Managing type 2 diabetes (routine maintenance of a well-controlled condition)

- Amount owed to providers: \$5,400
- Plan pays: \$2,050
- Patient pays: \$3,350

**Sample care costs:**

Prescriptions	\$2,900
Medical equipment and Supplies	\$1,300
Office Visits and Procedures	\$700
Education	\$300
Laboratory tests	\$100
Vaccines, other preventative	\$100
<b>Total</b>	<b>\$5,400</b>

**Patient pays:**

Deductibles	\$2,420
Copays	\$0
Coinsurance	\$850
Limits or exclusions	\$80
<b>Total</b>	<b>\$3,350</b>

Note: Your plan may have both copays and coinsurance for covered services; if so, these examples use copays only. Your costs may be higher.

## Questions and answers about the Coverage Examples:

### What are some of the assumptions behind the Coverage Examples?

- Costs don't include premiums.
- Sample care costs are based on national averages supplied by the U.S. Department of Health and Human Services, and aren't specific to a particular geographic area or health plan.
- The patient's condition was not an excluded or preexisting condition.
- All services and treatments started and ended in the same coverage period.
- There are no other medical expenses for any member covered under this plan.
- Out-of-pocket expenses are based only on treating the condition in the example.
- The patient received all care from in-network providers. If the patient had received care from out-of-network providers, costs would have been higher.

### What does a Coverage Example show?

For each treatment situation, the Coverage Example helps you see how deductibles, copayments, and coinsurance can add up. It also helps you see what expenses might be left up to you to pay because the service or treatment isn't covered or payment is limited.

### Does the Coverage Example predict my own care needs?

**No.** Treatments shown are just examples. The care you would receive for this condition could be different, based on your doctor's advice, your age, how serious your condition is, and many other factors.

### Does the Coverage Example predict my future expenses?

**No.** Coverage Examples are not cost estimators. You can't use the examples to estimate costs for an actual condition. They are for comparative purposes only. Your own costs will be different depending on the care you receive, the prices your providers charge, and the reimbursement your health plan allows.

### Can I use Coverage Examples to compare plans?

**Yes.** When you look at the Summary of Benefits and Coverage for other plans, you'll find the same Coverage Examples. When you compare plans, check the "Patient Pays" box in each example. The smaller that number, the more coverage the plan provides.

### Are there other costs I should consider when comparing plans?

**Yes.** An important cost is the premium you pay. Generally, the lower your premium, the more you'll pay in out-of-pocket costs, such as copayments, deductibles, and coinsurance. You should also consider contributions to accounts such as health savings accounts (HSAs), flexible spending arrangements (FSAs) or health reimbursement accounts (HRAs) that help you pay out-of-pocket expenses.

**WAGE AND HOUR RECORD KEEPING FOR LIVING WAGE CONTRACTS  
FIXED ROUTE AND DIAL-A-RIDE TRANSIT SERVICES (2016-SQPA001)**

**INSTRUCTIONS**

The contractor selected through this RFSQ process will be required to comply with State and Federal labor regulations and record keeping requirements. The objective of this questionnaire is to determine the appropriateness, scope, and suitability of the procedures the Proposer uses and the internal controls in place to ensure compliance with State and Federal labor regulations and record keeping requirements. In order to appropriately evaluate this area (Part I, Section 4.D, Evaluation Criteria), it is critical that the Proposer submit a detailed description of the processes and the steps associated with those processes.

Answer all questions thoroughly and in the same sequence as provided below. If a question is not applicable, indicate with "N/A" and explain why such question is not applicable. Provide additional details to ensure a clear picture of the Proposer's processes and controls. As used in this questionnaire, the term Proposer includes the business entity that will provide the proposed services. Attach an actual sample copy of timesheet, paycheck, and pay stub.

**ADDITIONAL PAGES MAY BE ATTACHED OR RESPONSES CAN BE PROVIDED IN A SEPARATE DOCUMENT.  
IDENTIFY EACH RESPONSE BY THE CORRESPONDING QUESTION NUMBER.**

QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
<p><b>1. TRACKING HOURS WORKED</b></p> <p>1.1. How does the Proposer track employee hours actually worked?</p> <p>1.2. Where do the Proposer's employees report to work at the beginning of their shift? At the work location or a central site with travel to the worksite?</p> <p>1.3. If the employees report to a central site with travel to the worksite, when does the Proposer consider the employees' shift to have started? At a central site or upon arrival at the work location?</p>	<p>1.1 All employees document their actual hours worked on daily time documents. Office staff and maintenance employees document their actual work times on a department time sheet that includes their scheduled work hours. If their actual hours worked differs from their scheduled work hours they must provide an explanation. Drivers document their actual hours worked on a daily trip sheet. Drivers are expected to complete their tasks within the allotted time for pre and post trip vehicle inspections and travel time. If their times exceed the allotted times they are required to provide an explanation for the additional time.</p> <p>1.2 Employees will check in with the dispatch office to report to work.</p> <p>1.3 Employee shifts start when they arrive at the location and clock in at their stated scheduled time.</p>

QUESTION

RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.

2. REPORTING TIME

How does the Proposer know employees actually reported to work and at what time? For example, sign-in sheets, computerized check in, call-in system, or some other method?

2. When an employee reports to work, they check in with dispatch who verifies the following:  
 a) Reported to work on time  
 b) Valid credentials: driver's license and medical card  
 c) Operator is in proper uniform  
 Documentation method is sign-in sheet.

3. RECORDS OF ACTUAL TIME WORKED

- 3.1. What records are created to document the beginning and ending times of employee's actual work shifts?
- 3.2. What records are maintained by the Proposer of actual time worked?
- 3.3. Are the records maintained daily or at another interval (indicate the interval)?
- 3.4. Who creates these records (e.g., employee, supervisor, or office staff)?
- 3.5. Who checks the records, and what are they checking for?
- 3.6. What happens to these records?
- 3.7. Are they used as a source document to create Proposer's payroll?
- 3.8. ATTACH ACTUAL COPIES OF THESE RECORDS  
 (Please blank out any personal information).

- 3.1 Trip Sheet gets input in to Payroll Edit which calculates work hours versus pay hours.
- 3.2 Hard copy of the Trip Sheet and Payroll Edit records.
- 3.3 Records are maintained daily.
- 3.4 Local Division Payroll Clerk
- 3.5 Project Manager and Payroll Clerk both check the records to ensure they are complete and accurate.
- 3.6 The hard copy records are files at the division for one year and then moved to off-site secure storage.
- 3.7 Yes, records are used as a source document to create payroll.



Individual Time Record & Tripsheet  
MONDAY THROUGH FRIDAY

Date: \_\_\_\_\_ Run Number: **1**

Name: \_\_\_\_\_ Bus Number 1: \_\_\_\_\_ Bus Number 2: \_\_\_\_\_

Payroll Times		Scheduled Times	
6:18	16:00		
Clock In	Fuel station	Start Service	End Service
6:18	7:10	7:30	15:30
	Lease Fuel station		Arrive Yard
			16:00

Actual Times	
BUS NUMBERS	Miles at Base
1st Bus	
2nd Bus	
3rd Bus	
	Miles at Fuel station
	Miles Start Route
	Miles End Route
	Miles Return to Base

Employee Signature \_\_\_\_\_

Compton Renaissance Route 1

Travel Center	Compton and Wilmington	Adult School	Central P. Seaboard	Wilmington & 110 St.	Reasons & Wilmington
7:30	7:36	7:40	7:45	7:48	7:51
8:00	8:06	8:10	8:15	8:18	8:21
8:30	8:36	8:40	8:45	8:48	8:51
9:00	9:06	9:10	9:15	9:18	9:21
9:30	9:36	9:40	9:45	9:48	9:51
10:00	10:06	10:10	10:15	10:18	10:21
10:30	10:36	10:40	10:45	10:48	10:51
11:00	11:06	11:10	11:15	11:18	11:21
11:30	11:36	11:40	11:45	11:48	11:51
12:00	12:06	12:10	12:15	12:18	12:21
12:30	12:36	12:40	12:45	12:48	12:51
13:00	13:06	13:10	13:15	13:18	13:21
13:30	13:36	13:40	13:45	13:48	13:51
14:00	14:06	14:10	14:15	14:18	14:21
14:30	14:36	14:40	14:45	14:48	14:51
15:00	15:06	15:10	15:15	15:18	15:21

Block **1** Daily Passenger Total **Route 1**

Clock In \_\_\_\_\_ P.M. Out \_\_\_\_\_  
 Count your PASSES/TRANSFERS/ASSISTANCE:  
 \* Rest counter to zero at start of run.  
 \* Count everyone using the correct buttons.  
 \* At end of shift, write your total below.  
 \* If you get a bus exchange, include counts from both buses.  
 Daily Passenger Total

	Cash		Transfers		Wheel Chairs		Transfers Sold	
	Regular	Pass	Head	No Face	Loader 1	Loader 2	Sold	Sold
1st								
2nd								
3rd								
Totals								

Special Notice  
 By signing this manifest I verify that I have been advised of my right to receive meals and rest periods, I have been instructed to take my meal and rest periods and that I received all meals and rest periods for the shift, as required by law. Further understand that if I have any questions about meal and rest periods I can contact: 1677 687-2138.  
 X  
 Employee Signature (indicates I agree to the following):  
 \* Variation from scheduled times must include a reason.

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



# Individual Time Record & Timesheet

Date: \_\_\_\_\_ Radio Number: \_\_\_\_\_ Bus Number: **3XF**  
 Name: \_\_\_\_\_ Bus Number 1: \_\_\_\_\_ Bus Number 2: \_\_\_\_\_

Check In	Check Out	Leave Yard	Start Service	End Service	Arrive Yard
5:12		5:24	6:00	6:57	
Actual (if different from schedule)					
Deductions (hours)					
Explanation of Variance					

MAN also accepts the EZ-Trip Pass and the agency transfers.  
 MAN does not accept MTA day passes.

AM ROUTE		PASS		REFER CODE
DATE	TIME	START	END	
				TOTAL

Special Notice

By Signing this manifest, I verify that these times are accurate and I verify that I have been advised of my right to receive meals and rest breaks. I further verify that I have been instructed to take my meal breaks and have been provided with an opportunity to take my rest breaks as required by California law. I understand that if I voluntarily miss a rest break for any reason, I am required to fill out an incident report within 48 hours and call (877) 687-2338. Additionally, I understand that if I have questions about meal and rest periods or any other payroll practices I should contact my supervisor and call (877) 687-2338.

Employee signature (indicates I agree to the following)

\* Variation from schedule times must include a reason

Date: \_\_\_\_\_ Radio Number: \_\_\_\_\_ Bus Number: **3XF**  
 Name: \_\_\_\_\_ Bus Number 1: \_\_\_\_\_ Bus Number 2: \_\_\_\_\_

Payroll Times		Service Times & Stops (Requred)		Sign Off
Scheduled		Start Service	End Service	
14:45		15:40	16:30	
Actual (if different from schedule)				
Deductions (hours)				
Explanation of Variance				

MAN also accepts the EZ-Trip Pass and the agency transfers.  
 MAN does not accept MTA day passes.

PM ROUTE		PASS		REFER CODE
DATE	TIME	START	END	
				TOTAL

Special Notice

By Signing this manifest, I verify that these times are accurate and I verify that I have been advised of my right to receive meals and rest breaks. I further verify that I have been instructed to take my meal breaks and have been provided with an opportunity to take rest breaks as required by California law. I understand that if I voluntarily miss a rest break for any reason, I am required to fill out an incident report within 48 hours and call (877) 687-2338. Additionally, I understand that if I have questions about meal and rest periods or any other payroll practices I should contact my supervisor and call (877) 687-2338.

Employee signature (indicates I agree to the following)

\* Variation from schedule times must include a reason

RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.

N/A. MV uses only the trip sheet and Payroll Edit for payroll.

**QUESTION**

- 4. OTHER RECORDS USED TO CREATE PAYROLL (IF ANY)**
- 4.1. If records of actual time worked are not used to create payroll, what is the source document that is used?
  - 4.2. Who prepares and who checks the source document?
  - 4.3. Does the employee sign it?
  - 4.4. Who approves the source document, and what do they compare it with prior to approving it?

- 5.1 Fixed Route meal breaks are built into the run cut and the break is scheduled on the operators trip sheet.  
Breaks are taken at the operator discretion. Operators radio dispatch to advise of break.
- 5.2 Proposer does not maintain documentation for rest breaks.  
Meal breaks are recorded on the daily trip sheet.
- 5.3 Project Manager and Payroll Clerk prepare, review and approve the documentation.

- 5. BREAKS**
- 5.1. How does the Proposer know that employees take mandated breaks and meal breaks (periods)?
  - 5.2. Does the Proposer maintain any written supporting documentation to validate that the breaks actually occurred?
  - 5.3. If so, who prepares, reviews, and approves such documentation?

## QUESTION

6. **HOW PAYROLL IS PREPARED**
- 6.1. Discuss how the Proposer's payroll is prepared and how the Proposer ensures that employee wages are appropriately paid.
- 6.2. How are employees paid (e.g., manually issued check, cash, automated check, or combination of methods)?
- 6.3. If by check, do they receive a single check for straight time and overtime or are separate payments made?
- 6.4. What information is provided on the check (e.g., deductions for taxes, etc.)?
- 6.5. ATTACH A COPY OF A PAY CHECK AND PAY CHECK STUB THAT SHOWS DEDUCTION CATEGORIES (COVER UP OR BLOCK OUT BANK ACCOUNT INFORMATION AND ANY EMPLOYEE INFORMATION).

RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.

- 6.1 Location sends the payroll file containing all employees' daily time to corporate support center. Corporate processes the file and send back a register for review of hours, rates, deduction and GL coding. Corrections are sent if needed, and payroll is approved for payment.
- 6.2 Employees are paid with direct deposit as well as live checks. If employee is missing time on a check, manual checks are requested from corporate support center.
- 6.3 All hours are paid on the same check unless requested by the employee.
- 6.4 Hours, rates, medical deductions, garnishments, taxes, year to date earnings, year to date deductions, and union dues (if applicable).
- 6.5 Please see attached Payroll Submission Timeline, live check and direct deposit.



MV PUBLIC TRANSPORTATION  
 360 CAMPUS LANE, SUITE 201  
 FAIRFIELD, CA 94534

PERIOD BEGIN DATE 04/24/2010  
 PERIOD END DATE 05/07/2010  
 EMPLOYEE SSN [REDACTED]

CHECK NUMBER  
 EMPLOYEE NUMBER 000606326

Smith, Alsha  
 Proc. Level 0008 Dept. Code 10008

Fed Status S Exemptions 00 State Status S Exemptions 00

WAGES	HOURS	RATE	AMOUNT	YTD AMOUNT
Regular	76.77	16.830	1292.04	2217.69
Overtime	9.09	25.245	229.46	495.29
Reg Trng				134.64
Reg Mtg				16.83
<b>TOTALS</b>			<b>1521.50</b>	<b>2864.46</b>
<b>TAXABLE GROSS</b>			<b>1388.77</b>	<b>2712.72</b>

DEDUCTIONS	AMOUNT	YTD AMOUNT
CA SDI	15.07	29.84
CA WH	45.05	88.28
Fed WH	162.15	320.28
Medicare	19.86	39.33
OASDI-EE	84.93	166.19
Dental	14.32	14.32
Medical	134.94	134.94
Vision	2.47	2.47
UD	38.00	76.00
<b>DEDUC. TOTALS</b>	<b>516.79</b>	<b>873.63</b>
<b>NET PAY</b>	<b>1064.71</b>	<b>1890.82</b>

HOURS TYPE	BALANCE

Monthly Safety Message:  
 Safety is everyone's job!

*live check*

THE FACE OF THIS DOCUMENT HAS A COLOREC BACKGROUND OF WHITE PAPER, A VOID FAINTOGRAPH AND MICROPRINTING.

MV PUBLIC TRANSPORTATION  
 360 CAMPUS LANE, SUITE 201  
 FAIRFIELD, CA 94534

WELLS FARGO BANK, N.A.  
 11-20758/1210(B)

Check No.

Date 5/14/2010

PAY *One Thousand Four Hundred and 71/100*

*Copy Only*

\$ \*\*\*\*\*1,004.71

Void After 60 Days

Proc. Level 0008 Dept. Code 10008

TO THE ORDER OF

Alsha Smith

[REDACTED]

**VOID**

*[Signature]*

**MV PUBLIC TRANSPORTATION**

360 CAMPUS LANE, SUITE 201  
FAIRFIELD, CA 94534

PERIOD BEGIN DATE 12/19/2009  
PERIOD END DATE 01/01/2010  
EMPLOYEE SSN [REDACTED]

ADVICE NUMBER  
EMPLOYEE NUMBER 000618366

Smith, Demetrius G.  
Proc. Level 0008 Dept. Code 10008

Fed Status S Exemptions 05 State Status S Exemptions 05

WAGES	HOURS	RATE	AMOUNT	YTD AMOUNT
Regular	59.90	14.200	850.58	850.58
Holiday	16.00	14.200	227.20	227.20
Overtime	2.01	21.300	42.83	42.83
Reg Mtg	1.00	14.200	14.20	14.20

DEDUCTIONS	AMOUNT	YTD AMOUNT
CA SDI	12.48	12.48
CA WH	8.63	8.63
Fed WH	21.62	21.62
Medicare	16.45	16.45
QASDI-EE	70.36	70.36
Adm Fee	4.50	4.50
Gam	208.15	208.15
UD	29.00	29.00

TOTALS 1134.81 1134.81  
TAXABLE GROSS 1134.81 1134.81

DIRECT DEPOSIT ACCOUNT	ACCOUNT NUMBER	AMOUNT
-chec	[REDACTED]	\$713.62
-savl	[REDACTED]	\$50.00

HOURS TYPE	BALANCE

DEDUC. TOTALS 371.18 371.18  
NET PAY 763.62 763.62

Monthly Safety Message:  
Safety is everyone's job!

**Direct Deposit**

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER, A VOID PANTOGRAPH AND MICROPRINTING.

MV PUBLIC TRANSPORTATION  
360 CAMPUS LANE, SUITE 201  
FAIRFIELD, CA 94534

WELLS FARGO BANK, N.A.  
11-24/7501210(0)

Advice No.

Date 1/8/2010

PAY VOID VOID VOID VOID VOID VOID VOID VOID

\$ **763.62**  
VOID After 60 Days

Proc. Level 0008 Dept. Code 10008

TO THE ORDER OF Demetrius G. Smith

DIRECT DEPOSIT ADVICE

**NON-NEGOTIABLE**

## Payroll Submission Timeline

Item #	Action/Description	Date	Time
1	PCN's due to HR	Thursday prior to payroll submission	10:00am PST
2	Division should print Employee Reports, Review for accuracy of rates, job codes and employee counts. Final rate corrections to Human Resources (HR)	Friday prior to payroll submission	11:00am PST
3	Payroll due (CSV files, exempt time, holiday time, and payroll adjustments, etc.) <i>should be emailed</i>	Monday	10:00am PST
4	PR 140A Pre-check Register	Monday	2:00pm PST
5	PR 140A Pre-check Register sign off of all rates, deductions, etc.	Wednesday	2:00pm PST
6	Checks & direct deposit stubs printed at FSC and files for printing and e-pay divisions.	Wednesday	3:00pm PST
7	Direct Deposit files are sent to the bank and any checks printed at the FSC are overnighted.	Wednesday	5:00pm PST
8	Checks delivered by FedEx or California Overnight and or files available in divisions' print queue.	Thursday	12:00pm PST
9	Final Check Registers Available in Manager Portal	Thursday	12:00pm PST

**QUESTION**

RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.

**7. MANUAL PAYROLL SYSTEM**

- 7.1. If the Proposer uses a manual payroll system, describe the steps the person preparing the payroll takes to create a check, starting from the source document through the issuance of a check.
- 7.2. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the Proposer's standard rate for other non-County work), how does the person preparing the payroll calculate total wages paid?

N/A

MV uses an automated payroll system.

**8. AUTOMATED PAYROLL SYSTEM**

- 8.1. If the Proposer uses an automated payroll system or contracts for such automated payroll services to an outside firm, describe the steps taken to prepare the payroll.
- 8.2. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the Proposer's standard rate for other non-County work), how does the automated payroll system calculate total wages paid?
- 8.3. Is the calculation embedded in the software program, or does someone have to override the system to perform the calculation?

- 8.1 MV performs this task internally and does not engage the services of a third party. Please see payroll submission timeline on the previous page.
- 8.2 Hours will have job codes attached to distinguish the rate.
- 8.3 The calculation is embedded in the software.

QUESTION

RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.

9. TRAVEL TIME

- 9.1. How is travel time during an employee's shift paid?
- 9.2. At what rate is such travel time paid if the employee has multiple wage rates?
- 9.3. Discuss how the Proposer calculates the day's wages for each situation described in the following two examples:
  - a. During a single shift, an employee works three hours at a work location under a County Living Wage contract, then travels an hour to another work location to work four hours, where they are paid at a different rate than the County's Living Wage rate.
  - b. During a single shift, an employee works three hours at a work location under a County Living Wage contract, then travels an hour to another work location to work four hours, where they are also paid the County's Living Wage rate.

- 9.1 Travel time during an employee's shift is paid at the employee's regular rate under the contract.
- 9.2 While the employee works under the County Living Wage Program or another, their job code will populate with the correct rate. Travel time as well as time spent at the second location will be paid at the employee's regular rate of pay.
- 9.3 If both locations are under the County Living Wage Program, both wages will be paid differently than the employee's regular rate of pay. All rates will populate automatically by job code.

10. OVERTIME

- 10.1. How does the Proposer calculate overtime wages?
- 10.2. What if the employee has multiple wage rates?

- 10.1 Overtime is calculated at time and a half, the rate is automatically populated according to rules embedded in the software.
- 10.2 If an employee is paid two or more rates during a work week, the overtime rate is the time and a half of the weighted average. The weighted average is determined by dividing the total earnings for the work week by the total hours worked during the work week.

Print Name:

**Amy Barry**

Signature:



Company:

**MV Transportation, Inc.**

Date:

**May 27th, 2016**



## 14. Subcontractors' Forms List

MV does not anticipate the use of subcontractors in the performance of this work.



**Sections 15 - 17**



## 15. Living Wage Ordinance – Application for Exemption

MV has received exemption from the Living Wage Program from the County for its employees who are covered under a collective bargaining agreement. MV will comply with the Living Wage Ordinance for all other employees.





## 16. Fuel Cost Adjustment

Upon release of IFB MV will indicate whether it purchases fuel via a long-term agreement or at market price.





## 17. Additional Information

### a. Los Angeles County Experience

As detailed in section 5.d Length and Quality of Experience, MV delivers the following services in Los Angeles County:

- DowneyLINK and Dial-A-Ride, City of Downey (Downey, CA)
- King Medical Center Shuttle (Alhambra, CA)
- Go West, City of West Covina (West Covina, CA)
- Shuttle Services, Los Angeles County (Los Angeles County, CA)

In addition to these current contracts, MV has also provided the following special services in Los Angeles County under Mr. Allan's management:

- Transportation to NASA Space Shuttle External Tank Display – May 2016
- Willowbrook Shuttle Services – Started January 2016
- Passenger Shuttle to the Martin Luther King, Jr. Hospital Grand Opening Events – December 2015

### b. Client Testimonials

Please MV's satisfied client letters following this section.

### c. Progress Payments

Please note that in addition to the price quoted, MV also offers progress payments, an additional cost savings method that eliminates the interest expense incurred by MV through its credit line. Under this payment structure, MV bills the County for 45% of the total estimated monthly billing, on the 1<sup>st</sup> and 16<sup>th</sup> of each month (payment due on the 16<sup>th</sup> and the 1<sup>st</sup> of each following month, respectively). This payment method offers an annual discount of 0.25%.

After month end, MV will produce a final invoice for the month as required by the contract, crediting the County with the progress payments made. The County will then pay the balance due within the terms contained in the proposed contract.

Payments are made in arrears, after service is provided and is consistent with FTA requirements which prohibit advance payments.

# CLIENT LETTERS



May 17, 2016

Mr. Clarence M. Stewman, Regional Vice President  
MV Transportation Inc.

Subject: Letter of Commendation

Dear Mr. Stewman,

The City of Visalia Transit Division would like to acknowledge the successful accomplishments achieved through the partnership with MV during the last year. As we have discussed, the various Visalia Transit services provided by MV for Visalia are somewhat unique, demanding at times, and certainly challenging when compared to services provided by similar sized cities. We have appreciated the work performed by your staff to address our needs, specifically this last year.

Mr. Dave Nave, MV General Manager, has addressed many issues in a relatively short time. He has demonstrated commitment, dedication, and vision in working closely with Visalia staff. Some of the recent accomplishments include, but are not limited to:

- Revamping the cash handling process in conjunction with City security requirements.
- Working with equipment suppliers to improve delivery of needed parts on behalf of the City.
- Making necessary staffing changes and adjustments to proactively address specific issues.
- Assisting the City in implementing a new bus service/route, the V-LINE, that travels outside Tulare County.
- Planning and preparing the operation of the tenth season of the Sequoia Shuttle seasonal service, requiring over 30 additional staff.
- Maintaining and improving consistent service & staffing levels for all six individual services operated by Visalia.

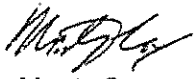
Mr. Terry Wade, MV Maintenance Manager, has also performed many noteworthy accomplishments this last year. He too has shown a dedication and commitment to meeting the City's needs under somewhat challenging circumstances. Due to some issues beyond their control, MV had a significant number of diesel and CNG engine failures within the last year. Mr. Wade appeared to work miracles to

get vendors to perform more timely and restore several vehicles back to service faster than had been possible before. The fixed route vehicles have been showing better performance fleet wide. The number of comments and complaints regarding vehicle cleanliness and breakdowns has also declined. In addition, Mr. Wade has been very involved in several vehicle acquisitions this past year, which has provided tremendous support to City staff in these efforts.

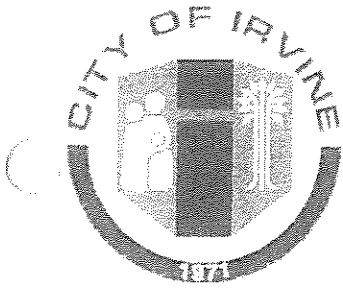
The team that you have assigned to Visalia at the moment is by far the most efficient and productive team I have had the pleasure to work with in the 20 years I have been in this position. They are responsive and do whatever it takes to get the job done. They do not hesitate to do whatever new and sometimes challenging request we have for them.

The support you provide to the local team is evident, and I encourage you to continue to do what you can to keep it progressing in this manner. Thank you again for all you do on behalf of the City of Visalia. If you have any questions regarding this commendation, please give me a call at (559) 713-4591.

Sincerely,



Monty Cox  
Transit Manager



Stephen Allen  
MV Transportation, Inc.  
Division 137  
16721 Hale Avenue  
Irvine, CA 92606

Dear Steve:

We want to thank you and your team for the outstanding service you have provided operating the City of Irvine iShuttle system for the past 8 years. Throughout this time, the iShuttle has provided service to a growing number of riders, offering commuters a safe and convenient way to get to work, school, or shopping using public transit.

In addition to the excellent daily service, your team has gone beyond expectations by providing rides to lost passengers, hand delivering misplaced items, ever working to offer improvements, and providing support at City events. Your team's dedication to customer service is truly exceptional.

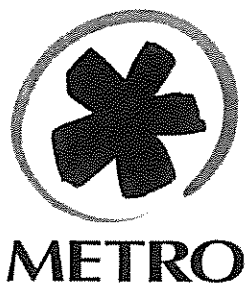
As the operation of the service transitions to Orange County Transportation Authority, the City is handing over a very successful program. This is a testament to the distinguished work of your drivers, maintenance crew, administrators and management. We are thankful for your hard work and partnership.

I wish you and the Division 137 team the best in the future and would happily recommend your service to any who might inquire.

Sincerely,

A handwritten signature in cursive script that reads "Mike Davis".

Mike Davis  
Transit Program Administrator  
City of Irvine  
Tel: 949.724.6288  
E-mail: [mdavis@cityofirvine.org](mailto:mdavis@cityofirvine.org)



Darryl Haley  
Executive Vice President  
602 Main St., Suite 1100  
Cincinnati, OH 45202-2549  
(513) 632-7690  
(513) 621-7573 (fax)  
dhaley@go-metro.com

March 22, 2016

To Whom It May Concern:

SORTA has contracted with MV Transportation to provide transportation services since 2002.

MV Transportation continues to be very responsive to our requests and is flexible in meeting the ever-changing needs of our customers and organization. In 2015, Access's on-time performance exceeded 94% and efficiency was more than 2.3 passengers per revenue hour. Other key performance indicators were either met or exceeded.

Over the past two years we have managed a significant increase in ridership as a result of several area providers discontinuing or reducing transportation funding for their consumers. The local MV team and SORTA came together to ensure that there would be no impact on the quality of service provided. The MV team was steadfast in guaranteeing that customer service was not impacted.

SORTA is pleased with the partnership between SORTA and MV Transportation.

Sincerely,

Darryl Haley  
Executive Vice President



Regional Transit System  
PO Box 490, Station 5  
Gainesville, FL 32602-0490  
(352) 393-7852  
(352) 334-2607 (fax)  
www.go-rts.com

Mr. Edward Griffin  
General Manager  
MV Transportation  
3713 SW 42<sup>nd</sup> Ave., Suite 3  
Gainesville, FL 32608

March 17, 2016

**RE: Letter of Recommendation**

Dear Mr. Griffin:

I'd like to take this opportunity to commend MV transportation for all they do for the Gainesville community. In 2003, MV Transportation was awarded the contract to be the Alachua County Community Transportation Coordinator (CTC) and to provide paratransit service in the City of Gainesville. MV inherited a very dysfunctional system and Gainesville was in crisis mode. MV Transportation was equal to the task and came in with the people, vehicles and the resources needed to work through the problems and put Gainesville back on the right track. For the last 11 years MV Contract Transportation has been a stalwart partner to RTS and to the other Alachua clients. They have worked tirelessly to improve the service and today provide premier transportation services to the citizens of Gainesville and Alachua County.

As a corporation MV focuses on safety. Early in their tenure in Gainesville MV transportation purchased DriveCam cameras, which allows a dedicated team to collect data on every trip provided to ensure customer safety and improve driver performance. Recently MV almost attained 100 days without a safety accident or incident. While not making the 100 days was heartbreaking, going 98 days without an accident or incident is phenomenal. MV transportation has every right to be proud of being able to attain that many days without an incident or accident. This achievement was possible because the culture of safety is ingrained into MV Transportation's corporate DNA.

MV transportation uses Trapeze, which is the leading scheduling software employed by transit organizations nationwide. In 2008, MV partnered with RTS to purchase and install Mobile Data Terminals (MDTs) to improve On Time Performance (OTP) and provide clients with real time "where's my ride" updates. MV continually looks for ways to improve the provision of service by employing the latest technological advances in transportation. Recently MV Transportation incorporated TimePoint dispatching software into their operations model, which allows dispatchers and schedulers to efficiently manage the schedule and increases dispatcher efficiency in controlling revenue vehicles. Now MV Transportation is moving to the next generation of MDTs and has procured Samsung tablets employing DriverMate, which is the state of the art when tracking vehicles and providing real time data in the provision of service. The Samsung Tablets are comparable and in some ways better than the first generation MDTs because they are more economical.

As a caring corporate team player, MV Contract Transportation has sponsored events for the National Federation of the Blind and participates yearly in the National White Cane Walk and ADA birthday event held by Alachua County for the Gainesville Community. Their service to this community is vital and they are a trusted caring partner to our most vulnerable population.

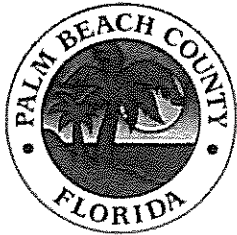
*OUR VISION: The City of Gainesville will set the standard of excellence for a top ten mid-sized American city; recognized nationally as an innovative provider of high-quality, cost-effective services.*



Sincerely,

A handwritten signature in black ink, appearing to be 'Mildred Crawford', written over a horizontal line.

Mildred Crawford, P.A.  
ADA Transit Coordinator



**Palm Tran**

**Administrative Offices**

3201 Electronics Way  
West Palm Beach, FL 33407-4618  
(561) 841-4200  
FAX (561) 841-4291

**Palm Tran Connection**

50 South Military Trail  
Suite 101  
West Palm Beach, FL 33415-3132  
(561) 649-9838  
FAX: (561) 514-8365  
www.palmtran.org



**Palm Beach County  
Board of County  
Commissioners**

Mary Lou Berger, Mayor  
Hal R. Valeche, Vice Mayor  
Paulette Burdick  
Shelley Vana  
Steven L. Abrams  
Melissa McKinlay  
Priscilla A. Taylor

**County Administrator**

Verdenta C. Baker

"An Equal Opportunity  
Affirmative Action Employer"

Official Electronic Letterhead

February 25, 2016

Jeanie Chrisman  
MV Transportation  
3301 Electronics Way #D  
West Palm Beach, FL 33407

Ms. Chrisman:

After the first year of service, I want to acknowledge GM, Jeanie Chrisman, AGM - Felix Collazo and MV's efforts to provide excellent service. Additionally your management team has been extremely responsive to any issues or requests whenever needed.

The first yearly audit was recently completed and MV's files and departments were all in order. It is a pleasure when records are kept orderly and correctly. MV also works very well with their fellow vendors and Palm Tran Connection is appreciative of the team work with our staff. This helps promote a safe, positive experience for all of our passengers.

MV's safety programs and employee appreciation programs and lunches help them to provide the excellent service they have and will provide in coming years.

I would also like to acknowledge Regional Vice President, Ed Overn, who responds thoroughly and quickly to any requested for information from Palm Tram Staff. During the startup, Ed even preformed parking lot duty, which we all respected.

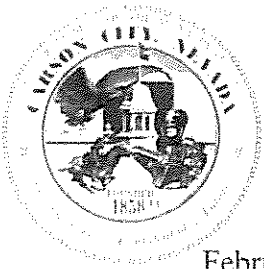
During the past year of service, MV has been able to get every route out and also provides extra routes as needed. Though any start up is a challenge, MV was ready, and made every effort to make sure passengers were happy with service. For many months now, the commendations have outnumbered the complaints, sometimes almost triple.

I commend MV for being the first Palm Beach vendor to get the propane tanks installed. I know this was a difficult task, but you stuck with it, working with Amerigas and pushing them to finish the installation which will save the County considerable money with the lower price per gallon.

Thank you.

Sincerely,

Ron Jones  
Director, Palm Tran Connection



**CARSON CITY NEVADA**  
**Consolidated Municipality and State Capital**  
**PUBLIC WORKS**

February 11, 2016

Mark Elias, Vice President, Operations – Northwest  
MV Transportation, Inc.  
5910 N. Central Expressway, Suite 1145  
Dallas, TX 75206

RE: Division 51 Performance – 2015

Dear Mr. Elias,

I am writing to express appreciation for the performance and partnership we have with MV Transportation. As the contract operator for the Jump Around Carson (JAC) Transit System, MV Transportation's Division 51 staff in Carson City, and, in particular, Ms. Lisa Leuschner, General Manager, continue to meet and exceed the needs of the system.

Since 2010, MV Transportation has been an excellent company to work with, and has helped JAC grow ridership and expand service while successfully overcoming several challenges. During 2015 in particular, MV Transportation staff was once again professionally provided additional accident and incident free transportation services during the Nevada Fair, assisted in emergency relief situations, and successfully managed our transition to a new scheduling and dispatching software provider. These are some of the key tasks accomplished by staff while continually providing dependable regular and ongoing transit service and despite numerous obstacles resulting from vehicle maintenance issues. With the continued hard work and dedication of MV Transportation, JAC was able to achieve a record total of over 216,000 passenger trips during 2015.

We look forward to continued work with you and the rest of MV Transportation staff during the coming year in providing safe, quality service to the citizens of Carson City, and to the possibility of entering into a new contract term.

Sincerely,

Patrick A. Pittenger, AICP, PTP  
Transportation Manager



# CITY OF PETALUMA

POST OFFICE BOX 61  
PETALUMA, CA 94953-0061

David Glass  
Mayor

Chris Albertson  
Teresa Barrett  
Mike Healy  
Gabe Kearney  
Dave King  
Kathy Miller  
Councilmembers

February 9, 2016

MV Transportation Inc.  
Attn: Laura Hansen & John Siragusa  
5910 N. Central Expressway, Suite 1145  
Dallas, TX 75206

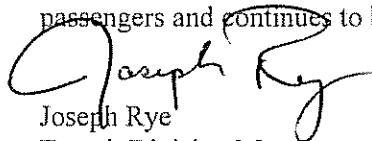
Dear: Laura & John

This letter of appreciation is for MV Transportation's Division 24, Petaluma, California. For 16 years now, MV Transportation has operated Petaluma Transit fixed route service, and for five years has operated both fixed route and paratransit for the City of Petaluma. In 2012, the local MV Team assumed control of paratransit operations, including several new employees, from a longtime local non-profit. Once again, MV Transportation and the City of Petaluma worked through a challenging event, this absorption of longtime employees of another provider, under trying circumstances (specifically during implementation of automated scheduling and dispatch hardware and software). In 2014, Ms. Elizabeth Stayner replaced Ms. Dawne Ivory as the new General Manager of Division 24, and her transit experience and interpersonal communications skills immediately elevated the morale of the MV team here in Petaluma.

MV continues to perform in Petaluma and shows great flexibility and creativity as Petaluma Transit enjoys unprecedented ridership growth since 2009 (over 100% increase). Liz is a very valuable resource as we collaboratively develop and price various service change options under consideration in the ongoing SRTP. Liz is able to respond quickly to the dynamic market-driven changes that have led to the dramatic growth of transit ridership in Petaluma in recent years. MV's General Manager and her team have performed admirably with a burgeoning transit market and challenging local traffic.

I would like to commend MV Transportation for having a special managerial team assigned to Division 24, Petaluma Transit. MV Transportation is represented in the highest manner by Elizabeth Stayner and her team here in Petaluma.

In summary MV continues to provide quality service for the City of Petaluma and our passengers and continues to be an excellent partner with the City of Petaluma.

  
Joseph Rye  
Transit Division Manager  
City of Petaluma

Cc: Kevin Klika

## Public Works & Utilities

City Engineers  
11 English Street  
Petaluma, CA 94952  
Phone (707) 778-4303  
Fax (707) 776-3602  
E-Mail:  
publicworks@  
ci.petaluma.ca.us

Parks & Building  
Maintenance  
840 Hopper St. Ext.  
Petaluma, CA 94952  
Phone (707) 778-4303  
Fax (707) 778-4437

Transportation Services  
555 N. McDowell Blvd.  
Petaluma, CA 94954  
Phone (707) 778-4421  
Fax (707) 776-3799

Utilities & Field Operations  
702 N. McDowell Blvd.  
Petaluma, CA 94954  
Phone (707) 778-4546  
Fax (707) 778-4508

E-Mail: publicworks@  
ci.petaluma.ca.us

# PUTNAM COUNTY EXECUTIVE

40 Gleneida Avenue

Carmel, New York 10512

(845) 808-1001 Fax (845) 808-1901

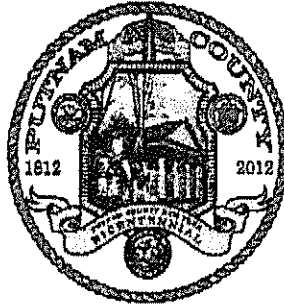
[www.putnamcountyny.gov](http://www.putnamcountyny.gov)

*MaryEllen Odell*  
County Executive

*Bruce J. Walker*  
Deputy County Executive

*Patricia Simone*  
Chief of Staff

*Nicholas DePerno Jr.*  
Director of Constituent Services



January 8, 2016

Mrs. Sheralee Malverty  
MV Transit  
841 Fair Street  
Carmel, New York 10512

Dear Sheralee,

No matter how much preparation one does, the first few days taking on any new task can be taxing. I understand that it was your careful planning and skillful management that made the transition of MV Transit taking over the Croton Falls Shuttle a success. I cannot thank you enough.

I also appreciate the professionalism shown by the drivers on the route. They are the face of the company to the customers and their patience and friendliness also helped smooth the transition.

The Croton Falls Shuttle is a vital service provided to the commuters living in Mahopac and I am glad to see it is now in your hands.

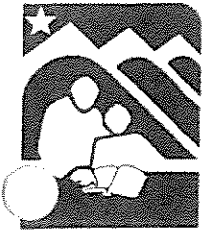
Before you know it these days will be merely a faded memory, but how you shined will not be forgotten.

Sincerely,

A handwritten signature in cursive script that reads "MaryEllen Odell".

MaryEllen Odell  
Putnam County Executive

cc: Sandra Fusco  
Vincent Tamagna



# Anchorage School District

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## Transportation Services

3580 East Tudor Road • Anchorage AK 9907 • 907-742-1200 • <http://www.asdk12.org/transportation/>

January 25, 2016

Mr. Mark Elias  
5910 N. Central Expy  
Suite 1145  
Dallas, Texas 75206

Dear Mark,

The Anchorage School District would like to commend the Reliant Transportation team lead by Jim Luczycki, General Manager, for an excellent first semester of service. As the new Transportation Director I have found the team to be very responsive to the needs of the district and they have also aided in my transition into the district.

My understanding is that when faced with driver shortage issues last year, the staff put together and implemented an action plan to solve the problem and the results helped to have a successful startup. Also, ongoing forthright and positive communication continues to make the team successful. Although we have had a few service issues Jim and his team have quickly addressed the issues and learned from any mistakes made.

I also appreciate your and the companies support of the continuous driver training program. Having a full complement of drivers has certainly led to improved service.

Jim has often worked long hours and personally made himself available at all hours of the day or evening, including weekends as needed. He is truly committed to the success of the district.

We look forward to our next ten year contract continuing to improve on our successful partnership.

Respectfully,

Chuck Moore  
Director of Transportation Services

---

*Educating All Students for Success in Life*

**Anchorage School Board** Kameron Perez-Verdia, President

Kathleen Plunkett, Vice President

Tam Agosti-Gisler, Clerk

Bettye Davis, Treasurer

Eric Croft

Pat Higgins

Elsa Snelling

Superintendent Ed Graf



## City of Show Low

*"Named by the turn of a card"*

January 15, 2016

180 North 9th Street  
Show Low, AZ 85901  
Telephone (928) 532-4000  
Facsimile (928) 532-4009  
[www.showlowaz.gov](http://www.showlowaz.gov)

Fadi Chakbezo  
M.V. Transportation

Dear Mr. Chakbazo:

On behalf of the City of Show Low, it is with great pleasure that I write this letter of recommendation for M.V. Transportation and local General Manager, Thomas Hakenewerth.

As the City's Transit Supervisor, I facilitate the administrative responsibilities of the Four Seasons Connection and White Mountain Connection public transit systems funded by the Arizona Department of Transportation and its collaborative partners. When I moved to Show Low in March 2015 to assume this position, I was truly impressed with the comprehensive bus service provided to such a rural area. As I've become more knowledgeable about the complexities of running an effective transportation service, I have come to realize that the success of our bus system can be credited to MV Transportation and its General Manager.

For almost 20 years, MV Transportation has had a positive working relationship with the City of Show Low in providing a quality public transit system for our White Mountain communities. This is largely attributed to Tom Hakenewerth who continually demonstrates a high degree of professionalism and compassion that has made our transit system second to none. Tom is a true asset to our White Mountain communities and he is well respected by all who know and work with him. I rely upon his sound judgement and diplomacy in handling difficult situations without compromising safety and customer satisfaction. I have a great working relationship with Tom and very much appreciate his extensive knowledge and the patience he has shown me as I've entered into the world of transit. More importantly, however, he is to be commended for his leadership and effective management that has resulted in the Four Seasons Connection and the White Mountain Connection systems providing the most cost-effective transit program in the State.

The City of Show Low sincerely appreciates the positive working relationship we have enjoyed with MV Transportation over these many years and applaud the trust you have demonstrated in Tom's competent leadership.

Sincerely,

Lisa Robertson  
Grants Manager/Transit Supervisor  
City of Show Low



*City of Greenville*  
PUBLIC TRANSPORTATION DIRECTOR  
1425 KitchenAid Way  
Greenville, OH 45331  
(937) 548-0437  
(937) 548-1704 fax

January 7, 2016

Kevin Klika  
President & Chief Operating Officer  
MV Transportation, Inc.  
5910 N. Central Expy., Suite 1145  
Dallas, TX 75206

Greenville Transit System (GTS), with MV Transportation, Inc as our contractor, was very successful in 2015. The outstanding partnership between the City of Greenville and MV was apparent in both customer service and in the smooth operations of GTS.

I have to commend Kathy Cool, General Manager for the Greenville division, for her diligence and dedication in the day-to-day operations. Kathy faced a difficult year with the death of our main dispatcher, Dave Marshal. Kathy worked tirelessly to not only do her own job, but to fill in on the dispatch schedule throughout the year until replacement dispatchers could be hired and trained.

Vehicle maintenance issues were problematic in 2015. These issues were addressed by Kathy with the support of Jason Curry as the Maintenance Manager for our region.

While putting in long hours, Kathy has continued to meet MV's exemplary safety program standards for which MV is known. Her monthly safety meetings & trainings, safety bulletin boards and safety messages are impressive.

Russell Tieskoetter, our Divisions Regional Vice President has been a great asset and support to our General Manager and is very accessible to the City of Greenville. His confidence in Kathy is apparent and his support is always available.

Ridership in 2015 was at 49,434. This is down 2.4% from 2014. We are seeing rider demographics shift to many younger riders using GTS for transportation to and from work. Demand for transit is heavy especially the first of the month when both social security and public assistance checks are deposited. The majority of our riders continue to be elderly or disabled. Wheelchair/scooter passengers make up a large portion of these riders.

The City of Greenville appreciates the partnership attitude MV brings to our transit system and we look forward to working with your company in the next several years.

Respectfully,

Pamela K. Garland  
Public Transportation Director

Cc: Michael C. Bowers, Mayor  
Russell Tieskoetter  
Kathy Cool





Dallas Area Rapid Transit  
P.O. Box 660163  
Dallas, TX 75266-0163  
214/749-3278

July 23, 2015

Mr. Doug Gies  
President, Southwest Group  
MV Transportation  
5910 N Central Expressway, #1145  
Dallas, TX 75206

Dear Mr. Gies,

We have just completed the first half of calendar year 2015 and have only one quarter left in our fiscal year. DART is extremely pleased with the progress and improvements MV Transportation has made in providing Mobility Management Services, which are reflected in the most recent key performance indicators (KPI).

The KPIs for the first six months of this year are the highest they have been since the inception of our contract in October 2012. The KPIs that best reflect the experience our customer has while using our service (on-time performance, call times, average ride time, and complaints) are all trending downward. MV has certainly met DART expectations in this regard.

I understand that this accomplishment would not be possible without local staff that can perform at the highest levels. This is certainly what DART has experienced with MV's local team led by your General Manager, Mr. Keith Anglin. What is most impressive is the way they have inserted themselves into the community that we serve through meetings at major centers and their interactions with our customers at public meetings like the ADA meeting we concluded just this past Saturday. Their dedication and performance is noted and recognized.

All eyes are on the future. We anticipate these current trends will continue and net the best performance results we have had as an organization. We are excited about our current partnership with MV Transportation.

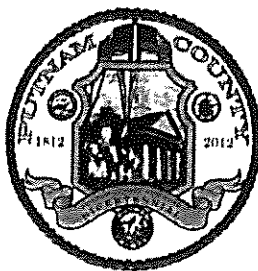
Sincerely,

A handwritten signature in black ink, appearing to read "JOA", written over a horizontal line.

John Adler  
Vice President, Procurement

A handwritten signature in black ink, appearing to read "Doug Douglas", written over a horizontal line.

Doug Douglas  
Vice President, Mobility Management Services



July 1, 2015

Kevin Klika, CEO  
MV Transportation  
5910 N Central Parkway, Suite 1145  
Dallas, Texas 75206

Dear Mr. Klika:

I would like to congratulate your team; during the first 64 weeks of our contract you have demonstrated excellence in transportation. I am sure it is with great pride that you lead MV Transportation. Adem Adem from the beginning made a commitment to a strong partnership. I must begin by saying that the corporation has surpassed my every expectation. Your company's commitment to Putnam County is greatly appreciated.

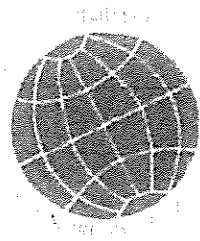
Putnam County has been the beneficiary of unyielding support from MV Transportation. The corporate team is always available, and the wealth of knowledge amassed within your national organization has brought efficiencies to our system that was suffering the malaise of being three decades old. MV was able to sail through a seamless transition against the odds and incorporate many improvements. The team is committed, with positive beliefs and values, and always puts the customer is first.

During the transition, the corporate team descended on us and instantly improved how we do business. The regional and corporate support that we received from every facet of transportation including, operations, maintenance, safety, logistics, and technology all revived a tired system. The Prekindergarten/Early Intervention child transports are perhaps the most difficult part of our multi-faceted system, and I receive accolades on a regular basis from parents of these children with special needs. During the transition one of the mechanics from Atlanta who assisted in the transition said something to me that I will never forget, he said, "The entire company realizes how important their job is and we committed because it is all about getting grandma to dialysis." Everyone at every level recognizes the importance of the work we ultimately do to provide service to the public. Your team seems always to get it right.

Everything from more efficient operations to a higher standard of safety led Putnam County to great a much improved transit system. The most remarkable thing is the close bond we have shared with your company at every level; corporate, regional and, of course, the ground troops, speaking about your local team, I could not have a better general manager, and I assure you that her team shares your values and commitment. MV has a knack to attract the best and brightest. Thank you again for your commitment, and I look forward to our continued relationship.

Vincent M. Tamagna,

  
Putnam County Director of Transportation



# HANFORD JOINT UNION HIGH SCHOOL DISTRICT

823 West Lacey Boulevard • Hanford, California 93230

Phone: 559-883-4981 • Fax: 559-889-0760

www.hjuid.net

## BOARD OF TRUSTEES

Earl Anderson     Art Brice     Abou M. Zafar     Danae Pardo     Jeff Anderson

William L. Fishbough, Superintendent

June 3, 2015

Cam Lu  
MV Transportation, Inc.  
629 W. Davis St. • Division 62  
Hanford, CA 93230

Dear Cam,

As the current Chairperson of the Kings County Transportation Authority (KSTA) I would like to take this opportunity to express my appreciation for the effort MV Transportation has put into serving the students of Kings County. The transition from our old provider to MV Transportation went seamless from our perspective thanks solely to the efforts of YOUR company.

With very little assistance from the previous transportation service you were able to get the buses ready over the weekend so service to our students went uninterrupted. MV Transportation has been quick to respond to any situation that has come up and parent complaints to my office are nonexistent. The buses are well maintained and service has been provided each day in a prompt fashion. In addition, you have been accommodating and quick to respond to site schedule changes.

I am looking forward to many years of working with MV Transportation.

Sincerely,

William L. Fishbough  
Superintendent HJUHSD  
KSTA Chairperson

WLF/djs

# Elko County Board of Commissioners

540 Court Street, Suite 101 • Elko, Nevada 89801  
775-738-5398 Phone • 775-753-8535 Fax

Commissioners  
Delmo Andreozzi  
Demar Dahl  
Cliff Eklund  
Glen G. Guttry  
Rex Steninger

Elko County Manager  
Robert K. Stokes

Executive Assistant  
Michele Petty

Receptionist/Clerical  
Sarah Dill



May 28, 2015

MV Transportation, Inc.  
Mark Elias; Vice President of Operation - Northwest  
2458 N Highway 89  
Ogden, UT 84404

Dear Mr. Elias,

We would like to extend a deep and sincere thank you to MV Transportation, Inc. regarding the progress MV has helped make in the operations of the GET (Greater Elko Transit) My Ride program.

In the year and a half that MV Transportation, Inc. has been contracted with Elko County, they have not only followed the instructions, policies and procedures supplied to them by Elko County Transit Department; they have also brought expertise, ideas and practical suggestions to the project that has led to the improvement of the program.

If it weren't for Mr. Petrovic's efforts to find the correct contact at Utah Transit Authority (UTA), we would not have received the 3 buses that UTA donated to our program. He has also been a resource to us in the process of creating a transit plan.

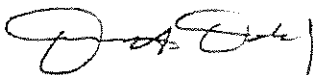
Heather Oleson (Local Operations Manager) has been an important asset to the GET My Ride program. She is the person who works directly with Elko County Transit Department to carry out the program's plans. She deals directly with passengers, has oversight of the staff, tracks data and schedules maintenance. She has also volunteered her time many times to decorate and drive buses in parades, create collaborative partnerships with service agencies and other projects that have benefited small non-profit organizations.

The GET My Ride program has passed two reviews with very positive results: Nevada Department of Transportation (NDOT) and Aging and Disabilities Service Division (ADSD). Both agencies have conducted on-site reviews and the program passed the reviews with only very minor corrections.

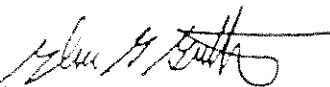
Thank you for your hard work and dedication to the GET My Ride program.

Sincerely,

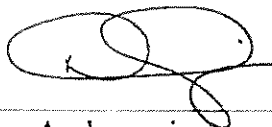
Elko County Board of Commissioners



Demar Dahl, Chair



Glen G. Guttry, Vice Chair



Delmo Andreozzi



Cliff Eklund



Rex Steninger



2915 Jorie Blvd.  
Oakbrook, IL 60523

April 20, 2015

Mr. Brian Balogh  
MV Transportation  
[Brian.Balogh@mvtransit.com](mailto:Brian.Balogh@mvtransit.com)

Dear Brian,

The purpose of this letter is to thank MV Transportation and provide recognition to your company and team, particularly Steve Baker.

This past year presented several challenges to our operations as result of changes to our business. Each time MV Transportation answered the call and provided very quick response times. Steve was prompt in returning all messages and in most cases was able to provide the information needed on the spot.

It is a delight to work with a vendor partner that is responsive and solution oriented.

Thank you!

A handwritten signature in cursive script that reads "Smiller".

Susan M. Miller  
Director Fleet Program Services  
McDonald's Corporation  
[1fleet.sue.miller@us.mcd.com](mailto:1fleet.sue.miller@us.mcd.com)  
630-623-6173

**Carlos Hernandez**  
Mayor

**Isis Garcia-Martinez**  
Council President

**Luis Gonzalez**  
Council Vice President



Council Members

**Jose F. Caragol**  
**Vivian Casals-Muñoz**  
**Katharine E. Cue-Fuentes**  
**Paul B. Hernandez**  
**Lourdes Lozano**

# City of Hialeah

April 17, 2015

MV Contract Transportation  
Ed Overn Regional Vice President

Mr. Ed Overn,

I am writing this letter to re-confirm how pleased we are on having MV Transportation as our service provider for the City of Hialeah Circulator! We have seen the difference that it makes as I have said, now we have a 'professional company' serving our community.

The number of customer calls and complaints has decreased. MV continues to provide the operators with ongoing training to ensure the best possible service is given. This shows a commitment to the quality of service that we envision for our transit system.

As stated in prior letters, with Mr. Anthony Rodriguez as General Manager, we have a true partnership that we feel will take our service to the next level. Mr. Rodriguez has been dedicated to improving the service and working with us to make the needed changes from the beginning. He has done an excellent job in creating a professional climate to work in for the Operators. We also see the corporate support that MV has provided in the areas of Safety and Maintenance. We are in the middle of a Triennial Audit that is being performed and MV has sent a specialist on the topic of Drug and Alcohol Policies to train some of MV staff as well as City staff to ensure that we are all in compliance with all FTA requirements. Again this shows the partnership that we have with MV, and it shows the dedication that MV has with the City.

I look forward to working with MV Transportation and growing our service to meet Hialeah's Community needs. We have had a great start and appreciate the MV Team and their dedication to providing the best service possible for the City of Hialeah.

Sincerely,

Mr. Jorge de la Nuez



Public Works  
Alternative Transportation Division  
401 Vernon Street  
Roseville, California 95678-2600

March 31, 2015

Mr. Kevin A. Klika, Chief Operating Officer  
MV Transportation, Inc.  
5910 N. Central Expressway, Suite 1145  
Dallas, TX 75206

Dear Kevin,

As we begin our 14th year of working together, I wanted to take a moment to express my sincere appreciation to you, your staff, and the entire MV organization for the outstanding service we receive on a daily basis.

I am extremely impressed with the professionalism of the local MV Management team here in Roseville. Rich Frost (GM), Cynthia Lopez (OM), Richard Gwin (SM), Rosemary Lane (AM), and their staff continue to meet or exceed our expectations regarding all aspects of the operation. We feel very fortunate to have such an experienced and devoted group of managers at the Roseville site.

As you know, the MV team manages both the Roseville Transit side of our operation, as well as oversees the task of running the Placer County Transit Information Center which provides information and trip reservations for passengers of multiple transit operators in the region. The local MV team is quick to respond to various challenges, in addition to taking the proper steps necessary to mitigate future concerns. They are proactive with all operational issues, while keeping my staff informed of issues on day to day matters. They also do a great job at coordinating with other local transit agencies to help increase productivity and efficiencies within the region.

Each time I visit the division, I can tell that the morale is high and that the front line employees are motivated to get the job done in the best manner possible. I am extremely impressed that the division has sustained only 1 preventable injury in over 3 years. I also appreciate the team's commitment to our community, from their participation in Roseville parades, to Stuff-A-Bus, to the company's membership in the Chamber of Commerce. This is a strong indication that MV Transportation and the local team not only care about the operation, but also about the community they serve.

The City of Roseville and Alternative Transportation Office truly appreciates working with MV Transportation and all the hard work your local team puts forth toward making our transit system and the regional call center the best in the west.

Sincerely,



Mike Wixon  
Alternative Transportation Manager  
City of Roseville





Western Contra Costa  
Transit Authority

January 27, 2015

Mr. Brian Kibbe, CEO  
MV Transportation, Inc.  
5910 N. Central Expressway, Suite 1145  
Dallas, TX 75206

Dear Mr. Kibbe,

I am writing to express my sincere appreciation to MV, and to the outstanding site managers and employees assigned to our location, for the exemplary service we have received both during the current contract period and, in fact, throughout the more than 14 years of our partnership with your company. As you may know, we were pleased to award a new multi-year contract to MV in April, 2013 after a particularly competitive procurement. In the end, the decision to award to MV came down to our desire to retain the outstanding local management staff MV has committed to this contract.

Our partnership with MV extends back to the year 2000, when WCCTA made our first contract award to your firm. We consider ourselves extremely fortunate to have had Electra Jeter in the role of MV's Pinole Division General Manager throughout the 14 years MV has operated our fixed route, paratransit and express bus services, and maintained the WCCTA fleet.

Electra has worked in close partnership with our agency to expand and continually improve service to our community. She has assembled an outstanding workforce, and has been proactive in creating the culture of openness and trust that defines our location, and that governs the interactions with our passengers and the broader community. Additionally, she has been extraordinarily generous with her own time and financial resources in responding to a broad array of charitable and philanthropic projects in the local area. These efforts have included providing meals to families in need on a number of occasions throughout the year. Though Electra prefers to maintain a low profile about her support for less fortunate members of our community, her contributions are recognized and sincerely appreciated by the WestCAT staff and Board of Directors.

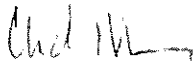
Since the beginning of this new contract period, Electra has found a way of further improving the already stellar performance of the local team, as exemplified by the location being acknowledged for its excellent safety record, and having two employees named as recipients of the prestigious "MV Cares" award. This speaks not only to the caliber of employees Electra attracts to the location, but to the high professional standards she and her staff have instilled in the workforce.



This year, I would like to acknowledge the entire management team for their outstanding performance. Assistant General Manager Karen De Rosa, Safety and Training Manager Denise Williams, Dispatch Manager Telisha Burns, and Operations Manager Stacey Burks (one of the MV Cares award winners) have worked exceptionally well together, and have implemented a number of initiatives that have further improved the already outstanding record of operational safety and efficiency. I also want to commend the entire Pinole maintenance staff under the direction of Maintenance Supervisor Al Warner. The mechanics on staff, some of whom are comparatively new to transit, have demonstrated an excellent work ethic, and a willingness to go 'above and beyond' to safeguard the operational readiness of the fleet, and to ensure our passengers are comfortable and safe.

Again, it is with great pleasure that I acknowledge the fine job that MV has done at all levels of your organization. Thank you.

Sincerely,



Charles Anderson  
General Manager

**PUBLIC WORKS  
DEPARTMENT**

**ADMINISTRATION**

3505 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

**FLEET SERVICES**

3303 Butti Way, Building 2  
Carson City, NV 89701-3498  
Ph: 775-887-2356  
Fx: 775-887-2258

**OPERATIONS**

(Water, Sewer, Wastewater,  
Streets, Landfill, Environmental)  
3505 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

**ENGINEERING/  
TRANSPORTATION/  
CAPITAL PROJECTS**

3505 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

**BUILDING and SAFETY  
PERMIT CENTER**

108 E. Proctor Street  
Carson City, NV 89701-4240  
Ph: 775-887-2310  
Fx: 775-887-2202

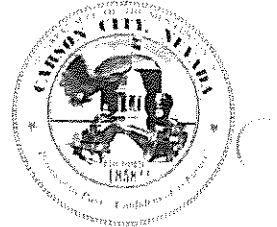
**PLANNING**

108 E. Proctor Street  
Carson City, NV 89701-4240  
Ph: 775-887-2180  
Fx: 775-887-2278

**HEARING IMPAIRED**

Dial 711

**CARSON CITY NEVADA**  
Consolidated Municipality and State Capital



January 8, 2015

Mark Elias, Vice President, Operations – Northwest  
MV Transportation, Inc.  
5910 N. Central Expressway, Suite 1145  
Dallas, TX 75206

RE: Division 51 Performance – 2014

Dear Mr. Elias,

I am writing to express appreciation for the performance of the Division 51 staff in Carson City, and, in particular, Ms. Lisa Leuschner, General Manager, during the past year.

During 2014, MV staff was successful in providing additional accident and incident free transportation services during the Sesquicentennial Fair, participated in multiple outreach activities geared toward the elderly and disabled communities in Carson City, and accommodated city officials and the public during special events. They also accommodated requests for various reports as required by Logisicare and the Division of Health Care Financing and Policy in a timely manner. Further, they professionally managed a service expansion including expanded weekday evening service, all in addition to dependably providing regular and ongoing transit service despite numerous vehicle issues, for a record total of over 212,000 passenger trips during 2014.

We look forward to continuing working with you, Lisa, and MV Transportation during the coming year.

Sincerely,

Patrick A. Pittenger, AICP, PTP  
Transportation Manager

December 13, 2014

Mr. Kevin Klika  
MV Transportation Inc  
5910 N Central Expressway  
Suite 1145  
Dallas, TX 75206

SUBJECT: Annual Review

Dear Mr. Siragusa,

MV Transit has operated the KART bus systems since July of 2003; it is with great pride that I look back on the accomplishments, improvements, and performance of KART's fixed route and paratransit bus systems over the past year. All of which would not have been possible without the relationship our two organizations have built together.

During 2014 KART began implementing new technology on both the fixed routes and paratransit. In implementing the new technology we knew there would be hurdles that would need to be overcome. The implementation of the new technology would affect every layer of our operations and would require input and cooperation from everyone. The level of dedication, professionalism, and leadership displayed by ALL MV Transportation Hanford Division Staff, has exceeded our expectation.

Because of the relationship we have built through the years MV Transportation Hanford Division Staff and KCAPTA Staff have been able to successfully communicate not just in the implementation phase, but in the planning phase of the technology project that the hurdles we thought we would need to overcome were merely bumps in the road.

With the new technology came a lot of changes for both the riders and everyone involved with the day-to-day operations of the KART bus systems. I would like to acknowledge the professionalism, and dedications exhibited by ALL of the MV Transportation Hanford Division Staff. Although I do not believe that anyone can say they fully embrace change, the Hanford Division Staff has made the implementation of the new technology successful by effectively communicating issues and offering impressive solutions.



Kings Area Rapid Transit (KART)  
629 Davis Street - Hanford, California 93230  
OFFICE (579) 872-2092  
FAX (579) 811-1127  
www.mvktbus.com

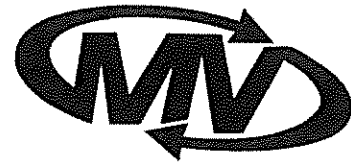
MV Transportation continues to remain active in the community, especially around the holidays. Annually MV Transportation has sponsored a "Stuff the Bus" campaign in which riders donate canned good for a chance to win prizes. At the end of the campaign, MV Transportation delivers all the food collected to a local charity.

I am proud of the excellent service that we provide, the collaborative relationship that we have forged, and the ability to overcome obstacles. I would like to express my thanks to the Hanford Division Team for all of their dedication in making the KART system safe and reliable: I look forward to our continued joint success during this next year.

Sincerely,

A handwritten signature in black ink, appearing to read "Angie Dow", with a long horizontal flourish extending to the right.

Angie Dow  
Executive Director



February 6, 2017

Ms. Anna Leung  
County of Los Angeles Department of Public Works  
Contracts & Business Affairs Division  
900 South Fremont Avenue  
Alhambra, CA 91803

Dear Ms. Leung:

MV Transportation, Inc. and all subsidiaries, joint ventures, partnerships and affiliates, (or "MV") greatly appreciates the opportunity to submit its proposal in response to the County's Invitation for Bids for the King Medical Center and Willowbrook Shuttle Services (2017-PA002). I am hopeful that MV's demonstrated breadth of experience and tenure in the industry offers assurance that it is a stable and qualified partner.

MV understands the County's interest in cost effective proposals and the difference between greatest value and low bid. The company is proud of its history in passenger transportation and offers high quality, high value service – delivered by highly competent and qualified personnel, at realistic and affordable costs.

## **About MV's Approach**

Since 2011, MV has offered the County an effective operating approach at a competitive price by leveraging its operation in Paramount, Calif. This approach offers the best value for the County by providing extensive personnel resources, an established maintenance operation, and the full complement of MV's safety, training, and supervision programs. It also avails to the County an experienced and capable management team:

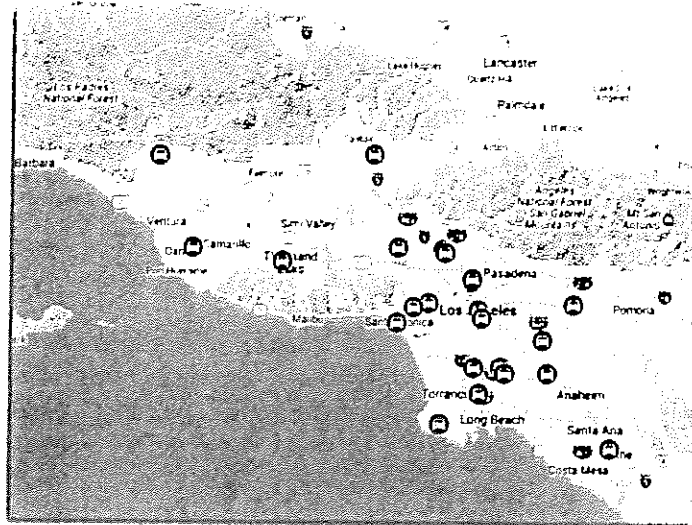
- Steve Allan, General Manager – With 35 years of transportation experience and 26 of management experience, Steve is an outstanding general manager. He has successfully managed this service for the past six years and will continue to ensure the King Medical Shuttle passengers receive the high-quality service they have come to expect.
- Martin Camargo, Maintenance Manager – Martin has 27 years of experience in vehicle maintenance. In addition to his proficiencies as a maintenance manager, he is a skilled technician with numerous certifications.

- Lina Parten, Safety and Training Manager – Lina has 14 years of transportation experience and adds value to MV's proposal as safety and training manager. She leads and guides MV's employees, leads operator training, conducts monthly safety meetings, and performs audits and inspections.

The County will also benefit from the ongoing support of MV's regional team. This team comprises experts in operations, maintenance, safety, labor relations, human resources, and finance. This team is led and coordinated by Area Vice President Erin Rogers with the support of Senior Vice President of Operations Fadi Chakbazof. Erin and Fadi are both based in Southern California and are available to respond quickly to the County's and the local team's needs.

MV's management and support teams fully represent the spirit of MV's founders, Alex and Feysan Lodde. When they founded MV more than 40 years ago, the Loddes envisioned a company that provided the freedom of mobility to all. Today, Steve and his team are doing just that in the Willowbrook community through the delivery of this service.

MV is also carrying out the Loddes' vision in the greater Los Angeles area. With 67 operations in the State of California and a dense concentration of contracts in the Los Angeles area, no other firm offers the County a larger network of support than MV. This network provides significant resources relating to equipment, personnel, infrastructure and support in addition to those at MV's Paramount location.



## Conclusion

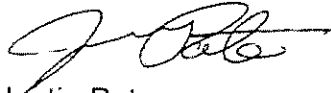
I am your primary contact for this procurement and I am authorized to make representations for MV Transportation, Inc., to include all its subsidiaries, joint ventures, partnerships, and affiliates (the bidding entity). If awarded the contract, the Contracting Party will be MV Public Transportation, Inc.

I can be reached any time of day at (214) 662-0499 (phone) or [justin.pate@mvtransit.com](mailto:justin.pate@mvtransit.com) (email). Additionally, Mr. Joe Escobedo, Jr. (Senior Vice President) will serve as your secondary contact; he can be reached any time of day at

(623) 340-3209 (phone) or joe.escobedo@mvtransit.com (email). Please direct all correspondence related to this and all future procurements to MV's bid office located at 479 Mason Street, Ste. 221 Vacaville, CA 95688.

Thank you for your consideration; I encourage you to select MV Transportation as your partner for the provision of the King Medical Center and Willowbrook Shuttle Services. We look forward to working with you throughout this procurement.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin Pate", with a stylized flourish extending to the right.

Justin Pate

Vice President





# Additional Information

2017-PA002 King Medical Center and

Willowbrook Shuttle Services



**Submitted To:**

County of Los Angeles Department of Public  
Works

Ms. Anna Leung  
P.O. Box 1460  
Alhambra, CA 91802-1460  
p: 626.458.4072

**Submitted By:**

MV Transportation, Inc.  
2711 N. Haskell Ave  
Suite 1500, LB-2  
Dallas, TX 75204  
p: 972.391.4600  
www.mvtransit.com

*MV Transportation, Inc. is a federal contractor or subcontractor which complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60; 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 and/or 60-300; and 29 CFR Part 471, Appendix A. MV is an Equal Employment Opportunity/Affirmative Action Employer.*



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# 1. Description of Services/Experience

## Our Story

### Our History

Established more than 40 years ago, MV's tenure and success is built upon a single motivating force – people.

MV's story begins with Feysan and Alex Lodde. Their determination to help their community's most vulnerable citizens drove them to make a difference.

In 1975 the Loddess began transporting people who were elderly and those with disabilities throughout San Francisco – at the time, one of the least accessible cities. Feysan recounts carrying her passengers in her arms down several flights of stairs, because the buildings had no elevators. Her pickups were the first time many of her passengers were able to leave their apartments. Feysan loved her work as a driver with all of her heart, and her heart fueled her desire to help more people. Feysan's heart is what brought us here today.

As MV grew, the landmark American with Disabilities Act was passed, mandating comparable transportation for passengers with disabilities. With 15 years of experience providing this specialized mode of transport, MV stood ready to provide this necessary transportation on behalf of municipalities and transit agencies.

Our history, our caring, our heart, define who we are today and illustrate how we will operate your transit service today, and for years to come.

### Where We Are Today

Today, MV still operates under the guiding principles with which it was founded. People drive our company – literally and figuratively. People come first, always.

Since 1975, MV has grown to represent more than 200 entities in the performance of their passenger transportation service. We know that this growth is a testament to our people-focused approach, and our commitment to serving our communities.

While it's the quality of our services, and not our size that matters, our experience will greatly benefit your service. Our diverse portfolio of services delivers an ever-growing knowledge base to your service. We will share new ideas, bring new technologies, and explore new ways to improve mobility in your community – in collaboration and partnership with your team.



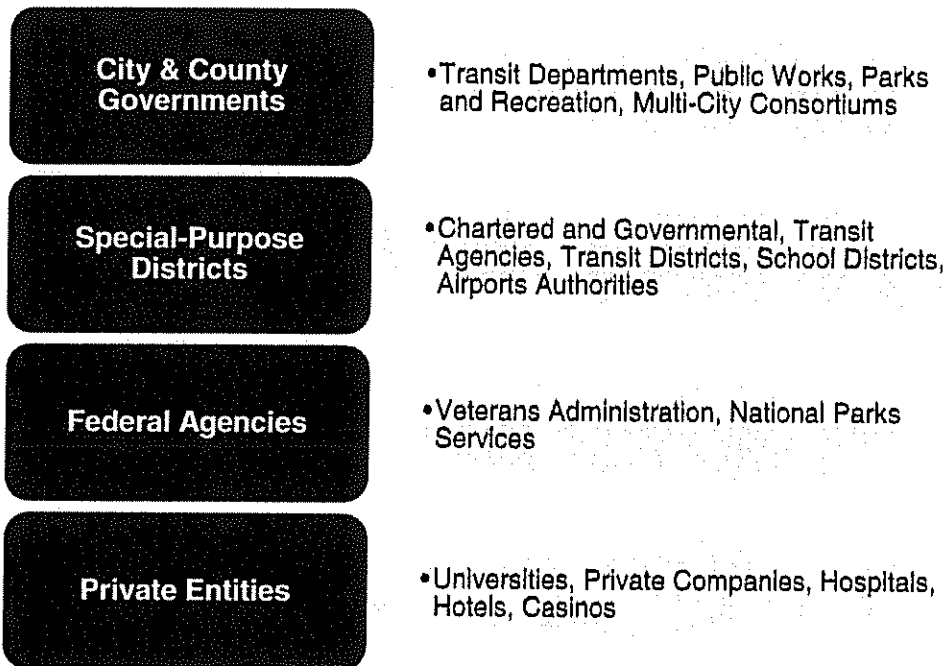


## Company Statistics

Number of Employees:	20,319
Number of Vehicles:	10,286
2015 Revenue (Audited):	\$1,168,652,000
Number of Contracts:	240
Number of Locations:	156
U.S. States	30
Canadian Provinces	3
Years' Operating Passenger Transportation Services <sup>1</sup>	61

## Customer Profile

MV operates transportation on behalf of a number of entities across the nation.



## Record of Experience

MV offers innovative solutions in passenger transportation to communities across North America. Its breadth of experience encompasses fixed route, flex route, shuttle, commuter, BRT, as well as disabled transportation/paratransit, demand response, brokerage and call center service, and non-emergency Medicaid transportation (NEMT/NET). Most of MV's operations include the provision of ancillary services, including (but not limited to) vehicle maintenance, trip reservations and scheduling/call center, operator training, transit technology and support, facility management and maintenance.

<sup>1</sup> Through its subsidiary, MV Transportation, Inc. brings 60 years of transportation experience



## Alternate Fuels Experience

MV has substantial experience with alternative fuels in the provision of transit services. The company currently operates and maintains CNG transit fleets for the Texas cities of Corpus Christi and Dallas and the cities of Glendale, Santa Clarita, Hollister (San Benito County Express), Lodi, and Los Angeles, California, as well as other locations across the nation. MV also operates and maintains LNG, LPG, propane, biodiesel, hybrid, and electric vehicles in a number of locations.

MV works with the Automotive Natural Gas Vehicle Institute (ANGI), National Fire Protection Association, and Cummins to ensure the teams working with CNG fueled vehicles, computer engine controls, and fueling areas have the most current training available for the maintenance, diagnosis, and repair of alternative fuel vehicles.

As one of the largest providers of contracted passenger transportation in North America, MV has shown itself to be proactive in its implementation of alternative fuels training. In 2011, the company applied for and received California Employment Training Panel (ETP) Alternative and Renewable Fuel and Vehicle Technology Program (AB 118) grant funding. This funding supplemented the company's existing alternative and renewable fuel and technology training efforts and allowed the company's training to saturate the California workforce at a much faster rate. Today, MV continues these training efforts in partnership with local community colleges in California. The colleges provide and facilitate ETP training for MV technicians and are reimbursed through AB 118 grant funding.

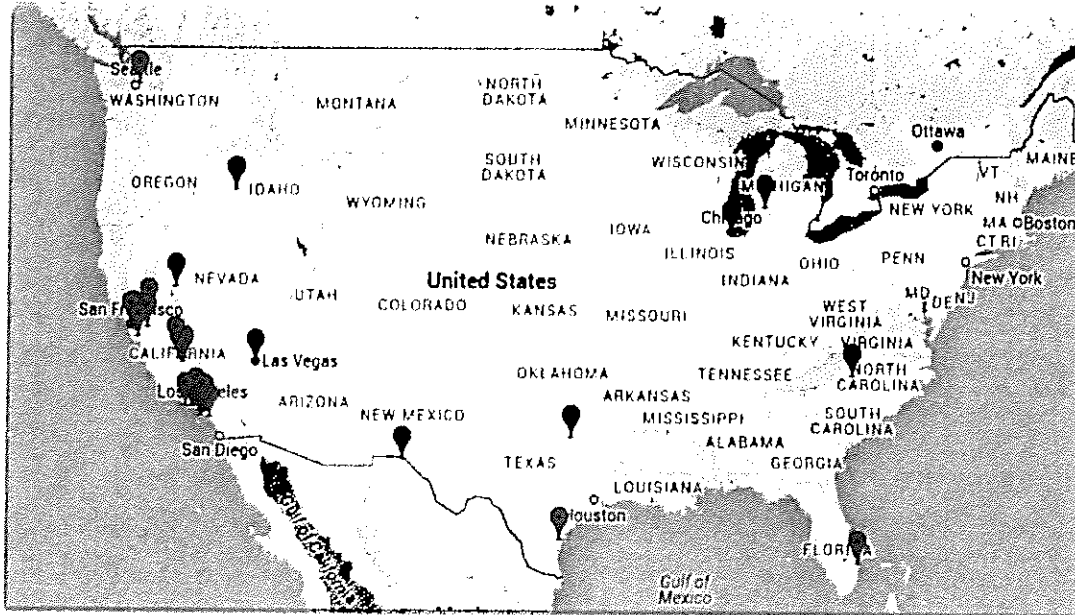
MV exceeds the required three (3) years of experience with alternative fuels. Examples of MV's experience using alternative fuels in the provision of transit services are MV's contracts with some of the largest transportation services in the United States.

- **Commuter Express (LADOT):** In 2014, MV's LADOT client deployed a fleet of 84 MCI CNG-powered over-the-road coaches, the first fleet of its kind. MV worked with LADOT to establish best practices for the care and maintenance of this fleet and ensured its maintenance team was fully trained in CNG-related procedures. MV's experience with this type of vehicle is unmatched in the industry.
- **Regional Transportation Commission of Southern Nevada (RTC):** MV operates and maintains a mixed fleet of 185 transit buses, which include a number of CNG vehicles.
- **Connector Shuttle (Microsoft):** Since 2005, MV has worked with Microsoft to grow its Connector Shuttle service exponentially. As service expanded, the now 155-vehicle fleet increased to include electric, biodiesel, hybrid, and LPG vehicles.



- **Access Services:** MV was the first of the Access Services contractors to use alternative fuel “green” vehicles in its fleet expansion. Approximately 30 percent of the operating fleet comprises CNG and hybrid fueled vehicles.

A list of alternative fueled vehicles operated by MV is provided with this proposal submission, comprised within its client list.



MV alternative fuel locations

### Fixed Route, Flex Route, and Shuttle

MV operates fixed route, flex route, commuter bus, and shuttle services throughout North America. Its scope of operations comprises some of the largest privately operated in the nation. In Southern California, MV operates more fixed route and shuttle service than any other contractor, serving agencies including the Los Angeles Department of Transportation (LADOT), Los Angeles Metropolitan Transportation Authority (LA Metro), as well as numerous Cities within the greater Los Angeles Metropolitan area. The company’s largest fixed route operations include:

- The CONNECTOR service for Fairfax County, Virginia;
- Las Vegas Transit, for the RTC of Southern Nevada; and,
- DASH and Commuter Express, for LADOT.





## Fleet Maintenance

The company's maintenance program is developed based on industry best practices and in conjunction with MV's skilled maintenance professionals. The company's fleet maintenance services continue to protect and extend the life of its transit fleets.

Operating in areas of severe and unpredictable weather events (including Las Vegas, Anchorage, Denver, and Orlando) and within challenging operating environments (New York City's Five Boroughs, the Washington, D.C. metropolitan area, and the Dallas-Fort Worth Metroplex), MV has unparalleled maintenance capabilities.





## 2. Bidder's Project Manager – Steve Allan



Since 2008, General Manager Stephen "Steve" Allan has supervised the successful management of MV's projects operated from the company's Paramount, Calif. location. Acting as a regional manager for nearly 15 total projects – including five additional services operated from neighboring locations – Mr. Allan works from this facility three to four days each week to support the management team and ensure that each contract is meeting MV and client expectations. A long-time Southern California resident, he is always available to his team and to clients via mobile phone.

With 35 years of public transportation experience, which include 26 years of management experience, Steve far exceeds the three years of experience required by the County. His experience includes the oversight of teams as large as 600 employees and has been responsible for fleets of up to 240 vehicles. He currently oversees the following alternative fuel vehicles:

- Five (5) 2010 Chevy 4500 propane fueled vehicles
- Three (3) 2016 Ford F550 CNG fueled vehicles

In Paramount, Steve supervises two operations manager, one maintenance manager and one safety and training manager who work in partnership to oversee nine contracts. As the main liaison between MV and clients whose projects operate from this location, Steve maintains regular contact with each client and meets with them often to discuss their services. He is also responsible for maintaining MV's relationship with Teamsters Local 952 representing vehicle operators.

Steve has enjoyed many successes as MV's Paramount general manager. He negotiated the company's current collective bargaining agreement, successfully implemented schedule changes to services and has overseen the implementation of many new projects. Most importantly, Steve has created an optimal working environment where all team members are cross-trained – including office staff – to ensure that service issues can be resolved quickly, at any time.

In addition to the Willowbrook Dial-A-Ride service, Steve oversees the following contracts.

Project	Client
La Mirada Transit Services	City of La Mirada
Athens and Lennox Shuttle Services	County of Los Angeles





Project	Client
City of Whittier/La Habra Dial-a-ride Service Operation	City of Whittier
DowneyLink Fixed Route	City of Downey
Lynwood Trolley Services	City of Lynwood
Avocado Heights, Bassett, W & E Valinda Shuttle Services	County of Los Angeles
CA State Polytechnic Univ Shuttle	California State Polytechnic University, Pomona
Compton Renaissance Transit System	City of Compton
Carson Circuit Fixed Route	City of Carson
Florence-Firestone/Walnut Park & Baldwin Hills Shuttle Services	County of Los Angeles
Fixed Route Transit Service	Palos Verdes Peninsula Transit Authority (PVPTA)
Fixed Route Shuttle & DAR Services for the City of West Covina	City of West Covina
Lawndale Beat Fixed Route Transportation Services	City of Lawndale
Willowbrook DAR Shuttle	County of Los Angeles
Norwalk Transit System (NTS) Advance Reservation Dial-A-Ride (DAR) Subscription	Norwalk

Before joining MV, Steve managed the Super Shuttle in Orange County providing the airport operations and management of the Disney Cast Shuttle Program. In this role for nine years, he worked with airport and curb operations, and was responsible for all aspects of employee management. Steve was also president and owner of a Super Shuttle franchise for four years, where he grew revenue from \$7M annually to more than \$13M annually.

Steve began his career in public transportation as an operator for 24-Hour Airport Express in La Habra. From here, he steadily moved in to roles with increasing responsibility.

Steve holds a Bachelor of Arts in business administration from California State University, Fullerton.





### Vehicle Experience

Name of Service	Lynwood	Compton	Downey	Lawndale	LA County Athens/Lennox	LA County Firestone/Florence/	LA County Avocado Heights	Palos Verdes	Carson	Cal Poly	King Medical Shuttle
Number of Years of Experience Providing Above Service	10	13	15	3	2	2	2	1.5	1	1	5
Make of Vehicle	EIDorado	EIDorado	EIDorado	EIDorado	EIDorado	EIDorado	EIDorado	Bluebird MST Chevy Ford	Bluebird Chevy	EIDorado	EIDorado
Model of Vehicle	Ford F550	Ford 550 Easy Rider	T-Mark Ford F550	Ford F550	Ford E550 Chevy 4500	Ford E450	EZ Rider Ford E450	Bluebird MST Chevy 5500 Ford 550	Bluebird Chevy 5500	Ford F550 and E450	Ford F550 Chevy 4500
Size/Length of Vehicle*	30'	33'	32'	33'	25'	25'	25'	30'	40'	33'	30'
Fuel Type	CNG	CNG	Propane	CNG	CNG/ Propane	CNG	CNG/ Propane	CNG/ Propane	CNG	Propane	CNG/ Propane



## Work Experience

### **General Manager, MV Transportation, Inc. (Paramount, CA)**

*2008 to Present*

- Oversee multiple transportation contracts in Paramount and satellite locations
- Mentor staff at MV's Irvine location and monitor staff performance
- Manage MV's union relationship with Teamsters Local 952
- Address union grievances
- Work closely with maintenance manager to ensure vehicles are maintained to client standards
- Work with operations staff to ensure all safety standards are met
- Serve as member of MV's Location Safety Committee
- Communicate with clients on a regular basis
- Attend weekly meetings with client staff
- Successfully negotiated the company's current Collective Bargaining Agreement with the Teamsters Local 952
- Oversaw successful startup of additional service

### **General Manger, Super Shuttle (Orange County, CA)**

*1998 to 2007*

- Managed operation for airport shuttle service and Disney Cast Shuttle Program
- Worked with airport landside operations and curb operations
- Oversaw accounting functions, including payroll, AP/AR and subcontractor billing
- Addressed human resources issues
- Mentored staff and assisted every department with daily operations
- Oversaw budget and revenue to assure all expenses were consistent with plan. Ensured revenue goal was met or exceeded

### **President/Franchise Owner, Super Shuttle (Orange County, CA)**

*1994 to 1998*

- Oversaw the daily operation of 100-vehicle service which included airport vans and contract buses with revenue in excess of \$13 million
- Directed and oversaw all facets of the operation, including accounting, maintenance, and administrative functions
- Managed a staff of 300, including drivers, reservationists, dispatchers, mechanics, and administrative staff

### **General Manager, Super Shuttle (Los Angeles, CA)**

*1991 to 1994*

- Managed daily operation of a 240-vehicle fleet which provided shuttle services to the Los Angeles International Airport, Orange County Airport, Burbank Airport and Ontario, CA Airport
- Oversaw all operations, maintenance, sales and administrative functions



- Managed a team of more than 600 drivers and 100 reservationists and dispatchers

### **Accountant/Payroll, Super Shuttle International (Los Angeles, CA)**

*1986 to 1991*

- Managed in-house payroll for all Super Shuttle cities, including weekly payroll, time card management, cashiering, W-2s and payroll taxes
- Managed payroll department staff
- Assisted controller with budgets, Monthly P&L, cost analysis and year-end audits

### **Accountant, 24-Hour Airport Express (La Habra, CA)**

*1986 to 1991*

### **Accountant/Driver, 24-Hour Airport Express (La Habra, CA)**

*1982 to 1984*

## **Education and Training**

### **Cal State University Fullerton**

- Bachelor of Arts – Business Administration

### **Educational Institution**

- Achievement

## **Professional Affiliations & Awards**

### **Orange County Tourism Council**

*1997 to 2008*

- Board of Directors

### **Super Shuttle International, Inc.**

*1998 to 2003*

- Board of Directors





### 3. Bidder's Maintenance Manager – Martin Camargo



Mr. Martin Camargo has worked as MV's maintenance manager in Paramount, Calif. since 2001. Martin is a skilled supervisor with nearly three decades of experience. He ensures that the vehicles for the 10 contracts operated from Paramount are carefully maintained and ready for service daily.

Martin also manages maintenance functions for MV's West Covina location. For this project, he supervises the lead technician and visits the location several times weekly to review paperwork and the success of the overall maintenance program.

When Martin arrives at the Paramount shop each morning, he reviews all preventive maintenance schedules and work orders, and orders parts if necessary. The evening maintenance team provides him with written communication regarding requirements for the shop for the following day, and he ensures that technicians and vehicle service workers have the items needed to properly care for each service's fleet. Using the Trapeze Enterprise Asset Management software, he handles all warranty issues and runs client reports.

Martin currently oversees the following alternative fuel vehicles:

- Five (5) 2010 Chevy 4500 propane fueled vehicles
- Three (3) 2016 Ford F550 CNG fueled vehicles

Martin works closely with his team, and in addition to online training provided through MV, he looks for opportunities throughout the work day to use as times for training. He also ensures that his team fully understands their tasks and is prepared to fulfill their respective duties by completing spot checks of service throughout the day. During his tenure in Paramount, Mr. Camargo and his team have also transitioned into a primarily CNG maintenance environment. MV's team of technicians has completed CNG-specific training.

Martin started his maintenance career in 1990 as a mechanic for Laidlaw Transit Services in Los Angeles, and moved into the role of lead mechanic – a position he held for four years.

Martin is ASE Certified in Preventive Maintenance Inspections, Brakes, and Heating/AC, and is certified as a MCS Qualified DOT Brake Inspector. He has completed South Coast Air Quality Management District Training in refrigerant recovery and International Mobile Air Conditioning Training.



Mr. Camargo exceeds the County's requirements of minimum three years of experience in providing same or similar fixed route service to government or social service agency using alternative fueled, cutaway buses, transit buses of 25 feet or longer transit buses.

In addition to the Willowbrook Dial-A-Ride service, Martin is responsible for the maintenance activities for the following projects:

Project	Client
Athens and Lennox Shuttle Services	County of Los Angeles
DowneyLink Fixed Route	City of Downey
Lynwood Trolley Services	City of Lynwood
Avocado Heights, Bassett, W & E Valinda Shuttle Services	County of Los Angeles
Compton Renaissance Transit System	City of Compton
Florence-Firestone/Walnut Park & Baldwin Hills Shuttle Services	County of Los Angeles
Lawndale Beat Fixed Route Transportation Services	City of Lawndale
Willowbrook DAR Shuttle	County of Los Angeles
Norwalk Transit System (NTS) Advance Reservation Dial-A-Ride (DAR) Subscription	City of Norwalk
Fixed Route Shuttle & DAR Services for the City of West Covina	City of West Covina





### Vehicle Experience

Name of Service	Lynwood	Compton	Downey	Lawndale	LA County Athens/Lennox	LA County Firestone/Florence	LA County Avocado Heights	Palos Verdes	Carson	Cal Poly	King Medical Shuttle
Number of Years of Experience Providing Above Service	10	13	15	3	2	2	2	1.5	1	1	5
Make of Vehicle	EIDorado	EIDorado	EIDorado	EIDorado	EIDorado	EIDorado	EIDorado	Bluebird MST Chevy Ford	Bluebird Chevy	EIDorado	EIDorado
Model of Vehicle	Ford F550	Ford 550 Easy Rider	T-Mark	Ford F550	Ford E550 Chevy 4500	Ford E450	EZ Rider Ford E450	Bluebird MST Chevy 5500 Ford 550	Bluebird Chevy 5500	Ford F550 and E450	Ford F550 Chevy 4500
Size/Length of Vehicle*	30'	33'	32'	33'	25'	25'	25'	30'	40'	33'	30'
Fuel Type	CNG	CNG	Propane	CNG	CNG/ Propane	CNG	CNG/ Propane	CNG/ Propane	CNG	Propane	CNG/ Propane



## Work Experience

### **Maintenance Manager, MV Transportation, Inc. (Paramount, CA)**

*August 2001 to Present*

- Manage facility and 57 vehicle fleet 12 of which use CNG and 24 propane fuel
- Oversee eight (8) maintenance staff members working two (2) shifts
- Monitor quality assurance of all shop employee work, including 10% re-rack program
- Diagnose engine and drivability issues
- Manage labor scheduling and planning in shop, improved mechanic productivity, and efficiency
- Ensure proper maintenance and care of on board technology including MDTs, DriveCam, radio systems, and security camera systems
- Administer Trapeze EAM maintenance management software program to maintain true costing and accurate records
- Maintain preventive maintenance program at 100% PMI on-time performance
- Instill safety culture throughout shop
- Ensure proper vehicle maintenance files
- Analyze repair and road failure data to solve root cause
- Coordinate on site vendor training and promotes ASE training program for all technicians
- Coordinate with operations to ensure proper quantity of vehicles for pull out each day
- Supervise cleaning of fleet to exceed expectations of contract
- Successfully passed all administered local, State, and Federal inspections

### **Maintenance Manager, R & D Transportation (Los Angeles, CA)**

*1999 to August 2001*

- Oversaw all aspects of maintenance
- Responsible for staff classroom and hands-on training
- Supervised hiring, maintenance schedules, and shifts
- Managed all work orders
- Controlled parts inventory

### **Lead Mechanic, Laidlaw Transit Services (Paramount, CA)**

*1995 to 1999*

- Performed the most difficult repair tasks
- Served as a shift leader when required

### **Mechanic, Laidlaw Transit Services (Los Angeles, CA)**

*1990 to 1995*

- Performed all repairs as needed

## Certifications

- Training and Examination Required by SCAQMD for Refrigerant Training in CFC-12 for Refrigerant Recycling and Service Procedures
- Training in R-12 for Refrigerant Recycling and Service Procedures





- Completed Trans/Air Factory Maintenance and Service Course
- Completed Cummins Engine Workshop
- Completed InSite 5-3 Diagnostics Requirements
- Certificate for Completion of Caterpillar Engine Training
- Certificate of Achievement for Fleet Electrical System
- Certificate of Completion of Life Training Seminar for Braun Mobility Products
- Certificate of Completion of Operation and Maintenance of Braun Wheelchair Lifts
- Certificate of Completion of Training of Mirage F9A, F9B Eclips Wheelchair Lifts
- Certificate of Completion of Training of S-Series Wheelchair Lifts
- Certificate of Completion of Step-Life Service Seminar
- Certification of Qualified D.O.T. Brake Inspector
- Certified in the Operation and Maintenance of Amerex Vehicle Fire Suppression Systems
- Certified in the Operation, Maintenance, and Repair of Amerex Modular Vehicle Fire Suppression
- Certificate of Achievement of the Truflex/PANG Tire Repair Seminar
- Certificate of Completion of Wheel End - Installation
- Certificate of Completion of Commercial Bus Maintenance Workshop



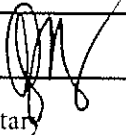
**TABLE OF FORMS  
(LIVING WAGE CONTRACT)**

- . W-2.1-2.6 SCHEDULE OF PRICES
- PW-8.1 (SUPPLEMENTAL) LIST OF CONTRACTORS
- PW-9.1 (SUPPLEMENTAL) REQUEST FOR COUNTY'S PREFERENCE PROGRAM CONSIDERATION AND CBE FIRM/ORGANIZATION INFORMATION FORM
- PW-17.1 (SUPPLEMENTAL) ZERO TOLERANCE HUMAN TRAFFICKING POLICY CERTIFICATION
- PW-18.1 (SUPPLEMENTAL) BIDDER'S COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE IFB
- PW-19.1 (SUPPLEMENTAL) STATEMENT OF EQUIPMENT FORM
- PW-20.1 (SUPPLEMENTAL) DISPLACED TRANSIT EMPLOYEE PROGRAM
- LW-3.1 (SUPPLEMENTAL) LIVING WAGE RATE ANNUAL ADJUSTMENTS
- W-4.1 (SUPPLEMENTAL) ACKNOWLEDGMENT AND STATEMENT OF COMPLIANCE FOR LIVING WAGE ORDINANCE AND CONTRACTOR NON-RESPONSIBILITY DEBARMENT
- LW-7.1 (SUPPLEMENTAL) PROPOSER'S EMPLOYEE BENEFITS
- LW-8.1-8.5 BIDDER'S STAFFING PLAN AND COST METHODOLOGY

**SCHEDULE OF PRICES  
FOR  
KING MEDICAL CENTER AND WILLOWBROOK SHUTTLE SERVICES (2017-PA002)**

The undersigned Proposer offers to perform the work described in the Invitation for Bids (IFB) for the following price(s). The Proposers rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor supervision, materials, transportation, taxes, fuel, equipment, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any will apply to the actual quantities, whatever they may be.

Item	Description	Hourly Rate	Estimated Annual Hours	Annual Price (Hourly Rate x Estimated Annual Hours)
1.	Rate for County-Owned Service Vehicle	\$ 42.16 /Hour	11,200	\$ 472,192.00
2.	Rate for Contractor-Provided Service Vehicle <sup>1</sup>	\$ 47.11 /Hour	2,800	\$ 131,908.00
<b>ESTIMATED TOTAL ANNUAL HOURS</b>			14,000	
<b>TOTAL ANNUAL PROPOSED PRICE</b>				\$ 604,100.00

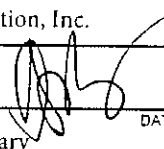
LEGAL NAME OF PROPOSER	MV Transportation, Inc.		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL	Amy Barry		
TITLE OF AUTHORIZED PERSON	Assistant Secretary	DATE	February 6, 2017

<sup>1</sup>It is estimated that Contractor-Provided vehicle may be needed in place of County-provided vehicle for 20% of the total annual hours

**SCHEDULE OF PRICES  
FOR  
KING MEDICAL CENTER AND WILLOWBROOK SHUTTLE SERVICES (2017-PA002)**

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Item	Description	Hourly Rate	Estimated Annual Hours	Annual Price (Hourly Rate x Estimated Annual Hours)
1.	Rate for County-Owned Service Vehicle	\$ 44.31 /Hour	11,200	\$ 496,272.00
2.	Rate for Contractor-Provided Service Vehicle <sup>1</sup>	\$ 49.27 /Hour	2,800	\$ 137,956.00
<b>ESTIMATED TOTAL ANNUAL HOURS</b>			14,000	
<b>TOTAL ANNUAL PROPOSED PRICE</b>				\$ 634,228.00

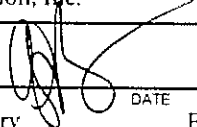
LEGAL NAME OF PROPOSER	MV Transportation, Inc.		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL	Amy Barry 		
TITLE OF AUTHORIZED PERSON	Assistant Secretary	DATE	February 6, 2017

<sup>1</sup>It is estimated that Contractor-Provided vehicle may be needed in place of County-provided vehicle for 20% of the total annual hours

**SCHEDULE OF PRICES  
FOR  
KING MEDICAL CENTER AND WILLOWBROOK SHUTTLE SERVICES (2017-PA002)**

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Item	Description	Hourly Rate	Estimated Annual Hours	Annual Price (Hourly Rate x Estimated Annual Hours)
1.	Rate for County-Owned Service Vehicle	\$ 46.60 /Hour	11,200	\$ 521,920.00
2.	Rate for Contractor-Provided Service Vehicle <sup>1</sup>	\$ 51.61 /Hour	2,800	\$ 144,508.00
<b>ESTIMATED TOTAL ANNUAL HOURS</b>			14,000	
<b>TOTAL ANNUAL PROPOSED PRICE</b>				\$ 666,428.00

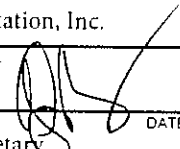
LEGAL NAME OF PROPOSER	MV Transportation, Inc.		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL	Amy Barry 		
TITLE OF AUTHORIZED PERSON	Assistant Secretary	DATE	February 6, 2017

<sup>1</sup>It is estimated that Contractor-Provided vehicle may be needed in place of County-provided vehicle for 20% of the total annual hours

**SCHEDULE OF PRICES  
FOR  
KING MEDICAL CENTER AND WILLOWBROOK SHUTTLE SERVICES (2017-PA002)**

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Item	Description	Hourly Rate	Estimated Annual Hours	Annual Price (Hourly Rate x Estimated Annual Hours)
1.	Rate for County-Owned Service Vehicle	\$ 48.47 /Hour	11,200	\$ 542,864.00
2.	Rate for Contractor-Provided Service Vehicle <sup>1</sup>	\$ 50.21 /Hour	2,800	\$ 140,588.00
<b>ESTIMATED TOTAL ANNUAL HOURS</b>			14,000	
<b>TOTAL ANNUAL PROPOSED PRICE</b>				\$ 683,452.00

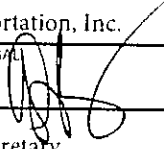
LEGAL NAME OF PROPOSER	MV Transportation, Inc.		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL	Amy Barry 		
TITLE OF AUTHORIZED PERSON	Assistant Secretary	DATE	February 6, 2017

<sup>1</sup>It is estimated that Contractor-Provided vehicle may be needed in place of County-provided vehicle for 20% of the total annual hours

**SCHEDULE OF PRICES  
FOR  
KING MEDICAL CENTER AND WILLOWBROOK SHUTTLE SERVICES (2017-PA002)**

The undersigned Proposer offers to perform the work described in the Invitation for Bids (IFB) for the following price(s). The Proposer's rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor supervision, materials, transportation, taxes, fuel, equipment, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any will apply to the actual quantities, whatever they may be.

Item	Description	Hourly Rate	Estimated Annual Hours	Annual Price (Hourly Rate x Estimated Annual Hours)
1.	Rate for County-Owned Service Vehicle	\$ 50.39 /Hour	11,200	\$ 564,368.00
2.	Rate for Contractor-Provided Service Vehicle <sup>1</sup>	\$ 51.05 /Hour	2,800	\$ 142,940.00
<b>ESTIMATED TOTAL ANNUAL HOURS</b>			14,000	
<b>TOTAL ANNUAL PROPOSED PRICE</b>				\$ 707,308.00

LEGAL NAME OF PROPOSER		MV Transportation, Inc.	
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL			
TITLE OF AUTHORIZED PERSON		DATE	
Assistant Secretary		February 6, 2017	

<sup>1</sup>It is estimated that Contractor-Provided vehicle may be needed in place of County-provided vehicle for 20% of the total annual hours

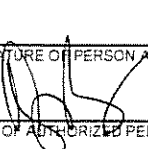
**SCHEDULE OF PRICES  
FOR  
KING MEDICAL CENTER AND WILLOWBROOK SHUTTLE SERVICES (2017-PA002)**

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**NOTE:** Bidder must provide pricing for ALL contract terms including the 5th term. Any submitted bid that does not include pricing for all terms may be rejected at the sole discretion of the County.

It is the responsibility of the Bidder to calculate the Bid price to take into consideration a possible escalation of wages, materials, and other costs during the Contract period. The Board, County, Public Works, District(s), or Director make no representations regarding future costs or the rate of wages that may become necessary to pay employees of the Contractor for the work performed during the Contract period.

Item	TERMS	ANNUAL PRICE FOR EACH TERM
1.	KING MEDICAL CETER AND WILLOWBROOK SHUTTLE SERVICES - INITIAL TERM	\$ 604,100.00
2.	KING MEDICAL CETER AND WILLOWBROOK SHUTTLE SERVICES - OPTION YEAR 1	\$ 634,228.00
3.	KING MEDICAL CETER AND WILLOWBROOK SHUTTLE SERVICES - OPTION YEAR 2	\$ 666,428.00
4.	KING MEDICAL CETER AND WILLOWBROOK SHUTTLE SERVICES - OPTION YEAR 3	\$ 683,452.00
5.	KING MEDICAL CETER AND WILLOWBROOK SHUTTLE SERVICES - OPTION YEAR 4	\$ 707,308.00
<b>TOTAL ANNUAL PROPOSED PRICE</b>		\$ 3,295,516.00
<b>AVERAGE TOTAL PRICE FOR YEARS 1 THROUGH 5 (TOTAL PRICE FOR YEARS 1 THROUGH 5 ÷ 5 YEARS)</b>		\$ 659,103.20

LEGAL NAME OF PROPOSER MV Transportation, Inc.		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL  Amy Barry		
TITLE OF AUTHORIZED PERSON Assistant Secretary		
DATE February 6, 2017	STATE CONTRACTOR'S LICENSE NUMBER N/A	LICENSE TYPE N/A
PROPOSER'S ADDRESS 2711 N. Haskell Avenue, Suite 1500, LB-2, Dallas TX 75204		
PHONE 214.662.0499	FACSIMILE 972.391.4750	E-MAIL justin.pate@mvtransit.com



### LIST OF SUBCONTRACTORS

Proposer is required to complete the following. Any Subcontractors listed must be properly licensed under the laws of the State of California for the type of service that they are to perform, AND THEIR LICENSE NUMBERS MUST BE LISTED HEREIN. Failure to do so may result in delay of the award of contract. Do not list alternate subcontractors for the same service.

Proposer in providing the requested services will not utilize Subcontractors. Proposer will perform all required services.


Name Under Which Subcontractor Is Licensed	License Number	Address	Specific Description of Subcontract Service

**FC 1 PW-8.1  
(SUPPLEMENTAL)**

Certification as Minority, Women, Disadvantaged, and Disabled Veteran Business Enterprises: If any of your subcontractor is currently certified as Minority, Women, Disadvantaged, and Disabled Veteran Business Enterprises by a public agency, complete the following and attach a copy of the proof of certification. All Subcontractors listed in the bid/proposal shall be listed below. (make copy of this form, if necessary)

	Subcontractor Name	Local SBE	SBE	Minority	Women-Owned	Disadvantaged Business	Disabled Veteran
1	None						
2							
3							
4							
5							
6							
7							
8							
9							
10							

**Declaration:** I declare under penalty of perjury under the laws of the State of California that the above information is true and accurate.

Print Name: Amy Barry	Authorized Signature 	Title Assistant Secretary	Date February 2, 2017
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**County of Los Angeles  
Request for County's Preference Program Consideration and  
CBE Firm/Organization Information Form**

I. **INSTRUCTIONS:** Businesses requesting preference consideration must complete and return this form for proper consideration of the proposal. Businesses may request consideration for one or more preference programs. Check all certifications that apply.\*

I MEET ALL OF THE REQUIREMENTS AND REQUEST THIS PROPOSAL BE CONSIDERED FOR THE PREFERENCE PROGRAM(S) SELECTED BELOW. A COPY OF THE CERTIFICATION LETTER ISSUED BY THE DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS (DCBA) IS ATTACHED.

**Request for Local Small Business Enterprise (LSBE) Program Preference**

- Certified by the State of California as a small business and has had its principal place of business located in Los Angeles County for at least one (1) year; or
- Certified as a LSBE with other certifying agencies under DCBA's inclusion policy that has its principal place of business located in Los Angeles County and has revenues and employee sizes that meet the State's Department of General Services requirements; and
- Certified as a LSBE by the DCBA.

**Request for Social Enterprise (SE) Program Preference**

- A business that has been in operation for at least one year providing transitional or permanent employment to a Transitional Workforce or providing social, environmental and/or human justice services; and
- Certified as a SE business by the DCBA.

**Request for Disabled Veterans Business Enterprise (DVBE) Program Preference**

- Certified by the State of California, or
- Certified by U.S. Department of Veterans Affairs as a DVBE; or
- Certified as a DVBE with other certifying agencies under DCBA's inclusion policy that meets the criteria set forth by: the State of California as a DVBE or is verified as a service-disabled veteran-owned small business by the Veterans Administration; and
- Certified as a DVBE by the DCBA.

**\*BUSINESS UNDERSTANDS THAT ONLY ONE OF THE ABOVE PREFERENCES WILL APPLY. IN NO INSTANCE SHALL ANY OF THE ABOVE LISTED PREFERENCE PROGRAMS PRICE OR SCORING PREFERENCE BE COMBINED WITH ANY OTHER COUNTY PROGRAM TO EXCEED FIFTEEN PERCENT (15%) IN RESPONSE TO ANY COUNTY SOLICITATION.**

**DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.**

DCBA certification is attached.

Name of Firm		County Webven No.	
Print Name:		Title:	
Signature:		Date:	
<b>Reviewer's Signature</b>	<b>Approved</b>	<b>Disapproved</b>	<b>Date</b>

**FORM PW-9.1  
(SUPPLEMENTAL)**

**All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.**

FIRM NAME: MV Transportation, Inc.

My County (WebVen) Vendor Number: 11124801

- II. **FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation, or disability.

<b>Business Structure:</b>	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners): 19,662 (2015 EEO-1)						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino	Please see attached Employer Information Report.					
Asian or Pacific Islander						
American Indian						
Filipino						
White						

- III. **PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/ Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	Others 29.3%	Everyone in this group owns less than 1% individually	%	%	48.9 %
Women	21.8 %	%	%	%	%	%

- IV. **CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date
N/A					

- V. Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

**DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.**

Authorized Signature: Amy Barry	Title: Assistant Secretary	Date: February 2, 2017
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CO# BG03503  
 u# BG03503

EQUAL EMPLOYMENT OPPORTUNITY  
 2015 EMPLOYER INFORMATION REPORT  
 CONSOLIDATED REPORT - TYPE 2

SECTION B - COMPANY IDENTIFICATION

1. MVTRANSPORTATION INC  
 5910 N CENTRAL EXPRESSWAY 1145  
 DALLAS, TX 75206

SECTION C - TEST FOR FILING REQUIREMENT

1-N 2-N 3-N DUNS NO.:104183132 EIN :942491705

2.a. MVTRANSPORTATION INC  
 5910 N CENTRAL EXPRESSWAY 1145  
 DALLAS, TX 75206

SECTION D - EMPLOYMENT DATA

SECTION E - ESTABLISHMENT INFORMATION  
 NAICS: 485991 Special Needs  
 Transportation

JOB CATEGORIES	HISPANIC OR LATINO		NOT-HISPANIC OR LATINO										OVERALL TOTALS			
	MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN		AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	
EXECUTIVE/SR OFFICIALS & MGRS	2	0	11	1	0	0	0	0	1	3	1	0	1	0	0	20
FIRST/MD OFFICIALS & MGRS	154	82	330	241	8	25	4	25	146	177	3	6	1	1	8	1210
PROFESSIONALS	9	6	23	13	0	3	0	3	30	8	0	1	0	0	0	94
TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SALES WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	135	1194	95	165	4	26	0	26	311	801	13	48	3	40	2843	
CRAFT WORKERS	254	1	208	162	13	46	3	12	3	2	0	0	0	0	704	
OPERATIVES	2104	1028	2179	3440	83	656	38	163	797	2923	53	70	26	129	13689	
LABORERS & HELPERS	123	45	63	116	6	21	0	6	18	16	0	1	1	1	417	
SERVICE WORKERS	16	84	24	100	5	3	1	8	45	351	18	12	3	15	685	
TOTAL	2797	2440	2933	4238	119	780	46	224	1353	4279	87	139	34	193	19662	
PREVIOUS REPORT TOTAL	2757	2094	2938	3740	137	820	58	230	1284	3199	99	145	41	167	17709	

SECTION F - REMARKS

DATES OF PAYROLL PERIOD: 08/15/2015 THRU 08/28/2015  
 SECTION G - CERTIFICATION  
 CERTIFYING OFFICIAL: EBONI CURRY  
 EEO-1 REPORT CONTACT PERSON: EBONI CURRY  
 EMAIL: EBONI.CURRY@MVTRANSIT.COM  
 TITLE: HRIS SPECIALIST  
 TELEPHONE NO: 9723914636  
 CERTIFIED DATE[EST]: 02/10/2016 02:36 PM

**ZERO TOLERANCE HUMAN TRAFFICKING POLICY CERTIFICATION**

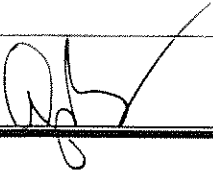
Company Name: MV Transportation, Inc.		
Company Address: 2711 N. Haskell Avenue, Suite 1500, LB-2		
City: Dallas	State: TX	Zip Code: 75204
Telephone Number: 214.662.0499	Email Address: justin.pate@mvtransit.com	
Solicitation/Contract for <u>King Medical Center and Willowbrook Shuttle</u> Services		

**PROPOSER CERTIFICATION**

Los Angeles County has taken significant steps to protect victims of human trafficking by establishing a zero tolerance human trafficking policy that prohibits contractors found to have engaged in human trafficking from receiving contract awards or performing services under a County contract.

Proposer acknowledges and certifies compliance with Exhibit B, Section 1.00, Compliance with County's Zero Tolerance Human Trafficking Policy, of the proposed Contract and agrees that proposer or a member of his staff performing work under the proposed Contract will be in compliance. Proposer further acknowledges that noncompliance with the County's Zero Tolerance Human Trafficking Policy may result in rejection of any proposal, or cancellation of any resultant Contract, at the sole judgment of the County.

**I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct and that I am authorized to represent this company.**

Print Name: Amy Barry	Title: Assistant Secretary
Signature: 	Date: February 2, 2017

**BIDDER'S COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE IFB FOR  
KING MEDICAL CENTER AND WILLOWBROOK SHUTTLE SERVICES  
(2017-PA002)**

**BIDDER MUST CHECK A BOX IN EVERY SECTION**

Important Note: The information on this form is subject to verification.

Completing this form by itself without including a detailed narrative/resume in your Bid Submission to support the minimum mandatory requirements of this IFB, any inconsistencies or inaccuracy in the information provided on this form, and/or your Bid Submission, may subject your Bid Submission to disqualification or other actions, at the sole discretion of the County.

**At the time of Bid Submission, Bidder must meet the following minimum requirements:**

1. Bidder must have the following minimum number of years of experience using the listed vehicles to provide the same or similar type of fixed route services for governmental or social services agency(ies):
  - Three years of experience with alternative fueled vehicles either compressed natural gas-powered or propane-powered, 25 feet or longer cutaway buses and/or transit buses.  
**Subcontracting is not allowed to meet this requirement.**

Yes. Bidder meets the experience requirement stated above. (In addition to responding on this form, please provide a detailed narrative in your bid to support this minimum mandatory requirement).

<b>Name of Service</b>	Please refer to pages 3-7 in the attached document entitled "Additional Information" and attached list of contracts.
<b>Number of Years of Experience Providing Above Service</b>	
<b>Make of Vehicle</b>	
<b>Model of Vehicle</b>	
<b>Size/Length of Vehicle</b>	
<b>Fuel Type</b>	

**Attachment to Form PW-18.1 (Supplemental)  
Minimum Requirements - Bidder Experience**

Name of Service		Number of Years of Experience Providing Above Services		Make/Model/ Size/Length of Vehicles	Fuel Type
Contract Name	Client Name	Service Type	Service Start Date		
Union City Transit	Union City	Multimode	7/1/2000	Present	FR: (10) Gillig 35' Transit Coach; (8) Orion Type 7 35' Transit Coach; (2) Orion Type 5 35' Transit Coach. Para: (6) StarCraft 24' Ford converted van
Beeline	Glendale	Fixed Route	3/31/2002	Present	38 Vehicles
DowneyLink Fixed Route	Downey	Fixed Route	7/1/2002	Present	(7) 2008 El Dorado National
Corpus Christi, B-Line	Regional Transportation Authority in Corpus Christi, Texas	Multimode	1/1/2003	Present	86 Total: Revenue - (46) Chevy 4500/ARBOC conversion 13 pax Cutaways; (2) 2012 MV-1. Non-Revenue - (38) Misc support vehicles operated by client, maintained by MV on monthly cost pass through to client
Kings Area Rural Transit (KART)	Kings County Area Public Transit Agency (KAPTA)	Multimode	7/1/2003	Present	33 total: (9) Blue Birds 35'; (10) New Flyers 35', (10) 4350 cut-aways, (2) dodge caravans and (2) F550s.
City of Lodi Fixed-Route, Paratransit and Demand-Response Operations	Lodi	Multimode	7/1/2003	Present	24 Total: (6) 32' Eldorado Airbrake - (18) Cutaways
Rowan County Transit	Rowan County Government on behalf of Rowan Transit System (RTS)	Multimode	8/1/2003	Present	28 Total: (3) Dodge Van, (3) Ford Braun, (15) Ford E350, (7) Ford E450
Visalia Transit System and SEKI Shuttle	Visalia	Multimode	9/1/2003	Present	85 Total: (5) Trolleys; (50) Transit buses; (30) Cutaways
Compton Renaissance Transit System	Compton	Fixed Route	9/8/2003	Present	6 Vehicles: Transmark & Aerotech
Thousand Oaks Transit	Thousand Oaks	Multimode	1/1/2004	Present	54 Total: 17 Mini Vans, 19 Cutaways, 13 Transit buses, 5 relief vehicles
Management and Operation of the City of Tulare Transit System (Tulare InterModal)	Tulare	Multimode	7/1/2004	Present	2 Vans, 4 Cutaways, and 10 big buses



**Attachment to Form PW-18.1 (Supplemental)  
Minimum Requirements - Bidder Experience**

Name of Service		Client Name	Service Type	Number of Years of Experience Providing Above Services		Make/Model/ Size/Length of Vehicles	Fuel Type
Contract Name	Service Type			Service Start Date	Service End Date		
Paratransit Services for MTA	Paratransit	Maryland Transit Administration (MTA)	7/1/2004	Present	161 Total: (2) 2004 Ford Crown Vic (Gas), (9) 2006 Ford Crown Vic (Gas), (18) 2008 Ford Crown Vic (Gas), (13) 2010 Ford Crown Vic (Gas), (8) 2006 Ford E-450 (Gas), (11) 2007 Ford E-450 (Gas), (20) 2008 Ford E-450 (Gas), (19) 2009 Ford E-450 (Gas), (33) 2011 Ford E-450 (Gas), (7) 2013 Ford E-450 (Gas), (21) 2012 VPG MV1 (Gas)	Gasoline & CNG	
Commuter, Fixed Route, ADA Complementary Paratransit and Dial-a-Ride Operations	Multimode	Elk Grove	1/2/2005	Present	61 Total: (6) '00 Orion, (9) '02 Orion, (3) '05 E450 Cutaway, (5) '05 C5500, (3) '06 Venture, (1) '08 Venture, (14) '08 Orion, (8) '10 New Flyer, (6) '11 New Flyer, (6) '00 Blue Bird	CNG, Diesel, Gas	
Microsoft Shuttle (Redmond Campus)	Multimode	Microsoft Corporation	7/1/2005	Present	260 Total: Nissan Leaf 2 Electric 3 Ford Fusion 41 Hybrid 3 Ford C-Max 12 Hybrid 3 Toyota Sienna 19 Gas 6 Ford E350 30 LPG 14 Ford E450 50 LPG 14 154 CONNECTOR Vehicle Quantity Fuel Source PAX 45' VanHool 15 DSL 53 35' VanHool 27 DSL 35 30' Cutaway 11 DSL 28 25' Cutaway 25 LPG 21 78	Electric, LPG/Propane, & Diesel	
GO! Bus ADA Paratransit Service	Paratransit	Interurban Transit Partnership (ITP)	4/1/2006	Present	(68) Ford E450 Cutaways	Diesel & LPG/Propane	
Tulare County Area Transit (TCAT)	Multimode	Tulare	10/1/2006	Present	16 Total: 2 Vans, 4 Cutaways, and 10 big buses	CNG & LNG	
Lynwood Trolley Services	Fixed Route	Lynwood	4/1/2007	Present	4 Total: (2) 2014 Supreme F53 and (2) Ford F550	CNG	
Operation and Maintenance of the City of Santa Monica Dial-a-Ride Service	Paratransit	Santa Monica	4/1/2008	Present	7 Total: (4) MV1 vehicles, (2) Ford Cutaways & (1) Dodge Grand Caravan	CNG and Gas	
Operation of the LADOT Bus Transit Operations-Central Region	Fixed Route	Los Angeles Department of Transportation (LADOT)	5/10/2008	Present	(31) 30' propane ElDorado National EZ Riders	LPG/propane	
Operation, Maintenance and Management of Coordinated Paratransit Services	Paratransit	Gold Coast Transit	6/29/2008	Present	24 Total: (8) MV-1 and (16) cutaways	CNG	

**Attachment to Form PW-18.1 (Supplemental)  
Minimum Requirements - Bidder Experience**

Name of Service		Number of Years of Experience Providing Above Services		Make/Model/ Size/Length of Vehicles	Fuel Type
Contract Name	Client Name	Service Start Date	Service End Date		
La Mirada Transit Services	La Mirada	7/1/2008	Present	(6) Ford E450, (4) Chevy 5500	Gasoline & CNG
Santa Clarita Fixed Route, Dial-A-Ride and ASI Services	Santa Clarita	8/2/2008	Present	109 Total: cutaways, 40' Gilligs/Nabis/New Flyers, and 45' MCIs	CNG, Gas, Diesel
Presidio Trust Shuttle (PresidiGo)	Presidio Trust	3/8/2009	Present	(11) CNG buses,	CNG
Dinuba Transit	Dinuba Area Regional Transit (DART)	10/1/2009	Present	10 Total: (5) 2002-2011 Ford E450, (1) 2008 Freightliner, (2) 2008-2009 Chevy C550, (1) Ford F550, (1) 2013 Star trans.	CNG
Lift Van Operation Demand Response Service Provider	Metropolitan Tulsa Transit Authority	11/1/2009	Present	(45) Arboc buses, 3 WC and 10 Amb	CNG
Valley Ride Transit System	Valley Regional Transit	8/1/2010	Present	20 Total: (1) 2008 6-pax Ford E-350 Cutaway; (3) 24-pax 2005 Ford E-450 Cutaways; (2) 10-pax 2005 Ford E-450 Cutaways; (7) 2013 Ford F-550 Cutaways; (7) 40' Gillig	Gas & CNG
Contracted Transportation Services - South Region	Los Angeles Metropolitan Transportation Authority	10/31/2010	Present	70 Total: Nabi, Orion, and New Flyers	CNG & Diesel
King Medical Center Shuttle	Los Angeles	6/1/2011	Present	(2) 2010 Chevy	LPG/Propane and Gasoline
Willowbrook DAR Shuttle	Los Angeles	7/1/2011	Present	2 Total: 1 Gloval Titan II/ 1 Entervan (mini Van)	LPG/Propane
Calabasas Transit Operations and Maintenance	Calabasas	8/19/2011	Present	11 Cutaways, 1 shop truck, 1 relief vehicle	Gas, Diesel and CNG
Operations of the LADOT Bus Transit Operations South Region	Los Angeles Department of Transportation (LADOT)	9/11/2011	Present	64 Total: MCI Commuter buses 32 DASH Community buses 32	LPG/Propane & CNG

**Attachment to Form PW-18.1 (Supplemental)  
Minimum Requirements - Bidder Experience**

Name of Service		Service Type	Number of Years of Experience Providing Above Services	Make/Model/ Size/Length of Vehicles	Fuel Type
Contract Name	Client Name				
			Service Start Date	Type and Number of Vehicles*	Fuel Type
GRTC Management Operations of LADOT Bus Transit Operations North Region	Greater Richmond Transit Company (GRTC)	Management	3/1/2012	Present	CNG & Diesel
Mobility Management Service Delivery Contract	Los Angeles Department of Transportation (LADOT)	Fixed Route	6/1/2012	Present	CNG & CPG/Propane
San Pedro Trolley Service	Dallas Area Rapid Transit (DART)	Paratransit	10/1/2012	Present	CNG, Unleaded, and Diesel
Management and Operation Transit and LIFT System	San Pedro Property Owners' Alliance	Fixed Route	10/1/2012	Present	CPG/Propane
Subcontracted Transportation Services-Fixed Route and Maintenance	El Paso	Paratransit	11/11/2012	Present	CNG and Unleaded
Operation and Maintenance of Fixed Route Transit Services Lot A	Mid Mon Valley Transit Authority	Fixed Route	6/29/2013	Present	Diesel and CNG
Lawndale Beat Fixed Route Transportation Services	Regional Transportation Commission of Southern Nevada (RTC)	Fixed Route	7/7/2013	Present	CNG, Diesel, and Gasoline
Senior Transportation Services	Lawndale Beat Fixed Route Transportation Services	Fixed Route	7/1/2014	Present	CNG
	Regional Transportation Commission of Southern Nevada (RTC)	Multimode	8/3/2014	Present	Gasoline, CNG, Diesel

**Attachment to Form PW-18.1 (Supplemental)  
Minimum Requirements - Bidder Experience**

Name of Service		Client Name	Service Type	Number of Years of Experience Providing Above Services		Make/Model/ Size/Length of Vehicles	Fuel Type
Contract Name	Service Start Date			Service End Date	Type and Number of Vehicles*		
Athens and Lennox Shuttle Services	9/1/2014	Present	Public Shuttle	Los Angeles	Not Available	CNG and propane	
Florence-Firestone/Walnut Park & Baldwin Hills Shuttle Services	9/1/2014	Present	Public Shuttle	Los Angeles	3 Vehicles	CNG	
Specialized Transportation Services	12/1/2014	Present	Paratransit	Greater Richmond Transit Company (GRTC)	73 E350s	Gas and CNG	
Palm Tran Paratransit - Run Package A	2/2/2015		Paratransit	Palm Beach	97 total: Cutaways and 10 vans	LPG/Propane and Gasoline	
Contract No OPS15-02 Purchased Transportation Services	7/2/2015	Present	Multimode	Omnitrans	Cutaways	Unleaded and CNG	
Contract No OPS15-02 Purchased Transportation Services	7/2/2015	Present	Multimode	Omnitrans	Cutaways	Unleaded and CNG	
Fixed Route Transit Service	8/1/2015	Present	Fixed Route	Palos Verdes Peninsula Transit Authority (PVPTA)	25 Total: (Type Blue Bird, 5500 Ford Cutaways, 5500 Chevy	CNG & CPG/Propane	
Courtesy Shuttle Services	11/1/2015	Present	Airport Shuttle	Burbank Bob Hope Airport	13 Total: 18 passenger, CNG Ford F450 buses	CNG	
Operation of the Glendale DAR Demand Response Service	7/1/2016	Present	Paratransit	Glendale	Not Available	CNG	

\*Additional detail available upon request.

<p><b>Description of Services/Experience</b></p> <p>Please provide a detailed narrative of Bidder's experience in your Invitation for Bids to validate this minimum mandatory requirement.</p>	
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No. Bidder does not meet the experience requirement stated above.

2. Bidder's Project Manager must have the following minimum number of years of experience managing the same or similar type of fixed route services for governmental or social service agency(ies) using the listed vehicles:

- Three years of experience with alternative fueled vehicles either compressed natural gas-powered or propane-powered, 25 feet or longer cutaway buses and/or transit buses.  
**Subcontracting is not allowed to meet this service.**

Yes. Bidder's Project Manager does meet the experience requirement stated above. (In addition to responding on this form, please provide a detailed narrative in your bid to support this minimum mandatory requirement).

<b>Name of Employee</b>	Stephen Allan
<b>Number of Years of Experience Providing Above Service</b>	Please refer to pages 8-12 in the attached document entitled "Additional Information"
<b>Make of Vehicle</b>	
<b>Model of Vehicle</b>	
<b>Size/Length of Vehicle</b>	
<b>Fuel Type</b>	

<p><b>Description of Services/Experience</b></p> <p>Please provide a detailed narrative to support the number of years and description of service to validate this minimum mandatory requirement.</p>	
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No. Bidder's Project Manager does not meet the experience requirement stated above.

3. Bidder or its subcontractor's Maintenance Manager must have the following minimum number of years of experience maintaining a similar fleet of transit vehicles:

- Three years of experience with alternative fueled vehicles either compressed natural gas-powered or propane-powered, 25 feet or longer cutaway buses and/or transit buses.

Yes. Bidder or its subcontractor's Maintenance Manager does meet the experience requirement stated above. (In addition to responding on this form, please provide a detailed narrative in your bid to support this minimum mandatory requirement).

<b>Name of Employee</b>	Name: Martin Camargo _____
	Proposer <u> X </u> / Subcontractor _____ (check one)
<b>Number of Years of Experience Providing Above Service</b>	Please refer to pages 13-17 in the attached document entitled "Additional Information"
<b>Make of Vehicle Serviced</b>	
<b>Model of Vehicle Serviced</b>	
<b>Size/Length of Vehicle Serviced</b>	
<b>Fuel Type of Vehicle Serviced</b>	

**Description of Services/Experience**

Please provide a detailed narrative to support the number of years and description of service to validate this minimum mandatory requirement.

- No. Bidder or its subcontractor's Maintenance Manager does not meet the experience requirement as stated above.
4. Bidder must provide copies of all "Satisfactory" California Highway Patrol (CHP) Safety Compliance Inspections (or passed all reinspections) of the Bidder's maintenance facilities or terminals to be used for the proposed contract for the prior three 13-month inspections (California Vehicle Code 34501[c]). If the bidder has not performed services in California, the bidder must provide copies of a similar vehicle, maintenance facilities or terminals inspection for the prior three years by a governmental agency.
- Yes. Bidder does meet the minimum mandatory requirement stated above and has received a "**Satisfactory**" rating on the CHP's Safety Compliance Inspections (or passed all reinspections) of the Bidder's maintenance facilities or terminals to be used for the proposed contract for the prior three 13-month inspections. Please see attached.
- Bidder has received an "**Unsatisfactory**" rating on the CHP's Safety Compliance Inspections of the Bidder's maintenance facilities or terminals to be used for the proposed contract for the prior three 13-month inspections, however, has remedied the problem by means of receiving a "**Conditional**" or "**Satisfactory**" rating within the CHP's 120-day reinspection period and/or received a "Conditional" rating and upgraded to a "**Satisfactory**" rating within the CHP's 180-day reinspection period as evidenced by the CHP Safety Compliance Inspection reports attached to bid.
- Bidder has not performed services in California; the bidder has provided copies of a similar vehicle, maintenance facilities or terminals inspection for the prior three years by a governmental agency
- No. Bidder does not meet the minimum mandatory requirement stated above. Bidder has received an "**Unsatisfactory**" rating and **did not** upgrade the rating to a "**Conditional**" or "**Satisfactory**" within the CHP's 120-day reinspection periods and/or received a "**Conditional**" rating and **did not** upgrade the rating to "**Satisfactory**" within the CHP 180-day reinspection period, whether on the initial inspection or the CHP reinspection, the Bidder will have failed this criteria.
5. Bidder must meet or exceed the service vehicle requirements as set forth in Exhibit I, Contractor-Provided Service Vehicle Requirements. If the Bidder does not meet the service vehicle(s) requirement at the time of submission, but fully intends to comply if awarded the contract, the Bidder must provide an affirmative statement that upon start of the contract, the

**SAFETY COMPLIANCE REPORT/  
TERMINAL RECORD UPDATE**

CHP 343 (Rev 5-10), CPI 062

Yes  No   
Terminal Type:  Truck  Bus

54849

227210

19

OTHER PROGRAMS LOCATION CODE

550

S42

TELEPHONE NUMBER AREA CODE

562-259-9911

V Transportation Inc

TERMINAL STREET ADDRESS NUMBER STREET CITY STATE ZIP CODE

7209 E Rosecrans Ave Paramount Ca 90723

INSPECTION CLASS NUMBER STREET CITY STATE ZIP CODE (IF DIFFERENT FROM ABOVE) INSPECTION LOCATION NUMBER STREET CITY STATE ZIP CODE

5910 N. Central Expressway Suite 1146 Dallas Tx 75206 7209 E Rosecrans Ave Paramount Ca 90723

**LICENSE, FLEET AND TERMINAL INFORMATION**

PLATE NO	EXPIRES	REG. NO	TRUCKS AND TRAILERS	REG. NO	EXPIRES	REG. NO	EXPIRES	REG. NO	EXPIRES
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**EMERGENCY CONTACTS (in Calling Order of Preference)**

PERSON'S CONTACT NAME	DAY TELEPHONE NO. (AREA CODE)	NIGHTS APPLICABLE (AREA CODE)
Stephen Allen	562-259-9911 Ext: 6004	714-749-1749
Lana Parter	562-259-9911 Ext: 6009	562-612-0125

**ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR**

A	B	C	D	E	F	G	H	I	J
10000	20000	30000	40000	50000	60000	70000	80000	90000	100000

**OPERATING AUTHORITIES OR PERMITS**

PLATE NO	EXPIRES	REG. NO	EXPIRES	REG. NO	EXPIRES
12034	12034	12034	12034	12034	12034

Renata Annual Bus Terminal Inspection

INSPECTION RATING	SAFETY RECORDS	FED EQUIPMENT	VEHICLE MAINTENANCE	TRAINING	OTHER
S	S	S	S	S	S

13 CCR 1233(a)(1) - Carrier's Terminal Inspection is rated "SATISFACTORY" at this time.

See attached CHP 343-1 and CHP 407P/343A - Aspen reports CA3P1X000292 through CA3P1X000305

Note: Bus Terminal Inspection, a 50% of vehicle maintenance records were inspected due to the consecutive SATISFACTORY ratings maintained by carrier

INSPECTION DATE	INSPECTOR	INSPECTION DATE	INSPECTOR
11/18/14	A Perez	11/18/14	A Perez

**MOTOR CARRIER CERTIFICATION**

I hereby certify that all violations described herein and recorded on the attached pages 2 through 15 will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (923) 344-0667 within 15 calendar days of the rating.

TERMINAL RATING: **SATISFACTORY**  
 CARRIER REPRESENTATIVE: Lana Parter  
 DATE: 11/18/2014  
 SAFETY & TRAINING MANAGER: Lana Parter



**CONTINUATION**

CHP 343-1 (REV 10-97) OPI 062

DATE	11/18 & 19/14	THIS IS A CONTINUATION OF	CHP 343
CARRIER NAME	My Transportation Inc.	CD NUMBER	54849
ADDRESS	7209 E Rosecrans Ave Paramount Ca 90723	PC NUMBER	227210

**REMARKS**

On-highway inspection reports were utilized to fulfill 0 of 0 required vehicle inspections

The following vehicles were used as part of the representative sample of vehicles but were not inspected during this terminal inspection because they have had a level 1 inspection by on-highway personnel within the previous 90 days.

Aspen inspection reports are attached see pages 3 thru/of 16

Note: Carrier's Controlled Substance & Alcohol Records are maintained at principal place of business at

5910 N Central Expressway Suite 11454

Dallas Texas 75206

13 CCR 1236.5 - Change of Address

Each motor carrier subject to the provisions of this chapter shall notify the department in writing of any change of address or cessation of regulated activity at any of the carrier's terminals. Such notification shall be made within 15 days of the change and shall be forwarded to:

CALIFORNIA HIGHWAY PATROL

COMMERCIAL RECORDS UNIT

P.O. BOX 942898

SACRAMENTO, CA 94298-0001

Prints    Date

DRIVER/VEHICLE EXAMINATION REPORT

Page 2 of 2



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P1X000282  
Inspection Date: 11/13/2014  
Start: 8:21:49 AM PT End: 8:52:08 AM PT  
Inspection Level: 1 - Terminal  
HM Inspection Type: None

MM PUBLIC TRANSPORTATION INC  
1800 W AMERICA DR  
FAIRFIELD CA 94534-4188

USDOT#: 01206759 Phone#: (707) 883-8960  
MC/MX#: 648435 Fax#:  
State#: 64849

Location: PARAMOUNT  
Highway:  
County: LOS ANGELES CA

MilePost:  
Origin: NONE  
Destination: NONE

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Shipper:  
Bin of Lading:  
Cargo:

VEHICLE IDENTIFICATION

Year	Type	Make	Year	State	Plate #	Registration ID	VIN	GVWR	Weight	Class	Class	Class	Class	Class	Class
2013	BU	BUC	2013	CA	7KX7478	4B3371	1FC3F6D480E683074	3750							

BRAKE ADJUSTMENTS

Axis #  
Right  
Left  
Disc

VIOLATIONS (no violations were discovered)

HazMat: No HM Transports

Placard No Cargo Tank

Special Checks: No Data for Special Checks

State Information:

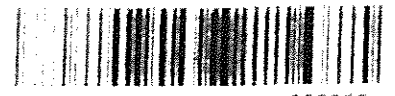
Reg. Svc Area: S42 Vehicle Type: LD Reg. rated Vehicle: Operator: 2407 File Code: Under 20710 File Type: LD Passenger Capacity: 30 VC Passenger Capacity: 1 Bus Type:

This report is prepared for information only. It is not intended to be used as evidence in any legal proceeding. It is the property of the California Highway Patrol and will be destroyed after 90 days unless otherwise specified.

Report Prepared By:  
A PEREZ MGS

Badge #:  
108086

Copy Reported By:



01206759 CA CA3P1X000282

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: DA3P1K000293  
Inspection Date: 11/18/2014  
Start: 6:58:26 AM PT End: 9:07:00 AM PT  
Inspection Level: Full Terminal  
HM Inspection Type: None

MO PUBLIC TRANSPORTATION, INC  
1620 W AMERICA DR  
FAIRFIELD CA 94534-4125

USDOT#: 01205759 Phone#: 707/833-6952  
MC/MX#: 648466 Fax#:  
State#: 54849

Location: PARAMOUNT  
Highway:  
County: LOS ANGELES CA

MilePost:  
Origin: NONE  
Destination: NONE

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Shipper:  
SW of Lading:  
Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment #	VIN	PLV #	GLS #	GLS #	GLS #	GLS #	GLS #	GLS #	GLS #
01	FORD	F	2013	CA	8T8871	6000	1R3DFF8B72B770287	6000							

BRAKE ADJUSTMENTS

Front: OK  
Rear: OK  
Chamber: OK

VIOLATIONS

HazMat: No Haz Transp  
Special Checks: No Defects Special Checks

Plate Information:

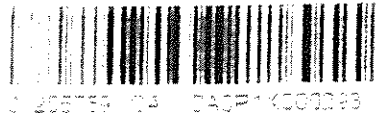
Plate: 8T8871, SA2, Veh # Type 00, Reg. exp. 1/1/15, Odometer 21107, Plate Code: Under 10000, Plate Type: Passenger  
Category: 01 - 10 Passenger, Color: 0 - Blue Type

Vehicle information for California Department of Transportation (Caltrans) is provided for informational purposes only. It is not intended to be used for legal or other purposes. For more information, please contact the California Department of Transportation at (916) 227-1234.

Report Prepared By:  
01205759 VCS

Badge #:  
407088

Officer Received By:



DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2/14



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: C-3571X000294  
Inspection Date: 11/18/2014  
Start: 9:27:58 AM PT End: 10:13:38 AM PT  
Inspection Level: 1 - Terminal  
HM Inspection Type: None

MTV PUBLIC TRANSPORTATION INC  
4620 W AMERICA DR  
FAIRFIELD CA 94534-4185  
USDOT#: 01205769 Phone#: 707-663-9880  
MC/MX#: 648455 Fax#:   
State#:   
Location: PARAMOUNT  
Highway:   
County: LOS ANGELES CA

Driver:   
License#:   
Date of Birth:   
CoDriver:   
License#:   
Date of Birth:   
Shipper:   
Origin:   
Destination:   
Bill of Lading:   
Cargo:

MilePost:   
Origin:   
Destination:   
Bill of Lading:   
Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment C	VIN	GVWR	Gross Wt	GVW	GVW State	COSE	Unit
01	FORD	2010	CA	128452	4710	1E0PBA4914257	2	6000					

BRAKE ADJUSTMENTS

Front:   
Rear:   
Steering:   
Tire Pressure: 35 35 35 35

VIOLATIONS: No violations reported

HazMat: No HazMat Transported   
Receptor:   
Cargo Tank:

Special Check: No Special Items Checked

State Information:

Best Bus Area: SAC   
Regulatory Agency:   
License: 60398   
Plate: 128452   
Presenting Agency:   
Date: 11/18/2014

This report is the property of the California Highway Patrol and is loaned to you for your use only. It is not to be distributed outside your agency. If you have any questions regarding this report, please contact the issuing agency.

Printed On: 11/18/2014 10:13:38 AM PT

Page # 1 of 1

Doc. Received By:   
*[Signature]*



01205769 CA C46P1X000294

DRIVER/VEHICLE EXAMINATION REPORT

70  
-span 2 #



CHP 407F 343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: C43P14000295  
Inspection Date: 10/28/2014  
Start: 10:14:21 AM PT End: 10:41:08 AM PT  
Inspection Level: Full-Terminal  
HM Inspection Type: None

SHV PUBLIC TRANSPORTATION INC  
1327 W ANIER CA DR  
FAIRFIELD CA 94534-4128

USDOT#: 01205759 Phone#: 707-863-8980  
MC/MX#: 645465 Fax#:  
State#: 64849

Location: PARAMOUNT  
Highway:  
County: LOS ANGELES CA

MilePost:  
Origin: NONE  
Destination: NONE

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Shipper:  
Bill of Lading:  
Cargo:

VEHICLE IDENTIFICATION

Year Make Model Year State Plate # Equipment # VIN GVW GVSE GVSE GVSE GVSE GVSE GVSE GVSE  
2011 BU BIRD BIRD CA 304478 #7101 1G0184556000000000 4600

BRAKE ADJUSTMENTS

Left Front  
Right Front  
Left Rear  
Right Rear

VIOLATIONS

HazMat: No Hazardous Materials Present  
Special Checks: No Special Checks  
Paparazzi: No Cargo Tank

Vehicle Information:

Seal: Bus Area S42 Ver # 1 Time 11 Registered Vehicle Diameter 81016 Tire Code 11000 2.75 0 Tire Type R Passenger  
Depositor: Bus Type 1

Report Prepared By:  
OFFICER MOSI

Badge #  
408988

Copy Back to:

71005759 0- 043P14000295

DRIVER/VEHICLE EXAMINATION REPORT

ASCP 2 14



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CASP1X000286  
Inspection Date: 11/18/2014  
Start: 10:41:34 AM PT End: 11:04:14 AM PT  
Inspection Level: Full Terminal  
HM Inspection Type: None

ABC PUBLIC TRANSPORTATION, INC  
4620 W AMERICA DR  
FAIRFIELD, CA 94534-4128  
USDOT#: 01295759 Phone#: 707-688-8980  
MC/MX#: 648488 Fax#:   
State#: 54849

Driver: \_\_\_\_\_  
License#: \_\_\_\_\_ State: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
CoDriver: \_\_\_\_\_  
License#: \_\_\_\_\_ State: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

Location: PARAMOUNT MilePost: \_\_\_\_\_ Shipper: \_\_\_\_\_  
highway: \_\_\_\_\_ Origin: NONE Bill of Lading: \_\_\_\_\_  
County: LOS ANGELES, CA Destination: NONE Cargo: \_\_\_\_\_

VEHICLE IDENTIFICATION

Unit Type Make Year State Plate # Equipment # VIN # Weight (LBS) # Seats # Passengers # of Axles # of Doors

31 FORD 2014 CA 555667 # 874 1F029531208540115 2811

BRAKE ADJUSTMENTS

AXLE # \_\_\_\_\_  
Right \_\_\_\_\_  
Left \_\_\_\_\_  
Tire Size \_\_\_\_\_

VIOLATIONS: No violations were observed

HazMat: No HM Transported Placard: No Cargo Tank: \_\_\_\_\_

Special Checks: No Data for Special Checks

Vehicle Information:

Reg. State Area 842 Vehicle Type 01 Registered Vehicle # 555667 Plate State Area 2101 Vehicle Type 0 Passenger  
Capacity 02 0 Passenger Seated 2 Bus Type

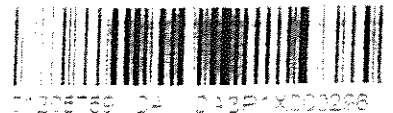
This report is prepared by the California Highway Patrol and is not to be used for legal purposes. It is the property of the California Highway Patrol and is loaned to you for your information only. It is to be returned to the California Highway Patrol upon request. All information is subject to change without notice.

Report Prepared By  
A. PEREZ 'AOS'

Badge #  
A08068

Officer Received By

Page 1 of 1



DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2/14/11



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P1X000297  
Inspection Date: 1/15/2014  
Start: 11:04:40 AM PT End: 11:37:11 AM PT  
Inspection Level: 7 - Terminal  
HM Inspection Type: None

MY PUBLIC TRANSPORTATION INC  
4920 W AMERICA DR  
FAIRFIELD CA 94534-4188

USDOT#: 01205755 Phone#: 707-868-8920  
MC MX#: 648465 Fax#:  
State#: 54549

Location: PARAMOUNT  
Highway:  
County: LOS ANGELES CA

MilePos:  
Origin: NONE  
Destination: NONE

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Shipper:  
Bill of Lading:  
Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment #	Color	Weight	Wheelbase	Wheelbase	GVW	GVW
80	BUS	ELDO	2014	CA	497680	#2 278	18	19	141	141	10000	10000

BRAKE ADJUSTMENTS

Left # 1 #  
Right # 1 #  
Left # 1 #  
Right # 1 #

VIOLATIONS

Code	Section	Unit Code	Plate #	Unit	Year	Inspection Date	Inspector
1300	24252 A					1/15/2014	Aspen

HazMat: No HM Transported  
Special Checks: No Defect, Special Checks

Brake Information:

San Joaquin 8-7, California Dept of Regulation and Consumer Affairs, 888 E. Capitol Ave, Sacramento, CA 95833, 916-227-2000, Fax: 916-227-2000

This report is prepared by a CHP member. It is for informational purposes only and does not constitute an inspection. The vehicle is not to be operated until it is inspected and approved by a CHP member.

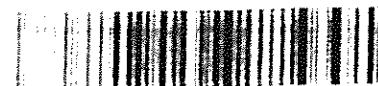
Special Instructions:

Report Prepared By:  
M. PEREZ MCS

Badge #  
A08268

Copy Received By:

Page 1



01205755 CA CA3P1X000297





DRIVER/VEHICLE EXAMINATION REPORT

ASPER 2 14 1



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P X000269  
Inspection Date: 11-15-2014  
Start: 12:34:00 PM PT End: 1:25:00 PM PT  
Inspection Level: V-Terminal  
HM Inspection Type: None

MOV PUBLIC TRANSPORTATION INC  
4620 W AMERICA DR  
FAIRFIELD, CA 94534-4156

USDOT#: 01205759 Phone#: 707-863-8980  
MC/MX#: 648435 Fax#:  
State#: 54849

Location: PARAMOUNT  
Highway:  
County: LOS ANGELES, CA

MilePost:  
Origin: NONE  
Destination: NONE

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:

Shipper:  
Bill of Lading:  
Cargo

VEHICLE IDENTIFICATION

Unit Type Make Year State Plate# Equipment # VIN Weight Gross # Seats State COS State

BRAKE ADJUSTMENTS

Adjuster  
Right  
Left  
Chamber

VIOLATIONS No violations were discovered

HazMat: No HM Transposed

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks

Plate Information:

Reg Area 642 Vehicle Type 00 Reg Area Vehicle Description 405711 Reg Area Under 0700 Plate Type 095 Passenger  
Category 00 MC Passenger Subcat 00 Bus Type

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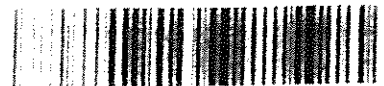
Signature of Driver: \_\_\_\_\_ Signature of Examiner: \_\_\_\_\_

Report Prepared By  
L. PEREZ MCS

Badge #  
A08968

Copy Received By

Page



01205759 CA CA3P1X000269

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2/14/14



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P1X000800  
Inspection Date: 11/13/2014  
Start: 7:49:28 AM PT End: 8:40:00 AM PT  
Inspection Level: W - Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
4620 W AMERICA DR  
FAIRFIELD CA 94534-4186

USDOT#: 01205759 Phone#: 707-866-8980  
MC/MX#: 648465 Fax#:  
State#: 54849

Location: PARAMOUNT  
Highway:  
County: LOS ANGELES CA

MilePost:  
Origin: NONE  
Destination: NONE

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Shipper:  
Bill of Lading:  
Cargo:

VEHICLE IDENTIFICATION

Unit Type Make Year State Plate # Equipment # VIN GVW GVSR# GVSR select# COS# State#  
BUS FORD 2011 CA 88687R1 2973 1F0GFBGY6DEB92830 12500

BRAKE ADJUSTMENTS

Plate # 1 2  
Right N/A N/A  
Left N/A N/A  
Chamber DISC DISC

VIOLATIONS No Violations were Discovered

HazMat: No HM Transported

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks

Units Information:

Bus Sub Area 642 Unit # Type 30 Registered Weight 17488 File Code 10000 2012 1 Fuel Type D13 Range  
Capacity 30 MC Passenger Capacity 2 Bus Type 1

This copy of the report is for informational purposes only. Drivers are required to carry a copy of the original report with them at all times. The original report is located in the driver's file.

Report prepared by: [Signature] Date: 11/13/2014

Report Prepared By:  
A PEREZ MCS

Badge #:  
A03986

Copy Received By:

Page 1 of 1



01205759 CA CA3P1X000800

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: 0A3P1X000301  
Inspection Date: 11/19/2014  
Start: 9:45:00 AM PT End: 9:29:44 AM PT  
Inspection Level: V - Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
4620 W AMERICA DR  
FAIRFIELD, CA 94534-4186

USDOT#: 01205759 Phone#: 707-868-8980  
MC/MX#: 648465 Fax#:  
State#: 54849

Location: PARAMOUNT  
Highway:  
County: LOS ANGELES, CA

MilePost:  
Origin: NONE  
Destination: NONE

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Shipper:  
Bin of Lading:  
Cargo:

### VEHICLE IDENTIFICATION

Unit Type	Make	Year	State	Plate #	Equipment ID	VIN	G.W.P.	D.S.A.#	D.S.A. Issued #	COS Stock #
BU	FORD	2012	CA	8T810N1	#1181	1FDGF56Y9DE470880	8,000			

### BRAKE ADJUSTMENTS

Wheel	Adj	Adj
FR	NA	NA
RR	NA	NA
Chamber	DISC	DISC

VIOLATIONS: No Violations were Discovered

HazMat: No HM Transported

Placards: 0 Cargo Tank:

Special Checks: No Data for Special Checks

### Plate Information:

Beats/Sub Area: S42 Veh #1 Type: 22 Regular Vehicle V. Commercial: 1A375 File Code Number: 201210 File Type: DMV Passenger  
Capacity: 29 WC Passenger Capacity: 2 Bus Type

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Signature: [Signature]

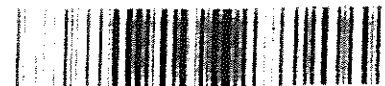
Report Prepared By:  
A. PEREZ MCS

Sadge #:  
A06688

Copy Received By:

Date:

[Signature]



01205759 CA 0A3P1X000301

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2 14 1



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CASP1X000302  
Inspection Date: 11/19/2014  
Start: 9:25:00 AM PT End: 10:00:12 AM P  
Inspection Level: V - Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
4620 W AMERICA DR  
FAIRFIELD CA 94534-4186  
USDOT#: 01205759 Phone#: 707-863-8980  
MC/MX#: 645465 Fax#:   
State#: 54849

Driver:   
License#:   
Date of Birth:   
CoDriver:   
License#:   
Date of Birth:   
Shipper:   
State:   
State:

Location: PARAMOUNT  
Highway:   
County: LOS ANGELES CA

MilePost:   
Origin: NONE   
Destination: NONE   
Bill of Lading:   
Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	GVSA #	GVSA Issued #	DOT Stock #
1	BU	FORO	2014	CA	75242P1	# 676	1RDRFB-PS200E000001	14500			

BRAKE ADJUSTMENTS

Chassis #   
Right   
Left   
Chamber D 50 D 50

VIOLATIONS: No Violations Were Discovered

HazMat: No HM Transported

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks

Plate Information:

Beat/Sub Area S42, Veh #1, Type 10, Regulated Vehicle Y, Curbmeter 18896, File Code number 2172, File Type LRG, Passenger  
Capacity 20, WC Passenger Capacity 2, Bus Type 1

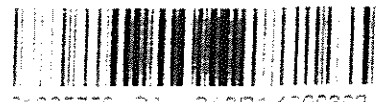
This copy of this report is for your information. Some vehicles are required to have corrective actions and defects noted. If you are unable to contact the California Highway Patrol, CTE, you may also call 800-427-5877 or visit our website at www.chp.ca.gov

Report Prepared By  
A. PEREZ MOSI

Badge #  
A08986

Copy Received By:

Page 1 of 1



01205759 CA CASP1X000302

DRIVER/VEHICLE EXAMINATION REPORT

Page 2 of 2



CHP 407F 343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P1X000303  
Inspection Date: 11/19/2014  
Start: 10:00:40 AM PT End: 10:25:12 AM PT  
Inspection Level: V-Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
4620 W AMERICA DR  
FAIRFIELD CA 94534-4136  
USDOT#: 01205759 Phone#: 707-863-8990  
MC/MX#: 648465 Fax#:  
State#: 54849  
Location: PARAMOUNT  
Highway:  
County: LOS ANGELES CA

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Shipper:  
Bill of Lading:  
Cargo:

MilePost:  
Origin: NONE  
Destination: NONE

VEHICLE IDENTIFICATION

Unit Type	Make	Year	State	Plate #	Equipment ID	VIN	Serial	License	USA	Spec #	DOB	Stn #
BU	FORD	2014	CA	0867TK1	# 315	1FD0PAP8XED481971	14 600					

BRAKE ADJUSTMENTS

Wheel # 1 2  
Right X 1 X 1  
Left X 1 X 1  
Chamber C 30 C 30

VIOLATIONS

Code	Section	Unit	DOB	Operator	Level	Mean	Location	Revised
3152	07500	0 000	X		X	X	traversable barrier - container, name of the	07/1/2011

zMat: No H- Transferred

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Best Sub Area 842 Veh #1 Type 20 Regulated Vehicle N Commercial 407F Prob Driver Under 2070 License Type 210 Passenger  
Capacity 00 M C Passenger Capacity 2 Bus Type 1

A copy of the results for your inspection will be prepared and filed according to the California Vehicle Code and the California Vehicle Code and the California Vehicle Code.

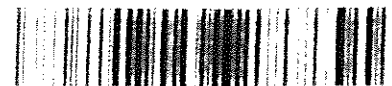
Report of the Driver:

Report Prepared By:  
A PEREZ MCS

Badge #:  
408968

Copy Received By:

Page 1 of 1



01205759 CA CA3P1X000303

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2 4.1



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P1X000304  
Inspection Date: 11-19-2014  
Start: 10:25:37 AM PT End: 11:05:17 AM PT  
Inspection Level: M - Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC

4620 W AMERICA DR  
FAIRFIELD CA 94534-4186

USDOT#: 01205769 Phone#: 707-663-8960

MC/MX#: 648465 Fax#:

State#: 54549

Location: PARAMOUNT

Highway:

County: LOS ANGELES CA

MilePost:  
Origin: NONE  
Destination: NONE

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Shipper:  
Bill of Lading:  
Cargo:

VEHICLE IDENTIFICATION

Unit Type	Make	Year	State	Plate #	Equipment #	VIN	GVWR	GVSE#	GVSEIssued#	GVSEStatus
BU	ELDO	2006	CA	3RC99719	# 1231	1N8-DA8P96018-157	35000			

BRAKE ADJUSTMENTS

Side# 1 2  
Rpt  
Lef  
Chamber 0-80 0-10

VIOLATIONS No violations were discovered

HazMat: No HAZ Transported

Placard: 0 Cargo Tank:

Special Checks: No Data for Special Checks

Rate Information:

Equip. Sub Area: 842 Veh # Type: 10 Regulated Vehicle in Operation: 1034-9 File Code: 10000 227000 File Type: LPB Passenger Capacity: 81 Bus Type: 1

This copy of this report is for your information. Some states are required to have corrective actions for all violations. If you have any questions, please contact the California Highway Patrol. NOTE: A citation was issued for MCS 10.0. The citation is also on this report.

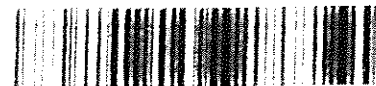
Signature of Driver: \_\_\_\_\_ Date: \_\_\_\_\_

Report Prepared By:  
A PEREZ MCS

Badge #:  
308968

Copy Received By:

Page: 017



01205769 CA CA3P1X000304

DRIVER/VEHICLE EXAMINATION REPORT

Version 2.14.1



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone (323) 644-9557

Report Number: CA3P1X000305  
Inspection Date: 11/19/2014  
Start: 11:06:33 AM PT End: 11:51:43 AM PT  
Inspection Level: U - Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
4620 W AMERICA DR  
FAIRFIELD CA 94534-4136

USDOT#: 01205759 Phone#: (707)863-8380  
MC/MX#: 648465 Fax#:  
State#: 54849

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Shipper:  
Bill of Lading:  
Cargo:

Location: PARAMOUNT  
Highway:  
County: LOS ANGELES CA

MilePost:  
Origin: NONE  
Destination: NONE

VEHICLE IDENTIFICATION

Unit Type	Make	Year	State	Plate #	Equipment ID	VIN	GWR	GVSA #	GVSA Iss. Exp #	CCS Stock #
BU	ELD	2009	CA	8R09T78	# 1262	1N9HDABP78C084158	32500			

BRAKE ADJUSTMENTS

AXLE # 1 2  
Tight  
Loose  
Drum/ Disc D-D

VIOLATIONS: No Violations Were Discovered

HazMat: No HM Transported

Record: No Cargo Tank:

Special Checks: No Conf. In Special Checks

Vehicle Information:

Seat: 34 Axle: 8.2 Wheel Type: DD Regulated: 14.487 Fuel Capacity: 127.20 Fuel Type: LP Gas Passenger Capacity: 31 Bus Type: 1

This copy of the report is for your information. Drivers are required to take corrective actions for all deficiencies noted. DO NOT rely on this report for legal purposes. For more information, please refer to the instructions listed on the report.

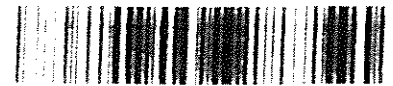
Signature of Motor Carrier: \_\_\_\_\_ Date: \_\_\_\_\_

Report Prepared By:  
A PEREZ MCS1

Badge #:  
A08968

Copy Received By:

Page: 1 of 1



01205759 CA CA3P1X000305

**SAFETY COMPLIANCE REPORT/  
TERMINAL RECORD UPDATE**

NEW TERMINAL INFORMATION  
 Yes  No  
 CA NUMBER: 468401 FILE CODE NUMBER: 384157 COUNTY CODE: 19  
 TERMINAL TYPE: CODE: B OTHER PROGRAM(S): LOCATION CODE: 550 SJBAREA: S42  
 Truck  Bus

CHP 343 (Rev 6-10) OFI 062

MINIMAL NAME:  Public Transportation Inc  
 TELEPHONE NUMBER (W/ AREA CODE): (323) 719-2446

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE):  
 7209 East Paramount Blvd. Paramount, Ca 90723

MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE) (IF DIFFERENT FROM ABOVE):  
 5910 N Central Expressway Suite 1145 Dallas, Tx. 75206  
 INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY):  
 7209 East Paramount Blvd. Paramount, Ca 90723

**LICENSE, FLEET AND TERMINAL INFORMATION**

HM LIC. NO: N/A HWT REG. NO: N/A IMS LIC. NO: N/A TRUCKS AND TYPES: N/A TRAILERS AND TYPES: N/A BUSES BY TYPE: I- 83 II- 82  
 EXP. DATE: N/A REG. ST: N/A HW VEH: N/A HW CONT: N/A PFB: 0647  Yes  No  
 CONSOLIDATED TERMINALS:  Yes  No FILE CODE NUMBER OF CONSOLIDATED TERMINALS AND DIVISION LOCATIONS BY NLMBER: (Use Remarks for Additional FDNS): N/A

**EMERGENCY CONTACTS (In Calling Order of Preference)**

EMERGENCY CONTACT (NAME): Stephan Allen DAY TELEPHONE NO. (W/ AREA CODE): 5622599911 Ext:5004 NIGHT TELEPHONE NO. (W/ AREA CODE): (714) 719-1749  
 EMERGENCY CONTACT (NAME): Lena Parten DAY TELEPHONE NO. (W/ AREA CODE): 5622599911 Ext: 5009 NIGHT TELEPHONE NO. (W/ AREA CODE): (562) 519-0125

**ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [ 2014 ]**

A UNDER 15,000  B 15,001 - 50,000  C 50,001 - 100,000  D 100,001 - 500,000  E 500,001 - 1,000,000  F 1,000,001 - 2,000,000  G 2,000,001 - 5,000,000  H 5,000,001 - 10,000,000  I MORE THAN 10,000,000

**OPERATING AUTHORITIES OR PERMITS**

PUC:  T N/A  TCP N/A  PSC N/A MOTOR CARRIER OF PROPERTY PERMIT ACTIVE:  Yes  No  N/A IMS # INSPECTION:  Yes  No  
 USDOT: 1205759 MC: N/A MX: N/A REASON FOR REPORT ON: Initial B Bus Terminal Inspection

INSPECTION FINDINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable

VIOLATIONS	VIOL	MAINTENANCE PROGRAM	DRIVER RECORDS	REG. EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
MAINTENANCE PROGRAM	0	UR 2 S 3 4 1	UR 2 S 3 4 1	UR 2 S 3 4 1	UR 2 N/A 3 4 1	UR 2 S 3 4 1
DRIVER RECORDS	0	No. 7 Time 3.5	No. 13 Time 3.0	No. 14 Time 8.5	n/a	15.0
DRIVER HOURS	0	HAZARDOUS MATERIALS: <input checked="" type="checkbox"/> No H/M Transported <input type="checkbox"/> No H/M violations noted		CONTAINER STAGING: No. N/A Time	VEHICLES PLACED OUT OF SERVICE: 0	Vehicle: 1
BRAKES	-	REMARKS: 13 CCR 1233(a)(1) - Carrier's Terminal Inspection is rated "SATISFACTORY" at this time.				
LAMPS & SIGNALS	0	See attached CHP 343, CHP 343, Safety Compliance Terminal Review & Asper reports CAA089660028 thru 00041.				
CONNECTING DEVICES	N/A	13 CCR 1230 The following vehicle(s) were placed " Out of Service " during this terminal inspection:				
STEERING & SUSPENSION	0	Type: Bus Lic: 97835N1 Unit # 503 Defect(s): Exhaust leak				
TIRES & WHEELS	0					
EQUIPMENT REQUIREMENTS	2					
CONTAINERS & TANKS	N/A					
HAZARDOUS MATERIALS	N/A					

BIT:  I  R  NON-BIT:  FEES DUE:  Yes  No CHP 343:  CHP 1000 DCL: # 11 INSPECTION DATE(S): 11/17, 19 & 20/15 TIME IN: TIME OUT:  
 INSPECTED BY (NAME/S): Al Perez / MCS1 ID NUMBER(S): A08968 SUSPENSE DATE:  Auto  None

**MOTOR CARRIER CERTIFICATION**

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 20), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 calendar days of the rating.

CURRENT TERMINAL RATING: **SATISFACTORY** CARRIER REPRESENTATIVE'S SIGNATURE: [Signature] DATE: 11/20/2015  
 CARRIER REPRESENTATIVE'S PRINTED NAME: Lena Parten TITLE: Safety & Training Manager DRIVER LICENSE NUMBER/STATE: Ca





US DOT #  
1205759

Legal: MV PUBLIC TRANSPORTATION INC  
Operating (DBA):

MC/MX #: State #: 1205759 Federal Tax ID: 11-3706367 (EIN)

View Type: Non-ratable Review - Special Study

Scope: Terminal Location of Review/Audit: Company facility in the U. S. Territory: C

**Operation Types** Interstate Intrastate

Carrier:	N/A	Non-HM	Business: Corporation
Shipper:	N/A	N/A	Gross Revenue: for year ending:
Cargo Tank:	N/A		

**Company Physical Address:**

5910 N CENTRAL EXPRESSWAY SUITE 1143  
DALLAS, TX 75206

Contact Name: Lena Parten  
Phone numbers: (1) 972- 391-4600 (2) Fax  
E-Mail Address:

**Company Mailing Address:**

5910 N CENTRAL EXPRESSWAY SUITE 1143  
DALLAS, TX 75206

**Carrier Classification**

Other B Bus

**Cargo Classification**

Passengers

**Equipment**

	Owned	Term Leased	Trip Leased	Owned	Term Leased	Trip Leased
--	-------	-------------	-------------	-------	-------------	-------------

Minibus, 16+	83	0	0			
--------------	----	---	---	--	--	--

Power units used in the U.S.: 83

Percentage of time used in the U.S.: 100

Does carrier transport placardable quantities of HM? No

Is an HM Permit required? N.A.

**Driver Information**

	Inter	Intra	Average trip leased drivers/month: 0
< 100 Miles:		82	Total Drivers: 82
>= 100 Miles:			CDL Drivers: 82





Part A

QUESTIONS regarding this report may be directed to the Southern Division  
Motor Carrier Safety Unit at:

437 North Vermont Ave  
Los Angeles, CA 90004  
(323) 644-9557

This TERMINAL REVIEW deals only with safety compliance at this terminal.

Person(s) Interviewed

Name: Lena Parter

Title: Operations Manager

Name:

Title:





**Part B Violations**

**Safety Fitness Rating Information:**

Total Miles Operated 300,000  
Recordable Accidents 0

OOS Vehicle (CR): 1  
Number of Vehicle Inspected (CR): 14  
OOS Vehicle (MCMIS): 0  
Number of Vehicles Inspected (MCMIS): 0

Your proposed safety rating is :

**This Review is not Rated.**





## Part B Requirements and/or Recommendations

1. Conduct periodic internal reviews of your driver qualification, hours of service control, maintenance, accident analysis/reporting, training, and other safety systems to ensure continued compliance with the FMCSR.
2. Obtain a copy of each driver's driving record and review it annually.
3. Drivers may not have Commercial Driver Licenses (CDLs) from more than one state. Ensure that all drivers have only one current CDL that is not under suspension or revocation. Driver CDLs must also match the correct class of vehicle driven and have applicable endorsements for double/triple trailer, passenger, tank vehicle and/or hazardous material operation.
4. Ensure that all drivers are fully and properly qualified before operating in interstate commerce. Maintain a complete file as required for each driver, documenting the qualification process.
5. Ensure that all documents supporting records of duty status (such as toll, fuel, repair and other on-the-road expense receipts, as well as invoices, bills of lading, dispatch records, etc.) are kept on file for at least 6 months.
6. Toll receipts and other on-the-road expense receipts, invoices, bills of lading, dispatch records, and other "supporting documents" must be kept on file for six (6) months. This requirement also applies to records generated by the use of owner-operators. You may keep legible photocopies in lieu of originals.
7. Ensure that all drivers' records of duty status (logs) are accurate. Check them against "supporting documents" to verify accuracy. Prohibit falsification of logs by any driver. Review the rules on supporting documents. Take appropriate action against drivers who falsify logs.
8. Review with your drivers periodically the procedures for doing pre-trip and post-trip inspections. Ensure that safety defects reported by drivers on their Vehicle Inspection Reports (VIR) are repaired before the vehicle is re-dispatched. Require drivers to prepare Vehicle Inspection Reports on a daily basis. Keep them on file for 90 days.
9. Establish a system to control passenger-carrying drivers' hours of service. Do not dispatch drivers who don't have adequate hours available to complete assigned trips legally. Do not allow drivers to exceed the 10, 16, and 60/70-hour limits.
10. Ensure that applicants for safety-sensitive positions do not have a current controlled-substance and/or alcohol problem by querying them and checking with their previous employers regarding controlled-substance and alcohol violations, related background, conditions and behaviors indicative of controlled-substance and/or alcohol abuse or misuse, and by conducting pre-employment testing as required by regulation and company policy. Create a detailed written record of each inquiry.  
  
Review and evaluate driver applicants' gaps in employment, frequent job changes, and incomplete applications. Require applicants to explain reasons for any gaps in their employment record in order to allay suspicion of controlled-substance and/or alcohol abuse or misuse.
11. Provide employees with a written controlled substance and alcohol testing policy that complies with all the requirements noted in Part 382.601(b). Also, ensure you maintain a certificate signed by the employee certifying they have received your company drug and alcohol testing policy.





Part C

Reason for Review: Other initial Bus Ter.  
Planned Action: Compliance Monitoring

Parts Reviewed Certification:

325 382 383 387 390 391 392 393 395 396 397 398 399 171 172 173 177 178 180

Prior Reviews      Prior Prosecutions      Reason not Rated: Special Study

Unsat/Unfit Information

Is the motor carrier of passengers subject to the safety fitness procedures contained in 49 CFR part 385 subpart A, AND does it transport passengers in a commercial motor vehicle?      Yes - Intrastate  
Does carrier transport placardable quantities of hazardous materials?      Not Applicable  
Unsat/Unfit rule:      Not Applicable

Corporate Contact: Lena Fatten      Special Study Information  
Corporate Contact Title: Operations Manager

Remarks:

Terminal Name: MV Public Transportation Inc      CA # - 466431  
Terminal Address: 7209 East Rosecrans Ave. Paramount, Ca. 90728      FDN - 364157

Rating Information  
In accordance with 13 CCR 1233 this terminal has been rated SATISFACTORY at this time

Out-of-Service Vehicles:  
13 CCR 1230(a) - The vehicles listed below have been placed Out-of-Service during this terminal inspection. These vehicles may be returned to highway service only after proper repair of the out-of-service condition(s)  
Type: Bus Lic: 97835N1 Unit: 503 Defect: Exhaust leak

MAINTENANCE PROGRAM VIOLATIONS:  
See Part B

DRIVER RECORDS VIOLATIONS:  
See Part B

HOURS OF SERVICE VIOLATIONS:  
See Part B

Upload Authorized:	Yes	No
Authorized by:		Date:
Uploaded:	Yes	No
Verified by:		Date:
		Failure Code:



DRIVER/VEHICLE EXAMINATION REPORT

inSPECT 1.0 86



California Highway Patrol
411 North Central Avenue, #410
Glendale, CA 91203
Phone: (323) 644-9557
Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680028
Inspection Date: 11/17/2015
Start: 8:11 AM PD End: 8:48 AM PD
Inspection Level: V - Terminal Inspection
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC
5910 N CENTRAL EXPRESSWAY SUITE 1145
DALLAS, TX, 75206
USDOT: 1205759 Phone#: (972)391-4600
MC/MX#: 648465 Fax#: (712)764-3876
State#: 463401
Location: PARAMOUNT
Highway:
County: LOS ANGELES

Driver:
License#:
Date of Birth:
CoDriver:
License#:
Date of Birth:
Milepost: Shipper: N/A
Origin: N/A Bill of Lading: N/A
Destination: N/A Cargo:

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate, Equipment ID, VIN, GVWR, GVSA Existing, GVSA #. Row 1: 1, BU, EL, 2014, CA, 1437360, #21373, 1N9MNAL31E0054143, 34000, DORADO

BRAKE ADJUSTMENTS

Axle # 1 2
Right
Left
Chamber C-20 C-30

VIOLATIONS: No violations were discovered

HazMat: No HM transported Placard: Cargo Tank:

Special Checks: No data for special checks

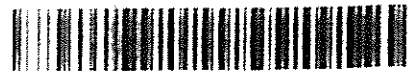
Plate Information:

Beat/Sub Area: S42 Bus Type: 1; File Code Number: 334157; Fuel Type: CNG Odometer: 43986 Passenger Capacity: 29 Pre-Cleared Vehicle: Y Regulated Vehicle: Y; Veh #1 Type: 20

Report Prepared By:
A. Perez

Badge #:
A08968

Copy Received By:



01205759 CA CAA089680028

X

X



California Highway Patrol  
411 North Central Avenue, #410  
Glendale, CA 91203  
Phone: (323) 644-9557  
Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680029  
Inspection Date: 11/17/2015  
Start: 8:50 AM PD End: 9:17 AM PD  
Inspection Level: V - Terminal Inspection  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
5910 N CENTRAL EXPRESSWAY SUITE 1145  
DALLAS, TX, 75206

USDOT: 1205759 Phone#: (972)391-4600  
MC/MX#: 648465 Fax#: (712)764-3876  
State#: 468401

Location: PARAMOUNT  
Highway:  
County: LOS ANGELES

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Milepost: Shipper: N/A  
Origin: N/A Bill of Lading: N/A  
Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GLYS	CVSA Existing	CVSA #
1	BU	FORD	2014	CA	75022P1	# 507	1FDFF4FS4DDB30913	14500		

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Unit Sub Area: S42; Bus Type: 1; File Code Number: 384157; Fuel Type: LPG; Odometer: 404899; Passenger Capacity: 21; Pre-Cleared Vehicle: Y; Regulated Vehicle: Y; Veh #1 Type: 20; WC Passenger Capacity: 2

Report Prepared By:  
A. Perez

Badge #:  
A08968

Copy Received By:



01205759 CA CAA089680029

X

X



California Highway Patrol  
411 North Central Avenue, #410  
Glendale, CA 91203  
Phone: (323) 644-9557  
Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680030  
Inspection Date: 11/17/2015  
Start: 9:20 AM PD End: 9:45 AM PD  
Inspection Level: V - Terminal Inspection  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
5910 N CENTRAL EXPRESSWAY SUITE 1145  
DALLAS, TX, 75206

USDOT: 1205759 Phone#: (972)391-4600  
MC/MX#: 648465 Fax#: (712)764-3876  
State#: 468401

Location: PARAMOUNT  
Highway:  
County: LOS ANGELES

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:

Milepost: Shipper: N/A  
Origin: N/A Bill of Lading: N/A  
Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
BU	FORD	2014	CA	13809U	#1179	1F66F5D74E0A09946	22600			

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

Plate Information:

Seat/Sub Area: 642; Bus Type: 1; File Code Number: 384167; Fuel Type: CNG; Odometer: 41278; Passenger Capacity: 32; Pre-Cleared Vehicle: Y; Regulated Vehicle: Y; Veh #1 Type: 20; W2 Passenger Capacity: 2

Report Prepared By:  
A. Perez

Badge #:  
A08968

Copy Received By:



01205759 CA CAAC89680030

x

x



DRIVER/VEHICLE EXAMINATION REPORT

INSPECT 1.0 86



California Highway Patrol  
 411 North Central Avenue, #410  
 Glendale, CA 91203  
 Phone: (323) 644-9557  
 Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680031  
 Inspection Date: 11/17/2015  
 Start: 9:45 AM PD End: 10:10 AM PD  
 Inspection Level: V - Terminal Inspection  
 HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC 5910 N CENTRAL EXPRESSWAY SUITE 1145 DALLAS, TX, 75206 USDOT: 1205759 MC/MX#: 648465 State#: 468401 Location: PARAMOUNT Highway: County: LOS ANGELES	Phone#: (972)391-4600 Fax#: (712)764-3876	Driver: License#: Date of Birth: CoDriver: License#: Date of Birth: Milepost: Origin: N/A Destination: N/A	Shipper: N/A Bill of Lading: N/A Cargo: N/A
---	--	--	---

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1		BELDORAD	2014	CA	1487360	# 21373	1N9MNALG1E0084145	34000		

BRAKE ADJUSTMENTS

Axle #	1	2
Right		
Left		
Chamber		

VIOLATIONS No violations were discovered

HazMat: No HM transported	Placard:	Cargo Tank:
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Special Checks: No data for special checks

State Information:

Unit/Sub Area: S42; Bus Type: 1; File Code Number: 38457; Fuel Type: ONG; Odometer: 43988; Passenger Capacity: 29; Pre-Cleared Vehicle: Y; Regulated Vehicle: Y; Veh #1 Type: 20; WC Passenger Capacity: 2

Report Prepared By:  
A. Perez

Badge #:  
A08968

Copy Received By:



01205759 CA CAA089680031

X \_\_\_\_\_

X \_\_\_\_\_

DRIVER/VEHICLE EXAMINATION REPORT

INSPECT 1.0.86



California Highway Patrol
411 North Central Avenue, #410
Glendale, CA 91203
Phone: (323) 644-9557
Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680032
Inspection Date: 11/17/2015
Start: 10:10 AM PD End: 10:40 AM PD
Inspection Level: V - Terminal Inspection
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC
5910 N CENTRAL EXPRESSWAY SUITE 1145
DALLAS, TX, 75206
USDOT: 1205759 Phone#: (972)391-4600
MC/MX#: 648465 Fax#: (712)764-3876
State#: 468401
Location: PARAMOUNT Milepost: Shipper: N/A
Highway: Origin: N/A Bill of Lading: N/A
County: LOS ANGELES Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit Type Make Year State Plate Equipment ID VIN GVWR CVSA Existing CVSA #
1 BU FORD 2014 CA 08615K0 #317 1FDDE4FS8EDA89036 14500

BRAKE ADJUSTMENTS

Axle # 1 2
Right N/A N/A
Left N/A N/A
Chamber DISC DISC

VIOLATIONS: No violations were discovered

HazMat: No HM transported Placard: Cargo Tank:

Special Checks: No data for special checks

Plate Information:

Seat Sub Area: S42; Bus Type: 1; File Code Number: 384157; Fuel Type: CNG; Odometer: 38734; Passenger Capacity: 21; Pre-Cleared Vehicle: N; Regulated Vehicle: Y; Veh #: 20; WC Passenger Capacity: 2

Report Prepared By:
A. Perez

Badge #:
A08968

Copy Received By:



01205759 CA CAA089680032

X



California Highway Patrol  
411 North Central Avenue, #410  
Glendale, CA 91203  
Phone: (323) 644-9557  
Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680033  
Inspection Date: 11/17/2015  
Start: 10:45 AM PD End: 11:10 AM PD  
Inspection Level: V - Terminal Inspection  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
5910 N CENTRAL EXPRESSWAY SUITE 1145  
DALLAS, TX, 75206  
USDOT: 1205759 Phone#: (972)391-4600  
MC/MX#: 648465 Fax#: (712)764-3876  
State#: 468401  
Location: PARAMOUNT  
Highway:  
County: LOS ANGELES

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Milepost: Shipper: N/A  
Origin: N/A Bill of Lading: N/A  
Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	FORD	2015	CA	37230W1	#004	1FDGF5GYXFE042209	19500		

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS: No violations were discovered

HazMat: No HM transported Placard: Cargo Tank:

Special Checks: No data for special checks

State Information:

Dist/Sub Area: S42; Bus Type: 1; File Code Number: 384167; Fuel Type: LPG; Odometer: 7998; Passenger Capacity: 31; Pre-Cleared Vehicle: Y; Regulated Vehicle: Y; Veh #: Type: 20; WC Passenger Capacity: 2

Report Prepared By:  
A. Perez

Badge #:  
A08968

Copy Received By:



01205759 CA CAA089680033

X \_\_\_\_\_ X \_\_\_\_\_

DRIVER/VEHICLE EXAMINATION REPORT

INSPECT 1 0.86



California Highway Patrol  
 411 North Central Avenue, #410  
 Glendale, CA 91203  
 Phone: (323) 644-9557  
 Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680034  
 Inspection Date: 11/17/2015  
 Start: 11:12 AM PD End: 11:30 AM PD  
 Inspection Level: V - Terminal Inspection  
 HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
 5910 N CENTRAL EXPRESSWAY SUITE 1145  
 DALLAS, TX, 75206  
 USDOT: 1205759 Phone#: (972)391-4800  
 MC/MX#: 648465 Fax#: (712)784-3876  
 State#: 468401  
 Location: PARAMOUNT  
 Highway:  
 County: LOS ANGELES

Driver:  
 License#: State:  
 Date of Birth:  
 CoDriver:  
 License#: State:  
 Date of Birth:  
 Milepost: Shipper: N/A  
 Origin: N/A Bill of Lading: N/A  
 Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA
1	BU	CHEV	2010	CA	1358270	#L-238	1GB938AGXA1104720	14200		

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS: No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

Plate Information:

Plate/Sub Area: S42; Bus Type: 2; File Code Number: 384157; Fuel Type: LPG; Odometer: 109499; Passenger Capacity: 14; Pre-Cleared Vehicle: Y; Regulated Vehicle: Y; Veh #1 Type: 20; WC; Passenger Capacity: 2

Report Prepared By:  
 A. Perez

Badge #:  
 A08968

Copy Received By:



01205759 CA CAA089680034

X

X

DRIVER/VEHICLE EXAMINATION REPORT

inSPECT 1.0.86



California Highway Patrol  
411 North Central Avenue, #410  
Glendale, CA 91203  
Phone: (323) 644-9557  
Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680035  
Inspection Date: 11/17/2015  
Start: 11:30 AM PD End: 11:56 AM PD  
Inspection Level: V - Terminal Inspection  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
5910 N CENTRAL EXPRESSWAY SUITE 1145  
DALLAS, TX, 75206

Driver:  
License#: State:  
Date of Birth:

USDOT: 1205759 Phone#: (972)391-4600  
MC/MX#: 648465 Fax#: (712)764-3876  
State#: 468401

CoDriver:  
License#: State:  
Date of Birth:

Location: PARAMOUNT  
Highway:  
County: LOS ANGELES

Milepost: Shipper: N/A  
Origin: N/A  
Destination: N/A

Bill of Lading: N/A  
Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	FORD	2013	CA	88565P	#974	1FDGF6GY7DEB15219	19500		

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS: No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Seat/Sub Area: S42; File Code Number: 384157; Fuel Type: CNG; Odometer: 466624; Passenger Capacity: 31; Pre-Cleared Vehicle: Y; Regulated vehicle: Y; Veh #1 Type: 25; WC Passenger Capacity: 2

Report Prepared By:  
A. Perez

Badge #:  
A08968

Copy Received By:



01205759 CA CAA089680035

X

X

DRIVER/VEHICLE EXAMINATION REPORT

INSPECT 1 0.86



California Highway Patrol  
411 North Central Avenue, #410  
Glendale, CA 91203  
Phone: (323) 644-9557  
Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680036  
Inspection Date: 11/17/2015  
Start: 12:05 PM PD End: 12:30 PM PD  
Inspection Level: V - Terminal Inspection  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
5910 N CENTRAL EXPRESSWAY SUITE 1145  
DALLAS TX, 75206  
USDOT: 1205759 Phone#: (972)391-4600  
MC/MX#: 648465 Fax#: (712)764-3876  
State#: 468401  
Location: PARAMOUNT  
Highway:  
County: LOS ANGELES

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Milepost: Shipper: N/A  
Origin: N/A Bill of Lading: N/A  
Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BBLDORA	2014	CA	1482430	#1060	1N9HDALG4EC084268	35000			

BRAKE ADJUSTMENTS

Axle # 1 2  
Right  
Left  
Chamber C-20 C-30

VIOLATIONS No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Unit Sub Area: S42; File Code Number: 384157; Fuel Type: CNG; Odometer: 24268; Passenger Capacity: 33; Pre-Cleared Vehicle: Y; Regulated Vehicle: Y; Veh #1 Type: 20; WC Passenger Capacity: 3

Report Prepared By:  
A. Perez

Badge #:  
A08968

Copy Received By:



01205759 CA CAA089680036

X

X

DRIVER/VEHICLE EXAMINATION REPORT

inSPECT 1.0.86



California Highway Patrol  
411 North Central Avenue, #410  
Glendale, CA 91203  
Phone: (323) 644-9557  
Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680037  
Inspection Date: 11/17/2015  
Start: 12:35 PM PD End: 1:15 PM PD  
Inspection Level: V - Terminal Inspection  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
5910 N CENTRAL EXPRESSWAY SUITE 1145  
DALLAS, TX, 75206

Driver:  
License#: State:  
Date of Birth:

USDOT: 1205759 Phone#: (972)391-4600  
MC/MX#: 648465 Fax#: (712)764-3876  
State#: 468401

CoDriver:  
License#: State:  
Date of Birth:

Location: PARAMOUNT  
Highway:  
County: LOS ANGELES

Milepost: Shipper: N/A  
Origin: N/A  
Destination: N/A

Bill of Lading: N/A  
Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	GVSA Existing	GVSA #
1	BELDORAD	2012	CA	1408873	#1048	1FDAF6GY3CEAT3605	19500			

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS: No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

Plate Information:

Seat/Sub Area: S42; File Code Number: 384167; Fuel Type: CNG; Odometer: 67141; Passenger Capacity: 39; Plate-Cleared Vehicle: Y; Regulated Vehicle: Y; Veh #1 Type: 20; WC Passenger Capacity: 2

Report Prepared By:  
A. Perez

Badge #:  
A38968

Copy Received By:



01205759 CA CAA089680037

X

X

DRIVER/VEHICLE EXAMINATION REPORT

inSPECT 1.0.86



California Highway Patrol  
411 North Central Avenue, #410  
Glendale, CA 91203  
Phone: (323) 644-9557  
Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680038  
Inspection Date: 11/17/2015  
Start: 1:17 PM PD End: 1:52 PM PD  
Inspection Level: V - Terminal Inspection  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
5910 N CENTRAL EXPRESSWAY SUITE 1145  
DALLAS, TX, 75206  
USDOT: 1205759 Phone#: (972)391-4600  
MC/MX#: 648465 Fax#: (712)764-3376  
State#: 468401  
Location: PARAMOUNT  
Highway:  
County: LOS ANGELES

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Milepost: Shipper: N/A  
Origin: N/A Bill of Lading: N/A  
Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	FORD	2013	CA	97813N1	#1181	1FDGF5GY6DEA7055C	19500		

BRAKE ADJUSTMENTS

Axle #            1            2  
Right  
Left  
Chamber

VIOLATIONS: No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Seat/Sub Area: S42; File Code Number: 384157; Fuel Type: ONG; Odometer: 52947; Passenger Capacity: 30; Pre-Cleared Vehicle: Y; Regulated Vehicle: Y; Veh #1 Type: 20; WC Passenger Capacity: 2

Report Prepared By:

A. Perez

Badge #:

A08968

Copy Received By:



01205759 CA CAA089680038

X

X



DRIVER/VEHICLE EXAMINATION REPORT

irSPECT 1.0.86



California Highway Patrol  
 411 North Central Avenue, #410  
 Glendale, CA 91203  
 Phone: (323) 644-9557  
 Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680039  
 Inspection Date: 11/17/2015  
 Start: 2:00 PM PD End: 2:42 PM PD  
 Inspection Level: V - Terminal Inspection  
 HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
 5910 N CENTRAL EXPRESSWAY SUITE 1145  
 DALLAS TX, 75206  
 USDOT: 1205759 Phone#: (972)391-4600  
 MC/MX#: 648465 Fax#: (712)764-3876  
 State#: 468401  
 Location: PARAMOUNT  
 Highway:  
 County: LOS ANGELES

Driver:  
 License#: State:  
 Date of Birth:  
 CoDriver:  
 License#: State:  
 Date of Birth:  
 Milepost: Shipper: N/A  
 Origin: N/A Bill of Lading: N/A  
 Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	FORD	2010	CA	1804475	#7102	*FDFE4FS0ADE01797	14500		

BRAKE ADJUSTMENTS

Axle #	1	2
Right:	N/A	N/A
Left:	N/A	N/A
Chamber:	DISC	DISC

VIOLATIONS

Section	Type	Unit	QOS	Station #	Verify	Crash	Violations Discovered
1269 1 D OCP	S	1	N		N	N	Wheelchair securement device -392.2 Wheel chair securement strap out-damaged approx 1' wide

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Beat/Sub Area: S42; Bus Type: 1; File Code Number: 384157; Fuel Type: G; Odometer: 71093; Passenger Capacity: 19;  
 Pre-Cleared Vehicle: Y; Regulated Vehicle: Y; Veh #1 Type: 20; WC Passenger Capacity: 2

Pursuant to Section 24004 CVC, violations recorded on this SafetyNet Inspection Report must be corrected prior to redispach. Violations marked out of service must be corrected before the vehicle is operated on the highway. For your convenience, KEEP THIS REPORT OR A COPY IN THE VEHICLE UNTIL ALL VIOLATIONS ARE CLEARED. DO NOT return this form to the California Highway Patrol. This document should NOT be forwarded to the court for clearance procedures.

Report Prepared By:  
 A. Perez

Badge #:  
 A08968

Copy Received By:



01205759 CA CAA039680039

X

X

DRIVER/VEHICLE EXAMINATION REPORT

inSPECT 1.0.86



California Highway Patrol  
 411 North Central Avenue, #410  
 Glendale, CA 91203  
 Phone: (323) 644-9557  
 Internationally Accredited Agency CHP407F/343A

Report Number: CAA089680040  
 Inspection Date: 11/17/2015  
 Start: 2:45 PM PD End: 3:20 PM PD  
 Inspection Level: V - Terminal Inspection  
 HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
 5910 N CENTRAL EXPRESSWAY SUITE 1145  
 DALLAS, TX, 75205  
 USDOT: 1205759 Phone#: (972)391-4600  
 MC/MX#: 648465 Fax#: (712)764-3876  
 State#: 468401  
 Location: PARAMOUNT Milepost: Shipper: N/A  
 Highway: Origin: N/A Bill of Lading: N/A  
 County: LOS ANGELES Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	GVSA Existing	GVSA #
1	BU	FORD	2013	CA	97835N1	#503	1FDGF6GYXDEA62913	19500		

BRAKE ADJUSTMENTS

Axis #	1	2
Right		
Left		
Chamber	C-20	C-30

VIOLATIONS

Section	Type	Upl	OOS	Citation #	Verif/Class	Violations Discovered
27154 VC 1002	S		Y		U N	Exhaust system not gas tight-393.83(a) - Connecting pipe above X-2 disconnected from exhaust extension pipe.

HazMat: No HM transported Placard: Cargo Tank:

Special Checks: No data for special checks

State Information:

Beat/Sub Area: S42 File Code Number: 384157; Fuel Type: LPG; Odometer: 81314; Passenger Capacity: 51; Pre-Cleared Vehicle: Y; Regulated Vehicle: Y; Veh #1 Type: 20 WC Passenger Capacity: 2

I hereby declare each vehicle with a Y in the OOS column of the violation section of this report to be OUT-OF-SERVICE. No person shall operate such vehicle until all OUT-OF-SERVICE defects have been repaired and the vehicle has been restored to safe operating condition.

Pursuant to Section 24004 CVC, violations recorded on this SafetyNet Inspection Report must be corrected prior to redispach. Violations marked out of service must be corrected before the vehicle is operated on the highway. For your convenience, KEEP THIS REPORT OR A COPY IN THE VEHICLE UNTIL ALL VIOLATIONS ARE CLEARED. DO NOT return this form to the California Highway Patrol. This document should NOT be forwarded to the court for clearance procedures.

Report Prepared By:  
 A. Perez

Badge #:  
 A08968

Copy Received By:



01205759 CA CAA089680040

X *[Signature]* X *[Signature]*

DRIVER/VEHICLE EXAMINATION REPORT

nSPECT 1.0.86



California Highway Patrol  
 411 North Central Avenue, #410  
 Glendale, CA 91203  
 Phone: (323) 644-9557  
 Internationally Accredited Agency CHP407F/343A

Report Number: CAAD89680041  
 Inspection Date: 11/17/2015  
 Start: 3:20 PM PD End: 3:50 PM PD  
 Inspection Level: V - Terminal Inspection  
 HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
 5910 N CENTRAL EXPRESSWAY SUITE 1145  
 DALLAS, TX, 75206  
 USDOT: 1205759 Phone#: (972)891-4600  
 MC/MX#: 648465 Fax#: (712)764-3876  
 State#: 468401  
 Location: PARAMOUNT  
 Highway:  
 County: LOS ANGELES

Driver:  
 License#: State:  
 Date of Birth:  
 CoDriver:  
 License#: State:  
 Date of Birth:  
 Milepost: Shipper: N/A  
 Origin: N/A Bill of Lading: N/A  
 Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	EquipmentID	VIN	GVWE	GVSA Existing	GVSA #
1	SBLDORAD	2012	CA	1396831	# 1055	1FDAF5GY8CEC51427	19500			

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS: No violations were discovered

HazMat: no HM transported Placard: Cargo Tank:

Special Checks: No data for special checks

State Information:

Dist/Sub Area: S42; File Code Number: 384157; Fuel Type: CNG; Odometer: 56065; Passenger Capacity: 23; Pre-Cleared Vehicle: Y; Regulated Vehicle: Y; Veh #1 Type: 20; WC Passenger Capacity: 2

Report Prepared By:  
 A. Perez

Badge #:  
 A08968

Copy Received By:



01205759 CA CAA089680041

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X

**SAFETY COMPLIANCE REPORT/  
TERMINAL RECORD UPDATE**

CHP 343 (Rev 3-10) OPI 062

NEW TERMINAL INFORMATION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DA NUMBER 468401	FILE CODE NUMBER 384157	COUNTY CODE 19
TERMINAL TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus	CODE B	OTHER PROGRAMS	LOCATION CODE 550
			SUBAREA S42

TERMINAL NAME: **/ PUBLIC TRANSPORTATION INC**  
TELEPHONE NUMBER (WT) AREA CODE: **(562) 259-9911**

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE): **7209 EAST ROSECRANS AVE, PARAMOUNT, CA 90723**

MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE) (IF DIFFERENT FROM ABOVE): **5910 N CENTRAL EXPRESS SUITE 1145, DALLAS, TX 75206**  
INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY): **7209 EAST ROSECRANS AVE, PARAMOUNT, CA 90723**

**LICENSE, FLEET AND TERMINAL INFORMATION**

HW LIC NO	HW REG NO	MS LIC NO	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE	DRIVERS	B.T.FLEET SIZE
					<b>I- 90 II-</b>	<b>88</b>	
EXP DATE	EXP DATE	EXP DATE	REG CT	AV. VEH	HW CCNT	PRE POSAT <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
CONSOLIDATED TERMINALS <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
FILE CODE NUMBER OF CONSOLIDATED TERMINALS AND DIVISION LOCATIONS: 8 - MIN SEP. USE RATING OF HIGHEST DIVISION							

**EMERGENCY CONTACTS (in Calling Order of Preference)**

EMERGENCY CONTACT NAME <b>LINA PARTEN</b>	DAY TELEPHONE NO. (WT) AREA CODE <b>(562) 259-9911</b>	NIGHT TELEPHONE NO. (WT) AREA CODE <b>(562) 519-0125</b>
EMERGENCY CONTACT NAME <b>STEPHAN ALLEN</b>	DAY TELEPHONE NO. (WT) AREA CODE <b>(562) 259-9911</b>	NIGHT TELEPHONE NO. (WT) AREA CODE <b>(714) 719-1749</b>

**ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [ 2015 ]**

<input type="checkbox"/> UNDER 15,000	<input type="checkbox"/> 15,000 - 50,000	<input type="checkbox"/> 50,000 - 100,000	<input type="checkbox"/> 100,000 - 500,000	<input type="checkbox"/> 500,000 - 1,000,000	<input type="checkbox"/> 1,000,000 - 2,000,000	<input type="checkbox"/> 2,000,000 - 5,000,000	<input type="checkbox"/> 5,000,000 - 10,000,000	<input type="checkbox"/> MORE THAN 10,000,000
					<input checked="" type="checkbox"/>			

**OPERATING AUTHORITIES OR PERMITS**

PUC	TOP	35097	NOTICE OF ORDER OR PROPERTY PERMIT (ACTIVE)	INS FITNESS EVAL (FORM)
	PEC		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
USDOT	MC	848466	PERM FOR FOREIGN	
	MK			

**ANNUAL BUS TERMINAL INSPECTION**

INSPECTION PHASES	INSPECTION RATINGS	S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable			
MAINTENANCE PROGRAM	DRIVER RECORDS	REG. EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL	
MAINTENANCE PROGRAM	UR <sub>2</sub> S <sub>3</sub> S <sub>4</sub>	UR <sub>2</sub> S <sub>3</sub> S <sub>4</sub>	UR <sub>2</sub> S <sub>3</sub> S <sub>4</sub>	UR <sub>2</sub> N/A <sub>3</sub> N/A <sub>4</sub>	UR <sub>2</sub> S <sub>3</sub> S <sub>4</sub>
DRIVER RECORDS	No. 14 Time	No. 10 Time	No. 14 Time		
HAZARDOUS MATERIAL	No H.M. Transported	No H.M. violations noted	CONTAINERS/TANKS	VEHICLES PLACED OUT OF SERVICE	
PHASES	REMARKS				

- LAWS & REGULATIONS
- TOY/REPAIR DEVICES
- STEERING & SUSPENSION
- TIRES & WHEELS
- EQUIPMENT REQUIREMENTS
- CONTAINERS & TANKS
- HAZARDOUS MATERIALS

**13 CCR 1233(a)(1) Carrier is in compliance at this time, terminal is rated "SATISFACTORY"**  
**See attached documents for findings and recommendations**

INSPECTED BY (NAME): **J. MORRISSEY** ID NUMBER: **A15859** DATE: **11/08/16** TIME: **0600**

INSPECTION DATES: **11/08/16** TIME: **0600**

INSPECTED BY (NAME): **J. MORRISSEY** ID NUMBER: **A15859** DATE: **11/08/16**

INSPECTION DATES: **11/08/16** TIME: **0600**

**MOTOR CARRIER CERTIFICATION**

I hereby certify that all violations described hereon and recorded on the attached pages -2 through \_\_\_\_\_, will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at: **(323) 844-9557** within 5 calendar days of the rating.

CURRENT TERMINAL RATING: **SATISFACTORY** CARRIER REPRESENTATIVE'S SIGNATURE: *[Signature]* DATE: **11/8/2016**

CARRIER REPRESENTATIVE'S PRINTED NAME: **LINA PARTEN** TITLE: **SAFETY MANAGER**

US DOT #  
1205759Legal: MV PUBLIC TRANSPORTATION INC  
Operating (DBA):

MC/MX #: 648465 State #: 468401 Federal Tax ID: 11-3706367 (EIN)

Review Type: Non-ratable Review - Special Study

Type: Termina Location of Review/Audit: Company facility in the U. S. Territory: CA

**Operation Types Interstate Intrastate**

Carrier:	N/A	Non-HM	Business: Corporation
Shipper:	N/A	N/A	Gross Revenue: for year ending:
Cargo Tank:	N/A		

**Company Physical Address:**5910 N CENTRAL EXPRESSWAY SUITE 1145  
DALLAS TX 75206**Contact Name:**

Phone numbers: (1) 972-391-4800 (2) Fax

E-Mail Address:

**Company Mailing Address:**5910 N CENTRAL EXPY SUITE 1145  
DALLAS TX 75206**Carrier Classification**

Authorized for Hire

**Cargo Classification**

Passengers

**Equipment**

	Owned	Term Leased	Trip Leased	Owned	Term Leased	Trip Leased
Minibus, 15+	90	0	0			

Power units used in the U.S.: 90

Percentage of time used in the U.S.: 100

Does carrier transport placardable quantities of HM? No

Is an HM Permit required? N/A

**Driver Information**

	Inter	Intra	Average trip leased drivers/month:
< 100 Miles:		58	Total Drivers: 58
>= 100 Miles:			CDL Drivers: 58





Part A

Questions regarding this report may be directed to the Southern Division  
Motor Carrier Safety Unit at

437 N. Vermont Ave  
Los Angeles, CA 90004  
(323)644-9557

This TERMINAL REVIEW deals only with safety compliance at this terminal.

Person(s) interviewed

Name: LINA PARTEN

Title: SAFTEY MANAGER

Name:

Title:





### Part B Violations

**Safety Fitness Rating Information:**

Total Miles Operated	1 526.101
Recordable Accidents	0

OOS Vehicle (CR):	0
Number of Vehicle Inspected (CR):	14
OOS Vehicle (MCMIS):	0
Number of Vehicles Inspected (MCMIS):	0

Your proposed safety rating is :

**This Review is not Rated.**



**Part B Requirements and/or Recommendations**

1. Require drivers to complete a record of duty status when all the provisions of the 100 air-mile radius driver exemption, contained in 13 OCR 1212(e), are not met
  - (1) The driver operates within a 100 air-mile radius of the normal work reporting location;
  - (2) The driver, except a driver salesperson, returns to the work reporting location and is released from work within 12 consecutive hours;
  - (4) At least eight consecutive hours off duty for bus drivers and ten consecutive hours off duty for truck drivers separate each 12 hours on duty; and
  - (5) The motor carrier that employs the driver maintains and retains for a period of six months accurate and true time records showing
    - (A) The time the driver reports for duty each day;
    - (B) The total number of hours the driver is on duty each day;
    - (C) The time the driver is released from duty each day; and
    - (D) The total time for the preceding seven days in accordance with Section 1213, k(2) for drivers used for the first time or intermittently.
2. 13CCR 1236.5 Carrier is required to notify the Department, in writing, of any change of address or cessation of regulated activity at any of the carrier's terminals. Such notification shall be made within 15 days of the change and shall be forwarded to:

CALIFORNIA HIGHWAY PATROL  
COMMERCIAL RECORDS UNIT  
P.O. BOX 942898  
SACRAMENTO, CA 94298-2898







Part C

Reason for Review: Other ANNUAL BUS TERMINAL
Planned Action: Compliance Monitoring

Parts Reviewed Certification:

325 382 383 387 390 391 392 393 395 396 397 398 399 171 172 173 177 178 180

Prior Reviews: 10/19/2016, 10/14/2016, 10/13/2016
Prior Prosecutions: 10/14/2016
Reason not Rated: Special Study
Study Code: CA

Unsat/Unfit Information

Is the motor carrier of passengers subject to the safety fitness procedures contained in 49 CFR part 385 subpart A, AND does it transport passengers in a commercial motor vehicle? No

Does carrier transport placardable quantities of hazardous materials?
Unsat/Unfit rule: Not Applicable

Corporate Contact: LINA PARTEN Special Study Information:
Corporate Contact Title: SAFETY MANAGER

Remarks:

Terminal Name: MV PUBLIC TRANSPORTATION INC CA# - 468401
Terminal Address: 209 ROSECrans AVE. PARAMOUNT, CA 90726 FCN - 984157

Rating Information:

In accordance with 49 CFR 1225 this terminal has been rated Satisfactory at this time

On-highway inspections were used to fulfill 0 of 14 required vehicle inspections

MAINTENANCE PROGRAM VIOLATIONS
NO VIOLATIONS DISCOVERED

DRIVER RECORD VIOLATIONS
NO VIOLATIONS DISCOVERED

HOURS OF SERVICE VIOLATIONS
NO VIOLATIONS DISCOVERED

Table with 3 columns: Field, Yes, No. Fields include Upload Authorized, Authorized by, Uploaded, Verified by, Date, and Failure Code.



DRIVER/VEHICLE EXAMINATION REPORT

INSPECT 1.0.86



California Highway Patrol  
411 North Central Avenue, #410  
Glendale, CA 91203  
Phone: (323) 644-9557  
Internationally Accredited Agency CHP407F/343A

Report Number: CA1801600813  
Inspection Date: 11/08/2016  
Start: 8:25 AM PD End: 9:20 AM PD  
Inspection Level: V - Terminal Inspection  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
5910 N CENTRAL EXPRESSWAY SUITE 1145  
DALLAS TX 75206  
USDOT: 1205759 Phone#: (972)391-4600  
MC/MX#: 648465 Fax#: (712)764-3376  
State#: 468401  
Location: PARAMOUNT Milepost: Shipper: N/A  
Highway: 7209 E ROSECRANS Origin: N/A Bill of Lading: N/A  
County: LOS ANGELES Destination: N/A Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	STRC	2013	CA	40177N1	973	1FDGF6GY8DEB90302	19500		

BRAKE ADJUSTMENTS

Axle #	1	2
Right		
Left		
Chamber		

VIOLATIONS

Section	Type	Unit	OOS	Citation #	Verif/Grass	Violations/Discovery
24252(A) VC	S	1	N		N	Required lamp(s) inoperative-393.9(a) - right rear clearance lamp inop. repaired on scene
5204(A) VC	S	1	N		N	Current tabs required-392.2RG- required on front plate due to gvwr
1232(A) CCR 001	S	1	N		N	General maintenance-396.3(a)(1)- center carrier bushing worn between first and second drive line and second and third

HazMat: No HM transported Placard: Cargo Tank:

Special Checks: No data for special checks

State Information:

Beat/Sub Area: 854, Bus Type: 1, File Code Number: 384157, File Type: CNG, Odometer: 93898, Passenger Capacity: 31, Pre-Cleared Vehicle: N, Regulated Vehicle: Y, Veh #1 Type: 11, WC Passenger Capacity: 2

Pursuant to Section 24004 CVC, violations recorded on this SafetyNet Inspection Report must be corrected prior to redispach. Violations marked out of service must be corrected before the vehicle is operated on the highway. For your convenience, KEEP THIS REPORT OR A COPY IN THE VEHICLE UNTIL ALL VIOLATIONS ARE CLEARED. This document should NOT be forwarded to the court for clearance procedures. DO NOT RETURN THIS FORM TO THE CALIFORNIA HIGHWAY PATROL.

Report Prepared By:  
C. Carapia

Badge #:  
18016

Copy Received By:



01205759 CA CA1801600813

X \_\_\_\_\_ X \_\_\_\_\_



California Highway Patrol  
 411 North Central Avenue, #410  
 Glendale, CA 91203  
 Phone: (323) 644-9557

Report Number: CA1801600814  
 Inspection Date: 11/08/2016  
 Start: 9:20 AM PD End: 9:56 AM PD  
 Inspection Level: V - Terminal Inspection  
 HM Inspection Type: None

Internationally Accredited Agency CHP407F/343A

MV PUBLIC TRANSPORTATION INC  
 5910 N CENTRAL EXPRESSWAY SUITE 1145  
 DALLAS, TX, 75206

Driver:  
 License#:  
 State:  
 Date of Birth:

USDOT: 1205759 Phone#: (972)391-4600

CoDriver:  
 License#:  
 State:

MC/MX#: 648466 Fax#: (712)764-3876

Date of Birth:

State#: 468401

Date of Birth:

Location: PARAMOUNT

Milepost: Shipper: N/A

Highway: 7209 E ROSECRANS

Origin: N/A

Bill of Lading: N/A

County: LOS ANGELES

Destination: N/A

Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	CHEV	2010	CA	1268266	203	13B9G6AG2A1104632	19500		23857091

BRAKE ADJUSTMENTS

Axle # 1 2  
 Right  
 Left  
 Chamber

VIOLATIONS: No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Seat/Sub Area: 664, Bus Type: 1; File Code Number: 384157; Fuel Type: CNG; Odometer: 31818 Passenger Capacity: 23; Pre-Cleared Vehicle: N; Regulated Vehicle: N; Special Project Code: 629 Veh #1 Type: 20; W/O Passenger Capacity: 2

Report Prepared By:  
 C. Carapia

Badge #:  
 16016

Copy Received By:



01205759 CA CA1801600814

X

X

DRIVER/VEHICLE EXAMINATION REPORT

inSPECT 1.0 86



California Highway Patrol  
 411 North Central Avenue, #410  
 Glendale, CA 91203  
 Phone: (323) 644-9557  
 Internationally Accredited Agency CHP407F/343A

Report Number: CA1801600815  
 Inspection Date: 11/08/2016  
 Start: 10:00 AM PD End: 10:34 AM PD  
 Inspection Level: V - Terminal Inspection  
 HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC 5910 N CENTRAL EXPRESSWAY SUITE 1145 DALLAS TX, 75206 USDOT: 1205759 Phone#: (972)391-4600 MC/MX#: 648465 Fax#: (712)764-3976 State#: 468401 Location: PARAMOUNT Highway: 7209 E ROSECRRANS County: LOS ANGELES	Driver: License#: Date of Birth: CoDriver: License#: Date of Birth: Milepost: Shipper: N/A Origin: N/A Destination: N/A	State:       Bill of Lading: N/A Cargo: N/A
--	---	---

**VEHICLE IDENTIFICATION**

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	G.Wt/R	CVSA Existing	CVSA #
1	BU	POPD	2012	CA	140887	1050	*FDAF5GYXCEA73603	19500		23657092

**BRAKE ADJUSTMENTS**

Axle # 1 2  
 Right:  
 Left:  
 Chamber:

VIOLATIONS: No violations were discovered

HazMat: No HM transported	Placard:	Cargo Tank:
---------------------------	----------	-------------

Special Checks: No date for special checks

**State Information:**

Beat/Sub Area: 854; BUS Type: 1; File Code Number: 36-4157; Fuel Type: ONG; Odometer: 81391; Passenger Capacity: 23; Pre-Cleared Vehicle: N; Regulated Vehicle: Y; Special Project Code: 629; Veh #1 Type: 20; WC Passenger Capacity: 2

Report Prepared By:  
 C Carapia

Badge #:  
 18016

Copy Received By:



1205759 CA CA1801600815

X \_\_\_\_\_ X \_\_\_\_\_

DRIVER/VEHICLE EXAMINATION REPORT

INSPECT 1 0.86



California Highway Patrol  
 411 North Central Avenue, #410  
 Glendale, CA 91203  
 Phone: (323) 644-9557  
 Internationally Accredited Agency CHP407F/343A

Report Number: CA1801600816  
 Inspection Date: 11/08/2016  
 Start: 10:28 AM PD End: 10:59 AM PD  
 Inspection Level: V - Terminal Inspection  
 HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC 5910 N CENTRAL EXPRESSWAY SUITE 1145 DALLAS, TX. 75206		Driver:	
USDOT: 1205759	Phone#: (972)391-4600	License#:	State:
MC/MX#: 648465	Fax#: (712)764-3876	Date of Birth:	
State#: 438401		CoDriver:	
Location: PARAMOUNT	Milepost:	License#:	State:
Highway: 7209 E ROSECRANS	Origin: N/A	Date of Birth:	
County: LOS ANGELES	Destination: N/A	Shipper: N/A	
		Bill of Lading: N/A	
		Cargo: N/A	

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BELDORAD	2012	CA	1438879	1045	1FD0AF5GY30EA73605	19500		23857093	

BRAKE ADJUSTMENTS

Axle #	1	2
Right		
Left		
Chamber		

VIOLATIONS No violations were discovered.

HazMat: No HM transported

Placard:

Cargo Tank:



California Highway Patrol
411 North Central Avenue, #410
Glendale, CA 91203
Phone: (323) 644-9557
Internationally Accredited Agency CHP407F/343A

Report Number: CA1801600817
Inspection Date: 11/08/2016
Start: 11:03 AM PD End: 11:28 AM PD
Inspection Level: V - Terminal Inspection
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC
5910 N CENTRAL EXPRESSWAY SUITE 1145
DALLAS, TX, 75206
USDOT: 1205759 Phone#: (972)391-4600
MC/MX#: 648465 Fax#: (712)764-3876
State#: 468401
Location: PARAMOUNT
Highway: 7209 E ROSECRANS
County: LOS ANGELES

Driver:
License#: State:
Date of Birth:
CoDriver:
License#: State:
Date of Birth:
Milepost: Shipper: N/A
Origin: N/A Bill of Lading: N/A
Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate, Equipment ID, VIN, GVWE, CVSA Existing, CVSA #

BRAKE ADJUSTMENTS

Axle # 1 2
Right
Left
Chamber

VIOLATIONS

Table with columns: Section, Type, Unit, QOS, Citation #, Verify Crash, Violations Discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Beat/Sub Area: 554 Bus Type: 1, File Code Number: 384157, Fuel Type: CNG, Odometer: 121051, Passenger Capacity: 23, Pre-Cleared Vehicle: N, Regulated Vehicle: Y, Special Project Code: 629, Veh #1 Type: 20, Two Passenger Capacity: 2

Pursuant to Section 24004 C.V.C. violations recorded on this SafetyNet inspection Report must be corrected prior to re-shipment. If a violation marked with an asterisk (\*) service must be corrected before the vehicle is operated on the highway. For your convenience, KEEP THIS REPORT OR A COPY IN THE VEHICLE UNTIL ALL VIOLATIONS ARE CLEARED. This document should NOT be forwarded to the court for clearance procedures. DO NOT RETURN THIS FORM TO THE CALIFORNIA HIGHWAY PATROL.

Report Prepared By: C. Carepia

Badge #: 18016

Copy Received By:



01205759 CA CA1801600817

X

X



California Highway Patrol  
 411 North Central Avenue, #410  
 Glendale, CA 91203  
 Phone: (323) 644-9557  
 Internationally Accredited Agency CHP407F/343A

Report Number: CA1801600818  
 Inspection Date: 11/08/2016  
 Start: 11:32 AM PD End: 11:55 AM PD  
 Inspection Level: V - Terminal Inspection  
 HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
 5910 N CENTRAL EXPRESSWAY SUITE 1145  
 DALLAS, TX, 75206  
 USDOT: 1205769 Phone#: (972)391-4600  
 MC/MX#: 648465 Fax#: (712)764-3876  
 State#: 468401

Driver:  
 License#: State:  
 Date of Birth:  
 CoDriver:  
 License#: State:  
 Date of Birth:

Location: PARAMOUNT  
 Highway: 7309 E ROSECRANS  
 County: LOS ANGELES

Milepost: Shipper: N/A  
 Origin: N/A Bill of Lading: N/A  
 Destination: N/A Cargo: N/A

**VEHICLE IDENTIFICATION**

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	FORD	2013	CA	97937N1	237	1FDGF5GYDDEA70295	19500		23857095

**BRAKE ADJUSTMENTS**

Axis # 1 2  
 Right  
 Left  
 Chamber

**VIOLATIONS**

Section	Type	Unit	CVS	Violation #	Violations	Violations Rectified
04252(A)VC	S		N		Required lamps inoperative--325 9/11- left and right side clearance lamps inop/repared on scene	

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

**State Information:**

Beat/Sub Area: 854; Bus Type: 1; File Code Number: 384157; Fuel Type: PRO Odometer: 99864 Passenger Capacity: 31; Pre-Cleared Vehicle: N; Regulated Vehicle: Y; Special Project Code: 629 Veh #1 Type: 20; WC Passenger Capacity: 2

Pursuant to Section 24004 CVC, violations recorded on this SafetyNet Inspection Report must be corrected prior to redispach. Violations marked out of service must be corrected before the vehicle is operated on the highway. For your convenience, KEEP THIS REPORT OR A COPY IN THE VEHICLE UNTIL ALL VIOLATIONS ARE CLEARED. This document should NOT be forwarded to the court for clearance procedure. DO NOT RETURN THIS FORM TO THE CALIFORNIA HIGHWAY PATROL.

Report Prepared By:  
 C. Carapia

Badge #:  
 18018

Copy Received By:



01205759 CA CA1801600818

X \_\_\_\_\_ X \_\_\_\_\_



California Highway Patrol  
 411 North Central Avenue, #410  
 Glendale, CA 91203  
 Phone: (323) 644-9557  
 Internationally Accredited Agency CHP407F/343A

Report Number: CA1801600819  
 Inspection Date: 11/08/2018  
 Start: 12:00 PM PD End: 12:33 PM PD  
 Inspection Level: V - Terminal Inspection  
 HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
 5910 N CENTRAL EXPRESSWAY SUITE 1145  
 DALLAS, TX, 75206

Driver:  
 License#:  
 Date of Birth:  
 State:

USDOT: 1206759 Phone#: (972)391-4600  
 MC/MX#: 648465 Fax#: (712)784-3876  
 State#: 468401

CoDriver:  
 License#:  
 Date of Birth:  
 State:

Location: PARAMOUNT  
 Highway: 7309 E PARAMOUNT  
 County: LOS ANGELES

Milepost: Shipper: N/A  
 Origin: N/A Bill of Lading: N/A  
 Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	GVSA Exempt	GVSA #
1	BU	STRO	2015	CA	37618W1	26E	1FDGF6GY0FED46272	19500		23357096

BRAKE ADJUSTMENTS

Axle # 1 2  
 Right  
 Left  
 Chamber

VIOLATIONS: No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

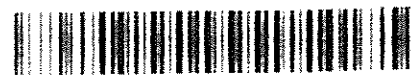
Vehicle Information:

Seat/Sub Area: 854; File Code Number: 834157; Fuel Type: PRO; Odometer: 26007; Passenger Capacity: 31; Pre-Cleared Vehicle: N; Regulated Vehicle: Y; Special Project Code: 828; Veh #1 Type: 20; WC Passenger Capacity: 2

Report Prepared By:  
 C. Carapia

Badge #:  
 18013

Copy Received By:



01206759 CA CA1801600819

X \_\_\_\_\_ X \_\_\_\_\_



service vehicle(s) will comply with Exhibit I, Contractor-Provided Service Vehicle Requirements.

Yes. Bidder does meet the spare service vehicle(s) requirement stated above. (In addition to responding on this form, please provide a detailed narrative in your bid to support this minimum mandatory requirement).

Bidder does not meet the spare service vehicle(s) requirement stated above at present, but fully intends to comply if awarded the contract. The Bidder will comply with the spare service vehicle requirements set forth in this IFB. (This commitment is evident by Bidder's detailed plan which describes when and how the Bidder plans to meet the minimum required contractor spare vehicle requirements submitted in the Bid.)

No. Bidder does not meet the spare service vehicle(s) requirement stated above and does not intend to comply.

6. Bidder must submit copies of its employees' valid State of California Department of Motor Vehicles (DMV) Class B (with a minimum of a "P" endorsement) commercial driver's licenses, as well as any other required licenses or endorsements required by Federal, State, and local regulations. **Subcontracting is not allowed to meet this requirement.**

Yes. Bidder submitted copies of its employees' valid State of California Department of Motor Vehicles (DMV) Class B (with a minimum of a "P" endorsement) commercial driver's licenses, as well as any other required licenses or endorsements required by Federal, State, and local regulations. (In addition to responding on this form, please provide copies of the driver's licenses in your bid and provide the names of the staff assigned to this Contract and indicate type of certification they possess to support this minimum mandatory requirement). Please see attached.

Employees with DMV Class B (with a minimum of a "P" endorsements)		
Employee Name	Class of Driver's License	"P" endorsement or Higher (Yes or No)
Cecilia Meria Terry	B	Yes
Jennifer Janet Ephform	A	Yes
Marilyn Faye Corothers	B	Yes
Alexander Rhea Jr.	B	Yes
Sharon Marie Blanton	B	Yes

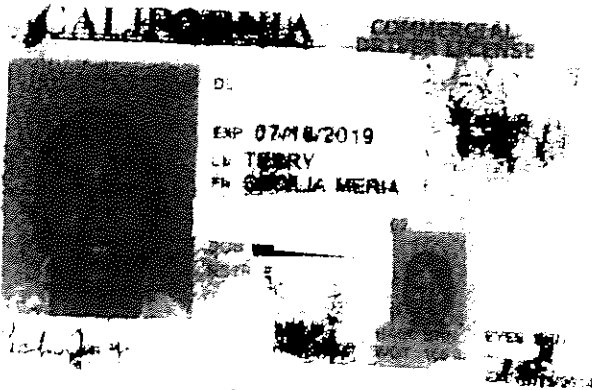
Reynald Perodin Sr. A Yes

Bidder's employee does not meet the commercial driver's licenses requirement stated above at present, but fully intends to comply if awarded the contract.

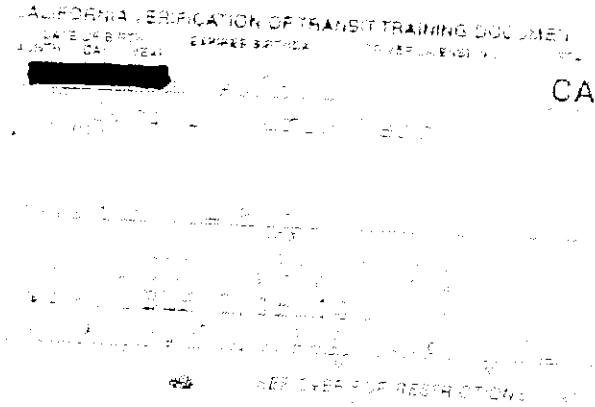
MV  
MV TRANSPORTATION, INC.

## MV Credential Form

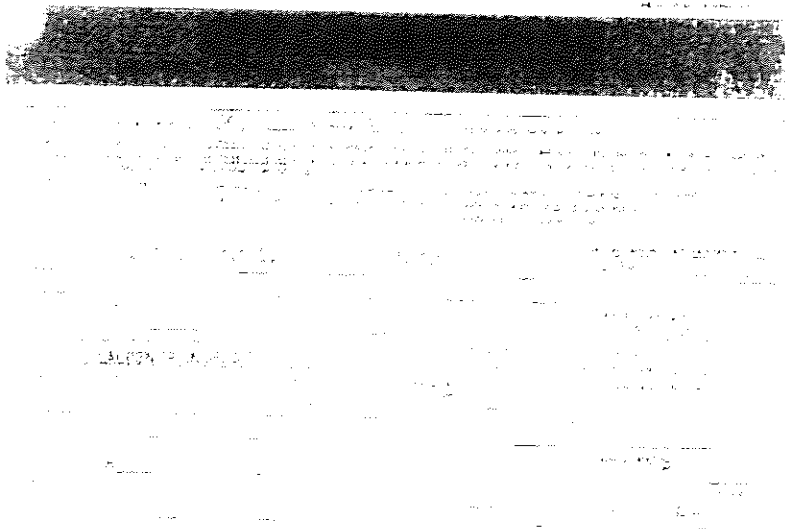
Driver's License:





VTT Card:



Medical Card:



  
SafeNet CPR  
Terry  
BASIC FIRST AID

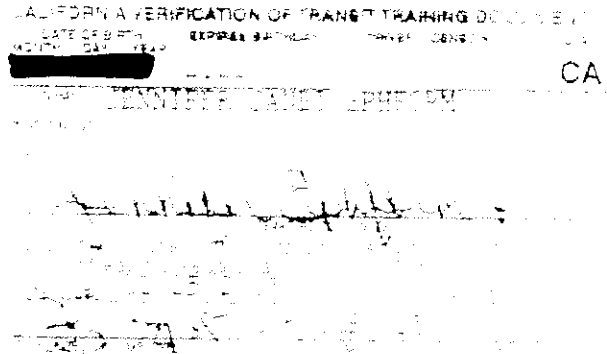
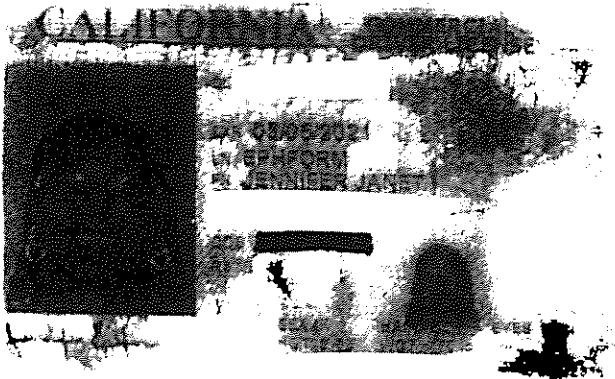
  
SafeNet CPR  
Terry  
ADULT-CHILD-INFANT-2 RESCUE  
CARDIO-PULMONARY RESUSCITATION

MV TRANSPORTATION, INC

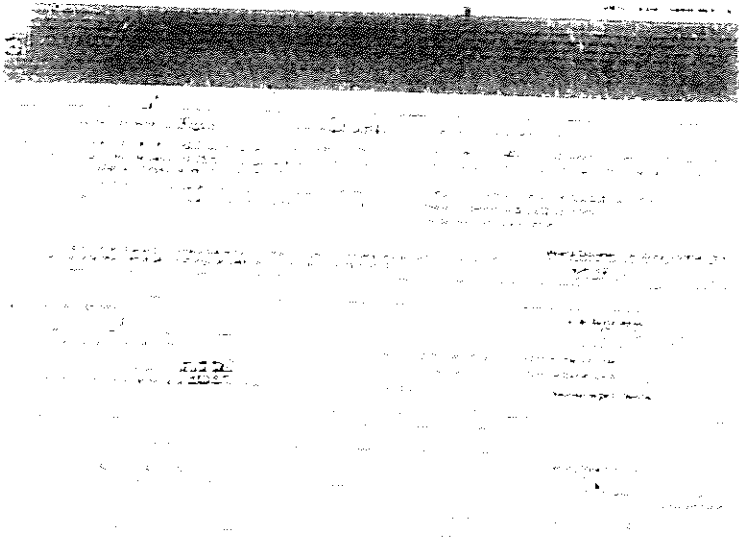
MV Credential Form

Driver's License:

VTT Card:

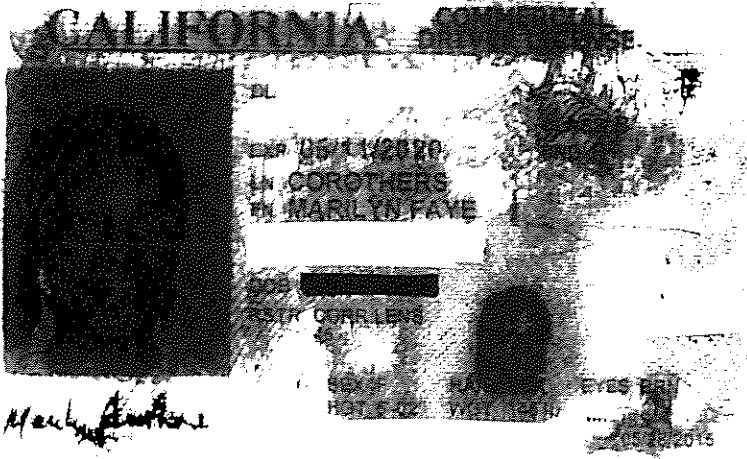


Medical Card:



# MV Credential Form

## VTT Card:



**CALIFORNIA VERIFICATION OF TRANSIT TRAINING DOCUMENT**

DATE OF BIRTH	EXPIRES (MONTH/YEAR)	DRIVER LICENSE NO.	STATE
[REDACTED]	2020	[REDACTED]	CA

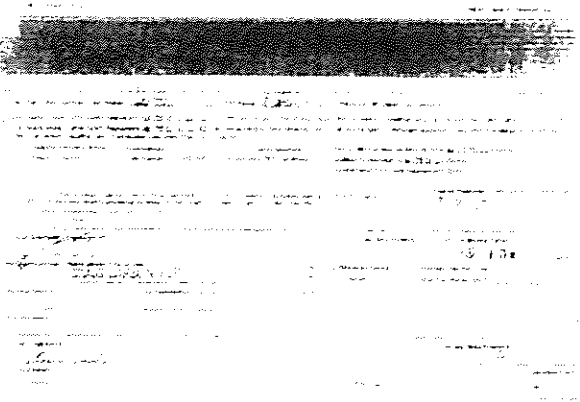
NAME: **MARILYN FAYE COROTHERS**

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

*Marilyn Corothers*  
 SIGNATURE

SEE OVER FOR RESTRICTIONS, PLAN, ETC.

## Medical Card:



**safe yNet CPR**

*Marilyn Corothers*  
 SIGNATURE

**ADULT CHILD INFANT-2 RESCUE**  
**ARTHOPLASTY RESUSCITATION**

EXPIRES: [REDACTED]

**Safe yNet CPR**

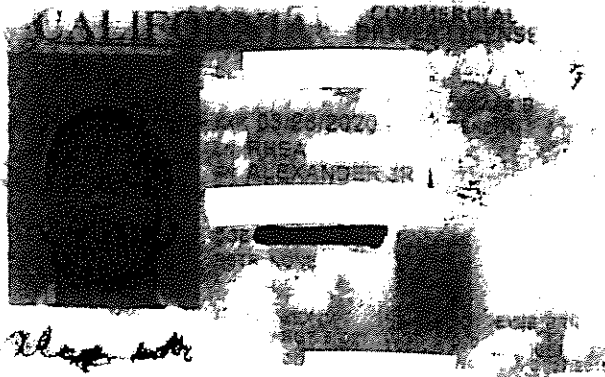
*Marilyn Corothers*  
 SIGNATURE

**Basic First Aid**

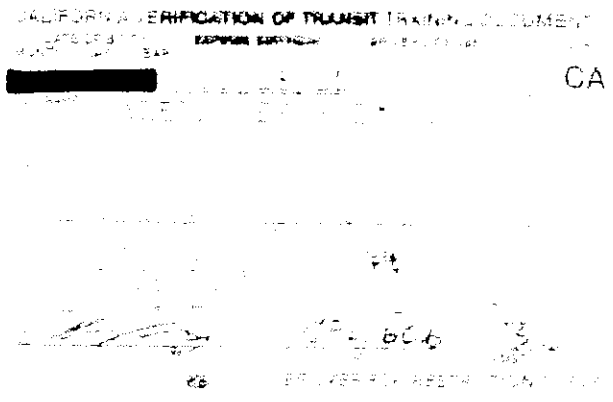
EXPIRES: [REDACTED]

MV Credential Form

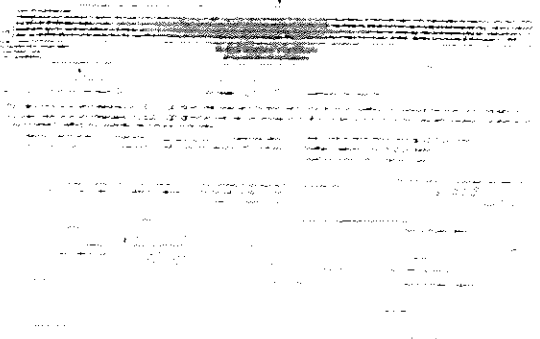
Driver's License:



VTT Card:



Medical Card:



SafeNet CPR

ADULT CHILD INFANT-2 RESCUE  
CARDIO PULMONARY RESUSCITATION



SafeNet CPR

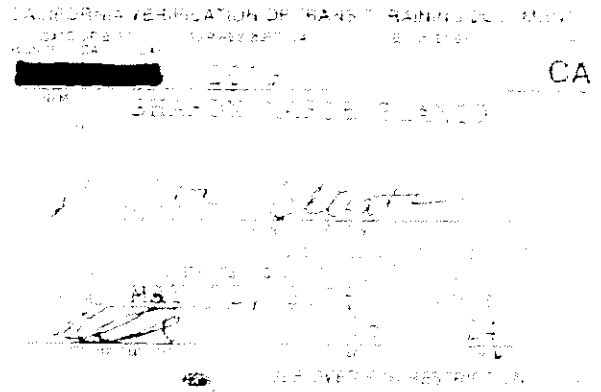
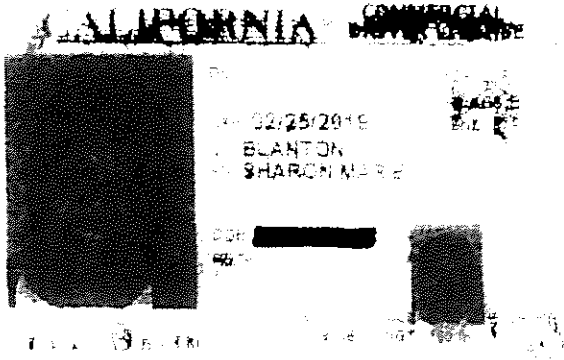
Basic First Aid

MV TRANSPORTATION, INC.

## MV Credential Form

Driver's License:

VTT Card:




Medical Card:

# MV Credential Form

## Driver's License:

## VTT Card:

**CALIFORNIA** COMMERCIAL DRIVER LICENSE



EXP: 12/27/2021  
 CLASS: PERODIN  
 REYNALD SR

DOB: [REDACTED]  
 HGT: 5-07  
 EYES: BRN

*Reynald Perodin*

CALIFORNIA VERIFICATION OF TRANSIT TRAINING DOCUMENT

DATE OF BIRTH: [REDACTED] PERIOD: [REDACTED] DRIVER LICENSE: [REDACTED] CA

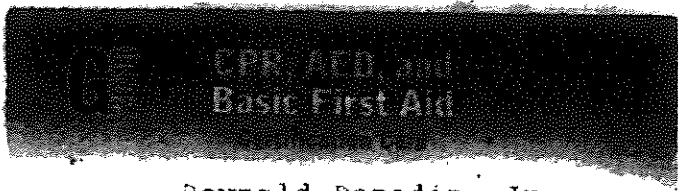
NAME: PERODIN, REYNALD SR.

*Reynald Perodin*

SEE OVER FOR RESTRICTIONS IF ANY

## Medical Card:

*[Faint, mostly illegible text on a medical card form]*



**Reynald Perodin, Jr.**  
 has successfully completed and competently performed  
 the required knowledge and skill objectives for this program:

- Adult
- Child and infant
- Adult, Child, and infant



**ASHI-Approved Certification Card**  
**Craig Montgomery**  
 Authorized Instructor Print Name

135226  
 Registry No.

5/26/15  
 Class Completion Date

5/26/17  
 Expiration Date

(310) 673-8936  
 Training Center Phone No.

135224  
 Training Center ID

The card holder is under the jurisdiction of the required knowledge and skill objectives of a currently authorized ASHI Instructor. Certification does not guarantee future performance. It may require or necessitate documented continuing education. Certification is valid for 24 months and other evidence-based treatment recommendations. Certification period may not exceed 24 months from class completion date. More frequent refreshment of skills is recommended.

No. Bidder did not submit copies of the Proposer's employees' valid State of California Department of Motor Vehicles (DMV) Class B (with "P" endorsement) commercial driver's licenses as well as any other required licenses or endorsements required by Federal, State, and local regulations.

7. Bidder or its subcontractor must submit copies of all National Institute for Automotive Service Excellence (ASE) certification in H-4 ASE Transit Bus Brake Test for all maintenance personnel identified; or Bidder must submit an affirmative statement that all of Bidder's maintenance personnel assigned to this contract, within 12 months of the date of hire or the start of the contract, whichever occurs last, will obtain ASE certification in the H-4 ASE Transit Bus Brakes Test.

Yes. Bidder or its Subcontractor does meet the license/certification requirement stated above. In addition to responding on this form, please provide the names of all mechanic staff assigned to this Contract and indicate type of ASE certifications they possess, if any on the chart below.

If the employee does not have ASE Certificate, please indicate N/A.

Mechanics with ASE Certifications		
Employee Name	Types of Certification (List multiple, if applicable)	Directly Employed by the Contractor (Yes or No)
Martin Camargo	ASE Brakes, Preventive Maintenance Inspection,	Yes
	Heating, Ventilation and A/C, Electrical / Electronic Systems	

Bidder or its Subcontractor does not currently employ personnel that meet the requirement, however, Bidder's maintenance personnel assigned to this Contract, within 12 months of the date of hire or the start of the contract, whichever occurs last, will obtain ASE certification in the H4 ASE Transit Bus Brakes Test.

Complete the chart below. List all mechanic staff assigned to this Contract.

Mechanics Assigned to this Contract	
Employee Name	Types of Certification (List multiple, if applicable)
Martin Camargo	ASE Brakes, Preventive Maintenance Inspection,
	Heating, Ventilation and A/C, Electrical / Electronic Systems
	MACS 609





National Institute for  
**AUTOMOTIVE  
SERVICE  
EXCELLENCE**

*Be it known that*

**MARTIN A CAMARGO**

has successfully passed the examinations and met the experience requirements prescribed by the National Institute for Automotive Service Excellence and is awarded this CERTIFICATE in evidence of **COMPETENCE** in the service specialties listed below:

**MEDIUM/HEAVY TRUCK TECHNICIAN**

AREAS OF DEMONSTRATED COMPETENCE:

BRAKES

HEATING, VENTILATING, E-A/C

PREVENTIVE MAINTENANCE INSPECTION

DECEMBER 31, 2021

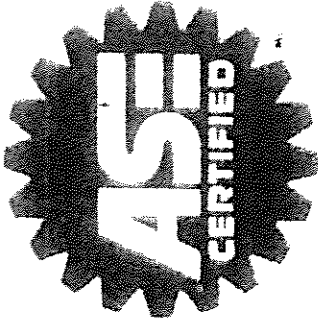
DECEMBER 31, 2021

DECEMBER 31, 2021

GIVEN THIS 31ST DAY OF DECEMBER, 2016, AT LEESBURG, VIRGINIA

LEESBURG CAMARGO  
MEMBER ID: 1000000000

*Kennedy A. Fife*  
TIMOTHY A. ZHILINSKY



**AUTOMOTIVE  
SERVICE  
EXCELLENCE**

*Be it known that*

**MARTIN A CAMARGO**

has successfully passed the examination and met the experience requirement prescribed by the National Institute for Automotive Service Excellence and is awarded this CERTIFICATE in evidence of COMPETENCE in the service areas listed below.

**SCHOOL BUS TECHNICIAN**

AREAS OF DEMONSTRATED COMPETENCE

EXPIRES

ELECTRICAL/ELECTRONIC SYSTEMS

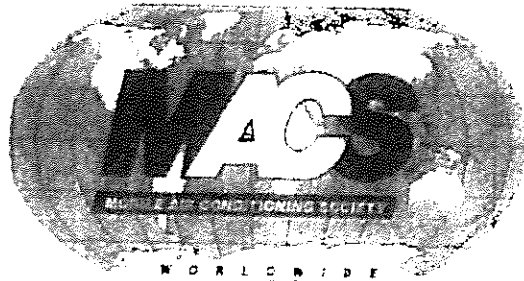
DECEMBER 31, 2021

\*\*\* \*\*

GIVEN THIS 31ST DAY OF DECEMBER 2016, AT LEESBURG, VIRGINIA

LS3049 UM9CAMAR  
IDENTIFICATION NUMBER

*Timothy G. Baker*  
TIMOTHY G. BAKER



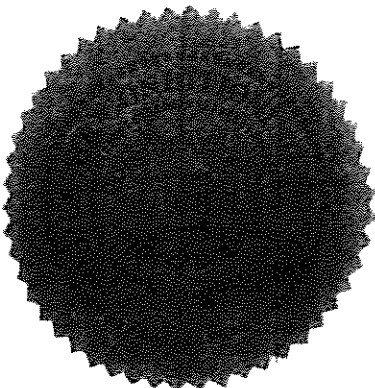
11/18/2002

871017

**Martin Camargo**

**MV Transportation, Inc.**

has successfully completed training in CFC-12  
refrigerant recycling and service procedures  
offered by the Mobile Air Conditioning Society  
Worldwide, as required by Section 609 of the  
Clean Air Act.



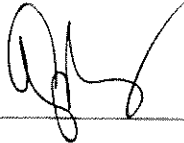
Elvis Hoffpauir, President

- No. Bidder or its Subcontractor's mechanic staff assigned to this Contract does not meet the certification/licensing requirement stated above and the request to affirmative statement will not be provided.
8. Bidder or its subcontractor must submit proof of Section 609 of the Clean Air Act: Motor Vehicle Air conditioning certification from an EPA-approved program or the equivalent ASE Refrigeration Recovery and Recycling Program certification for at least one member of their maintenance personnel identified above.
- Yes. Bidder or its Subcontractor does meet the license/certification requirement stated above. (In addition to responding on this form, please submit a copy of the license/certification of mechanic staff assigned to this Contract and indicate type of certification they possess, e.g. MACS or equivalent.)

Employee Name	Type of Certification
Martin Camargo	MACS

- No. Bidder or its Subcontractor's mechanic staff does not meet the certification/licensing requirement stated above.

Bidder declares under penalty of perjury that the information stated above is true and accurate. Bidder further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this Bid are made, the Bid may be rejected at the sole discretion of the County.

<p>MV Transportation, Inc.</p> <p>Bidder's Name</p>	
<p>Amy Barry, Assistant Secretary</p> <p>Authorized representative Name:</p>	
<p>Signature: </p>	<p>February 2, 2017</p> <p>Date:</p>



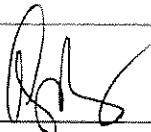
**DISPLACED TRANSIT EMPLOYEE DECLARATION**

In accordance with California Labor Code Sections 1070-1074, the County will give a preference to any proposer who declares on this form that they will retain the employees of the prior contractor and/or subcontractor. The undersigned declares:

- that the Proposer will retain the employees of the prior contractor and/or subcontractor for a period of not less than 90 days pursuant to California Labor Code 1070-1074.

OR

- that the Proposer does NOT agree to retain the employees of the prior contractor or subcontractor for a period of 90 days pursuant to California Labor Code 1070-1074.

Signature Amy Barry 	Title Assistant Secretary
Firm Name MV Transportation, Inc.	Date February 2, 2017

## Living Wage Rate Annual Adjustments

The Living Wage Ordinance is applicable to Proposition A and cafeteria services contracts. Employers shall pay employees a Living Wage for their services provided to the county of no less than the hourly rates and effective dates as follows:

<b>Effective Date</b>	<b>Hourly Rate</b>
March 1, 2016	\$13.25
January 1, 2017	\$14.25
January 1, 2018	\$15.00
January 1, 2019	\$15.79

Effective January 1, 2020, the Living Wage rate will be adjusted based on the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding July 1 of each year.

The Chief Executive Office (CEO) will issue a memo advising departments of the CPI to be used when determining the Living Wage rate effective January 1, 2020, and every year thereafter.

COUNTY OF LOS ANGELES

**ACKNOWLEDGMENT AND STATEMENT OF COMPLIANCE FOR LIVING WAGE ORDINANCE AND CONTRACTOR NON-RESPONSIBILITY DEBARMENT**

The undersigned individual is the owner or authorized agent (Agent) of the business entity or organization ("Firm") identified below and makes the following statements on behalf of his or her Firm.

The Agent is required to check each of the following two boxes:

**LIVING WAGE ORDINANCE:**

The Agent has read the County's Living Wage Ordinance (Los Angeles County Code Section 2.201.010 through 2.201.100), and understands that the Firm is subject to its terms.

**CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT ORDINANCE:**

The Agent has read the County's Determinations of Contractor Non-Responsibility and Contractor Debarment Ordinance (Los Angeles County Code Section 2.202.010 through 2.202.060), and understands that the Firm is subject to its terms.

**LABOR LAW/PAYROLL VIOLATIONS:**

A "Labor Law/Payroll Violation" includes violations of any federal, state or local statute, regulation, or ordinance pertaining to wages, hours or working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination.

**History of Alleged Labor Law/Payroll Violations (Check One):**

The Firm **HAS NOT** been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of the proposal; **OR**

The Firm **HAS** been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of this proposal. (I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each allegation.) Please see attached.

**History of Determinations of Labor Law /Payroll Violations (Check One):**

There **HAS BEEN NO** determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation; **OR**


There **HAS BEEN** a determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation. I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each violation (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding.) (The County may deduct points from the proposer's final evaluation score ranging from 1% to 20% of the total evaluation points available with the largest deductions occurring for undisclosed violations.)

**HISTORY OF DEBARMENT (Check one):**

The Firm **HAS NOT** been debarred by any public entity during the past ten (10) years; **OR**

The Firm **HAS** been debarred by a public entity within the past ten (10) years. Provide the pertinent information (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding) on the attached Labor/Payroll/Debarment History form.

I declare under penalty of perjury under the laws of the State of California that the above is true, complete and correct.

Owner's/Agent's Authorized Signature 	Print Name and Title Amy Barry, Assistant Secretary
Print Name of Firm MVT Transportation, Inc.	Date February 2, 2017



## Attachment to **FORM LW-4.1 (SUPPLEMENTAL)**

### **LABOR LAW/PAYROLL VIOLATIONS**

#### **History of Alleged Labor Law/Payroll Violations**

As a national transportation management firm with numerous contracts and employees, MV is involved in claims and litigation in the normal course of business. MV has labor law, payroll and employment-related claims in the settlement or claims process. Company teams in legal and risk management work continuously to handle these matters, none of which are of a size or scope to impact this contract. The company maintains insurance coverage with deductibles or self-insured retentions and limits the company believes are appropriate.

There is presently no litigation against the company which is not subject to insurance coverage or which MV believes would threaten the financial stability of the company or its ability to perform any of its contractual obligations. The details of current and pending labor law/ payroll claims and litigation are confidential; if the County of Los Angeles requires more information on claims for the purpose of evaluating MV, please contact Mr. Jarrett Andrews, chief human resource officer at (972) 391-4683.

**PROPOSER'S EMPLOYEE BENEFITS**

**Proposer:** MV Transportation, Inc.

**Name of Proposer's Health Plan:** Non-bargained employees: Aetna Health Savings Plus, Aetna Health Savings Primary, Aetna Buy Up PPO 1000 **Date:** February 2, 2017  
Bargained employees: Union Trust Fund plan administered by BPA

**Medical Insurance/Health Plan:** Please see attached.

Employer Pays \$ \_\_\_\_\_ Employee Pays \$ \_\_\_\_\_ Total Mo. Premium \$ \_\_\_\_\_

Annual Deductible  
Employee \$ \_\_\_\_\_ Family \$ \_\_\_\_\_

Coverage (✓)  
\_\_\_\_\_ Hospital Care (In Patient \_\_\_\_\_ Out Patient \_\_\_\_\_)  
\_\_\_\_\_ X-Ray and Laboratory  
\_\_\_\_\_ Surgery  
\_\_\_\_\_ Office Visits  
\_\_\_\_\_ Pharmacy  
\_\_\_\_\_ Maternity  
\_\_\_\_\_ Mental Health/Chemical Dependency, In Patient  
\_\_\_\_\_ Mental Health/Chemical Dependency, Out Patient

**Dental Insurance:** Please see attached.

Employer Pays \$ \_\_\_\_\_ Employee Pays \$ \_\_\_\_\_ Total Mo. Premium \$ \_\_\_\_\_

**Life Insurance:** Employee pays 100%

Employer Pays \$ \_\_\_\_\_ Employee Pays \$ \_\_\_\_\_ Total Mo. Premium \$ \_\_\_\_\_

**Vacation:** Varies based on position and tenure

Number of Days \_\_\_\_\_ and

Any increase after \_\_\_\_\_ years of employment, number of days or hours \_\_\_\_\_

**Sick Leave:** Non-exempt employees: 3 days, exempt employees: 5 days

Number of Days \_\_\_\_\_ and

Any increase after \_\_\_\_\_ years of employment, number of days or hours \_\_\_\_\_

**Holidays:**

Number of Days 7 per year

**Retirement:**

Employer Pays \$ \_\_\_\_\_ Employee Pays \$ \_\_\_\_\_ Total Premium \$ \_\_\_\_\_

Bargained employees: Western Conference of Teamsters Pension Trust: company contribution of \$0.10 per compensable hour  
Non-bargained employees: Eligible to participate in the MV 401(k) plan. The Company matches 20% of employee contributions on the first 6% of compensation.

## MV Transportation Benefit Premium Contributions Div. 14 (Paramount) - Union Employees - 2017 Rates

### Medical

<b>BPA Union Plan</b>	<b>* Employee Cost Per Paycheck Based on Hourly Rate of Pay as of 9/16/2016</b>	
	<b>\$13.27/hr or less</b>	<b>\$13.28/hr +</b>
Employee Only	\$61.75	\$81.97
Employee + 1	\$232.87	\$232.87
Employee/Family	\$360.67	\$360.67

*\* Premiums are deducted from the first two (2) paychecks of each month.*

*\*\* Please refer to complete Summary Plan Documents for coverage details*

All health plan deductions will be pre-tax, except when federal or state laws require after-tax contribution for domestic partner coverage.

Please note your elections will remain in effect through the entire plan year. No changes can be made to your elections during the year unless you have a qualifying change in status.

**Division 14 - Paramount (Union Employees)**

Fulltime and others qualifying under the ACA: Eligible 1st of the month following 60 days

**CBA Language:**

*This Agreement shall supersede any and all applicable Living Wage Ordinances where such Living Wage Ordinances contain a provision for exemptions.*

*The Employer agrees to make contributions to the Teamsters Multi Benefit Trust plan for the purpose of providing Medical and Prescription Drug, Dental, Vision benefits for all qualified fulltime, non-probationary employees and their dependents.*

Kaiser Low Option	Monthly ER Cost	Monthly EE Cost
Employee Only	70%	30%
Employee + 1	40%	60%
Employee + Family	40%	60%

*Merriell Norwood (605126) - former Torrance driver with grandfathered rates; moved to the PacFed plan with Company paying 100% of the cost*

Lowest pay rate: **\$10.00**      \$61.75 Max employee cost allowed      **\$13.28**

BPA "Low" Option	2017 Monthly Cost	Monthly Co. Contribution	Wage: Under \$13.28 Employee per paycheck	Monthly Co. Contribution	Wage: \$13.28 + Employee per paycheck
Employee Only	546.44	\$422.94	\$61.75	\$382.51	\$81.97
Employee + 1	1,049.46	\$583.72	\$232.87	\$583.72	\$232.87
Employee/Family	1,475.44	\$754.11	\$360.67	\$754.11	\$360.67

## MV Transportation Benefit Premium Contributions Hourly Employees - 2017

### Medical

Aetna Health Savings Plus	* Employee Cost Per Paycheck Based on Hourly Rate of Pay as of 9/16/2016		
	\$7.25/hr - \$14.42/hr	\$14.43/hr - \$16.83/hr	\$16.84/hr +
Employee Only	\$46.00	\$61.00	\$70.00
Employee + Spouse	\$201.00	\$238.00	\$274.00
Employee + Child(ren)	\$150.00	\$177.00	\$204.00
Family	\$252.00	\$297.00	\$343.00

Aetna Health Savings Primary	* Employee Cost Per Paycheck Based on Hourly Rate of Pay as of 9/16/2016		
	\$7.25/hr - \$14.42/hr	\$14.43/hr - \$16.83/hr	\$16.84/hr +
Employee Only	\$127.00	\$149.00	\$167.00
Employee + Spouse	\$385.00	\$424.00	\$455.00
Employee + Child(ren)	\$333.00	\$376.00	\$403.00
Family	\$572.00	\$614.00	\$650.00

Aetna Buy Up PPO 1000	* Employee Cost Per Paycheck Based on Hourly Rate of Pay as of 9/16/2016		
	\$7.25/hr - \$14.42/hr	\$14.43/hr - \$16.83/hr	\$16.84/hr +
Employee Only	\$208.00	\$237.00	\$263.00
Employee + Spouse	\$569.00	\$609.00	\$635.00
Employee + Child(ren)	\$516.00	\$560.00	\$560.00
Family	\$891.00	\$931.00	\$934.00

### Dental

MetLife Dental Co-Pay Plan	Employee's Cost Per Paycheck *
Employee Only	\$6.08
Employee/Spouse	\$13.07
Employee/Child(ren)	\$12.49
Employee/Family	\$21.67

MetLife Dental PDP Plan	Employee's Cost Per Paycheck *
Employee Only	\$16.31
Employee/Spouse	\$35.11
Employee/Child(ren)	\$33.55
Employee/Family	\$58.23

### Vision

VSP Vision Care	Employee's Cost Per Paycheck *
Employee Only	\$2.80
Employee/Spouse	\$5.61
Employee/Child(ren)	\$6.00
Employee/Family	\$9.59

\* Premiums are deducted from the first two (2) paychecks of each month.

\*\* Please refer to complete Summary Plan Documents for coverage details

All health plan deductions will be pre-tax, except when federal or state laws require after-tax contribution for domestic partner coverage.

Please note your elections will remain in effect through the entire plan year. No changes can be made to your elections during the year unless you have a qualifying life event.

## MV Transportation Benefit Premium Contributions Exempt Employees - 2017

### Medical

Aetna Health Savings Plus	* Employee Cost Per Paycheck Based on Hourly Rate of Pay as of 9/16/2016		
	\$7.25/hr - \$14.42/hr	\$14.43/hr - \$16.83/hr	\$16.84/hr +
Employee Only	\$46.00	\$61.00	\$70.00
Employee + Spouse	\$201.00	\$238.00	\$274.00
Employee + Child(ren)	\$150.00	\$177.00	\$204.00
Family	\$252.00	\$297.00	\$343.00

Aetna Health Savings Primary	* Employee Cost Per Paycheck Based on Hourly Rate of Pay as of 9/16/2016		
	\$7.25/hr - \$14.42/hr	\$14.43/hr - \$16.83/hr	\$16.84/hr +
Employee Only	\$127.00	\$149.00	\$167.00
Employee + Spouse	\$385.00	\$424.00	\$455.00
Employee + Child(ren)	\$333.00	\$376.00	\$403.00
Family	\$572.00	\$614.00	\$650.00

Aetna Buy Up PPO 1000	* Employee Cost Per Paycheck Based on Hourly Rate of Pay as of 9/16/2016		
	\$7.25/hr - \$14.42/hr	\$14.43/hr - \$16.83/hr	\$16.84/hr +
Employee Only	\$208.00	\$237.00	\$263.00
Employee + Spouse	\$569.00	\$609.00	\$635.00
Employee + Child(ren)	\$516.00	\$560.00	\$560.00
Family	\$891.00	\$931.00	\$934.00

### Dental

MetLife Exempt PDP	Employee's Cost Per Paycheck *
Employee Only	\$17.45
Employee/Spouse	\$37.55
Employee/Child(ren)	\$35.88
Employee/Family	\$62.26

### Vision

VSP Vision Care	Employee's Cost Per Paycheck *
Employee Only	\$2.80
Employee/Spouse	\$5.61
Employee/Child(ren)	\$6.00
Employee/Family	\$9.59

\* Premiums are deducted from the first two (2) paychecks of each month.

\*\* Please refer to complete Summary Plan Documents for coverage details

All health plan deductions will be pre-tax, except when federal or state laws require after-tax contribution for domestic partner coverage.

Please note your elections will remain in effect through the entire plan year. No changes can be made to your elections during the year unless you have a qualifying life event.

## Hourly Non-Bargained Employees

FT and others qualifying under the ACA are eligible on 1st of the month following 60 days employment

EE Hrly Wage:  
\$7.25 - \$14.42

EE Hrly Wage:  
\$14.43-\$16.83

EE Hrly Wage:  
\$16.84+

Aetna Health Savings Plus	2017 Monthly Cost	Monthly Co. Contribution	EE Hrly Wage: \$7.25 - \$14.42 Emp per Paycheck	Monthly Co. Contribution	EE Hrly Wage: \$14.43-\$16.83 Emp per Paycheck	Monthly Co. Contribution	EE Hrly Wage: \$16.84+ Emp per Paycheck
Employee Only	\$17.01	\$425.01	\$46.00	\$395.01	\$61.00	\$377.01	\$70.00
Employee/Spouse	1,137.43	\$735.43	\$201.00	\$661.43	\$238.00	\$589.43	\$274.00
Employee/Children	930.62	\$630.62	\$150.00	\$576.62	\$177.00	\$522.62	\$204.00
Employee/Family	1,551.04	\$1,047.04	\$252.00	\$957.04	\$297.00	\$865.04	\$343.00

Aetna Health Savings Primary	2017 Monthly Cost	Monthly Co. Contribution	EE Hrly Wage: \$7.25 - \$14.42 Emp per Paycheck	Monthly Co. Contribution	EE Hrly Wage: \$14.43-\$16.83 Emp per Paycheck	Monthly Co. Contribution	EE Hrly Wage: \$16.84+ Emp per Paycheck
Employee Only	\$64.20	\$310.20	\$127.00	\$266.20	\$149.00	\$230.20	\$167.00
Employee/Spouse	1,241.24	\$471.24	\$385.00	\$393.24	\$424.00	\$331.24	\$455.00
Employee/Children	1,015.56	\$349.56	\$333.00	\$263.56	\$376.00	\$209.56	\$403.00
Employee/Family	1,692.60	\$548.60	\$572.00	\$464.60	\$614.00	\$392.60	\$650.00

Aetna Buy Up PPO 1000	2017 Monthly Cost	Monthly Co. Contribution	EE Hrly Wage: \$7.25 - \$14.42 Emp per Paycheck	Monthly Co. Contribution	EE Hrly Wage: \$14.43-\$16.83 Emp per Paycheck	Monthly Co. Contribution	EE Hrly Wage: \$16.84+ Emp per Paycheck
Employee Only	\$22.82	\$206.82	\$208.00	\$148.82	\$237.00	\$96.82	\$263.00
Employee/Spouse	1,370.20	\$232.20	\$569.00	\$152.20	\$609.00	\$100.20	\$635.00
Employee/Children	1,121.07	\$89.07	\$516.00	\$1.07	\$560.00	\$1.07	\$560.00
Employee/Family	1,868.45	\$86.45	\$891.00	\$6.45	\$931.00	\$0.45	\$934.00

MetLife Dental Co-Pay	2017 Monthly Cost	Monthly Co. Contribution	EE Hrly Wage: \$7.25 - \$14.42 Emp per Paycheck
Employee Only	\$12.15	\$0.00	\$6.08
Employee/Spouse	\$26.14	\$0.00	\$13.07
Employee/Children	\$24.97	\$0.00	\$12.49
Employee/Family	\$43.34	\$0.00	\$21.67

MetLife Dental PDP	2017 Monthly Cost	Monthly Co. Contribution	EE Hrly Wage: \$7.25 - \$14.42 Emp per Paycheck
Employee Only	\$32.62	\$0.00	\$16.31
Employee/Spouse	\$70.21	\$0.00	\$35.11
Employee/Children	\$67.09	\$0.00	\$33.55
Employee/Family	\$116.45	\$0.00	\$58.23

VSP Vision	2017 Monthly Cost	Monthly Co. Contribution	EE Hrly Wage: \$7.25 - \$14.42 Emp per Paycheck
Employee Only	\$5.60	\$0.00	\$2.80
Employee/Spouse	\$11.22	\$0.00	\$5.61
Employee/Children	\$11.99	\$0.00	\$6.00
Employee/Family	\$19.17	\$0.00	\$9.59

## Exempt Employees

FT and others qualifying under the ACA are eligible on 1st of the month following 1 month employment

EE Hrly Wage:  
\$7.25 - \$14.42

EE Hrly Wage:  
\$14.43-\$16.83

EE Hrly Wage:  
\$16.84+

Aetna Health Savings Plus	2017 Monthly Cost	Monthly Co. Contribution	Emp per Paycheck	Monthly Co. Contribution	Emp per Paycheck	Monthly Co. Contribution	Emp per Paycheck
Employee Only	517.01	\$425.01	\$46.00	\$395.01	\$61.00	\$377.01	\$70.00
Employee/Spouse	1,137.43	\$735.43	\$201.00	\$661.43	\$238.00	\$589.43	\$274.00
Employee/Children	930.62	\$630.62	\$150.00	\$576.62	\$177.00	\$522.62	\$204.00
Employee/Family	1,551.04	\$1,047.04	\$252.00	\$957.04	\$297.00	\$865.04	\$343.00

Aetna Health Savings Primary	2017 Monthly Cost	Monthly Co. Contribution	Emp per Paycheck	Monthly Co. Contribution	Emp per Paycheck	Monthly Co. Contribution	Emp per Paycheck
Employee Only	564.20	\$310.20	\$127.00	\$266.20	\$149.00	\$230.20	\$167.00
Employee/Spouse	1,241.24	\$471.24	\$385.00	\$393.24	\$424.00	\$331.24	\$455.00
Employee/Children	1,015.56	\$349.56	\$333.00	\$263.56	\$376.00	\$209.56	\$403.00
Employee/Family	1,692.60	\$548.60	\$572.00	\$464.60	\$614.00	\$392.60	\$650.00

Aetna Buy Up PPO 1000	2017 Monthly Cost	Monthly Co. Contribution	Emp per Paycheck	Monthly Co. Contribution	Emp per Paycheck	Monthly Co. Contribution	Emp per Paycheck
Employee Only	622.82	\$206.82	\$208.00	\$148.82	\$237.00	\$96.82	\$263.00
Employee/Spouse	1,370.20	\$232.20	\$569.00	\$152.20	\$609.00	\$100.20	\$635.00
Employee/Children	1,121.07	\$89.07	\$816.00	\$1.07	\$560.00	\$1.07	\$560.00
Employee/Family	1,868.45	\$86.45	\$891.00	\$6.45	\$931.00	\$0.45	\$934.00

MetLife Exempt PDP	2017 Monthly Cost	Monthly Co. Contribution	Emp per Paycheck
Employee Only	34.89	\$0.00	\$17.45
Employee/Spouse	75.10	\$0.00	\$37.55
Employee/Children	71.75	\$0.00	\$35.88
Employee/Family	124.52	\$0.00	\$62.26

VSP Vision Exempt	2017 Monthly Cost	Monthly Co. Contribution	Emp per Paycheck
Employee Only	\$5.60	\$0.00	\$2.80
Employee/Spouse	\$11.22	\$0.00	\$5.61
Employee/Children	\$11.99	\$0.00	\$6.00
Employee/Family	\$19.17	\$0.00	\$9.59



**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

**Coverage for: Individual + Family | Plan Type: PC**

**This is only a summary.** If you want more detail about your coverage and costs, you can get the complete terms in the policy or plan document at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com) or by calling 1-888-982-3862.

Important Questions	Answers	Why this Matters:
What is the overall deductible?	Network: EE Only \$4,000; EE+ Family: \$8,000. Out-of-Network: EE Only \$8,000; EE+ Family: \$16,000. Does not apply to preventive care in-network.	You must pay all the costs up to the <b>deductible</b> amount before this plan begins to pay for covered services you use. Check your policy or plan document to see when the <b>deductible</b> starts over (usually, but not always, January 1st). See the chart starting on page 2 for how much you pay for covered services after you meet the <b>deductible</b> .
Are there other deductibles for specific services?	No.	You don't have to meet <b>deductibles</b> for specific services, but see the chart starting on page 2 for other costs for services this plan covers.
Is there an out-of-pocket limit on my expenses?	Yes. Network: EE Only \$6,350; EE+ Family: Individual \$6,350 / Family \$12,700. Out-of-Network: EE Only \$12,500; EE+ Family: Individual \$12,500 / Family \$25,000.	The <b>out-of-pocket limit</b> is the most you could pay during a coverage period (usually one year) for your share of the cost of covered services. This limit helps you plan for health care expenses.
What is not included in the out-of-pocket limit?	Premiums, balance-billed charges, penalties for failure to obtain pre-authorization for service, and health care this plan does not cover.	Even though you pay these expenses, they don't count toward the <b>out-of-pocket limit</b> .
Is there an overall annual limit on what the plan pays?	No.	The chart starting on page 2 describes any limits on what the plan will pay for <i>specific</i> covered services, such as office visits.
Does this plan use a network of providers?	Yes. See <a href="http://www.aetna.com">www.aetna.com</a> or call 1-888-982-3862 for a list of network providers.	If you use an in-network doctor or other health care <b>provider</b> , this plan will pay some or all of the costs of covered services. Be aware, your in-network doctor or hospital may use an out-of-network <b>provider</b> for some services. Plans use the term in-network, <b>preferred</b> , or participating for <b>providers</b> in their <b>network</b> . See the chart starting on page 2 for how this plan pays different kinds of <b>providers</b> .
Do I need a referral to see a specialist?	No.	You can see the <b>specialist</b> you choose without permission from this plan.
Are there services this plan doesn't cover?	Yes.	Some of the services this plan doesn't cover are listed on page 5. See your policy or plan document for additional information about <b>excluded services</b> .

**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

**Coverage for: Individual + Family | Plan Type: POS**



- Copayments are fixed dollar amounts (for example, \$15) you pay for covered health care, usually when you receive the service.
- Coinsurance is *your* share of the costs of a covered service, calculated as a percent of the allowed amount for the service. For example, if the plan's allowed amount for an overnight hospital stay is \$1,000, your coinsurance payment of 20% would be \$200. This may change if you haven't met your deductible.
- The amount the plan pays for covered services is based on the allowed amount. If an out-of-network provider charges more than the allowed amount, you may have to pay the difference. For example, if an out-of-network hospital charges \$1,500 for an overnight stay and the allowed amount is \$1,000, you may have to pay the \$500 difference. (This is called balance billing.)
- This plan may encourage you to use network providers by charging you lower deductibles, copayments, and coinsurance amounts.

Common Medical Event	Services You May Need	Your Cost If You Use a Network Provider	Your Cost If You Use an Out-of-Network Provider	Limitations & Exceptions
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	30% coinsurance	50% coinsurance	Includes Internist, General Physician, Family Practitioner or Pediatrician. _____none_____
	Specialist visit	30% coinsurance	50% coinsurance	
	Other practitioner office visit	30% coinsurance	50% coinsurance	Coverage is limited to 20 visits per calendar year for Chiropractic care.
	Preventive care /screening /immunization	No charge	50% coinsurance	Age and frequency schedules may apply.
If you have a test	Diagnostic test (x-ray, blood work)	30% coinsurance	50% coinsurance	_____none_____
	Imaging (CT/PET scans, MRIs)	30% coinsurance	50% coinsurance	_____none_____

**Questions:** Call 1-888-982-3862 or visit us at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com). If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com) or call 1-888-982-3862 to request a copy.

**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

**Coverage for: Individual + Family | Plan Type: POS**

Common Medical Event	Services You May Need	Your Cost If You Use a Network Provider	Your Cost If You Use an Out-of-Network Provider	Limitations & Exceptions
<p><b>If you need drugs to treat your illness or condition</b></p> <p>More information about <b>prescription drug coverage</b> is available at <a href="http://www.express-scripts.com">www.express-scripts.com</a></p>	<p>Generic drugs</p> <p>Preferred brand drugs</p> <p>Non-preferred brand drugs</p>	<p>After deductible, 30% coinsurance</p> <p>After deductible, 30% coinsurance</p> <p>After deductible, 50% coinsurance</p>	<p>After deductible, 50% coinsurance</p> <p>After deductible, 50% coinsurance</p> <p>After deductible, 50% coinsurance</p>	<p>For pharmacy benefit information visit <a href="http://www.express-scripts.com">www.express-scripts.com</a></p>
<p><b>If you have outpatient surgery</b></p>	<p>Facility fee (e.g., ambulatory surgery center)</p> <p>Physician/surgeon fees</p>	<p>30% coinsurance</p> <p>30% coinsurance</p>	<p>50% coinsurance</p> <p>50% coinsurance</p>	<p>none</p> <p>none</p>
<p><b>If you need immediate medical attention</b></p>	<p>Emergency room services</p> <p>Emergency medical transportation</p> <p>Urgent care</p>	<p>30% coinsurance</p> <p>30% coinsurance</p> <p>30% coinsurance</p>	<p>30% coinsurance</p> <p>30% coinsurance</p> <p>50% coinsurance</p>	<p>none</p> <p>none</p> <p>none</p> <p>none</p> <p>none</p>
<p><b>If you have a hospital stay</b></p>	<p>Facility fee (e.g., hospital room)</p> <p>Physician/surgeon fee</p>	<p>30% coinsurance</p> <p>30% coinsurance</p>	<p>50% coinsurance</p> <p>50% coinsurance</p>	<p>Pre-authorization required for out-of-network care.</p> <p>none</p> <p>none</p>
<p><b>If you have mental health, behavioral health, or substance abuse needs</b></p>	<p>Mental/Behavioral health outpatient services</p> <p>Mental/Behavioral health inpatient services</p>	<p>30% coinsurance</p> <p>30% coinsurance</p>	<p>50% coinsurance</p> <p>50% coinsurance</p>	<p>Pre-authorization required for out-of-network care.</p>

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**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

**Coverage for: Individual + Family | Plan Type: POS**

Common Medical Event	Services You May Need	Your Cost If You Use a Network Provider	Your Cost If You Use an Out-of-Network Provider	Limitations & Exceptions
If you are pregnant	Substance use disorder outpatient services	30% coinsurance	50% coinsurance	none
	Substance use disorder inpatient services	30% coinsurance	50% coinsurance	Pre-authorization required for out-of-network care.
	Prenatal and postnatal care	No charge	50% coinsurance	none
If you need help recovering or have other special health needs	Delivery and all inpatient services	30% coinsurance	50% coinsurance	Includes outpatient postnatal care. Pre-authorization may be required for out-of-network care.
	Home health care	30% coinsurance	50% coinsurance	Coverage is limited to 120 visits per calendar year. Pre-authorization required for out-of-network care.
	Rehabilitation services	30% coinsurance	50% coinsurance	Coverage is limited to 40 visits per calendar year for Physical & Occupational Therapy combined.
	Habilitation services	Not covered	Not covered	Not covered.
	Skilled nursing care	30% coinsurance	50% coinsurance	Coverage is limited to 120 days per calendar year. Pre-authorization required for out-of-network care.
	Durable medical equipment	30% coinsurance	50% coinsurance	none
If your child needs dental or eye care	Hospice service	30% coinsurance	50% coinsurance	Pre-authorization required for out-of-network care.
	Eye exam	Not covered	Not covered	Not covered.
	Glasses	Not covered	Not covered	Not covered.
	Dental check-up	Not covered	Not covered	Not covered.

**Questions:** Call 1-888-982-3862 or visit us at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com). If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com) or call 1-888-982-3862 to request a copy.

**Summary of Benefits and Coverage: What this Plan Covers & What it Costs****Coverage for: Individual + Family | Plan Type: POS****Excluded Services & Other Covered Services:****Services Your Plan Does NOT Cover** (This isn't a complete list. Check your policy or plan document for other excluded services.)

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>• Acupuncture</li> <li>• Bariatric surgery</li> <li>• Cosmetic surgery</li> <li>• Dental care (Adult &amp; Child)</li> <li>• Glasses (Child)</li> </ul> | <ul style="list-style-type: none"> <li>• Habilitation services</li> <li>• Hearing aids</li> <li>• Long-term care</li> <li>• Non-emergency care when traveling outside the U.S.</li> </ul> | <ul style="list-style-type: none"> <li>• Routine eye care (Adult &amp; Child)</li> <li>• Routine foot care</li> <li>• Weight loss programs - Except for required preventive services.</li> </ul> |
|--|---|--|

**Other Covered Services** (This isn't a complete list. Check your policy or plan document for other covered services and your costs for these services.)

- Chiropractic care - Coverage is limited to 20 visits per calendar year.
- Infertility treatment - Coverage is limited to the diagnosis and treatment of underlying medical condition.
- Private-duty nursing - Coverage is limited to 70 - 8 hour shifts per calendar year.

**Your Rights to Continue Coverage:**

If you lose coverage under the plan, then, depending upon the circumstances, Federal and State laws may provide protections that allow you to keep health coverage. Any such rights may be limited in duration and will require you to pay a **premium**, which may be significantly higher than the **premium** you pay while covered under the plan. Other limitations on your rights to continue coverage may also apply.

For more information on your rights to continue coverage, contact the plan at 1-888-982-3862. You may also contact your state insurance department, the U.S. Department of Labor, Employee Benefits Security Administration at 1-866-444-3272 or [www.dol.gov/ebsa](http://www.dol.gov/ebsa), or the U.S. Department of Health and Human Services at 1-877-267-2323 x61565 or [www.cms.gov](http://www.cms.gov).

**Your Grievance and Appeals Rights:**

If you have a complaint or are dissatisfied with a denial of coverage for claims under your plan, you may be able to **appeal** or file a **grievance**. For questions about your rights, this notice, or assistance, you can contact us by calling the toll free number on your Medical ID Card. If your group health plan is subject to ERISA, you may also contact the Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or [www.dol.gov/ebsa/healthreform](http://www.dol.gov/ebsa/healthreform).

Additionally, a consumer assistance program can help you file your **appeal**. Contact information is at <http://www.aetna.com/individuals-families-health-insurance/rights-resources/complaints-grievances-appeals/index.html>

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**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

**Coverage for:** Individual + Family | **Plan Type:** POS

**Does this Coverage Provide Minimum Essential Coverage?**

The Affordable Care Act requires most people to have health care coverage that qualifies as "minimum essential coverage". This plan or policy does provide minimum essential coverage.

**Does this Coverage Meet Minimum Value Standard?**

The Affordable Care Act establishes a minimum value standard of benefits of a health plan. The minimum value standard is 60% (actuarial value). This health coverage does meet the minimum value standard for the benefits it provides.

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**Coverage Examples**

**Coverage for:** Individual + Family | **Plan Type:** POS

**About these Coverage Examples:**

These examples show how this plan might cover medical care in given situations. Use these examples to see, in general, how much financial protection a sample patient might get if they are covered under different plans.

**This is not a cost estimator.**

Don't use these examples to estimate your actual costs under this plan. The actual care you receive will be different from these examples, and the cost of that care also will be different.

See the next page for important information about these examples.

**Having a baby**  
(normal delivery)

- **Amount owed to providers:** \$7,540
- **Plan pays:** \$2,940
- **Patient pays:** \$4,600

**Sample care costs:**

Hospital charges (mother)	\$2,700
Routine obstetric care	\$2,100
Hospital charges (baby)	\$900
Anesthesia	\$900
Laboratory tests	\$500
Prescriptions	\$200
Radiology	\$200
Vaccines, other preventive	\$40
<b>Total</b>	<b>\$7,540</b>

**Patient pays:**

Deductibles	\$4,000
Copays	\$0
Coinsurance	\$400
Limits or exclusions	\$200
<b>Total</b>	<b>\$4,600</b>

**Managing type 2 diabetes**  
(routine maintenance of a well-controlled condition)

- Amount owed to providers:** \$5,400
- Plan pays:** \$920
- Patient pays:** \$4,480

**Sample care costs:**

Prescriptions	\$2,900
Medical Equipment and Supplies	\$1,300
Office Visits and Procedures	\$700
Education	\$300
Laboratory tests	\$100
Vaccines, other preventive	\$100
<b>Total</b>	<b>\$5,400</b>

**Patient pays:**

Deductibles	\$4,000
Copays	\$0
Coinsurance	\$400
Limits or exclusions	\$80
<b>Total</b>	<b>\$4,480</b>

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## Coverage Examples

Coverage for: Individual + Family | Plan Type: POS

## Questions and answers about the Coverage Examples:

### What are some of the assumptions behind the Coverage Examples?

- Costs don't include premiums.
- Sample care costs are based on national averages supplied by the U.S. Department of Health and Human Services, and aren't specific to a particular geographic area or health plan.
- The patient's condition was not an excluded or preexisting condition.
- All services and treatments started and ended in the same coverage period.
- There are no other medical expenses for any member covered under this plan.
- Out-of-pocket expenses are based only on treating the condition in the example.
- The patient received all care from in-network providers. If the patient had received care from out-of-network providers, costs would have been higher.

### What does a Coverage Example show?

For each treatment situation, the Coverage Example helps you see how deductibles, copayments, and coinsurance can add up. It also helps you see what expenses might be left up to you to pay because the service or treatment isn't covered or payment is limited.

### Does the Coverage Example predict my own care needs?

**X No.** Treatments shown are just examples. The care you would receive for this condition could be different, based on your doctor's advice, your age, how serious your condition is, and many other factors.

### Does the Coverage Example predict my future expenses?

**X No.** Coverage Examples are not cost estimators. You can't use the examples to estimate costs for an actual condition. They are for comparative purposes only. Your own costs will be different depending on the care you receive, the prices your providers charge, and the reimbursement your health plan allows.

### Can I use Coverage Examples to compare plans?

**✓ Yes.** When you look at the Summary of Benefits and Coverage for other plans, you'll find the same Coverage Examples. When you compare plans, check the "Patient Pays" box in each example. The smaller that number, the more coverage the plan provides.

### Are there other costs I should consider when comparing plans?

**✓ Yes.** An important cost is the premium you pay. Generally, the lower your premium, the more you'll pay in out-of-pocket costs, such as copayments, deductibles, and coinsurance. You should also consider contributions to accounts such as health savings accounts (HSAs), flexible spending arrangements (FSAs) or health reimbursement accounts (HRAs) that help you pay out-of-pocket expenses.



## Assistive Technology

Persons using assistive technology may not be able to fully access the following information. For assistance, please call 1-888-982-3862.

## Smartphone or Tablet

To view documents from your smartphone or tablet, the free WinZip app is required. It may be available from your App Store.

## Non-Discrimination

Aetna complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Aetna does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

Aetna:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
  - Qualified sign language interpreters
  - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
  - Qualified interpreters
  - Information written in other languages

If you need these services, contact our Civil Rights Coordinator.

If you believe that Aetna has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with: Civil Rights Coordinator, PO Box 14462, Lexington, KY 40512, 1-800-648-7817, TTY 711, Fax 859-425-3379, CRCoordinator@aetna.com.

California HMO/HNO Members: Civil Rights Coordinator, PO Box 24030 Fresno CA, 93779, 1-800-648-7817, TTY 711, Fax 860-262-7705, CRCoordinator@aetna.com. You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, our Civil Rights Coordinator is available to help you. You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at: U.S. Department of Health and Human Services, 200 Independence Avenue, SW Room 509F, HHH Building, Washington, D.C. 20201, 1-800-368-1019, 1-800-537-7697 (TDD).

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Aetna is the brand name used for products and services provided by one or more of the Aetna group of subsidiary companies, including Aetna Life Insurance Company, Coventry Health Care plans and their affiliates.

**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

**Coverage for: Individual + Family | Plan Type: PO**

This is only a summary. If you want more detail about your coverage and costs, you can get the complete terms in the policy or plan document at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com) or by calling 1-888-982-3862.

Important Questions	Answers	Why this Matters:
What is the overall deductible?	Network: Individual \$1,000 / Family \$3,000. Out-of-Network: Individual \$2,000 / Family \$6,000. Does not apply to office visits, prescription drugs, emergency care, and preventive care in-network.	You must pay all the costs up to the <b>deductible</b> amount before this plan begins to pay for covered services you use. Check your policy or plan document to see when the <b>deductible</b> starts over (usually, but not always, January 1st). See the chart starting on page 2 for how much you pay for covered services after you meet the <b>deductible</b> .
Are there other deductibles for specific services?	No.	You don't have to meet <b>deductibles</b> for specific services, but see the chart starting on page 2 for other costs for services this plan covers.
Is there an out-of-pocket limit on my expenses?	Yes. Network: Individual \$4,000 / Family \$8,000. Out-of-Network: Individual \$8,000 / Family \$16,000.	The <b>out-of-pocket limit</b> is the most you could pay during a coverage period (usually one year) for your share of the cost of covered services. This limit helps you plan for health care expenses.
What is not included in the out-of-pocket limit?	Premiums, balance-billed charges, penalties for failure to obtain pre-authorization for service, and health care this plan does not cover.	Even though you pay these expenses, they don't count toward the <b>out-of-pocket limit</b> .
Is there an overall annual limit on what the plan pays?	No.	The chart starting on page 2 describes any limits on what the plan will pay for <i>specific</i> covered services, such as office visits.
Does this plan use a network of providers?	Yes. See <a href="http://www.aetna.com">www.aetna.com</a> or call 1-888-982-3862 for a list of network providers.	If you use an in-network doctor or other health care <b>provider</b> , this plan will pay some or all of the costs of covered services. Be aware, your in-network doctor or hospital may use an out-of-network <b>provider</b> for some services. Plans use the term in-network, <b>preferred</b> , or participating for <b>providers</b> in their <b>network</b> . See the chart starting on page 2 for how this plan pays different kinds of providers.
Do I need a referral to see a specialist?	No.	You can see the <b>specialist</b> you choose without permission from this plan.
Are there services this plan doesn't cover?	Yes.	Some of the services this plan doesn't cover are listed on page 5. See your policy or plan document for additional information about <b>excluded services</b> .

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**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

**Coverage for: Individual + Family | Plan Type: PO:**

Copayments are fixed dollar amounts (for example, \$15) you pay for covered health care, usually when you receive the service.

Coinsurance is *your* share of the costs of a covered service, calculated as a percent of the allowed amount for the service. For example, if the plan's allowed amount for an overnight hospital stay is \$1,000, your coinsurance payment of 20% would be \$200. This may change if you haven't met your deductible.

The amount the plan pays for covered services is based on the allowed amount. If an out-of-network provider charges more than the allowed amount, you may have to pay the difference. For example, if an out-of-network hospital charges \$1,500 for an overnight stay and the allowed amount is \$1,000, you may have to pay the \$500 difference. (This is called balance billing.)

This plan may encourage you to use network providers by charging you lower deductibles, copayments, and coinsurance amounts.

Common Medical Event	Services You May Need	Your Cost If You Use a Network Provider	Your Cost If You Use an Out-of-Network Provider	Limitations & Exceptions
<b>If you visit a health care provider's office or clinic</b>	Primary care visit to treat an injury or illness	\$20 copay/visit	40% coinsurance	Includes Internist, General Physician, Family Practitioner or Pediatrician. ____none____ ____none____
	Specialist visit	20% coinsurance	40% coinsurance	
	Other practitioner office visit	20% coinsurance	40% coinsurance	
	Preventive care / screening /immunization	No charge	40% coinsurance	
<b>If you have a test</b>	Diagnostic test (x-ray, blood work)	20% coinsurance	40% coinsurance	Age and frequency schedules may apply. ____none____ ____none____
	Imaging (CT/PET scans, MRIs)	20% coinsurance	40% coinsurance	

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**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

**Coverage for: Individual + Family | Plan Type: POS**

Common Medical Event	Services You May Need	Your Cost If You Use a Network Provider	Your Cost If You Use an Out-of-Network Provider	Limitations & Exceptions
<p>If you need drugs to treat your illness or condition</p> <p>More information about <u>prescription drug coverage</u> is available at <a href="http://www.express-scripts.com">www.express-scripts.com</a></p>	<p>Formulary generic drugs</p> <p>Formulary brand drugs</p> <p>Non-formulary brand</p>	<p>Copay/prescription: \$10 (retail), \$25 (mail order)</p> <p>20% coinsurance with a \$30 minimum and up to a \$75 maximum/prescription (retail &amp; mail order)</p> <p>40% coinsurance with a \$60 minimum and up to a \$150 maximum/prescription (retail &amp; mail order)</p>	<p>Not covered</p> <p>Not covered</p> <p>Not covered</p>	<p>For more information visit: <a href="http://www.express-scripts.com">www.express-scripts.com</a></p> <p>First prescription must be filled at a participating retail pharmacy or Aetna Specialty Pharmacy Networks. Subsequent fills must be through Aetna Specialty Pharmacy Networks.</p> <p>_____none_____</p> <p>_____none_____</p> <p>No coverage for non-emergency use.</p> <p>No coverage for non-emergency transport.</p> <p>No coverage for non-urgent use.</p> <p>Pre-authorization required for out-of-network care.</p> <p>_____none_____</p>
<p>If you have outpatient surgery</p>	<p>Specialty drugs</p>	<p>Applicable cost as noted above for generic or brand drugs.</p>	<p>Not covered</p>	<p>No coverage for non-emergency use.</p>
<p>If you need immediate medical attention</p>	<p>Facility fee (e.g., ambulatory surgery center)</p> <p>Physician/surgeon fees Emergency room services Emergency medical transportation Urgent care</p> <p>Facility fee (e.g., hospital room)</p>	<p>20% coinsurance</p> <p>20% coinsurance</p> <p>20% coinsurance</p> <p>20% coinsurance</p> <p>20% coinsurance</p>	<p>40% coinsurance</p> <p>40% coinsurance</p> <p>20% coinsurance</p> <p>20% coinsurance</p> <p>40% coinsurance</p>	<p>No coverage for non-emergency transport.</p> <p>No coverage for non-urgent use.</p> <p>Pre-authorization required for out-of-network care.</p> <p>_____none_____</p>
<p>If you have a hospital stay</p>	<p>Physician/surgeon fee</p>	<p>20% coinsurance</p>	<p>40% coinsurance</p>	<p>_____none_____</p>

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**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

**Coverage for:** Individual + Family | **Plan Type:** POS

Common Medical Event	Services You May Need	Your Cost If You Use a Network Provider	Your Cost If You Use an Out-of-Network Provider	Limitations & Exceptions
<b>If you have mental health, behavioral health, or substance abuse needs</b>	Mental/Behavioral health outpatient services	20% coinsurance	40% coinsurance	none
	Mental/Behavioral health inpatient services	20% coinsurance	40% coinsurance	Pre-authorization required for out-of-network care.
	Substance use disorder outpatient services	20% coinsurance	40% coinsurance	none
	Substance use disorder inpatient services	20% coinsurance	40% coinsurance	Pre-authorization required for out-of-network care.
<b>If you are pregnant</b>	Prenatal and postnatal care	No charge	40% coinsurance	none
	Delivery and all inpatient services	20% coinsurance	40% coinsurance	Includes outpatient postnatal care. Pre-authorization may be required for out-of-network care.
<b>If you need help recovering or have other special health needs</b>	Home health care	20% coinsurance	40% coinsurance	Coverage is limited to 120 visits per calendar year. Pre-authorization required for out-of-network care.
	Rehabilitation services	20% coinsurance	40% coinsurance	none
	Habilitation services	Not covered	Not covered	Not covered.
	Skilled nursing care	20% coinsurance	40% coinsurance	Coverage is limited to 100 days per calendar year. Pre-authorization required for out-of-network care.
	Durable medical equipment	20% coinsurance	40% coinsurance	none
	Hospice service	20% coinsurance	40% coinsurance	Pre-authorization required for out-of-network care.
<b>If your child needs dental or eye care</b>	Eye exam	Not covered	Not covered	Not covered.
	Glasses	Not covered	Not covered	Not covered.
	Dental check-up	Not covered	Not covered	Not covered.

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**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

**Coverage for:** Individual + Family | **Plan Type:** POS

**Excluded Services & Other Covered Services:**

**Services Your Plan Does NOT Cover** (This isn't a complete list. Check your policy or plan document for other excluded services.)

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>• Acupuncture</li> <li>• Bariatric surgery</li> <li>• Cosmetic surgery</li> <li>• Dental care (Adult &amp; Child)</li> <li>• Glasses (Child)</li> </ul> | <ul style="list-style-type: none"> <li>• Habilitation services</li> <li>• Hearing aids</li> <li>• Long-term care</li> <li>• Non-emergency care when traveling outside the U.S.</li> </ul> | <ul style="list-style-type: none"> <li>• Private-duty nursing</li> <li>• Routine eye care (Adult &amp; Child)</li> <li>• Routine foot care</li> <li>• Weight loss programs</li> </ul> |
|--|---|---|

**Other Covered Services** (This isn't a complete list. Check your policy or plan document for other covered services and your costs for these services.)

- Chiropractic care
- Infertility treatment - Coverage is limited to the diagnosis and treatment of underlying medical condition.

**Your Rights to Continue Coverage:**

If you lose coverage under the plan, then, depending upon the circumstances, Federal and State laws may provide protections that allow you to keep health coverage. Any such rights may be limited in duration and will require you to pay a **premium**, which may be significantly higher than the **premium** you pay while covered under the plan. Other limitations on your rights to continue coverage may also apply.

For more information on your rights to continue coverage, contact the plan at 1-888-982-3862. You may also contact your state insurance department, the U.S. Department of Labor, Employee Benefits Security Administration at 1-866-444-3272 or [www.dol.gov/ebsa](http://www.dol.gov/ebsa), or the U.S. Department of Health and Human Services at 1-877-267-2323 x61565 or [www.ccoio.cms.gov](http://www.ccoio.cms.gov).

**Your Grievance and Appeals Rights:**

If you have a complaint or are dissatisfied with a denial of coverage for claims under your plan, you may be able to **appeal** or file a **grievance**. For questions about your rights, this notice, or assistance, you can contact us by calling the toll free number on your Medical ID Card. If your group health plan is subject to ERISA, you may also contact the Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or [www.dol.gov/ebsa/healthreform](http://www.dol.gov/ebsa/healthreform).

Additionally, a consumer assistance program can help you file your **appeal**. Contact information is at <http://www.actna.com/individuals-families-health-insurance/rights-resources/complaints-grievances-appeals/index.html>

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## Summary of Benefits and Coverage: What this Plan Covers & What it Costs

Coverage for: Individual + Family | Plan Type: POS

### Does this Coverage Provide Minimum Essential Coverage?

The Affordable Care Act requires most people to have health care coverage that qualifies as "minimum essential coverage". This plan or policy does provide minimum essential coverage.

### Does this Coverage Meet Minimum Value Standard?

The Affordable Care Act establishes a minimum value standard of benefits of a health plan. The minimum value standard is 60% (actuarial value). This health coverage does meet the minimum value standard for the benefits it provides.

### Language Access Services:

Para obtener asistencia en Español, llame al 1-888-982-3862.

Kung kailangan ninyo ang tulong sa Tagalog tumawag sa 1-888-982-3862.

如果需要中文的帮助, 请拨打这个号码 1-888-982-3862.

Dinek'ehgo shika at'ohwol ninisingo, kwijigo holne' 1-888-982-3862.

-----To see examples of how this plan might cover costs, see the next page.

**Questions:** Call 1-888-982-3862 or visit us at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com).

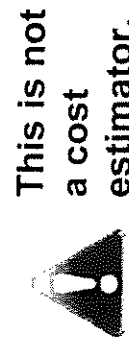
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**Coverage Examples**

Coverage for: Individual + Family | Plan Type: POS

**About these Coverage Examples:**

These examples show how this plan might cover medical care in given situations. Use these examples to see, in general, how much financial protection a sample patient might get if they are covered under different plans.



**This is not a cost estimator.**

Don't use these examples to estimate your actual costs under this plan. The actual care you receive will be different from these examples, and the cost of that care also will be different.

See the next page for important information about these examples.

**Having a baby**  
(normal delivery)

- Amount owed to providers: \$7,540
- Plan pays: \$5,520
- Patient pays: \$2,020

**Sample care costs:**

Hospital charges (mother)	\$2,700
Routine obstetric care	\$2,100
Hospital charges (baby)	\$900
Anesthesia	\$900
Laboratory tests	\$500
Prescriptions	\$200
Radiology	\$200
Vaccines, other preventive	\$40
<b>Total</b>	<b>\$7,540</b>

**Patient pays:**

Deductibles	\$1,000
Copays	\$20
Coinsurance	\$800
Limits or exclusions	\$200
<b>Total</b>	<b>\$2,020</b>

**Managing type 2 diabetes**  
(routine maintenance of a well-controlled condition)

- Amount owed to providers: \$5,400
- Plan pays: \$3,620
- Patient pays: \$1,780

**Sample care costs:**

Prescriptions	\$2,900
Medical Equipment and Supplies	\$1,300
Office Visits and Procedures	\$700
Education	\$300
Laboratory tests	\$100
Vaccines, other preventive	\$100
<b>Total</b>	<b>\$5,400</b>

**Patient pays:**

Deductibles	\$1,000
Copays	\$500
Coinsurance	\$200
Limits or exclusions	\$80
<b>Total</b>	<b>\$1,780</b>

**Questions:** Call 1-888-982-3862 or visit us at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com).

If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com) or call 1-888-982-3862 to request a copy.



## Coverage Examples

Coverage for: Individual + Family | Plan Type: POS

## Questions and answers about the Coverage Examples:

### What are some of the assumptions behind the Coverage Examples?

- Costs don't include premiums.
- Sample care costs are based on national averages supplied by the U.S. Department of Health and Human Services, and aren't specific to a particular geographic area or health plan.
- The patient's condition was not an excluded or preexisting condition.
- All services and treatments started and ended in the same coverage period.
- There are no other medical expenses for any member covered under this plan.
- Out-of-pocket expenses are based only on treating the condition in the example.
- The patient received all care from in-network providers. If the patient had received care from out-of-network providers, costs would have been higher.

### What does a Coverage Example show?

For each treatment situation, the Coverage Example helps you see how deductibles, copayments, and coinsurance can add up. It also helps you see what expenses might be left up to you to pay because the service or treatment isn't covered or payment is limited.

### Does the Coverage Example predict my own care needs?

**No.** Treatments shown are just examples. The care you would receive for this condition could be different, based on your doctor's advice, your age, how serious your condition is, and many other factors.

### Does the Coverage Example predict my future expenses?

**No.** Coverage Examples are not cost estimators. You can't use the examples to estimate costs for an actual condition. They are for comparative purposes only. Your own costs will be different depending on the care you receive, the prices your providers charge, and the reimbursement your health plan allows.

### Can I use Coverage Examples to compare plans?

**Yes.** When you look at the Summary of Benefits and Coverage for other plans, you'll find the same Coverage Examples. When you compare plans, check the "Patient Pays" box in each example. The smaller that number, the more coverage the plan provides.

### Are there other costs I should consider when comparing plans?

**Yes.** An important cost is the premium you pay. Generally, the lower your premium, the more you'll pay in out-of-pocket costs, such as copayments, deductibles, and coinsurance. You should also consider contributions to accounts such as health savings accounts (HSAs), flexible spending arrangements (FSAs) or health reimbursement accounts (HRAs) that help you pay out-of-pocket expenses.

**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

**Coverage for: Individual + Family | Plan Type: POS**

**!** This is only a summary. If you want more detail about your coverage and costs, you can get the complete terms in the policy or plan document at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com) or by calling 1-888-982-3862.

Important Questions	Answers	Why this Matters:
What is the overall deductible?	Network: EE Only <b>\$1,500</b> ; EE+ Family: <b>\$3,000</b> . Out-of-Network: EE Only <b>\$3,000</b> ; EE+ Family: <b>\$6,000</b> . Does not apply to preventive care in-network.	You must pay all the costs up to the <b>deductible</b> amount before this plan begins to pay for covered services you use. Check your policy or plan document to see when the <b>deductible</b> starts over (usually, but not always, January 1st). See the chart starting on page 2 for how much you pay for covered services after you meet the <b>deductible</b> .
Are there other deductibles for specific services?	No.	You don't have to meet <b>deductibles</b> for specific services, but see the chart starting on page 2 for other costs for services this plan covers.
Is there an out-of-pocket limit on my expenses?	Yes. Network: EE Only <b>\$4,000</b> ; EE+ Family: <b>\$8,000</b> . Out-of-Network: EE Only <b>unlimited</b> ; EE+ Family: <b>unlimited</b> .	The <b>out-of-pocket limit</b> is the most you could pay during a coverage period (usually one year) for your share of the cost of covered services. This limit helps you plan for health care expenses.
What is not included in the out-of-pocket limit?	Premiums, balance-billed charges, penalties for failure to obtain pre-authorization for service, and health care this plan does not cover.	Even though you pay these expenses, they don't count toward the <b>out-of-pocket limit</b> .
Is there an overall annual limit on what the plan pays?	No.	The chart starting on page 2 describes any limits on what the plan will pay for <i>specific</i> covered services, such as office visits.
Does this plan use a network of providers?	Yes. See <a href="http://www.aetna.com">www.aetna.com</a> or call 1-888-982-3862 for a list of network <b>providers</b> .	If you use an in-network doctor or other health care <b>provider</b> , this plan will pay some or all of the costs of covered services. Be aware, your in-network doctor or hospital may use an out-of-network <b>provider</b> for some services. Plans use the term in-network, <b>preferred</b> , or participating for <b>providers</b> in their <b>network</b> . See the chart starting on page 2 for how this plan pays different kinds of <b>providers</b> .
Do I need a referral to see a specialist?	No.	You can see the <b>specialist</b> you choose without permission from this plan.
Are there services this plan doesn't cover?	Yes.	Some of the services this plan doesn't cover are listed on page 5. See your policy or plan document for additional information about <b>excluded services</b> .

**Questions:** Call 1-888-982-3862 or visit us at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com). If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com) or call 1-888-982-3862 to request a copy.

**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

**Coverage for: Individual + Family | Plan Type: POE**



- Copayments are fixed dollar amounts (for example, \$15) you pay for covered health care, usually when you receive the service.
- Coinsurance is *your* share of the costs of a covered service, calculated as a percent of the allowed amount for the service. For example, if the plan's allowed amount for an overnight hospital stay is \$1,000, your coinsurance payment of 20% would be \$200. This may change if you haven't met your deductible.
- The amount the plan pays for covered services is based on the allowed amount. If an out-of-network provider charges more than the allowed amount, you may have to pay the difference. For example, if an out-of-network hospital charges \$1,500 for an overnight stay and the allowed amount is \$1,000, you may have to pay the \$500 difference. (This is called balance billing.)
- This plan may encourage you to use network providers by charging you lower deductibles, copayments, and coinsurance amounts.

Common Medical Event	Services You May Need	Your Cost If You Use a Network Provider	Your Cost If You Use an Out-of-Network Provider	Limitations & Exceptions
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	20% coinsurance	50% coinsurance	Includes Internist, General Physician, Family Practitioner or Pediatrician. _____none_____
	Specialist visit	20% coinsurance	50% coinsurance	
	Other practitioner office visit	20% coinsurance	50% coinsurance	Coverage is limited to 20 visits per calendar year for Chiropractic care.
	Preventive care / screening /immunization	No charge	Not covered	Age and frequency schedules may apply.
If you have a test	Diagnostic test (x-ray, blood work)	20% coinsurance	50% coinsurance	_____none_____
	Imaging (CT/PET scans, MRIs)	20% coinsurance	50% coinsurance	_____none_____

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**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

**Coverage for: Individual + Family | Plan Type: POS**

Common Medical Event	Services You May Need	Your Cost If You Use a Network Provider	Your Cost If You Use an Out-of-Network Provider	Limitations & Exceptions
<p>If you need drugs to treat your illness or condition</p> <p>More information about <b>prescription drug coverage</b> is available at <a href="http://www.express-scripts.com">www.express-scripts.com</a></p>	<p>Generic drugs</p> <p>Preferred brand drugs</p> <p>Non-preferred brand drugs</p>	<p>After deductible, copay/prescription: 25% with \$10 minimum (min) &amp; \$25 maximum (max) (retail), 25% with \$25 min &amp; \$62.50 max (mail order)</p> <p>After deductible, copay/prescription: 25% with \$20 min &amp; \$50 max (retail), 25% with \$50 min &amp; \$125 max (mail order)</p> <p>After deductible, copay/prescription: 25% with \$30 min &amp; \$70 max (retail), 25% with \$75 min &amp; \$175 max (mail order)</p>	<p>Not covered</p> <p>Not covered</p> <p>Not covered</p>	<p>For pharmacy benefit information visit <a href="http://www.express-scripts.com">www.express-scripts.com</a></p>
<p>If you have outpatient surgery</p>	<p>Facility fee (e.g., ambulatory surgery center)</p> <p>Physician/surgeon fees</p>	<p>20% coinsurance</p> <p>20% coinsurance</p>	<p>50% coinsurance</p> <p>50% coinsurance</p>	<p>none</p> <p>none</p>
<p>If you need immediate medical attention</p>	<p>Emergency room services</p> <p>Emergency medical transportation</p> <p>Urgent care</p>	<p>20% coinsurance</p> <p>20% coinsurance</p> <p>20% coinsurance</p> <p>20% coinsurance</p>	<p>20% coinsurance</p> <p>20% coinsurance</p> <p>20% coinsurance</p> <p>50% coinsurance</p>	<p>50% coinsurance for non-emergency use.</p> <p>none</p> <p>none</p>

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**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

**Coverage for: Individual + Family | Plan Type: POS**

Common Medical Event	Services You May Need	Your Cost If You Use a Network Provider	Your Cost If You Use an Out-of-Network Provider	Limitations & Exceptions
If you have a hospital stay	Facility fee (e.g., hospital room) Physician/surgeon fee	20% coinsurance 20% coinsurance	50% coinsurance 50% coinsurance	Pre-authorization required for out-of-network care. none
If you have mental health, behavioral health, or substance abuse needs	Mental/Behavioral health outpatient services Mental/Behavioral health inpatient services Substance use disorder outpatient services Substance use disorder inpatient services	20% coinsurance 20% coinsurance 20% coinsurance 20% coinsurance	50% coinsurance 50% coinsurance 50% coinsurance 50% coinsurance	Pre-authorization required for out-of-network care. none Pre-authorization required for out-of-network care. none
If you are pregnant	Prenatal and postnatal care Delivery and all inpatient services	No charge 20% coinsurance	50% coinsurance 50% coinsurance	Pre-authorization required for out-of-network care. none Includes outpatient postnatal care. Pre-authorization may be required for out-of-network care.
If you need help recovering or have other special health needs	Home health care Rehabilitation services Habilitation services Skilled nursing care Durable medical equipment	20% coinsurance 20% coinsurance Not covered 20% coinsurance 20% coinsurance	50% coinsurance 50% coinsurance Not covered 50% coinsurance 50% coinsurance	Coverage is limited to 100 visits per calendar year. Pre-authorization required for out-of-network care. Coverage is limited to 40 visits per calendar year for Physical & Occupational Therapy combined. Not covered. Coverage is limited to 120 days per calendar year. Pre-authorization required for out-of-network care. none

**Questions:** Call 1-888-982-3862 or visit us at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com). If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com) or call 1-888-982-3862 to request a copy.

**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

Coverage for: Individual + Family | Plan Type: POS

Common Medical Event	Services You May Need	Your Cost If You Use a Network Provider	Your Cost If You Use an Out-of-Network Provider	Limitations & Exceptions
	Hospice service	20% coinsurance	50% coinsurance	Pre-authorization required for out-of-network care.
If your child needs dental or eye care	Eye exam	Not covered	Not covered	Not covered.
	Glasses	Not covered	Not covered	Not covered.
	Dental check-up	Not covered	Not covered	Not covered.

**Excluded Services & Other Covered Services:**

**Services Your Plan Does NOT Cover** (This isn't a complete list. Check your policy or plan document for other excluded services.)

- Acupuncture
- Cosmetic surgery
- Dental care (Adult & Child)
- Glasses (Child)
- Habilitation services
- Hearing aids
- Long-term care
- Non-emergency care when traveling outside the U.S.
- Routine eye care (Adult & Child)
- Routine foot care
- Weight loss programs - Except for required preventive services.

**Other Covered Services** (This isn't a complete list. Check your policy or plan document for other covered services and your costs for these services.)

- Bariatric surgery
- Chiropractic care - Coverage is limited to 20 visits per calendar year.
- Infertility treatment - Coverage is limited to the diagnosis and treatment of underlying medical condition.
- Private-duty nursing - Coverage is limited to 70 - 8 hour shifts per calendar year.

**Questions:** Call 1-888-982-3862 or visit us at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com). If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com) or call 1-888-982-3862 to request a copy.

## Summary of Benefits and Coverage: What this Plan Covers & What it Costs

Coverage for: Individual + Family | Plan Type: POS

### Your Rights to Continue Coverage:

If you lose coverage under the plan, then, depending upon the circumstances, Federal and State laws may provide protections that allow you to keep health coverage. Any such rights may be limited in duration and will require you to pay a **premium**, which may be significantly higher than the **premium** you pay while covered under the plan. Other limitations on your rights to continue coverage may also apply.

For more information on your rights to continue coverage, contact the plan at 1-888-982-3862. You may also contact your state insurance department, the U.S. Department of Labor, Employee Benefits Security Administration at 1-866-444-3272 or [www.dol.gov/ebsa](http://www.dol.gov/ebsa), or the U.S. Department of Health and Human Services at 1-877-267-2323 x61565 or [www.ccofo.cms.gov](http://www.ccofo.cms.gov).

### Your Grievance and Appeals Rights:

If you have a complaint or are dissatisfied with a denial of coverage for claims under your plan, you may be able to **appeal** or file a **grievance**. For questions about your rights, this notice, or assistance, you can contact us by calling the toll free number on your Medical ID Card. If your group health plan is subject to ERISA, you may also contact the Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or [www.dol.gov/ebsa/healthreform](http://www.dol.gov/ebsa/healthreform).

Additionally, a consumer assistance program can help you file your **appeal**. Contact information is at <http://www.aetna.com/individuals-families-health-insurance/rights-resources/complaints-grievances-appeals/index.html>

### Does this Coverage Provide Minimum Essential Coverage?

The Affordable Care Act requires most people to have health care coverage that qualifies as "minimum essential coverage". **This plan or policy does provide minimum essential coverage.**

### Does this Coverage Meet Minimum Value Standard?

The Affordable Care Act establishes a minimum value standard of benefits of a health plan. The minimum value standard is 60% (actuarial value). **This health coverage does meet the minimum value standard for the benefits it provides.**

**Questions:** Call 1-888-982-3862 or visit us at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com). If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com) or call 1-888-982-3862 to request a copy.

**Coverage Examples**

Coverage for: Individual + Family | Plan Type: POS

**About these Coverage Examples:**

These examples show how this plan might cover medical care in given situations. Use these examples to see, in general, how much financial protection a sample patient might get if they are covered under different plans.

**This is not a cost estimator.**

Don't use these examples to estimate your actual costs under this plan. The actual care you receive will be different from these examples, and the cost of that care also will be different.

See the next page for important information about these examples.

**Having a baby (normal delivery)**

- Amount owed to providers: \$7,540
- Plan pays: \$5,120
- Patient pays: \$2,420

**Sample care costs:**

Hospital charges (mother)	\$2,700
Routine obstetric care	\$2,100
Hospital charges (baby)	\$900
Anesthesia	\$900
Laboratory tests	\$500
Prescriptions	\$200
Radiology	\$200
Vaccines, other preventive	\$40
<b>Total</b>	<b>\$7,540</b>

**Patient pays:**

Deductibles	\$1,500
Copays	\$20
Coinsurance	\$700
Limits or exclusions	\$200
<b>Total</b>	<b>\$2,420</b>

**Managing type 2 diabetes (routine maintenance of a well-controlled condition)**

- Amount owed to providers: \$5,400
- Plan pays: \$3,220
- Patient pays: \$2,180

**Sample care costs:**

Prescriptions	\$2,900
Medical Equipment and Supplies	\$1,300
Office Visits and Procedures	\$700
Education	\$300
Laboratory tests	\$100
Vaccines, other preventive	\$100
<b>Total</b>	<b>\$5,400</b>

**Patient pays:**

Deductibles	\$1,500
Copays	\$300
Coinsurance	\$300
Limits or exclusions	\$80
<b>Total</b>	<b>\$2,180</b>

**Questions:** Call 1-888-982-3862 or visit us at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com). If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com) or call 1-888-982-3862 to request a copy.



## Coverage Examples

Coverage for: Individual + Family | Plan Type: POS

# Questions and answers about the Coverage Examples:

## What are some of the assumptions behind the Coverage Examples?

- Costs don't include premiums.
- Sample care costs are based on national averages supplied by the U.S. Department of Health and Human Services, and aren't specific to a particular geographic area or health plan.
- The patient's condition was not an excluded or pre-existing condition.
- All services and treatments started and ended in the same coverage period.
- There are no other medical expenses for any member covered under this plan.
- Out-of-pocket expenses are based only on treating the condition in the example.
- The patient received all care from in-network providers. If the patient had received care from out-of-network providers, costs would have been higher.

## What does a Coverage Example show?

For each treatment situation, the Coverage Example helps you see how deductibles, copayments, and coinsurance can add up. It also helps you see what expenses might be left up to you to pay because the service or treatment isn't covered or payment is limited.

## Does the Coverage Example predict my own care needs?

**No.** Treatments shown are just examples. The care you would receive for this condition could be different, based on your doctor's advice, your age, how serious your condition is, and many other factors.

## Does the Coverage Example predict my future expenses?

**No.** Coverage Examples are not cost estimators. You can't use the examples to estimate costs for an actual condition. They are for comparative purposes only. Your own costs will be different depending on the care you receive, the prices your providers charge, and the reimbursement your health plan allows.

## Can I use Coverage Examples to compare plans?

**Yes.** When you look at the Summary of Benefits and Coverage for other plans, you'll find the same Coverage Examples. When you compare plans, check the "Patient Pays" box in each example. The smaller that number, the more coverage the plan provides.

## Are there other costs I should consider when comparing plans?

**Yes.** An important cost is the premium you pay. Generally, the lower your premium, the more you'll pay in out-of-pocket costs, such as copayments, deductibles, and coinsurance. You should also consider contributions to accounts such as health savings accounts (HSAs), flexible spending arrangements (FSAs) or health reimbursement accounts (HRAs) that help you pay out-of-pocket expenses.

## Assistive Technology

Persons using assistive technology may not be able to fully access the following information. For assistance, please call 1-888-982-3862.

## Smartphone or Tablet

To view documents from your smartphone or tablet, the free WinZip app is required. It may be available from your App Store.

## Non-Discrimination

Aetna complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Aetna does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

Aetna:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
  - Qualified sign language interpreters
  - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
  - Qualified interpreters
  - Information written in other languages

If you need these services, contact our Civil Rights Coordinator.

If you believe that Aetna has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with: Civil Rights Coordinator, PO Box 14462, Lexington, KY 40512, 1-800-648-7817, TTY 711, Fax 859-425-3379, CRCoordinator@aetna.com.

California HMO/HNO Members: Civil Rights Coordinator, PO Box 24030 Fresno CA, 93779, 1-800-648-7817, TTY 711, Fax 860-262-7705, CRCoordinator@aetna.com. You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, our Civil Rights Coordinator is available to help you. You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at: U.S. Department of Health and Human Services, 200 Independence Avenue, SW Room 509F, HHH Building, Washington, D.C. 20201, 1-800-368-1019, 1-800-537-7697 (TDD).

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Aetna is the brand name used for products and services provided by one or more of the Aetna group of subsidiary companies, including Aetna Life Insurance Company, Coventry Health Care plans and their affiliates.

# MetLife PPO Dental Plan

Employees and eligible family members who elect dental coverage are enrolled in MetLife's PPO dental plan. Dental services are billed differently than medical services. Each dental procedure has a separate code and payment, unlike medical where one copayment is typically due per visit. Multiple procedures usually occur during a standard dental appointment. It's always advisable to request a pre-treatment estimate for dental services whenever possible so that you know exactly what a course of treatment will cost.

You can access the list of MetLife dental providers on their website, [www.metlife.com\dental](http://www.metlife.com\dental). The level of coverage is the same whether you choose an in network or out of network provider. However, your out-of-pocket costs may be higher with an out of network provider as they may bill you for any costs in excess of the reimbursement amount MetLife has negotiated with their network providers.

**Please note: MetLife does not send out dental ID cards; your user ID is your social security number, and you can find a list of providers on the MetLife website or by calling customer service at 1-800-942-0854.**

Annual Deductible	\$50 per member (\$150 family max)
Preventive Services	Covered 100% (deductible does not apply)
Basic Services (ex. extractions, fillings, endodontic treatment)	Covered 80% after deductible
Major Services (ex. porcelain crown, fixed or removable appliances, partial dentures)	Covered 50% after deductible
Orthodontic Services (Adults and Children)	Covered 50% (\$1,000 Lifetime Max per member)
Annual Benefit Maximum (Excluding Orthodontic Services)	\$1,500 per member

## **PPO Dental Plan: Description of Covered Services**

### **Type A Covered Services - Preventive**

Oral exams twice in a year.

Full mouth or panoramic X-rays once every three years.

Bitewing X-rays two sets in a year.

Intraoral-periapical and extraoral X-rays.

Pulp vitality and bacteriological studies for determination of bacteriologic agents.

Diagnostic casts.

Cleaning of teeth (oral prophylaxis) twice in a year.

Emergency palliative treatment to relieve tooth pain.

Topical fluoride treatment for a child under age 19, once in a year.

Space maintainers for a child under age 19.

Sealants for a child under age 14, which are applied to non-restored, non-decayed first and second molars, once per tooth every three years.

Periodontal maintenance where periodontal treatment (including scaling, root planing, and periodontal surgery, such as osseous surgery) has been performed.

### **Type B Covered Services - Basic**

Amalgam or resin fillings.

Sedative fillings.

Oral surgery except as mentioned elsewhere in this Certificate.

Consultations, but not more than twice in a 12-month period.

Root canal treatment.

Periodontal scaling and root planing.

Periodontal surgery, including gingivectomy, gingivoplasty, gingival curettage, and osseous surgery.

Simple extractions.

Surgical extractions.

Pulp capping (excluding final restoration) and therapeutic pulpotomy (excluding final restoration).

Pulp therapy and apexification/recalcification.

Local chemotherapeutic agents.

General anesthesia or intravenous sedation in connection with oral surgery, extractions, or other covered services, when MetLife determines such anesthesia is necessary in accordance with generally accepted dental standards.

Injections of therapeutic drugs.

Relinings and rebasings of existing removable dentures:

- If at least six months have passed since the installation of the existing removable denture; and
- Not more than once in any 36-month period.
  - Re-cementing of cast restorations or dentures.
  - Adjustments of dentures, if at least six months have passed since the installation of the denture.
  - Other removable prosthetic services not described elsewhere.
  - Tissue conditioning, but not more than once in a 36-month period.
  - Simple repairs of cast restorations or dentures.

Prefabricated stainless steel crown or prefabricated resin crown, but no more than one replacement for the same tooth surface within five years.

Application of desensitizing medications where periodontal treatment (including scaling, root planing, and periodontal surgery such as osseous surgery) has been performed.

Occlusal adjustments.

### **Type C Covered Services - Major**

Initial installation of full or removable dentures:

- When needed to replace congenitally missing teeth; or
- When needed to replace natural teeth that are lost while the person receiving such benefits was insured for dental insurance under this Certificate.

Addition of teeth to a partial removable denture to replace natural teeth removed while this dental insurance was in effect for the person receiving such services.

Replacement of a non-serviceable denture if such denture was installed more than five years prior to replacement.

Replacement of an immediate, temporary full denture with a permanent full denture if the immediate, temporary full denture cannot be made permanent and such replacement is done within 12 months of the installation of the immediate, temporary full denture.

Other fixed denture prosthetic services not described elsewhere.

Initial installation of cast restorations.

Replacement of any cast restoration with the same or a different type of cast restoration but no more than one replacement for the same tooth surface within five years of a prior replacement.

Core buildup, but no more than once per tooth in a period of five years.

Posts and cores, but no more than once per tooth in a period of five years.

Fixed and removable appliances for correction of harmful habits.

Implants but no more than once for the same tooth position in a 60-month period.

Repair of implants, but not more than once in a 12-month period.

Implant supported prosthetics but no more than once for the same tooth position in a five-year period.

Labial veneers, but no more than once per tooth in a period of five years.

### **Orthodontic Covered Services**

Orthodontia, if the orthodontic appliance is initially installed while dental coverage is in effect for you, your spouse, and your children up to age 19 or age 25 if a full-time student. There is a lifetime orthodontic benefit maximum of \$1,000.

# METLIFE PREFERRED DENTIST PROGRAM

## 2014-2015 Procedure Code Schedule - \$15 Plan

### How to use this chart

- 1) If you participate in a MetLife PDP plan that uses procedure charge schedules to determine your out-of-pocket expense for covered services rendered by a participating PDP dentist, please refer to the chart below to determine which schedule applies to you. Please remember that the schedule you should refer to relates to the area in which you receive services (i.e. your dentist's office ZIP code). This chart contains some of the most common dental procedures. Please see your benefit booklet or refer to [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits) for services covered under your dental plan.
- 2) When your Dentist suggests treatment, refer to the appropriate ADA Procedure Codes \*beginning on page 2 to find your out-of-pocket expense for those services.
- 3) Please note that procedure charges listed may not represent the full extent of your out-of-pocket expense. Some services may be subject to your dental benefits plan's alternate benefit provisions. It is strongly suggested that you obtain a pre-treatment estimate of benefits before the services are rendered in order to better understand what services are covered by your plan and an estimate of what your plan will pay.

State	Schedule	First 3 Digits of Zip Code (if applicable)	State	Schedule	First 3 Digits of Zip Code (if applicable)	State	Schedule	First 3 Digits of Zip Code (if applicable)
Alabama	1	350-352, 354-369	Louisiana	1	700-701, 703-708, 710-714	Ohio	1	430-450, 452-456, 458-459
Alabama	2	355-359	Maine	3	044, 046-047	Ohio	2	451
Arizona	1	857	Maine	4	039-043, 045, 048-049	Oklahoma	1	730-731, 733-734, 736-741, 743-749
Arizona	2	850-853, 855-856, 859-860, 863-865	Maryland	1	206, 212, 215-218	Oklahoma	2	738
Arkansas	1	716-717, 719-720, 723-726, 728-729	Massachusetts	2	207-211, 214, 219	Oregon	3	970-979
Arkansas	2	718, 721-722, 727	Massachusetts	3	010, 012-013	Pennsylvania	1	610-681, 670-674, 680, 682-688, 190-192
California	1	917-923, 936-938, 945	Massachusetts	3	011, 014-027	Pennsylvania	2	609, 675, 679, 681, 689, 693, 696
California	2	919-918, 912-916, 926-928, 930, 932-934, 952, 956-966	Michigan	1	486-487	Puerto Rico	1	006-007, 009
California	3	900-908, 912-916, 926-928, 930, 932-934, 952, 956-966	Michigan	2	480-485, 488-490, 492-497, 499	Rhode Island	3	028-029
California	4	910-911, 931, 955, 959-961, 964-965	Michigan	3	491, 498	South Carolina	2	291-293, 295-299
Colorado	2	800-802, 804-807, 809-815	Minnesota	1	561-562, 564, 566-567	South Carolina	3	290, 294
Colorado	3	803, 808	Minnesota	2	555-556, 559-560, 563, 565	South Dakota	2	605-606, 608-609
Colorado	4	816	Minnesota	3	550-551, 553-554, 557-558	Tennessee	1	370-372, 374-375, 378-385
Connecticut	1	060-063, 064, 067	Mississippi	1	386-395	Tennessee	2	373, 376-377
Connecticut	2	061-062, 065-066, 068-069	Mississippi	2	396-397	Texas	1	750-753, 755-762, 785-799
D.C.	2	202-205	Missouri	1	630-633, 635-641, 644-657	Texas	2	754, 783-784, 885
D.C.	3	200	Missouri	2	630-631, 634, 638	Utah	1	840-847
Delaware	4	197-199	Montana	2	590-591, 593, 599	Vermont	3	052-054, 056-059
Florida	1	320-329, 333-337, 339, 344, 346-347	Montana	3	592, 594-598	Virgin Islands	3	008
Florida	2	330-332, 338, 341-342, 349	Nebraska	1	680-681, 683-693	Virginia	1	224-225, 227, 230-233, 235-244, 246
Georgia	1	307-309, 312	Nevada	2	889-891	Virginia	2	201-202, 222, 226, 228-229, 234-237, 245
Georgia	2	308-308, 310-311, 313-316, 318-319, 398	Nevada	3	893	Washington	3	985-986, 988, 990-992, 994
Georgia	3	317	Nevada	4	894-895, 897-898	Washington	4	980-984, 989, 993
Guam	4	969	New Hampshire	4	030-038	West Virginia	1	247-248, 250-253, 255-257, 260, 262-268
Hawaii	2	967-968	New Jersey	2	070-073, 077, 080-084, 086-087	West Virginia	2	249-258, 259, 261
Idaho	1	833-834, 838	New Jersey	3	074-076, 078-079, 085, 089	Wisconsin	1	530, 534-535, 538-540, 544-546, 548
Idaho	2	832, 835-837	New Jersey	4	088	Wisconsin	2	541-542, 547, 549
Illinois	1	614-603, 609-610, 612, 614-619	New Mexico	2	810-815, 877-884	Wyoming	1	301-302, 304, 306-307, 309, 311, 313, 315, 317, 319, 321, 323, 325, 327, 329, 331, 333, 335, 337, 339, 341, 343, 345, 347, 349, 351, 353, 355, 357, 359, 361, 363, 365, 367, 369, 371, 373, 375, 377, 379, 381, 383, 385, 387, 389, 391, 393, 395, 397, 399, 401, 403, 405, 407, 409, 411, 413, 415, 417, 419, 421, 423, 425, 427, 429, 431, 433, 435, 437, 439, 441, 443, 445, 447, 449, 451, 453, 455, 457, 459, 461, 463, 465, 467, 469, 471-474, 476-478
Illinois	2	619-603, 606-608, 613	New York	1	104, 120-126, 140-143, 147-149	Wyoming	2	820
Indiana	1	460-465, 469, 471-474, 476-478	New York	2	103, 109-119, 127-138, 144-146			
Indiana	2	466-468, 470, 475, 479	North Carolina	3	100-102, 105-108, 139			
Iowa	1	510-501, 504-509, 512-516, 520-526	North Carolina	2	270, 285-286			
Iowa	2	507-509	North Carolina	3	271-284			
Iowa	3	510-511	North Dakota	4	287-289			
Kansas	1	661, 667-669, 671, 673-679	North Dakota	2	582-588			
Kansas	2	660, 662, 664-666, 670, 672	North Dakota	3	580-581			
Kentucky	1	400-414, 416-418, 421-427						
Kentucky	2	415-420						

\*Current Dental Terminology ©American Dental Association.

# Common Dental Office Visit

Service Category	Description	ADA Procedure Codes	Schedule			
			1	2	3	4
Diagnostic / Preventive	Full Mouth and Bitewing Images	D0210, D0270, D0272, D0273, D0274, D0277, D0330	\$5	\$5	\$5	\$5
	Prophylaxis	D1110, D1120	\$15	\$15	\$15	\$15

## Other Dental Services

Service Category	Description	ADA Procedure Codes	1	2	3	4
Diagnostic / Preventive	1st Periapical Radiographic Image	D0220	\$5	\$10	\$10	\$10
	Extromal Radiographic Image	D0250, D0260	\$25	\$25	\$30	\$30
	Space Maintainers - unilateral	D1510, D1520	\$120	\$140	\$150	\$165
	Space Maintainers - bilateral	D1510, D1520	\$180	\$200	\$210	\$225

## Restorative

Restorative	Amalgams - 1 Surface	D2140	\$35	\$40	\$45	\$55
	Amalgams - 2 Surfaces	D2150	\$45	\$50	\$55	\$65
	Amalgams - 3 or More Surfaces	D2160, D2161	\$55	\$60	\$65	\$80
	Resin-based composite, anterior, 1 Surface	D2330	\$40	\$45	\$50	\$60
	Resin-based composite, anterior, 2 Surfaces	D2331	\$50	\$55	\$60	\$75
	Resin-based composite, anterior, > 2 Surface	D2332, D2335	\$60	\$70	\$75	\$90
	Inlays	D2510, D2520, D2530, D2610, D2620, D2630, D2650, D2651, D2652, D6602, D6603, D6604, D6605, D6606, D6607, D6624	\$420	\$475	\$520	\$585





Service Category	Description	ADA Procedure Codes	Schedule			
			1	2	3	4
Periodontics	Soft tissue surgery - gingivectomy (per quadrant)	D4210	\$220	\$250	\$275	\$305
	Gingivectomy - up to 3 contiguous teeth or bounded spaces	D4211	\$120	\$135	\$145	\$165
	Gingival Flap Proc: > 3 contiguous teeth or bounded teeth spaces/quad	D4240	\$240	\$265	\$290	\$335
	Gingival Flap Proc: < 3 contiguous teeth or bounded teeth spaces/quad	D4241	\$150	\$165	\$180	\$210
	Apically Positioned Flap	D4245	\$130	\$140	\$155	\$175
	Clinical crown lengthening	D4249	\$355	\$400	\$450	\$475
	Osseous surgery (> 3 contiguous teeth or bounded teeth spaces/quad)	D4260	\$490	\$550	\$610	\$670
	Osseous surgery (< 3 contiguous teeth or bounded teeth spaces/quad)	D4261	\$300	\$340	\$385	\$425
	Bone replacement graft - first site in quadrant	D4263, D4265	\$190	\$205	\$220	\$240
	Bone replacement graft - each additional site in quadrant	D4264	\$120	\$140	\$150	\$150
	Guided tissue regeneration	D4266	\$175	\$200	\$220	\$270
	Surgical revision per tooth	D4268	\$60	\$65	\$70	\$95
	Periosteal Soft Tissue Grafts	D4270	\$270	\$300	\$325	\$400
	Other Soft Tissue Grafts	D4275	\$350	\$395	\$440	\$505
	Soft tissue surgery - Distal or Proximal Wedge	D4273 D4274	\$430 \$155	\$485 \$170	\$540 \$185	\$615 \$215
Scaling and root planing (4 or more teeth per quadrant)	D4341	\$90	\$100	\$110	\$130	
Scaling and root planing (1-3 teeth)	D4342	\$55	\$65	\$70	\$80	
Periodontal maintenance	D4910	\$40	\$45	\$45	\$55	

Service Category	Description	ADA Procedure Codes	Schedule			
			1	2	3	4
<b>Prosthodontics (Removable)</b>						
	Upper dentures	D510, D520, D530, D540, D550	\$685	\$680	\$735	\$800
	Partial dentures - resin base	D5211, D5212	\$440	\$495	\$550	\$620
	Removable dentures - metal framework	D5221, D5222	\$720	\$790	\$880	\$955
	Denture adjustments	D5410, D5411, D5421, D5422	\$25	\$30	\$35	\$45
	Denture rebase	D5710, D5711, D5720, D5721, D5670, D5671	\$220	\$245	\$275	\$310
	Denture relines - Lab	D5750, D5751, D5760, D5761	\$185	\$205	\$230	\$255
	Denture relines - Clinic	D5750, D5751, D5760, D5761	\$185	\$205	\$230	\$255
	Implant Services	D6010	\$920	\$1,030	\$1,145	\$1,260
	Surgical Placement, Implant Body	D6055	\$390	\$440	\$485	\$555
	Surgeon Fee, Implant Body	D6055	\$390	\$440	\$485	\$555
	Dental Implant supported connect.	D6055	\$390	\$440	\$485	\$555
	Custom Abutment	D6057	\$415	\$460	\$510	\$520
	Implant for denture attachment	D6100	\$155	\$170	\$185	\$265
	Implant Removal, by report	D6100	\$105	\$120	\$135	\$155
	Surgeon Fee, Implant Body	D6100	\$105	\$120	\$135	\$155
<b>Prosthodontics (Fixed)</b>						
	Fixed partial denture pontics	D6205, D6210, D6211, D6212, D6214, D6240, D6241, D6242, D6250, D6251, D6252	\$455	\$515	\$570	\$630
	Retainer	D6545, D6548	\$185	\$210	\$230	\$270
	Reconstruction - Bridges	D6930	\$50	\$55	\$65	\$80
	Fixed partial denture repair	D6980	\$75	\$85	\$95	\$120
<b>Oral Surgery</b>						
	Simple extractions	D7111, D7140	\$50	\$60	\$65	\$80
	Surgical removal of erupted tooth	D7210	\$95	\$105	\$115	\$140
	Removal of impacted tooth, soft tissue/partial bony	D7220	\$135	\$150	\$170	\$205
	Removal of Impacted Tooth, partially bony	D7230	\$135	\$150	\$170	\$205
	Removal of impacted tooth, full bony, and Coronectomy	D7240, D7241, D7251	\$190	\$215	\$235	\$265
	Surgical removal of residual tooth roots	D7250	\$95	\$105	\$115	\$140
	Alveoloplasty w/ extraction	D7310	\$85	\$100	\$110	\$130
	Alveoloplasty w/ extraction, one to three teeth	D7311	\$50	\$60	\$65	\$75

Schedule

Service Category	Description	ADA Procedure Codes	1	2	3	4
	Alveoplasty w/o Extraction	D7320, D7485	\$135	\$150	\$170	\$205
	Alveoplasty w/o Extraction, one to three teeth	D7321	\$80	\$90	\$100	\$125
	Incision and drainage, Intraoral	D7310, D7511	\$70	\$75	\$85	\$100
	Incision and drainage, Extraoral	D7520, D7521	\$110	\$125	\$140	\$170
	Mucotomy/Resuloplasty	D7960, D7963	\$135	\$150	\$165	\$210
	Excision of hyperplastic tissue	D7970	\$155	\$175	\$195	\$220
	Excision of pericoronal gingiva	D7971	\$70	\$75	\$85	\$100
<b>Adjunctive General Services</b>						
	Palliative treatment	D9110	\$25	\$25	\$30	\$40
	General Anesthesia or intravenous sedation, first 30 minutes	D9220, D9241	\$155	\$175	\$195	\$215
	General Anesthesia, each additional 15 minutes	D9221	\$55	\$60	\$70	\$80
	Intravenous sedation, each additional 15 minutes	D9242	\$35	\$40	\$45	\$50
	Consultation	D9310	\$50	\$55	\$65	\$70
	Occlusal adjustment - limited	D9951	\$35	\$45	\$50	\$55
	Occlusal adjustment - complete	D9952	\$175	\$200	\$220	\$275
<b>Orthodontics</b>	If your plan covers orthodontics, payments will be based on a percentage of the total benefit available. A lifetime orthodontic benefit maximum applies. Please refer to your plan overview for more details.					

Like most group insurance policies, MetLife group dental policies contain certain exclusions, waiting periods, reductions of benefits, limitations and terms for keeping them in force. For information about costs and complete details, contact your Human Resources department or MetLife benefits representative.

**Alternate Benefits:** Your dental plan provides that where two or more professionally acceptable dental treatments for a dental condition exist, your plan bases reimbursement, and the associated procedure charge, on the least costly treatment alternative. If you and your participating PDP dentist have agreed on a treatment which is more costly than the treatment upon which the plan benefit is based, your actual out-of-pocket expense will be the procedure charge for the treatment upon which the plan benefit is based, plus the full difference in cost between the scheduled PDP fee for the service actually rendered and the scheduled PDP fee for the service upon which the plan benefit is based. To avoid any misunderstandings, we suggest you discuss treatment options with your dentist before services are rendered, and obtain a pre-treatment estimate of benefits prior to receiving certain high cost services such as crowns, bridges or dentures. You and your dentist will each receive an Explanation of Benefits (EOB) outlining the services provided, your plan's reimbursement for those services, and your out-of-pocket expense. Procedure charge schedules are subject to change each plan year. You can obtain an updated procedure charge schedule for your area via fax by calling 1-800-942-0854 and using the MetLife Dental Automated Information Service.

Copy plans are not available for insured cases in Texas, including plans situated in Texas and covering Texas residents. Copy plans are also not available for insured cases in Connecticut, Illinois, Louisiana, Montana, and Nevada.

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# MetLife PPO Dental Plan

Employees and eligible family members who elect dental coverage are enrolled in MetLife's PPO dental plan. Dental services are billed differently than medical services. Each dental procedure has a separate code and payment, unlike medical where one copayment is typically due per visit. Multiple procedures usually occur during a standard dental appointment. It's always advisable to request a pre-treatment estimate for dental services whenever possible so that you know exactly what a course of treatment will cost.

You can access the list of MetLife dental providers on their website, [www.metlife.com\dental](http://www.metlife.com\dental). The level of coverage is the same whether you choose an in network or out of network provider. However, your out-of-pocket costs may be higher with an out of network provider as they may bill you for any costs in excess of the reimbursement amount MetLife has negotiated with their network providers.

**Please note: MetLife does not send out dental ID cards; your user ID is your social security number, and you can find a list of providers on the MetLife website or by calling customer service at 1-800-942-0854.**

Annual Deductible	\$50 per member (\$150 family max)
Preventive Services	Covered 100% (deductible does not apply)
Basic Services (ex. extractions, fillings, endodontic treatment)	Covered 80% after deductible
Major Services (ex. porcelain crown, fixed or removable appliances, partial dentures)	Covered 50% after deductible
Orthodontic Services (Adults and Children)	Covered 50% (\$1,000 Lifetime Max per member)
Annual Benefit Maximum (Excluding Orthodontic Services)	\$1,000 per member

## **PPO Dental Plan: Description of Covered Services**

### **Type A Covered Services - Preventive**

Oral exams twice in a year.

Full mouth or panoramic X-rays once every three years.

Bitewing X-rays two sets in a year.

Intraoral-periapical and extraoral X-rays.

Pulp vitality and bacteriological studies for determination of bacteriologic agents.

Diagnostic casts.

Cleaning of teeth (oral prophylaxis) twice in a year.

Emergency palliative treatment to relieve tooth pain.

Topical fluoride treatment for a child under age 19, once in a year.

Space maintainers for a child under age 19.

Sealants for a child under age 14, which are applied to non-restored, non-decayed first and second molars, once per tooth every three years.

Periodontal maintenance where periodontal treatment (including scaling, root planing, and periodontal surgery, such as osseous surgery) has been performed.

### **Type B Covered Services - Basic**

Amalgam or resin fillings.

Sedative fillings.

Oral surgery except as mentioned elsewhere in this Certificate.

Consultations, but not more than twice in a 12-month period.

Root canal treatment.

Periodontal scaling and root planing.

Periodontal surgery, including gingivectomy, gingivoplasty, gingival curettage, and osseous surgery.

Simple extractions.

Surgical extractions.

Pulp capping (excluding final restoration) and therapeutic pulpotomy (excluding final restoration).

Pulp therapy and apexification/recalcification.

Local chemotherapeutic agents.

General anesthesia or intravenous sedation in connection with oral surgery, extractions, or other covered services, when MetLife determines such anesthesia is necessary in accordance with generally accepted dental standards.

Injections of therapeutic drugs.

Relinings and rebasings of existing removable dentures:

- If at least six months have passed since the installation of the existing removable denture; and
- Not more than once in any 36-month period.
  - Re-cementing of cast restorations or dentures.
  - Adjustments of dentures, if at least six months have passed since the installation of the denture.
  - Other removable prosthetic services not described elsewhere.
  - Tissue conditioning, but not more than once in a 36-month period.
  - Simple repairs of cast restorations or dentures.

Prefabricated stainless steel crown or prefabricated resin crown, but no more than one replacement for the same tooth surface within five years.

Application of desensitizing medications where periodontal treatment (including scaling, root planing, and periodontal surgery such as osseous surgery) has been performed.

Occlusal adjustments.

### **Type C Covered Services - Major**

Initial installation of full or removable dentures:

- When needed to replace congenitally missing teeth; or
- When needed to replace natural teeth that are lost while the person receiving such benefits was insured for dental insurance under this Certificate.

Addition of teeth to a partial removable denture to replace natural teeth removed while this dental insurance was in effect for the person receiving such services.

Replacement of a non-serviceable denture if such denture was installed more than five years prior to replacement.

Replacement of an immediate, temporary full denture with a permanent full denture if the immediate, temporary full denture cannot be made permanent and such replacement is done within 12 months of the installation of the immediate, temporary full denture.

Other fixed denture prosthetic services not described elsewhere.

Initial installation of cast restorations.

Replacement of any cast restoration with the same or a different type of cast restoration but no more than one replacement for the same tooth surface within five years of a prior replacement.

Core buildup, but no more than once per tooth in a period of five years.

Posts and cores, but no more than once per tooth in a period of five years.

Fixed and removable appliances for correction of harmful habits.

Implants but no more than once for the same tooth position in a 60-month period.

Repair of implants, but not more than once in a 12-month period.

Implant supported prosthetics but no more than once for the same tooth position in a five-year period.

Labial veneers, but no more than once per tooth in a period of five years.

### **Orthodontic Covered Services**

Orthodontia, if the orthodontic appliance is initially installed while dental coverage is in effect for you, your spouse, and your children up to age 19 or age 25 if a full-time student. There is a lifetime orthodontic benefit maximum of \$1,000.

# VSP Vision Plan Design

Employees can get vision care where and when they want it.

## VSP Preferred Providers

Nearly 95% of members choose a VSP Preferred Provider to maximize their benefit. A list of VSP Choice Preferred Providers can be found on the VSP website, [www.vsp.com](http://www.vsp.com) or by calling customer service at 800-877-7195.

## Retail Chain Affiliates

VSP has an exclusive national agreement with Costco® Optical. VSP also has an arrangement with VisionWorks® and other quality retail chains where members receive a covered-in-full benefit experience.

## Other Providers

With VSP Open Access, you can choose any provider, including local or national chains. Providers contact VSP directly to check eligibility and submit claims. VSP also has a direct-pay arrangement with Walmart Vision Center and Sam's Club Optical Center to make using the benefit easy.

## Benefit Frequency:

Exam	Every 12 months
Lenses	Every 12 months
Frames	Every 24 months

## Benefits through a VSP Choice Preferred Provider

	Comprehensive WellVision Exam® covered-in-full		
<b>Exam Services</b>	Contact lens exam – fitting and evaluation (when choosing contacts):		
	<b>Standard and Premium</b> fit: Covered in full with a copay. Member receives 15% off of contact lens exam services; member's copay will never exceed \$60.		
<b>Lenses</b>	Glass or plastic:	Single vision Lined bifocal Lined trifocal Lenticular Tints & Photochromics	Covered-in-full Covered-in-full Covered-in-full Covered-in-full Covered in full following a \$15 Copay
<b>Lens Options</b>	The most popular lens options are covered-in-full with a copay, saving our members an average of 20%-25%. Maximum copay on standard lens enhancements <sup>1</sup> :		
	<i>Patient Option</i>	<i>Single Vision</i>	<i>Multifocal</i>
	Anti-reflective coating	\$43	\$43
	Polycarbonate for children	No copay	No copay
	Polycarbonate for adults	\$33	\$37
	Progressive	N/A	\$55
	Scratch-resistant coating	\$17	\$17
<b>Frame</b>	<ul style="list-style-type: none"> <li>• Frames covered-in-full up to the retail allowance: \$150. Costco® Optical allowance of \$80 is equivalent to the frame allowance at preferred providers and other affiliate locations.</li> <li>• Frame allowances backed by a wholesale allowance guarantee, ensuring more than 16,000 frames are covered-in-full (depending on plan chosen)</li> <li>• 20% off any amount above the retail allowance</li> <li>• Members can choose from virtually any frame on the market</li> </ul>		
<b>Elective Contact Lenses</b>	<ul style="list-style-type: none"> <li>• Prescription contact lens materials covered-in-full up to the retail allowance: \$150 (in lieu of frame and lenses)</li> <li>• VSP members get exclusive mail-in rebate savings<sup>2</sup></li> <li>• Members can choose from any available prescription contact lens materials</li> </ul>		
<b>Necessary Contact Lenses</b>	Covered-in-full for members who have specific conditions.		

<b>Additional Pairs of Glasses</b>	20% off unlimited additional pairs of prescription glasses and/or nonprescription sunglasses <sup>3</sup>	
<b>Laser VisionCare Program</b>	Discounts average 15-20% off or 5% off a promotional offer for laser surgery, including PRK, LASIK, Custom LASIK, and IntraLase <sup>4</sup>	
<b>Exclusions</b>	Two pairs of glasses instead of bifocals; replacement of lenses, frames, or contacts; medical or surgical treatment; orthoptics; vision training or supplemental testing.  For contact lenses: insurance policies or service agreements; artistically painted or nonprescription lenses; additional office visits for contact lens pathology, contact lens modification; polishing or cleaning	
<b>Open Access Schedule (Non VSP Choice Providers)</b>	VSP offers a generous reimbursement schedule for services from other providers	
	Exam	\$45
	Lenses:	
	Single vision lenses	\$30
	Bifocal lenses	\$50
	Trifocal lenses	\$65
	Frame	\$70
	Elective contact lenses (in lieu of lenses & frame)	\$105

<sup>1</sup> Lens enhancements outlined are standard and based on applicable laws. benefits may vary by doctor location

<sup>2</sup> Rebates subject to change

<sup>3</sup> 20% off unlimited additional pairs of glasses valid through any VSP Preferred Provider within 12 months of the last covered eye exam

<sup>4</sup> Custom LASIK coverage only available using wavefront technology with the microkeratome surgical device. Other LASIK procedures may be performed at an additional cost to the member. LaserVision Care discounts are only available from VSP-contracted facilities



STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: **KINGS MEDICAL CENTER & WILLOWBROOK SHUTTLE SERVICES (2017-PA002)**

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS (26 X Hrs per wk)	HOURLY WAGE RATE**	COST
	SUN	MON	TUE	WED	THU	FRI	SAT				
Project Manager	0.00	0.20	0.20	0.20	0.20	0.20	0.00	1.00	26	\$44.29	\$1,151.54
Road Supervisor	0.00	4.00	4.00	4.00	4.00	4.00	0.00	20.00	520	\$16.22	\$8,434.40
Mechanic	0.00	4.00	4.00	4.00	4.00	4.00	0.00	20.00	520	\$27.25	\$14,170.00
Utility/Fueler	0.00	2.20	2.20	2.20	2.20	2.20	0.00	11.00	286	\$13.08	\$3,740.88
Driver #1	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$14.53	\$15,111.20
Driver #2	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$14.53	\$15,111.20
Driver #3	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$14.53	\$15,111.20
Driver #4	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$14.53	\$15,111.20
Driver #5	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$14.53	\$15,111.20
Driver #6	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$14.53	\$15,111.20
Driver #7	0.00	8.00	8.00	8.00	8.00	8.00	0.00	32.00	832	\$14.53	\$12,088.96
Driver #8	0.00	4.30	4.30	4.30	4.30	4.30	0.00	21.50	559	\$14.53	\$8,122.27
Driver #9	0.00	4.30	4.30	4.30	4.30	4.30	0.00	21.50	559	\$14.53	\$8,122.27
<b>Comments/Notes:</b>	<b>Total Salaries</b> \$146,497.52										
<b>Please put the Hourly Wage Rate of your Mechanic(s) assigned to this Contract below</b>											
Mechanic(s)	Hourly Wage Rate										
Mechanic(s) Hourly Wage Rate	\$27.25										
Mechanic(s) Hourly Wage Rate											
Mechanic(s) Hourly Wage Rate											
<b>Total Employee Benefits (1+2+3+4)</b> \$641.95											
<b>Total Other Costs (5+6+7+8)</b> \$107,724.28											
<b>TOTAL PRICE</b> \$302,050.00											

\* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County  
 \*\* Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program.  
 Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension; Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.

MV Transportation, Inc. 3-23-17 Date  
 Name of Proposer [Signature] Signature

FORM LW-8.1  
INITIAL TERM (2 of 2)  
(January 1, 2018 - June 30, 2018)

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: KINGS MEDICAL CENTER & WILLOWBROOK SHUTTLE SERVICES (2017-PA002)

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURLY WAGE RATE**	ANNUAL HOURS (26 X Hrs per wk)	COST
	SUN	MON	TUE	WED	THU	FRI	SAT			
Project Manager	0.00	0.20	0.20	0.20	0.20	0.20	0.00	1.00	26	\$1,151.54
Road Supervisor	0.00	4.00	4.00	4.00	4.00	4.00	0.00	20.00	520	\$8,434.40
Mechanic	0.00	4.00	4.00	4.00	4.00	4.00	0.00	20.00	520	\$14,170.00
Utility/Fueler	0.00	2.20	2.20	2.20	2.20	2.20	0.00	11.00	286	\$3,740.68
Driver #1	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$15,111.20
Driver #2	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$15,111.20
Driver #3	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$15,111.20
Driver #4	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$15,111.20
Driver #5	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$15,111.20
Driver #6	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$15,111.20
Driver #7	0.00	8.00	8.00	8.00	8.00	8.00	0.00	32.00	832	\$12,088.96
Driver #8	0.00	4.30	4.30	4.30	4.30	4.30	0.00	21.50	559	\$8,122.27
Driver #9	0.00	4.30	4.30	4.30	4.30	4.30	0.00	21.50	559	\$8,122.27
<b>Comments/Notes:</b>										
<b>Please put the Hourly Wage Rate of your Mechanic(s) assigned to this Contract below</b>										
Mechanic(s)	Hourly Wage Rate									
Mechanic(s) Hourly Wage Rate	\$27.25									
Mechanic(s) Hourly Wage Rate										
Mechanic(s) Hourly Wage Rate										
<b>Total Salaries</b>										
(1) Vacations, Sick Leave, Holiday										
(2) Health Insurance										
(3) Payroll Taxes & Workers' Compensation										
(4) Welfare and Pension										
<b>Total Employee Benefits (1+2+3+4)</b>										
(5) Equipment Costs										
(6) Service and Supply Costs										
(7) General and Administrative Costs										
(8) Profit										
<b>Total Other Costs (5+6+7+8)</b>										
<b>TOTAL PRICE</b>										
									\$302,050.00	

\* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.  
 \*\* Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program.  
 Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.

MV Transportation, Inc.  5-23-17  
 Name of Proposer Signature Date

FORM LW-8.2  
 OPTION YEAR 1 (1 of 2)  
 (July 1, 2018 - December 31, 2018)

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: KINGS MEDICAL CENTER & WILLOWBROOK SHUTTLE SERVICES (2017-PA002)

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURLY WAGE RATE**	ANNUAL HOURS (26 X Hrs per wk)	COST
	SUN	MON	TUE	WED	THU	FRI	SAT			
Project Manager	0.00	0.20	0.20	0.20	0.20	0.20	0.00	1.00	26	\$1,186.12
Road Supervisor	0.00	4.00	4.00	4.00	4.00	4.00	0.00	20.00	520	\$8,684.00
Mechanic	0.00	4.00	4.00	4.00	4.00	4.00	0.00	20.00	520	\$14,596.40
Utility/Worker	0.00	2.20	2.20	2.20	2.20	2.20	0.00	11.00	286	\$4,129.84
Driver #1	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$16,390.40
Driver #2	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$16,390.40
Driver #3	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$16,390.40
Driver #4	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$16,390.40
Driver #5	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$16,390.40
Driver #6	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$16,390.40
Driver #7	0.00	8.00	8.00	8.00	8.00	8.00	0.00	32.00	832	\$13,112.32
Driver #8	0.00	4.30	4.30	4.30	4.30	4.30	0.00	21.50	559	\$8,809.84
Driver #9	0.00	4.30	4.30	4.30	4.30	4.30	0.00	21.50	559	\$8,809.84
<b>Comments/Notes:</b>										
Please put the Hourly Wage Rate of your Mechanic(s) assigned to this Contract below										
Mechanic(s)	Hourly Wage Rate									
Mechanic(s) Hourly Wage Rate	\$28.07									
Mechanic(s) Hourly Wage Rate										
Mechanic(s) Hourly Wage Rate										
(1) Vacations, Sick Leave, Holiday (2) Health Insurance (3) Payroll Taxes & Workers' Compensation (4) Welfare and Pension (5) Equipment Costs (6) Service and Supply Costs (7) General and Administrative Costs (8) Profit										
Total Salaries									\$157,670.76	
									\$9,544.79	
									\$11,099.65	
									\$29,831.62	
									\$842.24	
Total Employee Benefits (1+2+3+4)									\$51,318.30	
									\$8,261.84	
									\$76,129.99	
									\$14,270.28	
Total Other Costs (5+6+7+8)									\$9,462.83	
									\$108,124.94	
TOTAL PRICE									\$317,114.00	

\* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County  
 \*\* Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program  
 Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension; Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.

MV Transportation, Inc.  Date 7-23-17

Name of Proposer

**FORM LW-8.2**  
**OPTION YEAR 1 (2 of 2)**  
**(January 1, 2019 - June 30, 2019)**

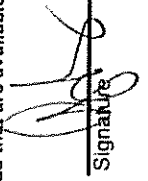
STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: **KINGS MEDICAL CENTER & WILLOWBROOK SHUTTLE SERVICES (2017-PA002)**

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS (26 X Hrs per wk)	HOURLY WAGE RATE**	COST
	SUN	MON	TUE	WED	THU	FRI	SAT				
Project Manager	0.00	0.20	0.20	0.20	0.20	0.20	0.00	1.00	26	\$45.62	\$1,186.12
Road Supervisor	0.00	4.00	4.00	4.00	4.00	4.00	0.00	20.00	520	\$16.70	\$8,684.00
Mechanic	0.00	4.00	4.00	4.00	4.00	4.00	0.00	20.00	520	\$28.07	\$14,596.40
Utility/Fueler	0.00	2.20	2.20	2.20	2.20	2.20	0.00	11.00	286	\$14.44	\$4,129.84
Driver #1	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$15.76	\$16,390.40
Driver #2	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$15.76	\$16,390.40
Driver #3	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$15.76	\$16,390.40
Driver #4	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$15.76	\$16,390.40
Driver #5	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$15.76	\$16,390.40
Driver #6	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$15.76	\$16,390.40
Driver #7	0.00	8.00	8.00	8.00	8.00	8.00	0.00	32.00	832	\$15.76	\$13,112.32
Driver #8	0.00	4.30	4.30	4.30	4.30	4.30	0.00	21.50	559	\$15.76	\$8,809.84
Driver #9	0.00	4.30	4.30	4.30	4.30	4.30	0.00	21.50	559	\$15.76	\$8,809.84
<b>Comments/Notes:</b>	<b>Total Salaries</b>										
<b>Please put the Hourly Wage Rate of your Mechanic(s) assigned to this Contract below</b>											
Mechanic(s)	Hourly Wage Rate										
Mechanic(s)	\$28.07										
Mechanic(s)	Total Employee Benefits (1+2+3+4)										
Mechanic(s)	\$842.24										
Mechanic(s)	Total Employee Benefits (1+2+3+4)										
Mechanic(s)	\$51,318.30										
Mechanic(s)	Equipment Costs										
Mechanic(s)	\$8,261.84										
Mechanic(s)	Service and Supply Costs										
Mechanic(s)	\$76,129.99										
Mechanic(s)	General and Administrative Costs										
Mechanic(s)	\$14,270.28										
Mechanic(s)	Profit										
Mechanic(s)	\$9,462.83										
Mechanic(s)	Total Other Costs (5+6+7+8)										
Mechanic(s)	\$108,124.94										
Mechanic(s)	<b>TOTAL PRICE</b>										
Mechanic(s)	<b>\$317,114.00</b>										

\* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.  
 \*\* Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2 201 - Living Wage Program.  
 Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.), hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes, estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the prices quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.

MV Transportation, Inc.  
 Name of Proposer

  
 Signature

3-23-17  
 Date

FORM LW-8.3  
OPTION YEAR 2 (1 of 2)  
(July 1, 2019 - December 31, 2019)

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: KINGS MEDICAL CENTER & WILLOWBROOK SHUTTLE SERVICES (2017-PA002)

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS (26 X Hrs per wk)	HOURLY WAGE RATE**	COST
	SUN	MON	TUE	WED	THU	FRI	SAT				
Project Manager	0.00	0.20	0.20	0.20	0.20	0.20	0.00	1.00	26	\$46.99	\$1,221.74
Road Supervisor	0.00	4.00	4.00	4.00	4.00	4.00	0.00	20.00	520	\$17.20	\$8,944.00
Mechanic	0.00	4.00	4.00	4.00	4.00	4.00	0.00	20.00	520	\$28.91	\$15,033.20
Utility/Fueler	0.00	2.20	2.20	2.20	2.20	2.20	0.00	11.00	286	\$15.53	\$4,441.58
Driver #1	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$16.79	\$17,461.60
Driver #2	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$16.79	\$17,461.60
Driver #3	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$16.79	\$17,461.60
Driver #4	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$16.79	\$17,461.60
Driver #5	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$16.79	\$17,461.60
Driver #6	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$16.79	\$17,461.60
Driver #7	0.00	8.00	8.00	8.00	8.00	8.00	0.00	32.00	832	\$16.79	\$13,969.28
Driver #8	0.00	4.30	4.30	4.30	4.30	4.30	0.00	21.50	559	\$16.79	\$9,385.61
Driver #9	0.00	4.30	4.30	4.30	4.30	4.30	0.00	21.50	559	\$16.79	\$9,385.61
<b>Comments/Notes:</b>											
Please put the Hourly Wage Rate of your Mechanic(s) assigned to this Contract below											
Mechanic(s)	Hourly Wage Rate										
Mechanic(s) Hourly Wage Rate	\$28.91										
Mechanic(s) Hourly Wage Rate	Total Employee Benefits (1+2+3+4)										
Mechanic(s) Hourly Wage Rate	Total Other Costs (5+6+7+8)										
										\$8,203.94	
										\$78,502.40	
										\$14,994.93	
										\$9,923.48	
										\$11,624.65	
<b>TOTAL PRICE</b>										\$333,214.00	

\* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.  
 \*\* Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.01 - Living Wage Program  
 Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.

MV Transportation, Inc. \_\_\_\_\_  
 Name of Proposer  
  
 Signature  
 3-23-17  
 Date

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: **KINGS MEDICAL CENTER & WILLOWBROOK SHUTTLE SERVICES (2017-PA002)**

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							ANNUAL HOURS (26 X Hrs per wk)	HOURLY WAGE RATE**	COST	
	SUN	MON	TUE	WED	THU	FRI	SAT				
Project Manager	0.00	0.20	0.20	0.20	0.20	0.20	0.00	26	\$46.99	\$1,221.74	
Road Supervisor	0.00	4.00	4.00	4.00	4.00	4.00	0.00	520	\$17.20	\$8,944.00	
Mechanic	0.00	4.00	4.00	4.00	4.00	4.00	0.00	520	\$28.91	\$15,033.20	
Utility/Fueler	0.00	2.20	2.20	2.20	2.20	2.20	0.00	286	\$15.53	\$4,441.58	
Driver #1	0.00	8.00	8.00	8.00	8.00	8.00	0.00	1,040	\$16.79	\$17,461.60	
Driver #2	0.00	8.00	8.00	8.00	8.00	8.00	0.00	1,040	\$16.79	\$17,461.60	
Driver #3	0.00	8.00	8.00	8.00	8.00	8.00	0.00	1,040	\$16.79	\$17,461.60	
Driver #4	0.00	8.00	8.00	8.00	8.00	8.00	0.00	1,040	\$16.79	\$17,461.60	
Driver #5	0.00	8.00	8.00	8.00	8.00	8.00	0.00	1,040	\$16.79	\$17,461.60	
Driver #6	0.00	8.00	8.00	8.00	8.00	8.00	0.00	1,040	\$16.79	\$17,461.60	
Driver #7	0.00	8.00	8.00	8.00	8.00	8.00	0.00	832	\$16.79	\$13,969.28	
Driver #8	0.00	4.30	4.30	4.30	4.30	4.30	0.00	559	\$16.79	\$9,385.61	
Driver #9	0.00	4.30	4.30	4.30	4.30	4.30	0.00	559	\$16.79	\$9,385.61	
<b>Comments/Notes:</b>											
Please put the Hourly Wage Rate of your Mechanic(s) assigned to this Contract below											
Mechanic(s)	Hourly Wage Rate										
Mechanic(s) Hourly Wage Rate	\$28.91										
Mechanic(s) Hourly Wage Rate											
Mechanic(s) Hourly Wage Rate											
<b>Total Employee Benefits (1+2+3+4)</b>											
<b>Total Other Costs (5+6+7+8)</b>											
<b>TOTAL PRICE</b>											
\$333,214.00											

\* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.  
 \*\* Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2 201 - Living Wage Program.  
 Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.

MV Transportation, Inc.  
 Name of Proposer

  
 Signature

3-23-17  
 Date

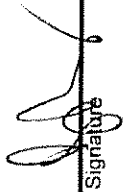
STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: KINGS MEDICAL CENTER & WILLOWBROOK SHUTTLE SERVICES (2017-PA002)

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS (26 X Hrs per wk)	HOURLY WAGE RATE**	COST
	SUN	MON	TUE	WED	THU	FRI	SAT				
Project Manager	0.00	0.20	0.20	0.20	0.20	0.20	0.00	1.00	26	\$48.40	\$1,258.40
Road Supervisor	0.00	4.00	4.00	4.00	4.00	4.00	0.00	20.00	520	\$17.72	\$9,214.40
Mechanic	0.00	4.00	4.00	4.00	4.00	4.00	0.00	20.00	520	\$29.43	\$15,303.60
Utility/Fueler	0.00	2.20	2.20	2.20	2.20	2.20	0.00	11.00	286	\$16.35	\$4,676.10
Driver #1	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$17.59	\$18,293.60
Driver #2	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$17.59	\$18,293.60
Driver #3	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$17.59	\$18,293.60
Driver #4	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$17.59	\$18,293.60
Driver #5	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$17.59	\$18,293.60
Driver #6	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$17.59	\$18,293.60
Driver #7	0.00	8.00	8.00	8.00	8.00	8.00	0.00	32.00	832	\$17.59	\$14,634.88
Driver #8	0.00	4.30	4.30	4.30	4.30	4.30	0.00	21.50	559	\$17.59	\$9,832.81
Driver #9	0.00	4.30	4.30	4.30	4.30	4.30	0.00	21.50	559	\$17.59	\$9,832.81
<b>Comments/Notes:</b>											
Please put the Hourly Wage Rate of your Mechanic(s) assigned to this Contract below											
Mechanic(s)	Hourly Wage Rate										
Mechanic(s)	\$29.43										
Mechanic(s)	Hourly Wage Rate										
Mechanic(s)	Hourly Wage Rate										
<b>Total Salaries</b>											
(1) Vacations, Sick Leave, Holiday											
(2) Health Insurance											
(3) Payroll Taxes & Workers' Compensation											
(4) Welfare and Pension											
<b>Total Employee Benefits (1+2+3+4)</b>											
(5) Equipment Costs											
(6) Service and Supply Costs											
(7) General and Administrative Costs											
(8) Profit											
<b>Total Other Costs (5+6+7+8)</b>											
<b>TOTAL PRICE</b>											
\$341,726.00											

\* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County  
 \*\* Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program  
 Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes, estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.

MV Transportation, Inc.  
 Name of Proposer

  
 Signature

3-23-17  
 Date

FORM LW-8.4  
 OPTION YEAR 3 (2 of 2)  
 (January 1, 2021 - June 30, 2021)

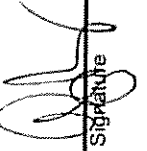
STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: KINGS MEDICAL CENTER & WILLOWBROOK SHUTTLE SERVICES (2017-PA002)

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURLY WAGE RATE**	ANNUAL HOURS (26 X Hrs per wk)	COST	
	SUN	MON	TUE	WED	THU	FRI	SAT				
Project Manager	0.00	0.20	0.20	0.20	0.20	0.20	0.00	1.00	26	\$1,258.40	
Road Supervisor	0.00	4.00	4.00	4.00	4.00	4.00	0.00	20.00	520	\$9,214.40	
Mechanic	0.00	4.00	4.00	4.00	4.00	4.00	0.00	20.00	520	\$15,303.60	
Utility/Fueler	0.00	2.20	2.20	2.20	2.20	2.20	0.00	11.00	286	\$4,676.10	
Driver #1	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$18,293.60	
Driver #2	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$18,293.60	
Driver #3	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$18,293.60	
Driver #4	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$18,293.60	
Driver #5	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$18,293.60	
Driver #6	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$18,293.60	
Driver #7	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$18,293.60	
Driver #8	0.00	4.30	4.30	4.30	4.30	4.30	0.00	21.50	559	\$9,832.81	
Driver #9	0.00	4.30	4.30	4.30	4.30	4.30	0.00	21.50	559	\$9,832.81	
<b>Comments/Notes:</b>											
<p><b>Please put the Hourly Wage Rate of your Mechanic(s) assigned to this Contract below</b></p>											
Mechanic(s)	Hourly Wage Rate										
Mechanic(s)	\$29.43										
Mechanic(s)											
Mechanic(s)											
<b>Total Salaries</b>											
(1) Vacations, Sick Leave, Holiday											
(2) Health Insurance											
(3) Payroll Taxes & Workers' Compensation											
(4) Welfare and Pension											
<b>Total Employee Benefits (1+2+3+4)</b>											
(5) Equipment Costs											
(6) Service and Supply Costs											
(7) General and Administrative Costs											
(8) Profit											
<b>Total Other Costs (5+6+7+8)</b>											
<b>TOTAL PRICE</b>											
\$341,726.00											

\* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.  
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The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.

MV Transportation, Inc.  
 Name of Proposer

  
 Signature

3-23-17  
 Date



STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: **KINGS MEDICAL CENTER & WILLOWBROOK SHUTTLE SERVICES (2017-PA002)**

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS (26 X Hrs per wk)	HOURLY WAGE RATE**	COST							
	SUN	MON	TUE	WED	THU	FRI	SAT											
Project Manager	0.00	0.20	0.20	0.20	0.20	0.20	0.00	1.00	26	\$49.85	\$1,296.10							
Road Supervisor	0.00	4.00	4.00	4.00	4.00	4.00	0.00	20.00	520	\$18.25	\$9,490.00							
Mechanic	0.00	4.00	4.00	4.00	4.00	4.00	0.00	20.00	520	\$31.61	\$16,437.20							
Utility/Fueler	0.00	2.20	2.20	2.20	2.20	2.20	0.00	11.00	286	\$17.17	\$4,910.62							
Driver #1	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$18.38	\$19,115.20							
Driver #2	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$18.38	\$19,115.20							
Driver #3	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$18.38	\$19,115.20							
Driver #4	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$18.38	\$19,115.20							
Driver #5	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$18.38	\$19,115.20							
Driver #6	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$18.38	\$19,115.20							
Driver #7	0.00	8.00	8.00	8.00	8.00	8.00	0.00	32.00	832	\$18.38	\$15,202.16							
Driver #8	0.00	4.30	4.30	4.30	4.30	4.30	0.00	21.50	559	\$18.38	\$10,274.42							
Driver #9	0.00	4.30	4.30	4.30	4.30	4.30	0.00	21.50	559	\$18.38	\$10,274.42							
<b>Comments/Notes:</b>	<p><b>Please put the Hourly Wage Rate of your Mechanic(s) assigned to this Contract below</b></p> <table border="1"> <thead> <tr> <th>Mechanic(s)</th> <th>Hourly Wage Rate</th> </tr> </thead> <tbody> <tr> <td>Mechanic(s) Hourly Wage Rate</td> <td>\$31.61</td> </tr> <tr> <td>Mechanic(s) Hourly Wage Rate</td> <td></td> </tr> <tr> <td>Mechanic(s) Hourly Wage Rate</td> <td></td> </tr> </tbody> </table>										Mechanic(s)	Hourly Wage Rate	Mechanic(s) Hourly Wage Rate	\$31.61	Mechanic(s) Hourly Wage Rate		Mechanic(s) Hourly Wage Rate	
Mechanic(s)	Hourly Wage Rate																	
Mechanic(s) Hourly Wage Rate	\$31.61																	
Mechanic(s) Hourly Wage Rate																		
Mechanic(s) Hourly Wage Rate																		
<p><b>Total Salaries</b></p> <p>(1) Vacations, Sick Leave, Holiday \$11,301.11</p> <p>(2) Health Insurance \$13,589.10</p> <p>(3) Payroll Taxes &amp; Workers' Compensation \$34,220.72</p> <p>(4) Welfare and Pension \$843.20</p> <p><b>Total Employee Benefits (1+2+3+4)</b> \$59,954.13</p> <p>(5) Equipment Costs \$1,639.56</p> <p>(6) Service and Supply Costs \$82,946.06</p> <p>(7) General and Administrative Costs \$15,914.18</p> <p>(8) Profit \$10,533.95</p> <p><b>Total Other Costs (5+6+7+8)</b> \$111,033.75</p> <p><b>TOTAL PRICE</b> \$353,654.00</p>																		

\* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.  
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 Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly and annually by each classification, hourly and annual wages to be paid to each classification; estimated annual payroll taxes, estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.

MV Transportation, Inc. \_\_\_\_\_  
 Name of Proposer

 \_\_\_\_\_  
 Signature

3-23-17 \_\_\_\_\_  
 Date

**FORM LW-8.5**  
**OPTION YEAR 4 (2 of 2)**  
**(January 1, 2022 - June 30, 2022)**


STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: **KINGS MEDICAL CENTER & WILLOWBROOK SHUTTLE SERVICES (2017-PA002)**

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS (26 X Hrs per wk)	HOURLY WAGE RATE**	COST
	SUN	MON	TUE	WED	THU	FRI	SAT				
Project Manager	0.00	0.20	0.20	0.20	0.20	0.20	0.00	1.00	26	\$49.85	\$1,296.10
Road Supervisor	0.00	4.00	4.00	4.00	4.00	4.00	0.00	20.00	520	\$18.25	\$9,490.00
Mechanic	0.00	4.00	4.00	4.00	4.00	4.00	0.00	20.00	520	\$31.61	\$16,437.20
Utility/Fueler	0.00	2.20	2.20	2.20	2.20	2.20	0.00	11.00	286	\$17.17	\$4,910.62
Driver #1	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$18.38	\$19,115.20
Driver #2	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$18.38	\$19,115.20
Driver #3	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$18.38	\$19,115.20
Driver #4	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$18.38	\$19,115.20
Driver #5	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$18.38	\$19,115.20
Driver #6	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	1,040	\$18.38	\$19,115.20
Driver #7	0.00	8.00	8.00	8.00	8.00	8.00	0.00	32.00	832	\$18.38	\$15,292.16
Driver #8	0.00	4.30	4.30	4.30	4.30	4.30	0.00	21.50	559	\$18.38	\$10,274.42
Driver #9	0.00	4.30	4.30	4.30	4.30	4.30	0.00	21.50	559	\$18.38	\$10,274.42
<b>Comments/Notes:</b>	<b>Total Salaries</b>										<b>\$182,666.12</b>
<b>Please put the Hourly Wage Rate of your Mechanic(s) assigned to this Contract below</b>											
Mechanic(s)	Hourly Wage Rate										
Mechanic(s) Hourly Wage Rate	\$31.61										
Mechanic(s) Hourly Wage Rate											
Mechanic(s) Hourly Wage Rate											
<b>Total Employee Benefits (1+2+3+4)</b>											<b>\$843.20</b>
<b>Total Other Costs (5+6+7+8)</b>											<b>\$59,954.13</b>
<b>TOTAL PRICE</b>											<b>\$353,654.00</b>

\* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County  
 \*\* Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program  
 Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension; Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.

MV Transportation, Inc.  
 Name of Proposer

  
 Signature

3-23-17  
 Date

**Bid Detail Information**

**Bid Number :** PW-AED965

**Bid Title :** RFSQ for Fixed Route and Dial-A-Ride Transit Services (2016-SQPA001)

**Bid Type :** Service

**Department :** Public Works

**Commodity :** BUS - TRANSIT (COACH-MINI) CONVENTIONAL

**Open Date :** 5/2/2016

**Closing Date :** Continuous

**Bid Amount :** \$ 0

**Bid Download :** Not Available

**Bid Description :** PLEASE TAKE NOTICE that Public Works requests Statement of Qualifications (SOQ) for Fixed Route and Dial-A-Ride Transit Services (2016-SQPA001). The purpose of this solicitation is to establish a qualified list of contractors that can perform work when Public Works anticipates the need for fixed route and Dial-A-Ride transit services. The Request for Statement of Qualifications (RFSQ) with contract specifications, forms, and instructions for preparing and submitting proposals may be accessed at <http://dpw.lacounty.gov/aed/contracts> or may be requested from Mr. Eric Fong at (626) 458 4077 or [erfong@dpw.lacounty.gov](mailto:erfong@dpw.lacounty.gov), Monday through Thursday, 7 a.m. to 5 p.m.

PLEASE CHECK THE WEBSITE FREQUENTLY FOR ANY CHANGES TO THIS SOLICITATION. ALL ADDENDA AND INFORMATIONAL UPDATES WILL BE POSTED AT <http://dpw.lacounty.gov/cbad/servicecontracts>.

Minimum Requirements: Proposers must meet all minimum requirements set forth in the RFSQ document including, but not limited to:

No Subcontractors will be allowed to fulfill any of the following Minimum Requirements.

1. Proposer must have a minimum of three years of experience providing the same or similar fixed route or paratransit services for governmental or social service agency(ies). Please use Form PW-19, Proposer's Compliance with the Minimum Requirements of the RFSQ.
2. Proposer must provide copies of all "Satisfactory" California Highway Patrol Safety Compliance Inspections or passed all reinspections of the Proposer's maintenance facilities or terminals to be used for the proposed contract for the prior three 13-month inspections (California Vehicle Code 34501[c]). If the proposer has not performed services in California, the proposer must provide copies of a similar vehicle, maintenance facilities or terminals inspection for the prior three years by a governmental agency. Please use Form PW-19, Proposer's Compliance with the Minimum Requirements of the RFSQ.

Once the need to utilize the contractors' services is identified, Public Works will send out an Invitation for Bids to all contractors in the qualified list with a specific work description, price sheets, and additional requirements for the bids to be considered responsive and responsible. Some of the requirements may include, but are not limited to, additional licenses/certificates, and/or additional experience and equipment requirements.

A Proposers' Conference will be held on Tuesday, May 17, 2016, at 9 a.m. at Public Works Headquarters, 900 South Fremont Avenue, Alhambra, California 91803, in Conference Room A. ATTENDANCE BY THE PROPOSER OR AN AUTHORIZED REPRESENTATIVE AT THE CONFERENCE IS MANDATORY. Public Works will reject proposals from those whose attendance at the conference cannot be verified. Attendees should be prepared to ask questions at that time about the specifications, proposal requirements, and contract terms. After the conference, Proposers must submit questions in writing and request information for this solicitation within three business days from the date of the conference.

This solicitation will remain open continuously at the discretion of the County. The RFSQ Proposers' Mandatory Conference may be offered annually or as needed depending on the needs of the County.

This RFSQ process may take several weeks to process before a Qualified Contractors list is generated. Therefore, it is imperative that Proposers return all SOQ material no later than Tuesday May 31, 2016, at 5:30 p.m.

Proposers who attended the Proposers' Mandatory Conference but miss the above deadline may not submit Statement of Qualifications until January 2, 2017. No SOQ will be accepted without verification of the proposer attending the Mandatory Conference as stated above. SOQ's received after this date will be reviewed in the order they are submitted to Public Works based on the time indicated by the Public Works cashier's office time stamp.

**Contact Name :** Eric Fong

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS  
 CONTRACTOR'S UTILIZATION PARTICIPATION FOR  
 KING MEDICAL CENTER AND WILLOWBROOK SHUTTLE SERVICES**

<b>Small-Sized Business Category Contractor Name</b>	<b>Local SBE</b>	<b>SBE</b>	<b>Minority</b>	<b>Women</b>	<b>Disadvantaged</b>	<b>DisabledVet</b>
n/a						
<b>Medium-Sized Business Category Contractor Name</b>						
n/a						
<b>Large-Sized Business Category Contractor Name</b>						
<b>MV Transportation, Inc.</b>	n/a	n/a	n/a	n/a	n/a	n/a

<b>Small-Sized Business Category Contractor Name</b>	<b>Local SBE</b>	<b>SBE</b>	<b>Minority</b>	<b>Women</b>	<b>Disadvantaged</b>	<b>DisabledVet</b>
n/a						
<b>Medium-Sized Business Category Contractor Name</b>	<b>Local SBE</b>	<b>SBE</b>	<b>Minority</b>	<b>Women</b>	<b>Disadvantaged</b>	<b>DisabledVet</b>
n/a						
<b>Large-Sized Business Category Contractor Name</b>						
n/a						