COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

DONALD L. WOLFE, Director

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ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
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ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE
REFER TO FILE: AS-0

June 19, 2007

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

Dear Supervisors:

WILLOWBROOK, ET AL., DIAL-A-RIDE SERVICE
SUPERVISORIAL DISTRICTS 1 AND 2
3 VOTES

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the Willowbrook, Et Al., Dial-A-Ride Service is exempt from the provisions of the California Environmental Quality Act (CEQA).

2. Find that this service can be more economically performed by an independent contractor than by County employees.

3. Award the contract for Willowbrook, Et Al., Dial-A-Ride Service in the annual sum of $326,500 ($653,000 for two-year term) to Watts Labor Community Action Committee, a 501(c)(3) nonprofit corporation, located in Los Angeles, California, and direct the Chairman to execute the contract. This contract will be for a period of two years commencing on July 1, 2007, with three 1-year renewal options, not to exceed a total contract period of five years. Funds for the first contract year are available in the First Supervisorial District's ($81,625) and the Second Supervisorial District's ($244,875) Proposition A Local Return Transit Programs, included in the proposed Fiscal Year 2007-08 Transit Enterprise Fund budget. Funding for the second contract year and approved contract renewal years will be made available through Public Works' annual budget process.

4. Delegate authority to the Director of Public Works or his designee to annually expend up to an additional 35 percent of the annual contract sum for unforeseen, additional work within the scope of the contract, if required, and for fuel adjustment in accordance with the contract.

5. Delegate authority to the Director to renew the contract for each additional renewal option if, in the opinion of the Director, the contractor has successfully performed the previous contract period and the services are still required; to approve contractor's entity change in accordance with the Board's policy on contractor mergers/acquisition; to approve and execute amendments to incorporate necessary changes within the scope of work; and to suspend the contract if, in the opinion of the Director, it is in the best interest of the County to do so.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

This contract is for the operation of Dial-A-Ride Services within the unicorporated County areas of Athens, Firestone, Florence-Graham, Rancho Dominguez, Rosewood, Walnut Park, and Willowbrook. The work to be performed will include, but is not limited to, providing executive and administrative management; employing and supervising of all personnel including supervisors, vehicle operators, dispatchers, mechanics, and other maintenance personnel; administration of training and safety programs; maintaining and repairing of service vehicles and equipment; processing of warranty claims for the County vehicles; assisting in public relations and promotions; preparing reports and analysis of financial and other matters; clerical, statistical, and bookkeeping services; and providing all service vehicle operators, facilities, equipment, parts, and supplies required in the operation of service, unless specifically identified to be contributed by the County.

On June 21, 1983, your Board approved implementing paratransit service in the Willowbrook area. On August 2, 1983, your Board approved implementing paratransit service for the Walnut Park residents. On June 26, 1984, your Board approved implementing service for the Florence-Graham area as part of the paratransit service for Walnut Park residents. On March 16, 2004, your Board approved allocating Proposition A Local Return Transit Fund from First and Second Supervisorial Districts and awarding a contract combining these three service areas. The purpose of this action is to continue contracting for this service.

Implementation of Strategic Plan Goals

The award of this contract is consistent with the County Strategic Plan Goals of Service Excellence, Organizational Effectiveness, and Fiscal Responsibility as the contractor has the specialized expertise to provide this service accurately, efficiently, timely, and in a responsive and cost-effective manner.

FISCAL IMPACT/FINANCING

There will be no impact on net County cost. The contract is for an annual amount not to exceed $326,500 ($653,000 for two-year term), plus 35 percent for unforeseen, additional work within the scope of work of the contract, if required, and for fuel adjustment in accordance with the contract. This amount is based on the hourly price quoted by the contractor and Public Works' estimated annual utilization of the contractor's services. This contract will commence on July 1, 2007, or upon Board approval, whichever occurs last, for a period of two years with three 1-year renewal options, not to exceed five years.

Funds for the first contract year of this service are available in the First Supervisorial District's ($81,625) and the Second Supervisorial District's ($244,875) Proposition A Local Return Transit Programs, included in the proposed Fiscal Year 2007-08 Transit Enterprise Fund budget. Funding for the second contract year and approved contract renewal years will be made available through Public Works' annual budget process.

Using methodology approved by the Auditor-Controller, Public Works has calculated the cost-effectiveness of contracting for this service. Based on the cost calculations, Public Works has determined that this service can be more economically performed by an independent contractor than by County employees.

This Proposition A contract does not allow for a cost-of-living adjustment. However, this contract does contain a provision for cost adjustments based on the price of fuel on a monthly basis.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The enclosed contract (Enclosure A) has been executed by the contractor and approved as to form by County Counsel.

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 County Code Section 2.121.380 have been met.

Public Works evaluated the contractor and determined it to be a nonprofit corporation qualified under Internal Revenue Code Section 501(c)(3) and, therefore, is exempt from the Living Wage provision.

With delegated authority, the Director may approve mergers, acquisitions, and other changes of form of entity or assignment in accordance with Board Policy 9.041, Evaluation of Vendors/Contractors Engaged in Mergers or Acquisitions.

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.

ENVIRONMENTAL DOCUMENTATION

This contract will provide for passenger service on highway rights of way already in use and, therefore, are exempt from the provisions of CEQA pursuant to Public Resources Code 21080(b) (10) of the Public Resources Code.

CONTRACTING PROCESS

On March 13, 2007, Public Works solicited proposals from 173 independent contractors and community business enterprises to accomplish this work. Also, a notice of the Request for Proposals (RFP) was placed on the County's bid website (Enclosure B), and an advertisement was placed in the *Los Angeles Times*.

Pursuant to the applicable memorandum of understanding, the RFP for this contracted service was submitted on March 13, 2007, to the appropriate union for review. The union has not asked to meet with Public Works regarding this solicitation.

On April 23, 2007, three proposals were received. The proposals were first reviewed to ensure they met the mandatory requirements outlined in the RFP. The proposals, having met these requirements, were then evaluated by an evaluation committee consisting of Public Works staff and an individual from the City of Pasadena, Department of Transportation. The committee's evaluation was based on criteria described in the RFP, which included the price, experience, work plan, vehicles, financial resources, references, demonstrated controls over payroll/record keeping, local community knowledge, labor law/payroll violations, and compliance with the

Displaced Transit Employee Program. Based on this evaluation, it is recommended that this contract be awarded to the highest-rated, responsive, and responsible proposer, Watts Labor Community Action Committee, located in Los Angeles, California. One of the nonawarded proposals received was deducted four percent by the County's Labor Law Assessment Team due to their labor violations.

Enclosure C reflects the proposers' minority participation. The contractor was selected upon final analysis and consideration without regard to race, creed, gender, or color.

This contract contains terms and conditions supporting Board-sponsored policies, such as contractor responsibility and debarment (revised), jury service requirements, the Safely Surrendered Baby Law, and charitable activities compliance.

Proof of the required Comprehensive General and Automobile Liability insurance policies, naming the County as additional insured, and evidence of Workers' Compensation insurance will be obtained from the contractor before any work is assigned (or started).

As requested by your Board, the contractor has submitted a safety record that reflects its past activities have been conducted according to reasonable standards of safety.

In accordance with the Chief Administrative Officer's June 15, 2001, instructions, this is Public Works' assurance that this contractor will not be requested to perform services that will exceed the contract's approved amount, scope of work, terms and conditions, and/or duration.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

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

CONCLUSION

Enclosed are three originals of the contract. Upon approval, please return the originals designated Contractor Execute and Department Conform copies along with one adopted copy of this letter to this office for further processing. The original designated Board Execute is for your files.

Respectfully submitted,

DONALD L. WOLFE
Director of Public Works

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Enc. 5

cc: Office of Affirmative Action Compliance
Chief Administrative Office
County Counsel

AGREEMENT FOR

WILLOWBROOK ET AL. DIAL-A-RIDE SERVICES

THIS AGREEMENT, made and entered into this 19TH day of JUNE, 2007, 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 WATTS LABOR COMMUNITY ACTION COMMITTEE, a Nonprofit 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 Proposal filed with the COUNTY on April 23, 2007, hereby agrees to provide services as described in the attached specifications for Willowbrook Et Al. Dial-A-Ride Services, including, but not limited to, Exhibit A, Scope of Work.

SECOND: This AGREEMENT, together with Exhibit A, 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, Evidence of Insurance Programs; Exhibit F, Transit Security Plan; Exhibit G, Controlled Substance and Alcohol Testing Program; Exhibit H, County-Owned Vehicles; Exhibit I, Contractor-Provided Service Vehicles; Exhibit J, Preventative Maintenance for County-Owned Vehicles; Exhibit K, Driver's Daily Vehicle Report; Exhibit L, Terminal Manager's Compliance Checklist; Exhibit M, Daily Transportation Trip Sheet; Exhibit N, County Report of Vehicle Accident or Incident; Exhibit O, Vehicle Appearance/Cleanliness Checklist; Exhibit P, NTD Monthly Ridership Form (Form MR20); Exhibit Q, Fuel Price Adjustment; Exhibit R, Service Requirements; Exhibit S, Paratransit Service Area Maps; the CONTRACTOR'S Proposal, all attached hereto; the Request for Proposals; and Addenda to the Request for Proposals, all of which are incorporated herein by reference, are agreed by the COUNTY and the CONTRACTOR to constitute an integral part of the Contract documents.

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 Proposal and attached hereto as Form PW-2.1, an annual amount not to exceed $326,500 per year (Maximum Contract Sum), or such greater amount as the Board may approve.

FOURTH: This Contract's initial term shall be for a period of two years commencing on July 1, 2007, with three 1-year renewal options. The COUNTY, acting through the Director, may give a written notice of intent to extend this Contract at least 30 days prior to the end of the term.

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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 and/or unit prices quoted in Form PW-2.1, Schedule of Prices.

SIXTH: Public Works will make payment to the CONTRACTOR within 30 days of receipt and approval of a properly completed invoice. Each invoice shall be in triplicate (original and two copies) and shall itemize the work completed. The CONTRACTOR shall submit monthly operation cost claims along with documentation thereof and all required reports in the form and number required by the COUNTY no later than the 15th day of the following month for payment for the Service. Operating costs shall be submitted as the amount due to the CONTRACTOR. 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 Contract Manager when this Contract is within six months from expiration of the term as provided for hereinabove.

TENTH: No cost-of-living adjustments shall be granted for the optional renewal period.

ELEVENTH: In the event that terms and conditions, which may be listed in the CONTRACTOR'S Proposal, conflict with the COUNTY'S specifications, requirements, and terms and conditions as reflected in this AGREEMENT, including, but not limited to, Exhibits A through S, inclusive, the COUNTY'S provisions shall control and be binding.
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TWELFTH: (The following provision will be applicable if, at the time of Proposal submission, the Proposer is purchasing fuel using Market Prices.) The Director may adjust 10 percent of the hourly rate of compensation set forth in Form PW-2.1 (Schedule of Prices) based on the increase or decrease in the fuel price published in the Official Energy Statistics from the United States Department of Energy website at <http://tonto.eia.doe.gov/dnav/pet/pet_pri_gnd_dcus_sca_m.htm> for Diesel (On-Highway) and Gasoline - All Grades (Regular) for California and at <http://tonto.eia.doe.gov/dnav/pet/pet_pri_prop_dcu_r50_m.htm> for Propane (LPG) using West Coast (PADD 5) "Commercial/Institutional," as appropriate to the vehicle used, beginning on the month of the Contract start date and thereafter at each successive one month interval, which shall be the effective date for any such fuel adjustment. The percentage change in the fuel price shall be obtained using the fuel prices published three months preceding the proposal submission date and the fuel price published three months preceding each effective date of the adjustment. However, when the percentage increase or decrease in the fuel price is less than 5 percent, no fuel adjustment will be granted. In the event the fuel adjustment is granted, the fuel adjustment (increase or decrease) will be added to or subtracted from, as applicable, the hourly rate of compensation to establish the adjusted hourly rate of compensation. A sample calculation is included in Exhibit Q. Public Works shall be permitted to audit the CONTRACTOR'S fuel usage, fuel costs, and fuel procurement methods for the vehicles used in revenue service and the CONTRACTOR shall provide records pertaining to its fuel costs upon the COUNTY'S request.

THIRTEENTH: This Contract constitutes the entire agreement between the COUNTY and the CONTRACTOR with respect to the subject matter of this Contract and supersedes all prior and contemporaneous agreements and understandings.

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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 _____
Chairman, Los Angeles County

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

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Directors

By _____
Deputy

ATTEST:

SACHI A. HAMAI
Executive Officer of the
Board of Supervisors of
the County of Los Angeles

By _____
Deputy

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.
County Counsel

By _____
Deputy

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

77 JUN 19 2007

SACHI A. HAMAI
EXECUTIVE OFFICER

WATTS LABOR COMMUNITY ACTION COMMITTEE

By _____
Its President

TIMOTHY WATKINS
Type or Print Name

By _____
Its Secretary

PAULETTE NICKERSON
Type or Print Name

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ALL-PURPOSE ACKNOWLEDGMENT

State of California
County of Los Angeles

On 6/5/07 before me Paulette M. Nickerson, Notary Public
NAME, TITLE OF OFFICE - e.g. "Jane Doe, Notary Public"

personally appeared Timothy Watkins
NAME(S) OF SIGNER(S)

[X] personally known to me -OR- [ ] proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

Witness my hand and official seal.

SIGNATURE OF NOTARY

PAULETTE M. NICKERSON
Commission # 1466557
Notary Public - California
Los Angeles County
My Comm. Expires Jan 29, 2008

CAPACITY CLAIMED BY SIGNER(S)

- [ ] INDIVIDUAL(S)
- [X] CORPORATE OFFICER(S)

_____, AND
TITLE(S)

- [ ] PARTNER(S)
- [ ] ATTORNEY-IN-FACT
- [ ] TRUSTEE(S)
- [ ] GARDIAN/CONSERVATOR
- [ ] OTHER: _____

SIGNER IS REPRESENTING:
NAME OF PERSON(S) OR ENTITY(IES)
Watts Labor Community Action Committee

ATTENTION NOTARY: Although the information requested below is OPTIONAL, it could prevent fraudulent attachment of this certificate to unauthorized document.

THIS CERTIFICATE MUST BE ATTACHED TO THE DOCUMENT DESCRIBED AT RIGHT:

Title or Type of Document: Agreement for Willowbrook Shuttle
Number of Pages: 4
Date of Document: 6/5/07
Signer(s) Other Than Named Above: Paulette M. Nickerson

14-0072 DPW Rev. 6/02

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES } SS

On JUNE 5, 2007 before me, M.L. FIELD, NOTARY PUBLIC

personally appeared PAULETTE NICKERSON----
~~personally known to me~~ (or proved to me on the basis of satisfactory evidence) to be the person(~~s~~) whose name(~~s~~) is/~~are~~ subscribed to the within instrument and acknowledged to me that ~~he~~/she/~~they~~ executed the same in his/her/~~their~~ authorized capacity(~~ies~~) and that by his/her/~~their~~ signature(~~s~~) on the instrument the person(~~s~~) or the entity upon behalf of which the person(~~s~~) acted, executed the instrument.

WITNESS my ~~hand and official seal~~.

Signature _____

M. L. FIELD
COMM. #1681255
NOTARY PUBLIC • CALIFORNIA
LOS ANGELES COUNTY
My Comm. Expires Aug. 12, 2010

This area for official notarial seal.

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

DESCRIPTION OF ATTACHED DOCUMENT

Title or Type of Document: AGREEMENT FOR WILLOWBROOK ET. AL. DIAL-A-RIDE SERVICE

Document Date: JUNE 5, 2007 Number of Pages: FOUR

Signer(s) other than named above YES

CAPACITY(IES) CLAIMED BY SIGNER(S)

[ ] INDIVIDUAL
[XX] CORPORATE OFFICER(S) TITLE(S) SECRETARY
[ ] PARTNER(S)- [ ] LIMITED [ ] GENERAL
[ ] ATTORNEY-IN-FACT
[ ] TRUSTEE(S)
[ ] GUARDIAN OR CONSERVATOR
[ ] OTHER _____

Right Thumbprint of Signer
Top of thumb here

[ ] INDIVIDUAL
[ ] CORPORATE OFFICER(S) TITLE(S) _____
[ ] PARNER(S)- [ ] LIMITED [ ] GENERAL
[ ] ATTORNEY-IN-FACT
[ ] TRUSTEE(S)
[ ] GUARDIAN OR CONSERVATOR
[ ] OTHER _____

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Top of thumb here

SIGNER IS REPRESENTING:

SCOPE OF WORK

WILLOWBROOK ET AL. DIAL-A-RIDE SERVICES

A. Public Works Contract Manager

Public Works Contract Manager will be Ms. Ann Meiners of the Programs Development Division, who may be contacted at (626) 458-3959, e-mail address: ameiners@dpw.lacounty.gov., Monday through Thursday, 7:30 a.m. to 5:30 p.m. The Contract Manager is the only person authorized by Public Works to request work from the Contractor. From time to time, Public Works may change the Contract Manager. The Contractor will be notified in writing when there is a change in Contract Manager.

B. Work Location

This is a community Dial-A-Ride Service (Service) for eligible elderly and persons with disabilities who reside in the unincorporated County areas of Athens, Firestone, Florence-Graham, Rancho Dominguez, Rosewood, Walnut Park, and Willowbrook. This Service will provide residents of these areas transportation to health care facilities, shopping, recreation, senior centers, and other destinations within the defined three mile service area.

C. Work Description

The work under these specifications shall be the implementation of a Paratransit (Dial-A-Ride) Service. Passengers requesting a ride on this curb to curb demand response service will be required to call the Contractor's reservation dispatcher at least 24 hours in advance for their preferred pickup and return time.

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 Contract. The Contractor shall do all things, including, but not limited to, providing executive and administrative management; employment and supervision of all personnel including supervisors, Service Vehicle operators, dispatchers, mechanics, and other maintenance personnel; operation of training and safety programs; maintenance and repair of Service Vehicles and equipment; processing of warranty claims for the County's Service Vehicles; assisting in public relations, promotions, and patron complaints; preparation of reports and analysis of financial and other matters; clerical, statistical, and bookkeeping services; and providing all Service Vehicle operations, facilities, equipment, parts, and supplies required in the operation of Service, unless specifically identified to be contributed by the County.

The County has established the Service requirements and the Service area as described in Exhibit R, Service Requirements and Exhibit S, Paratransit Service Area Maps. If the Director determines that Service may be improved by revisions

to scheduling, Service Vehicle assignment, fleet size, or areas serviced, the Director and the Contractor shall plan and institute such changes jointly within the terms of this Contract.

The County reserves the right to determine if any work is or will be needed under this Contract, at the County's sole and absolute discretion. The Contractor will not be entitled to any claim for loss profits or otherwise should the County fail to determine a need for services under this Contract.

D. Utilities

The County will not provide utilities.

E. Storage and Maintenance Facilities

The County will not provide any storage facilities for the Contractor.

The Contractor shall provide appropriate Vehicle storage and maintenance facilities for the garaging, servicing, and cleaning of both County-owned and any Contractor-provided Service Vehicle(s) and equipment. The facilities shall include:

1. An enclosed workspace sufficient to allow maintenance personnel to repair Service Vehicles and be protected from the weather.
2. A concrete shop floor capable of withstanding the maximum weight of Service Vehicles.
3. A security-fenced, paved, and lighted area for overnight Service Vehicle parking with adequate spaces for all Service Vehicle(s).
4. A compressed air supply.
5. Tire changing equipment.
6. Battery maintenance equipment and spare batteries.
7. Service Vehicle lubrication equipment.
8. All tools and equipment necessary to perform required preventive maintenance activities.
9. All tools and equipment necessary to maintain Service Vehicles, perform component adjustments, and make mechanical repairs.
10. Facilities and equipment necessary to wash and clean the Service Vehicles.

11. Adequate secured storage area for tools, equipment, and parts.

12. A lighted maintenance pit or an appropriate State of California Occupational Safety and Health Administration (Cal/OSHA) or American National Standards Institute (ANSI) approved hydraulic lift capable of fully lifting the heaviest Service Vehicle six feet above the floor for maintenance purposes.

13. A fueling facility, if, and/or when, the County purchases new Service Vehicles, the fueling facility shall be capable of dispensing propane.

F. Removal of Debris

All debris derived from this Service shall be removed and disposed of 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 and/or gutters in violation of the National Pollutant Discharge Elimination System (NPDES).

G. Special Safety Requirements

Subsequent to the events of September 11, 2001, the safety and anti-terrorist preparations on public transit systems have become of 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 Transit Security Plan before Service begins.

Based on the Homeland Security - Presidential Directive 3, Homeland Security Presidential Directive, the Federal government has implemented a color code warning system that will alert the public to the anticipated level of terrorist threat should they be aware of such a situation. 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 (http://transit-safety.volpe.dot.gov) 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 FTA's Safety and Security requirements as indicated in FTA's Top 20 Security Program Action Items for Transit Agencies. The FTA's website (http://transit-safety.volpe.dot.gov/security/securityinitiatives/top20/default.asp) contains the Safety and Security Requirements.

The Contractor is also encouraged to refer to the Federal Transit Administration's "Transit Agency Security and Emergency Protective Measures" report available on the FTA website (http://transit-

safety.volpe.dot.gov/publications/security/ProtectiveMeasures/PDF/ProtectiveMeasures.pdf). 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 with the Department of Homeland Security Homeland Security Advisory System's five color-coded graduated threat conditions. 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 Transit Security Plan will be negotiated with Director to ensure that the County's needs are adequately addressed. The final approved Transit Security Plan will be attached as Exhibit F.

All Contractor operators shall be expected to observe all applicable State of California Occupational Safety and Health Administration (Cal/OSHA) and Public Works' safety requirements. Suitable clothing, gloves, and shoes that meet Cal/OSHA requirements are required.

H. Contractor Safety

All Contractor operators shall be expected to observe all applicable Cal/OSHA and Public Works' safety requirements. Suitable clothing, gloves, and shoes that meet Cal/OSHA requirements are required.

I. Maps

Maps of the Service areas are included in Exhibit S, Paratransit Service Area Maps.

J. Fares

The Contractor shall charge a fare of 50 cents per one-way ride for the Service. The escorts for disabled or mentally impaired riders shall not be charged a fare.

All fares shall be retained by the Contractor to partially finance the cost of Service and shall be subtracted from the monthly invoice for the Service. The monthly revenue amount is subject to audit and shall be reported in the monthly statement to the Director. The Contractor shall, upon request of the Director, accept passes or vouchers issued by the Director in lieu of the cash fare specified herein. The Director may alter the fare to be charged and the Contractor shall adhere to any changes to the fare structure.

K. Fare Security

The Contractor shall be responsible for the protection of fare box revenues. The Contractor shall establish and maintain fare collection and security policies and procedures, subject to the approval of 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. The Contractor shall conduct or assist in any investigation of revenue security as determined necessary by the County.

L. Rates and Compensation

Unless otherwise provided for herein, the "Vehicle Rate" and the "Supplemental Rate" shall cover all Contractor costs for the Service to be provided pursuant to this Contract.

1. Service Vehicles (County-Owned)

For County-owned Service Vehicles, the County will pay the Contractor on a monthly basis an amount equal to the sum of i) the number of Service Vehicle Revenue Hours provided with County-owned Service Vehicles times the hourly rate reflected in Form PW-2, Schedule of Prices, Item 1, hereinafter referred to as "County Service Vehicle Rate"; ii) less fares; iii) less County-owned Service Vehicle monthly rental fees of $1.00 per month; and iv) less any and all liquidated damages pursuant to this Contract. Service Vehicle Revenue Hours are defined as the actual hours of revenue Service starting from the point of first pickup to the last drop-off minus driver lunches and time without passengers exceeding 30 minutes. It shall be based upon the hours determined by the Director, as needed, to provide the Service described in Exhibit R, Service Requirements.

2. Service Vehicles (Contractor-provided)

The Contractor may be instructed by the Director to provide and/or operate additional and/or substitute Service Vehicle(s) for this Service in the event demand for the Service exceeds the capacity provided by County-owned Service Vehicles. Increased demand may result from an increase in ridership and/or Service Vehicle shortage. Shortages may occur when Service Vehicles are out of service due to maintenance, repair, replacement or other reasons that are beyond the Contractor's control. The substitute Service Vehicles provided by the Contractor are to be approved by the Director prior to being placed into Service.

For Contractor-provided Service Vehicles, the County will pay the Contractor on a monthly basis an amount equal to the sum of i) the number of Service Vehicle Revenue Hours provided with Contractor-provided Service Vehicles times the hourly rate reflected in

Form PW-2, Schedule of Prices, Item 2, hereinafter referred to as "Contractor-Provided Service Vehicle Rate"; ii) less fares; iii); less any and all liquidated damages pursuant to this Contract. Service Vehicle Revenue Hours are defined as the actual hours of Service starting from the point of first pickup to the last drop-off minus driver lunches and time without passengers exceeding 30 minutes, based upon the hours as determined by the Director, as needed, to provide the Service described in Exhibit R, Service Requirements.

3. Coordinated Service Vehicles

In the event that the Contractor uses Contractor-owned Service Vehicles to coordinate rides with other jurisdictions or programs during the Service hours specified in Exhibit R, Service Requirements, the revenue hours between those jurisdictions shall be prorated as follows: the County's share of the revenue hours for the Contractor-provided Service Vehicle(s) will be determined by dividing the number of County riders to the total number of riders on the Contractor-provided Service Vehicle(s), and multiplying it by the revenue hours the Contractor-provided Service Vehicle(s) were transporting the County patrons simultaneously with patrons from other jurisdictions. The County shall not be charged for more than its prorated share of revenue hours.

4. Supplemental Taxi Service

The County will pay the Contractor on a monthly basis an amount equal to the number of taxi service miles provided with supplemental Service Vehicles times the taxi service mile rate, hereinafter referred to as "Taxi Rate." Taxi Service miles are defined as the actual miles traveled from the point of pickup to drop-off destination. The Taxi Service mile rate for the term of this Contract is reflected in Form PW-2, Schedule of Prices, Item 3.

M. Noncompensation

In the event the Contractor is precluded from starting Service described herein for those excusable reasons cited in Exhibit B, Section 3.C.3, Termination for Default, hereinafter, the Contractor shall not receive compensation under this Contract for the period of the excusable delay. If the excusable delay occurs following the start of regularly scheduled Service, the Contractor shall be compensated as specified in Form PW-2, Schedule of Prices.

N. Pass-Through Costs (County-Owned Vehicles Only)

The County recognizes that there are items not covered under this Contract for which the Contractor is not compensated under the aforementioned rate. The County shall allow the Contractor to pass-through the amounts necessary to

cover the following specific items only, if the County has authorized the work in writing prior to the Contractor's initiation of work for the item(s). 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

   The County recognizes that during the term of this Contract, engines, transmissions, and/or differential units of County-owned 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 Director immediately after making such determination and, subsequently, in writing, detailing the reason for such a determination. After inspection by the Director, the Director may direct the Contractor in writing to proceed with the work. The County will reimburse the Contractor only for the costs associated with the work approved by the Director on the engines, transmissions, and differential units.

   Costs associated with the removal and replacement 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.

   Costs associated with the damage to engines, transmissions, and/or differential units that the Director determines were caused or attributed to because of the negligence or lack of action (including timely preventive maintenance and warranty lapses) will not be eligible for pass-through costs to cover the required repairs.

2. Air Conditioning

   The County recognizes that during the term of this agreement the air conditioning compressors used in County-owned 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 Director immediately after making such determination and, subsequently, in writing, detailing the reasons for such a determination.

   The Director shall allow the Contractor to pass-through the costs necessary to cover the items only, if the Director has authorized the work in writing prior to the Contractor's initiation of work on the item.

   After inspection by the Director, the Director may direct the Contractor in writing to proceed with the recommended work. The Director shall allow

the Contractor to pass-through the costs related to actual repair/replacement of the compressor/clutch unit as described above, any air-conditioning filter (filter-dryer) that requires replacement as a result of the specific compressor failure, and replacement refrigerant as may be required as a result of the specified compressor failure. The County will reimburse the Contractor only for the costs associated with the components and refrigerant as described above.

Costs associated with the removal and replacement of air conditioning compressor/clutch unit filter and refrigerant are the responsibility of the Contractor and are not eligible for reimbursement.

Costs associated with the damage to the air conditioning compressors and or compressor clutch unit that the Director determines were caused or attributed to because of the negligence or lack of action (including timely preventive maintenance and warranty lapses) will not be eligible for pass-through costs to cover the required repairs.

3. Service Vehicle Repaint/Graphics

Should a County-owned Service Vehicle require a complete exterior repaint and/or decaling due to either normal or unanticipated wear and tear as determined by the Contractor, the Contractor shall notify the Director in writing detailing the reasons for such a determination. After inspection by the Director, the Director may direct the Contractor in writing to proceed with the work. The Contractor will only be permitted to pass-through to the County costs relating to the actual repaint, lettering, and decaling work.

All costs associated with the Service Vehicle body repair, due to an accident and in order to restore the Service Vehicle to the County's specifications, are the responsibility of the Contractor. The Contractor will be permitted to pass-through painting and decaling costs as a result of the County-owned Service Vehicles changing service requirements such as new color schemes or decals reflecting new service names and phone numbers.

The Contractor will not be allowed to pass-through costs for painting and decaling work required for repairing blemishes that occurred either before or after the Contractor received the Service Vehicles. Any such blemishes that occurred before the Contractor received the Service Vehicles must be noted during the preacceptance inspections so that the Director can work with the prior Service provider to correct them. All work related to the pass-through costs will be approved, if appropriate and in writing by the Director.

Costs associated with the damage to the painted surface, lettering, and/or decal work that the Director determines were caused or attributed to the negligence or lack of action by the Contractor will not be eligible for pass-through costs to cover the required repairs.

4. Rehabilitation of County-Owned Service Vehicles

If the Contractor believes that a County-owned Service Vehicle may require a complete mechanical overhaul and/or rehabilitation that is not covered by the Service Vehicle's warranty, the Contractor shall notify the Director in writing in order to meet County's specifications. In such instances, the Director shall inspect the Service Vehicle(s) and make a determination of work to be accomplished. The Contractor shall then obtain the services of a known and qualified facility equipped to perform the task (or tasks) necessary as part of the Director's assessment.

The facility shall employ "certified" mechanics, welding, refrigeration, brakes, personnel, etc., qualified to perform the necessary work. The Director will reserve the right to inspect and approve the facility where the work shall be performed. The Director will perform preproduction, on-time, predelivery, postdelivery, conditional acceptance, and final acceptance inspections on the Service Vehicle.

After the completion of the overhaul and/or rehabilitation of the Service Vehicle, the Contractor shall invoice the County for such work along with all necessary and required documentation, as determined by the Director. The Contractor shall withhold 5 to 10 percent of the amount due the selected facility for the approved work until the Director's final acceptance of the Service Vehicle. The final acceptance will be made after the Service Vehicle has reentered revenue Service for a reasonable time frame or reasonable mileage.

The Contractor and the Director shall agree to the percent age of the withholding fee and the time period applicable in each instance. The County will withhold the applicable percentage from the amount due to the Contractor until the Service Vehicle passes the testing period. The Contractor shall invoice the County for any remaining balance after the Director's final acceptance of the Service Vehicle.

Subject to final acceptance and approval by the Director, payment will normally be made within 30 calendar days of approval.

5. Other Pass-Through Repairs

The County recognizes that during the term of this Contract, there may be needed repairs or modifications to Service Vehicles that are beyond the control of the Contractor and have not been identified elsewhere in this

Section on "Pass-Through Costs (County-Owned Service Vehicles)." In order to be eligible for pass-through costs for items not specifically mentioned above, the Contractor shall present the required scope of repairs to the Director, and the Director will approve the repairs, if appropriate and in writing prior to the Contractor commencing any repairs.

O. Equipment

1. Paratransit (Dial-A-Ride) Service Vehicles

The Contractor will operate Paratransit (Dial-A-Ride) Service utilizing County-owned Service Vehicles to the maximum extent possible. When County-owned Service Vehicles are unavailable, Contractor-provided Service Vehicles shall be used.

a. County-Owned and Contractor-Operated Service Vehicles

The County may lease to the Contractor four Revenue Service Vehicles as described in Exhibit H, County-Owned Vehicles, one dollar per month per Service Vehicle, including their tires and other attached peripheral equipment. These Service Vehicles are to be used to provide this Service. The number of County-owned Service Vehicles may change at the County's discretion by giving the Contractor 30 calendar days written notice.

b. Contractor-Owned and Contractor-Operated Service Vehicles

The Contractor may be required to furnish four revenue Service Vehicles as well as an appropriate number of spare Service Vehicles. These Service Vehicles are to be used to provide Service. The number of Contractor-provided and operated Service Vehicles may be modified as demand for the Service changes and at the direction of the Director.

If Service Vehicle changes are required, the Director shall provide to the Contractor within 30 calendar days advance, written notice and must meet or exceed the County-required specifications listed in Exhibit I, Contractor-Provided Service Vehicles.

c. Temporary or Supplemental Contractor-Owned and Operated Service Vehicles

The Contractor may be instructed by the Director to provide and operate Service Vehicle(s) for Service in the event County-owned Service Vehicles have been prematurely removed from the Service and not replaced or the demand for Service exceeds the capacity provided by the County-owned Service Vehicles, or County-owned

Service Vehicles will be out-of-service for a prolonged period of time (i.e., major repairs, accident damage, Service Vehicle has reached its service life, etc.) in excess of 24 consecutive hours. These Service Vehicles, hereinafter referred to as "Contractor-owned Service Vehicles," provided by the Contractor shall be approved by the Director prior to being placed in Service. The County will pay the standard hourly Contract rate cost for these Contractor-owned Service Vehicles.

The Contractor shall be responsible for providing sufficient and adequate Service Vehicles, including spare Service Vehicles, which meet or exceed the required specifications described in Exhibit I, Contractor-Provided Service Vehicles. The Contractor shall provide the Director with copies of current DMV registrations for Contractor-owned Service Vehicles and provide updated registrations throughout the duration of this Contract.

The County does NOT commit to replacing the existing County-owned Service Vehicles, or to replacing any Contractor-provided Service Vehicles with County owned Service Vehicles. However, the County may do so at its discretion.

As required by the California Air Resources Board, any new Service Vehicle introduced into Service after January 1, 2006, shall be low emission alternatively fueled (i.e., propane, natural gas, or electric) or low emission gasoline. If alternatively-fueled or gasoline-powered Service Vehicles are not available, a 2003 or newer diesel-powered model retrofitted with the Best Available Control Technology (BACT) Level 3 may be provided.

d. Support Service Vehicles

The Contractor shall provide all other Service Vehicles necessary for adequate supervisory, maintenance, and support in providing the Service. These Service Vehicles shall be in good operating condition and appearance. These Service Vehicles shall be provided at no additional cost.

e. Supplemental Taxi Service

The Contractor may provide supplemental taxi service, as necessary, to ensure on-time performance. Supplemental taxi service may also be used in the event that Service Vehicles are out of service for the day and return trips have not been completed.

2. Communication Equipment

The Contractor shall provide mobile phones and or adequate two-way radio communication equipment for all Service vequipment for a base station and a sufficient number of "repeater stations" to permit uninterrupted communication between the dispatch center and the Service Vehicles while in Service.

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

For the convenience of residents telephoning to make reservations, the Contractor shall provide a multiline telephone service with a feature to queue incoming calls. This feature will answer all calls by the fourth ring and provide call-in patrons with their estimated wait time and or their position within the queue. The Contractor shall use telephone numbers that do not result in a toll charge for residents within the Service area.

3. Dispatch Software

The Contractor shall use dispatching software similar to or equal to the latest version of "Trapeze Pass." The software will be integrated with Mobile Data Terminals (MDT) and Automatic Vehicle Locators (AVL) from Service Vehicles. The software must be able to sort patrons by specified area. The Contractor shall equip Service Vehicles with MDTs and AVLs at its own expense. The Contractor shall remove its equipment from the County-owned Service Vehicles upon the completion of this Contract. Contractor is given 60 calendar days from the start of the Contract to purchase, install, train personnel, and to complete the implementation for use of the system described above. The Contractor's failure to implement the software, MDTs, and AVLs by the deadline may be grounds for the immediate termination of the Contract at the Director's discretion.

4. Internet Access and E-Mail

The Contractor shall maintain Internet access and valid e-mail addresses throughout the duration of this Contract. The Contractor shall provide unique e-mail addresses for the Program Manager and the Maintenance Manager. The Contractor shall provide the Director with these e-mail addresses before Service begins.

The Contractor is given 30 calendar days from the notice that it has been awarded the Contract to purchase, install, train, and fully implement an Internet access and e-mail system as described above.

The required periodic items and other communication, including the monthly reports, identified in this Contract, may be done through e-mail for convenience and timeliness. To the maximum extent possible, all of the Contractor reports (even items transmitted by mail or personally delivered) shall also be transmitted to the Director electronically.

5. Business Contact Telephone Number

The Contractor shall provide the Director with a business contact telephone number that shall be answered by a live person during Service operating hours. The person answering the telephone shall be able to put the Director in contact with key management personnel in case of an emergency.

6. 24-Hour Contact Information

The Contractor shall maintain a 24-hour emergency contact system that utilizes a pager, cellular telephone, management telephone tree, or other means to contact a manager 24 hours per day and 365 days per year. The Contractor shall provide the Director with information on how to contact a manager through the emergency contact system before the Service begins. A manager shall contact the Director within one hour after being so requested during nonbusiness hours.

This manager shall be able to address operational issues in case of an emergency.

7. County Telephone Number

The Contractor shall be required to operate and maintain the County's Dial-A-Ride Service telephone number (323) 563-5653.

8. General Equipment Terms

The Contractor shall acknowledge the receipt, condition, and working order of any County-owned Service Vehicles and equipment any and County-owned Service Vehicles and equipment subsequently added to the fleet when received. The Contractor shall maintain all Service Vehicles, related accessories, equipment, and facilities required per this Contract in good order and in a condition satisfactory to the Director.

Upon request by the Director, reports regarding the Service Vehicles' condition, operation status, complaints, or other relevant information pertaining to the Service shall be forwarded to the Director. The Contractor shall not seek additional compensation for any costs incurred to meet the requirements in this paragraph.

In the event that one of the County-provided Service Vehicles assigned to the Service breaks down, the Contractor shall provide the necessary spare Americans with Disabilities Act (ADA) - compliant Service Vehicle(s) equipped with air conditioning and lift equipment within 30 minutes. The spare Service Vehicles shall be similar in kind to the County-owned Service Vehicles being used in this Service or those specified in Exhibit I, Contractor-Provided Service Vehicles. The cost of the spare Service Vehicles shall be included in the Contractor's Service Vehicle Rates. The Contractor's equipment and facilities shall meet all requirements of applicable Federal, State, and local ordinances and laws, including, but not limited to, the California Highway Patrol (CHP), the California Air Resources Board, South Coast Air Quality Management District, and ADA.

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

The Director may inspect Service Vehicles, equipment and all other peripheral equipment prior to the Contract's termination to assess condition of the Service Vehicles and equipment. The Contractor shall be responsible for performing all the work necessary to correct any deficiencies noted. At the Director's discretion, the final two months of payments for this Service may be withheld until the Contractor has completed all repairs specified by the Director.

At the Director's discretion, the cost of correcting any Service Vehicle deficiencies may be deducted from the payments due to the Contractor if the Contractor fails to perform the necessary work to correct the deficiencies within the time specified by the Director.

The Contractor shall, at its sole expense, repair or replace any County-owned 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 Director. At the Director's sole option, the insurance funds received by the Contractor, plus any applicable deductible, can be submitted to the County in lieu of a replacement Service Vehicle or equipment. In no event shall the Contractor's liability exceed the actual book value of Service Vehicle and/or equipment so damaged.

The book value of Service Vehicles shall be based on a straight-line depreciation over the years of useful life with a 10 percent salvage value. The beginning date of the depreciation to be used is the first date the new Service Vehicles are placed into Service. The final sale price (excluding taxes, license fees, and documentation fees) of the new Service Vehicle(s) is to be used as the basis for depreciation.

Should Contractor-provided Service Vehicles be required, the Contractor shall supply a sufficient number of adequate Service Vehicles, all well maintained and in good and clean condition. Their air conditioning and lift equipment shall be in good working order. The Contractor shall supply spare Service Vehicles in the event of a County-owned Service Vehicle shortage, not exceeding a period of 48 consecutive hours, and substitute Service Vehicles in the event of a County-owned Service Vehicle shortage exceeding a period of 48 consecutive hours. Contractor shall supply a two-way communication dispatch system in all spare and substitute Service Vehicles to ensure a consistent fulfillment with the terms of this Contract. Shortages may occur when County-owned Service Vehicles are out of service for repairs or when Service Vehicles are in the process of being replaced or if demand has exceeded the availability of County-owned Service Vehicles. The cost of spare Service Vehicles shall be included in Contractor's Service Vehicle Rates. The cost to operate and maintain substitute Service Vehicles will be covered by the Service Vehicle Rate, and the mutually agreed upon lease cost of substitute Service Vehicles will be paid by County.

The Contractor's equipment and facilities shall meet all requirements of applicable local, State, and Federal laws, regulations, directives, and ordinances, including, but not limited to, the ADA of 1990.

Further, the Contractor shall actively monitor its compliance with the above-mentioned equipment requirements and shall at all times during the term of this Contract ensure that such requirements are satisfied.

P. <u>Service Vehicle and Equipment Maintenance and Warranties</u>

1. Service Vehicle Condition

All Vehicles, vehicle equipment, and any other equipment necessary to provide this Service, shall be maintained by the Contractor to acceptable appearance standards and in good repair and in a condition satisfactory to the Director and in accordance with the manufacturers' recommended maintenance procedures, as well as with applicable Federal and State regulations. The Contractor shall maintain a "Satisfactory" Safety Compliance Inspection rating for the Contractor's maintenance facility(ies) or terminal(s) used for this Contract from the California Highway Patrol (CHP) or other governmental agency throughout the life of this Contract.

If the Contractor receives a Safety Compliance Inspection rating of "Unsatisfactory" or "Conditional" from the CHP or other governmental agency, the Contractor shall so notify the Director immediately. The Contractor shall outline the steps to be taken to correct any and all deficiencies. The Contractor shall not seek additional compensation for any costs incurred to meet the requirements in this paragraph.

Failure of the Contractor to take the necessary actions to improve their "Unsatisfactory" Safety Compliance Inspection rating to a minimum rating of "Conditional" within four (4) months shall be grounds for terminating this agreement. Failure of the Contractor to take the necessary actions to improve their "Conditional" Safety Compliance Inspection rating to a "Satisfactory" rating within six (6) months shall be grounds for terminating this agreement.

Following the first re-inspection of either an "Unsatisfactory" or "Conditional" Safety Compliance Inspection rating, the rating must be improved to and remain at the level of "Satisfactory" for the term of this Contract. After the receipt of a "Conditional" Safety Compliance Inspection rating, if the CHP re-inspection rating remains "Conditional" or is lowered to "Unsatisfactory," this shall be grounds for termination of this Contract at the discretion of the Director.

2. Warranty Work (County-Owned Service Vehicles Only)

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

3. Service Vehicle Appearance/Cleaning/Fumes

The Contractor shall be responsible for maintaining the appearance of all Service Vehicles used in this Service. The Contractor shall maintain an up-to-date record of all washings and major cleanings. Said record shall be made available to the Director upon request. The Director may remove Service Vehicles from Service for unacceptable appearance.

a. Service Vehicle Interior

The interior of all Service Vehicles shall be kept free of litter and debris to the maximum extent practicable throughout the operating day. Service Vehicles shall be swept, mopped ("wet mop" process only), and dusted daily. Under no circumstances is the "hosing out" (water wash down) of Service Vehicle interiors 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 interiors of all Service 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 immediately upon discovery.

If seat upholstery has been damaged, the Service Vehicle shall not be returned to revenue Service until it has been repaired. The Contractor shall replace seat covers and/or seat boards that are worn or damaged and cannot be professionally repaired using materials that are identical in specifications and color as those materials being repaired. Ceilings and walls shall be thoroughly cleaned weekly or more often as necessary to maintain a clean appearance and maximize visibility. The Contractor shall ensure that the interiors of Service 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 the Contractor's expense, to exterminate said pests in the event that they occur in the Service Vehicles.

b. Service Vehicle Exterior

The exteriors of all Service Vehicles shall be washed every other day during dry conditions and every day during rainy conditions to maintain a clean, inviting appearance. The exterior washing shall include Service Vehicle body, all windows, and wheels. All rubber or vinyl exterior components, such as tires, bumper fascia, fender skirts, and door edge guards, etc., shall be cleaned and treated with a preservative at least once per month or as necessary to maintain an attractive appearance.

The Contractor shall be responsible for maintaining the artwork and decals on the exterior of the Service Vehicles.

c. Fumes

At all times the interior passenger compartments of Service Vehicles shall be free of fumes from the engine, engine compartment, and exhaust emissions system of Service Vehicles.

d. Graffiti

The County has a zero tolerance for graffiti. Any Service Vehicle that is vandalized with graffiti shall be removed from Service at the end of its daily operation and returned to the Contractor's storage yard. The vandalized Service Vehicle shall have the graffiti removed before being returned to Service.

4. Daily Pretrip and Posttrip Service Vehicle Inspection and Servicing

Prior to being placed in Service each day, each Service Vehicle shall receive a daily pretrip inspection by the operator. At the end of each day, each Service Vehicle shall receive a daily posttrip inspection by the operator.

The Contractor's daily Pretrip and Posttrip Service Vehicle Inspection Report forms shall be submitted to the Director in a format approved by the Director, and at a minimum, shall include all items from the "Vehicle Appearance/Cleanliness Checklist" (Exhibit O). The daily pretrip and the posttrip inspections shall be supplemented by regular weekly maintenance inspections to ensure safe and proper operating condition of Service Vehicles. Daily pretrip and posttrip inspections shall also include physical operation of the wheelchair lift or ramp to ensure ADA compliance. A record of all such inspections shall be kept by the Contractor and shall be submitted to the Director as requested and or required herein.

The Contractor shall perform daily servicing on all Service Vehicles used in the Service. Daily servicing shall include, but is not limited to, checking and adding fuel, engine oil, coolant, water, and transmission fluid; performing brake, light, and flasher checks; inspecting tires and tire pressure; inspecting wheelchair lift or ramp; interior sweeping and dusting; exterior and interior visual inspection; and the checking of all Service Vehicle performance defects reported by the driver(s) to identify potential safety and reliability items requiring immediate attention.

The Contractor shall document the daily servicing on the daily Pretrip and Posttrip Service Vehicle inspection reports in a written checklist format (an example is shown in Exhibit K, Driver's Daily Vehicle Report).

Each Service Vehicle operator performing the daily pretrip and posttrip inspections shall be required to fill out an inspection report form and turn it

in to the Maintenance Manager. Prior to the next pullout, the Contractor shall repair or replace any Service Vehicle that has defects and/or possesses a safety or operational problem.

5. Wheelchair Lifts or Ramps

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

6. Maintenance Program

a. General Scope

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 pursuant to this Contract. The Contractor shall be fully responsible for the maintenance of all Service Vehicles, radios, passenger counters, and all equipment to be used to perform this Service in strict conformity to all State and Federal regulations and orders, including CHP regulations and orders. The Contractor's duty and responsibility to maintain all Service Vehicles and equipment cannot be delegated to any other person, firm, or corporation without prior written approval of the Director.

b. Parts/Fluids Specifications and Requirements

All parts, materials, tires, lubricants, fluids, oils, and procedures used by the Contractor on all Service Vehicles and equipment shall meet or exceed original equipment manufacturer specifications and requirements. All parts, except for the two-way radio, Automatic Service Vehicle Locators (AVL), and Mobile Data Terminals (MDT) installed by the Contractor on County-owned Service Vehicles shall become the property of the County. Parts replaced shall be subject to inspection by the Director prior to disposal.

c. Service Vehicle Damage

The Contractor shall, at its expense, cause any Service Vehicle damaged, as a result of an accident or otherwise, to be replaced or repaired immediately in case of damage impairing the proper and

safe mechanical operation of the Service Vehicle. All other Service Vehicle damage resulting from any accident, or otherwise, shall be repaired within two weeks or as otherwise required by the Director, law, or regulation. If the Contractor cannot complete the work within the time specified, the Contractor shall notify the Director in writing of the reason for the delay and the estimated completion date. At the Director's sole discretion the deadline may be extended. The Contractor shall log and keep an accurate and up-to-date record of all Service Vehicle repairs.

d. Preventive Maintenance

Routine preventive maintenance and servicing is required on all Service Vehicles for this Service at the recommended Original Equipment Manufacturer's (OEM) specification and shall meet, as a minimum, the Preventative Maintenance Inspection (PMI) program listed in Exhibit J, Preventative Maintenance for County-Owned Vehicles or as set forth at a future date by mutual agreement between the Contractor and the Director.

The Director will allow a window of plus or minus 500 miles for scheduled preventive maintenance as recommended by the Service Vehicle manufacturer's maintenance specifications. This window of 500 miles cannot be added to in successive maintenance intervals. For instance, if the Service Vehicle manufacturer recommends maintenance at a 3,000 mile interval, then the 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 the Contractor shall keep all Work Order cards and a Preventive Maintenance Inspection Record on each Service Vehicle indicating the date each inspection took place, a description of all work done to the Service Vehicle, the parts and supplies used, employee Identification, signatures of the mechanics who performed the work, and the maintenance supervisor who inspected the work.

Adherence to preventive maintenance schedules shall not be regarded as reasonable cause for deferred maintenance in specific instances where the Contractor's employees observe that maintenance is needed in advance of the schedule.

The Contractor shall not defer maintenance for reasons of shortage of maintenance staff, parts, equipment, or operable Service Vehicles, nor shall Service be curtailed for the purpose of

performing maintenance without prior written consent of the Director.

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 brake systems shall occur every 30 calendar days or more frequently in accordance with the number of miles the Service Vehicle was in operation since the prior inspection. In addition, visual inspections of the brake systems shall occur weekly and be recorded as part of the maintenance records.

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 the Service Vehicle is in Service.

The Contractor shall maintain the Service Vehicles' HVAC system in an operable condition at all times throughout the year.

g. Spare Parts

The Contractor shall establish and maintain an ongoing spare parts inventory sufficient to maintain Service Vehicles in operating condition at all times.

h. Service Vehicle Towing

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

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

i. Repair/Replacement of Ancillary, Engine, and Transmission Parts

The Contractor shall remain responsible for all costs related to repair or replacement of engine and ancillary parts, such as, but not limited to, generators, hydraulic pumps, water pumps,

engine-driven fuel pumps, valve covers, oil pans, alternators, voltage regulators, air compressors, air conditioning compressors, vacuum pumps, starter motors, and turbochargers. The Contractor shall also remain responsible for all costs related to repair and replacement of transmission-related and ancillary parts, such as, but not limited to, oil coolers, external oil lines, external filters, external linkage, governors, modulators, external speedometers, "driver" gears or sensors, neutral start switches, and temperature sensors.

7. Service Vehicle Maintenance Record Keeping

The 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/Fleet Number (County "L" number if it is a County-owned Service Vehicle).

d. License Number.

e. Date Received.

f. Unit Repairs (mechanical)

g. PMI Reports.

h. Daily Pretrip Service Vehicle Inspection Reports.

i. Daily Posttrip Service Vehicle Inspection Reports.

j. Work Orders.

k. Warranty Work.

l. Major Mechanical Repair/Unit Replacement.

m. Body/Interior Repairs (cosmetic).

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

8. Applicable Service Vehicle Codes and Regulations

All Service 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 for a paratransit (Dial-A-Ride) Service Vehicle as applicable. All parts of Service Vehicles and all equipment mounted on or in Service Vehicles shall conform to the California Vehicle Safety Standards and the California Administrative Code, Title 13.

The Contractor shall pay particular attention to the CHP Motor Carrier Safety Regulations. Each Service Vehicle is required to be inspected annually by the Director and/or by the CHP. The Director shall be immediately notified of inspections performed by a governmental agency other than the County. The results of inspections shall be provided to the Director within one business day, and any applicable signed certification shall be displayed or carried on the Service Vehicles. The Contractor shall expeditiously correct any deficiencies on any CHP or other governmental agency Service Vehicle inspection report and advise the Director of the same.

9. Smog Checks

All gasoline-powered "E-plated" Service Vehicles shall be smog checked in accordance with the California Health and Safety Code, Section 44019. Copies of smog check reports for County-owned Service Vehicles shall be forwarded to the Director by May 31 of each year of the inspection.

10. California Highway Patrol Inspections

The Contractor must contact the CHP and have the CHP perform Biennial Terminal Inspections on the Contractor's maintenance facility and activities, regardless of the total fleet mileage that occurred since the previous inspection. The Contractor shall notify Director of the inspection at least seven calendar days in advance. The Director may have appropriate County or other personnel attend the inspections. Copies of the CHP Inspection Report shall be forwarded to Director within one business day.

Q. <u>Monitoring and Auditing Service</u>

1. Monitoring Service

In order to document the Service, the Contractor shall maintain all service records as requested by the County and as required for good business practices. The Contractor shall monitor the Service, schedules, and ridership in a method approved by the County. Based on this monitoring,

the Contractor shall indicate the need to maintain, reduce, or increase, the hours of operation or the frequency of operations.

The County shall have the right to have authorized County personnel board, at no cost to the County, all Service Vehicles utilized by the Contractor in the performance of this Service for the purpose of monitoring the Service.

2. Auditing and Inspection of Service

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

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

3. Surveys and Questionnaires

Additional documentation of this Service may be provided through passenger surveys. These surveys may be administered by authorized representatives of the County. It is the responsibility of the Contractor to ensure the cooperation of all personnel with any operational procedures pertaining to survey work, including the distribution of survey questionnaires, etc.

R. Personnel

The Contractor shall be solely responsible for the satisfactory work performance of all employees providing the Service and shall be solely responsible for payments of all employees' and/or subcontractors' wages and benefits. Without any additional expense to the County, the Contractor shall comply with all the requirements of employee liability, Workers' Compensation, employment insurance, and Social Security.

The Contractor shall hold the County, Board, and each member thereof, and every officer, agent, and employee free and harmless from any and all liability, damages, claims, costs, and expenses of any nature arising from the Contractor's alleged violations of personnel practices. The County shall have the right to demand removal from the Service, for reasonable cause, any personnel furnished by the Contractor. The Contractor shall not, absent prior written notice to and consent by the County, remove or reassign any of the key management personnel, such as the Program Manager or Maintenance Manager, as described below, at any time prior to or after the execution of the Contract.

The Contractor shall require that all personnel report all passenger complaints and/or operational problems to the Program Manager, as described below. The Contractor shall maintain a daily diary (log) for this purpose and shall be subject to inspection by the County.

Upon notice from the County, the Contractor shall take all steps necessary to remove or alleviate the cause of the objection of any person in the employment of the Contractor not conforming to the provisions contained herein concerning their conduct, demeanor, or appearance.

S. Responsibilities of the Contractor

1. Contractor

Contractor must have a minimum of three years experience in managing the same or similar paratransit services for governmental or social service agency(ies).

2. Program Manager

The Contractor shall designate one Program Manager who must have a minimum of 3 years' experience in managing the same or similar paratransit services for government and social services agency(ies). The Program Manager will be responsible for overseeing the day-to-day operations of the Service. This Program Manager shall have full authority to act for the Contractor and shall be reachable by way of a business or cellular telephone during the hours of this Service.

The County reserves the right to approve, or not approve, any change of the Program Manager for this Service. The Program Manager shall provide both on-line supervision and management of the Service's accounts and operating records. The Program Manager is obligated to dedicate the time and full-time equivalent hours specified in the Contractor's proposal.

a. On-Line Supervision

On-line Supervision shall include, but is not limited to, the following duties:

i. Training and scheduling of all regularly assigned Service personnel.

ii. Arranging the assignment of quality back-up personnel whenever necessary.

iii. Distribution and collection of operating reports.

iv. Daily monitoring of ridership and the collection of all fares.

v. Supervision of all Service staff to ensure the provisions of quality service meet or exceed the requirements of this Contract.

b. Service Management

Service management shall include, but is not limited to, the following:

i. Preparation of monthly summaries of operations data on a per Service Vehicle basis.

ii. Maintenance of Services accounts.

iii. Preparation of a monthly invoice that will document all charges minus the total amount of fares collected and any possible liquidated damages for missed trips, incomplete service, etc.

iv. Responsibility for the complete operation of all County-owned Service Vehicles and Contractor-owned Service Vehicles, including all ancillary equipment, i.e., wheelchair lifts, air conditioning, fare boxes, schedule holders, destination signs, etc.

v. Immediate responsibility for any operational problems and/or passenger complaints and accurately reporting these problems to the County in a timely manner.

3. Contractor Safety Manager

The Director shall designate in writing a Contractor Safety Official who shall be thoroughly familiar with the Contractor's Injury and Illness Prevention Program and Code of Safe Practices. The Contractor's 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 Safety Official shall be grounds for the Director 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.

4. Road Supervisor

The Contractor shall employ a minimum of one Road Supervisor dedicated to this service, who shall be reachable at all times by way of a business or cellular telephone during the scheduled hours of Service.

The Contractor shall provide on-street Road Supervision throughout the Service area during all times that the Service Vehicles are in revenue service to:

a. Ensure quality service delivery on a regular basis;

b. Facilitate fleet deployment while performing pretrip and posttrip inspections;

c. Monitor and document on-time performance;

d. Provide extensive field support in an effort to minimize service interruption;

e. Address specific service problems and service interruptions; and

f. Complete specific services, as requested.

Since the road supervision is critical to the overall efficiency and quality of the Service, the Contractor shall provide a minimum deployment of one supervisor per shift, throughout the day, from the morning driver sign-in to the afternoon driver pull-in.

5. Telephone Reservation/Dispatch Personnel

The Contractor shall employ telephone reservation/dispatch personnel with excellent customer service skills working with seniors and persons with disabilities to meet the requirements specified in this Contract.

6. Office Personnel

The Contractor shall employ personnel during the Service's operating hours to answer inquiries from the public and respond to complaints regarding the Service. Office personnel shall be able to research the County's questions with his/her superiors and respond to the County's personnel via e-mail. The Contractor shall employ personnel to monitor the two-way radios and dispatcher's console during all hours of Service operation.

Required duties shall include the preparation of data, forms, and/or reports and be proficient in the preparation of such documents with an emphasis on the highest level of accuracy and reliability. The responsible person shall have experience preparing National Transit Database (NTD) Reports for a community Dial-A-Ride service located within the County of Los Angeles.

Their duties shall also include, but are not limited to, the preparation of daily, weekly, monthly, biannual, and annual reports required by the County.

7. Maintenance Personnel

The Contractor shall employ maintenance personnel to meet the requirements specified in this Contract.

8. Service Vehicle Operators

The Contractor shall employ a sufficient number of properly licensed and qualified personnel to operate the equipment and to provide the required Service. The Contractor shall be responsible for the recruitment, drug and alcohol testing, screening, testing, selection, training, scheduling, supervision, discipline, termination, and all other functions with regard to the Service Vehicle Operators. Operators' wages and work hours shall be in accordance with Federal, State, and local regulations as well as the County's Living Wage requirements affecting such employment.

a. Operator Recruitment and Selection

The Contractor shall conduct preemployment Department of Motor Vehicles' (DMV) checks of all Service Vehicle operators and mechanical personnel, including independent contractor(s) or subcontracted employees for Service. The Contractor shall review the 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."

The Contractor shall perform a background checks on all applicants for Service Vehicle operator and shall reject any applicant who has been convicted of any felony charge, which would affect the applicant's ability to perform as a Service Vehicle Operator in this Service.

Beginning at least by the start of Service, the Contractor shall enroll its Service Vehicle operators and mechanical staff in the DMV's Pull Notice Program.

The Contractor shall also check DMV records at least every six months and as additional updates are received for accidents, Vehicle code violations, and valid driver's licenses of its employees whose job requires them to operate Service Vehicles for this Service. This information shall be filed in a central location, by the driver's name. Every three months the Contractor shall prepare a list of current drivers and mechanics enrolled in the Program for the

County's use. It is the responsibility of the Contractor to ensure that each of its employees' driver's licenses is current. The Contractor shall be notified of any activity on a Service Vehicle operator's driving record. Any operator exceeding the DMV point system, or with a revoked or suspended license, shall not be allowed to operate a Service Vehicle. The Contractor shall notify the County within five working days of the results of said checks and indicate any corrective actions taken.

b. Operator Requirements

The Contractor shall be required to meet and shall be responsible to ensure that each Service Vehicle operator meets the following requirements:

i. All Service Vehicle operators shall work on a schedule that ensures a consistent and overall high quality of Service. Service Vehicle operators shall have at least a valid California Class "A" or Class "B" drivers license (with appropriate endorsements), a valid Medical Examination Certificate, ADA training, nondiscrimination training, as well as any other required licenses or endorsements required by Federal, State, and local regulations. A Service Vehicle Operator, who does not have a valid license, a valid and/or current medical examination, endorsements, or required training, shall not be permitted to operate a Service Vehicle.

ii. Service Vehicle operators shall assist passengers with physical disabilities in boarding all Service Vehicles and assist them with wheelchair tie-downs and safety belts, if requested by patrons for assistance.

iii. Service Vehicle operators shall wear a uniform acceptable to the Director. While performing their duties in Service, Service Vehicle operators shall maintain a clean and neat appearance. The Director has the right to approve, or disapprove, of the operators' uniform to be used for the Service. Maintenance and replacement of uniforms remains the Contractor's responsibility. Uniforms shall include both shirt/blouse and skirts/slacks. Drivers shall wear name tags clearly displaying their names while performing their duties. Coats, sweaters, jackets and hats are not required, but if worn, they must match the uniform, and shall also display the operator's name tag.

iv. Service Vehicle operators shall assist passengers who have difficulty negotiating the steps of the Service Vehicle.

v. Regularly assigned Service Vehicle operators, or trained backup operators, shall be available and on time daily to ensure consistent and reliable Service.

vi. Each Service Vehicle operator shall carry current Certification of Cardiopulmonary Resuscitation (CPR) and first aid training at all times during Service Vehicle operations.

9. Operator Training

The Contractor shall be responsible for all Service Vehicle operators training. The Contractor's training programs shall be conducted by a "certified" instructor and meet all Federal, State, and local requirements and standards and shall be conducted prior to permitting any driver to operate any Service Vehicle in revenue Service. At a minimum, the training program shall include the following:

a. Proper operation of the Service Vehicle to be used in Service, including defensive driving and Service Vehicle handling. Proper operation of wheelchair lifts and ramps, communication equipment, and other equipment to be used on Service Vehicles.

b. Training in passenger relations, ADA, nondiscrimination requirements, fare collection, the Service area, schedule orientation, and on-time performance requirements. In addition, drivers shall be trained in the use of any special electronics, including, but not limited to, Mobile Data Computer (MDC), Advanced Vehicle Location (AVL) through a global positioning system equipment, and base to Service Vehicle radio communications equipment.

c. Ongoing customer service and safety program training to ensure a safe operating environment. Training shall place significant emphasis on techniques for dealing with the public in a helpful and courteous manner to achieve the maximum level of customer satisfaction. This education and training will include courtesy and empathy towards the needs of senior citizens and those with disabilities. This requirement pertains to relief Service Vehicle operators as well as regularly assigned Vehicle Operators.

d. Regular and refresher training of DMV regulations and company policies.

e. Regular and refresher training of Service area, fare structure, and attendant policies for escorts traveling with persons with disabilities or mental impairments.

f. Regular and refresher training of accident and emergency procedures and reports.

g. American Red Cross or County-approved equivalent training for CPR and first aid.

h. Regular and on-going formal safety instruction for all operating personnel assigned to perform any activities under this Scope of Work. Operators shall be required to attend scheduled safety meetings at least four times per year.

i. Ongoing training programs as well as refresher training programs for its drivers. These regularly scheduled classes shall include various topics, including the areas of defensive and safe driving, emergency and/or crisis management, understanding work expectations, Terrorist Activity and Public Transit, and other relevant topics. The Contractor shall submit an annual preplanned training schedule to the Director. The Contractor may be required to hold additional training on issues and/or subjects pertinent to the Service. Authorized County personnel will have the right to attend and/or audit any such Contractor training programs or classes.

10. Maintenance Personnel

The Contractor shall supply a sufficient number of properly qualified and "certified" personnel, as specified herein, to maintain and service all Service Vehicles used for this Service. The 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. Wages and work hours shall be in accordance with Federal, State, and local regulations affecting such employment.

a. Journey or "A" Level Technician

Qualified maintenance personnel with demonstrated experience and skills in the area of work to be performed shall perform all repair and maintenance work. At a minimum, one "A" level mechanic shall be available per shift.

An "A" level mechanic shall be broadly defined as a professional, Journey Level maintenance technician who has a minimum of four years experience as a journey level mechanic, and has significant experience in the major systems and subsystems of medium and heavy-duty motor Vehicles. The "A" level mechanic shall be capable of safely and accurately performing his/her duties with little or no supervision. A qualified "A" level mechanic shall be

capable of performing complex trouble shooting and diagnostic procedures efficiently by utilizing past experience, knowledge of the specific system, logical thought, and the latest technologies, including mechanical, hydraulic, electrical and electronic testing equipment.

b. Maintenance Technicians

All of the Contractor's maintenance personnel shall be knowledgeable of methods, procedures, and requirements used in the servicing and maintaining of the Service Vehicles. The Contractor's maintenance personnel shall be knowledgeable about engines, transmissions, HVAC, wheelchair lifts, chassis, bodies, and related mechanical, electrical, and electronic systems, and devices. The Contractor's maintenance personnel shall also have a thorough knowledge of the methods and procedures normally used in servicing mechanical equipment for Paratransit Vehicles.

Maintenance Technicians shall be required to work toward obtaining an ASE certification at an appropriate level for the Service Vehicles used on this Service. At a minimum this ASE certification shall be within the Automobile/Light Truck "A" Series. By the end of each subsequent year, and until the end of the Contract, each Maintenance Technician assigned to this Service shall obtain a minimum of one additional ASE certification per year within the "A" Series. The ASE certification shall be from one of the following eight Automobile/Light Truck aspects leading to the Master Technician Certification:

i. A-1 Engine Repair

ii. A-2 Automatic Transmission/Transaxle

iii. A-3 Manual Drive Train and Axles

iv. A-4 Suspension and Steering

v. A-5 Brakes

vi. A-6 Electrical and Electronic Systems

vii. A-7 Heating and Air Conditioning

viii. A-8 Engine Performance

11. Maintenance Manager

The Contractor's Maintenance Manager shall have at least three years' experience in maintaining similar fleets of transit vehicles.

The Maintenance Manger shall possess a valid DMV Class B (with appropriate endorsements) driver's license and a valid DMV Medical Examination Certificate as well as any other required licenses or endorsements required by Federal, State, and local regulations. The Maintenance Manger shall also possess a National Institute for Automotive Service Excellence (ASE) Certification in the T-8 Preventive Maintenance Inspection (Medium/Heavy Truck):

a. A-1 Engine Repair

b. A-2 Automatic Transmission/Transaxle

c. A-3 Manual Drive Train and Axles

d. A-4 Suspension and Steering

e. A-5 Brakes

f. A-6 Electrical and Electronic Systems

g. A-7 Heating and Air Conditioning

h. A-8 Engine Performance

12. Verification of Technicians' Qualifications

The qualifications of the Contractor's technicians shall be verifiable to the County's satisfaction. The County reserves the right to acquire additional assurance throughout the contract period that maintenance personnel are properly equipped, trained and qualified to service, repair and properly document repairs to the County's equipment.

13. Assignment and Number of Technicians

The County reserves the right, at its discretion, to request that an unqualified mechanic be removed at anytime from working on Service Vehicles and equipment utilized by the Contractor to provide Services under this Contract. Additional requirements shall include the Contractor:

a. At a minimum, maintaining a dedicated mechanic to Service Vehicle ratio of:

i. One mechanic for every four light duty/cutaway Service Vehicles, and

ii. One mechanic for every eight wheelchair ramp equipped Minivan Service Vehicles.

b. Submitting a quarterly list of all mechanic positions with the name of the mechanic assigned to each position, their skill level, ASE certification(s) with their expiration date(s) and changes or vacancies of each position.

c. Supplying a sufficient number of properly qualified and "certified" personnel to maintain and service all County-owned Service Vehicles for this Service.

14. Maintenance Personnel's Technical Knowledge

Maintenance technicians shall have thorough knowledge of:

a. Service Vehicle engines, automatic transmissions, and related mechanical devices.

b. Methods and procedures used in servicing and maintaining mechanical equipment.

c. Service Vehicle chassis and bodies.

d. Tools, precision instruments, equipment, and procedures used in testing and the general repair and maintenance of Service Vehicle equipment.

e. Decimals, fractions, and specific math related to Service Vehicle mechanics.

f. The ability to read and diagnose electrical circuit schematics, pneumatics, hydraulics, and heating and air conditioning systems used in these Service Vehicles.

g. Specialized areas, such as painting, upholstering, brake relining, heating and air conditioning, and maintenance of wheelchair lifts and ramps.

h. Advanced modern Service Vehicle electronics.

15. Capabilities of Maintenance Technicians

Maintenance technicians shall be able to:

a. Inspect and repair Service Vehicle engines, transmissions, and other parts.

b. Diagnose Service Vehicle engines, transmissions, electrical systems, and heating and air conditioning problems.

16. Mechanic Training

The Contractor shall ensure all mechanics are properly trained and certified in the operation and maintenance of the Service Vehicles and equipment specified for this Service. The Contractor shall provide mechanics with ongoing training in order to keep certifications current and to keep abreast of new maintenance techniques and equipment.

The Contractor shall be responsible for providing personnel for effective maintenance of Service vehicles used in the performance of this Contract as indicated above. If maintenance personnel are not trained and certified as specified above, Liquidated Damages, per this Exhibit A, Section BB.2 shall apply.

17. Mechanic Recruitment, Selection, and Supervision

The 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. Wages and work hours shall be in accordance with Federal, State, and local regulations as well as the County's Living Wage requirements affecting such employment.

The Contractor shall ensure that all lead mechanics are experienced and/or qualified to work on these Service Vehicles and meet all the requirements in the Contract. Within one year of entering into this Contract each mechanic (or Service Vehicle technician) shall be ASE Certified and meet all requirements in this Contract. Experience in alternate fuel type Minivans or cutaway Dial-A-Ride buses is desirable as new Service Vehicles may be alternatively fueled.

The Contractor shall ensure that any mechanics working on Service Vehicles' air conditioning units are properly qualified (certified) and/or are directly supervised by a mechanic having a minimum of two years experience in Service Vehicle air conditioning diagnosis, service, and repair.

T. Responsibilities of Public Works

The County will determine the need for and provide jobsite inspection. The Director may inspect Service Vehicles, equipment, and all other peripheral equipment prior to Contract termination to assess condition of Service Vehicles and equipment. The Contractor shall be responsible to perform all of the work necessary to correct any deficiencies noted. The Director may withhold up to the final two months of Service payment until repairs have been completed by the Contractor or deduct the cost of correcting the deficiencies from payment due to the Contractor, if the Contractor fails to perform the necessary work to correct the deficiencies.

U. Marketing and Advertising

The Director shall provide all marketing, public relations, and advertising materials. The Contractor shall install such materials on the Service Vehicles as requested by the Director and shall distribute literature on Service Vehicles as requested by the Director. The posting of Service-related notices, etc., shall be subject to prior approval by the Director.

The Contractor shall not place inside or outside any Service Vehicle any form of advertising unless directly authorized in writing by the Director. The Contractor agrees to provide space and install signs furnished by the County, pursuant to the Contract, for identification and promotional material at no cost to the County on the side, front, back, and interior of Service Vehicles. The terms and conditions of such advertising shall be subject to approval by the Director. Proceeds of any advertisement shall be remitted to the County.

V. Operation During a Declared Emergency

Upon declaration of any emergency by appropriate government representatives, the 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, the Contractor shall cooperate with and deploy Service Vehicles in a manner described by the County Sheriff or local police. In addition, the Contractor shall notify the Director the same business day of the request to alter deployment of the Service Vehicle(s).

W. Special Service Operation to Support a Nonemergency

As requested by the Director, the Contractor may be asked, from time to time, to provide and operate spare Service Vehicles (including drivers) in support of Special Events or community programs (i.e., Holiday Parades, community fairs, etc.). The Contractor shall provide this service under the same requirements and be paid in the same manner as for the Service under this Contract.

The Nation's Homeland Security Plan for Transit is reflected in Exhibit F, Transit Security Plan.

X. Operating Performance Standards

1. Service Vehicles

The Contractor shall operate Service Vehicles with due regard for the safety, comfort, and convenience of persons with disabilities and senior citizen passengers.

2. Service Standards

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

The Contractor shall be required to attain certain levels of performance. Failure to achieve the performance levels, as outlined in this Contract, may result in assessed liquidated damages and potentially the termination of this Contract for default.

The Contractor shall strive at all times to provide Service in a manner that will 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 to the Contractor, fair to the customer, and consistent with County expectations:

a. Ridership Per Hour

The Contractor, at a minimum, shall transport an average of two and one-half passengers per hour (total revenue passengers/total revenue hours) of Service Vehicle operations.

b. On-Time Service

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

c. For scheduled service requests for each calendar month, 95 percent of all requests shall be picked up within 5 minutes early to 20 minutes after scheduled pickup time.

d. Maximum dwell time shall not exceed ten minutes. An exception would be a customer who is within the eyesight of the Service

Vehicle operator and is clearly making his and or her way to the Service Vehicle. The Director's expectation would be for the dwell time to be extended permitting the passenger to arrive and board the Service Vehicle.

e. Service shall be curb to curb. While the Director's expectation is to provide this Service as a curb to curb type operation, if and/or when future governmental legislation and/or regulations are changed requiring a modification in operational mode from curb to curb, the Director will work with the Contractor to modify the Service as required.

f. Boarding and disembarking assistance shall be provided to any passenger.

The Contractor will not be held responsible for the failure to provide on-time Service due to extraordinary weather or traffic conditions, Service Vehicle malfunctions that are clearly beyond Contractor's control, naturally occurring disasters, or other reasonably unpredictable situations. The Contractor shall provide sufficient documentation of each situation to the County on a timely basis.

3. Phone Wait Time

Contractor shall provide a telephone call sequencer, which provides statistical reports on phone calls. The sequencer shall answer calls by the fourth ring. Within 60 seconds of the sequencer answering the call, a live person shall answer 95 percent of all calls in each calendar month.

4. Length of Rides

Passenger trip lengths shall be kept to a minimum. In no event shall Service be scheduled such that a passenger is forced to remain on the Service Vehicle for more than 59 minutes from the scheduled pick up point to the scheduled drop-off point.

5. Complaints

Complaints shall be resolved as soon as possible but no later than two business days after the complaint was received. In the event that a complaint is received by the Contractor, the Contractor shall notify the Director within one working day regarding the nature of the complaint received and the Contractors recommended action for resolving and preventing future such complaints.

Repeated and substantiated complaints of the same type may result in the assessment of liquidated damages and potentially the termination of the Contract.

6. Road Calls

In the event of an In-Service breakdown of a Service Vehicle, the maximum response time for the substitute Service Vehicle to reach the patrons of the failed Service Vehicle shall be 30 minutes. All breakdowns shall be handled to ensure maximum availability of Service Vehicles.

Replacement Service Vehicles and /or drivers shall continue Service within 30 minutes. Replacement Service Vehicles shall be ADA-compliant. Failure to provide a replacement Service Vehicle and/or drive will be a material breach of contract and may be cause to terminate this Contract.

The Director reserves the right to establish additional criteria regarding the reliability of the response, in the event of an In-Service Vehicle breakdown.

7. Service Vehicles

If the Contractor has knowledge that any of the equipment herein described will be nonoperational for a period of more than 48 hours during the term of this Contract, the Contractor shall notify the Director and the Contractor shall arrange for substitute equipment (spare Service Vehicle) as approved by the Director. The Contractor shall furnish a substitute Service Vehicle subject to all the conditions of the Contract.

If Contractor operates other Service Vehicles, equipment, or facilities in conjunction with providing other services to be covered under this Contract, which have excess capacity, the Contractor may utilize said Contractor-owned Service Vehicles, equipment, and facilities to partially or completely satisfy this Contract's requirements, except said Contractor-owned Service Vehicles, equipment, and facilities shall meet all applicable provisions of this Contract and shall not create unreasonable inconvenience to the patrons to be served under this Contract, including, but not limited to, applicable provisions herein regarding response times to requests for service. Any such Contractor-owned Service Vehicle shall be acceptable to the Director.

The Contractor shall track trip request turndowns, on-time performance, and scheduled pickup time versus actual pickup time. This information shall be forwarded to the Director upon request.

Y. Service Records and Reports

1. General Requirements

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

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

2. Service Operation Reports

These reports provide documentation of daily operations and will serve as a database to monitor and evaluate the productivity of the Service, its requirements, and methods. These reports shall be submitted to the Director according to the established reporting schedule. Operational reports shall include, but are not limited to, the categories described below. The Contractor shall prepare a format for each of the reports described below and submit the format to the County for approval. The Contractor shall be responsible for maintaining an adequate supply of each report form, including the preparation of all necessary copies.

3. Trip Reports

The Contractor shall cause each driver of each Service Vehicle to prepare a daily report on a form approved by the Director indicating Service Vehicle fleet number, mileage ("begin" and "end" odometer), time of departure and the time of arrival at timepoints, the number of passengers that boarded each Service Vehicle, the amount of revenue collected on each Service Vehicle, and the number of wheelchair boardings. The report shall be on a Service Vehicle and trip-by-trip basis for each Service Vehicle (Daily Transportation Trip Sheet, Exhibit M). The report shall be compiled for the period of a month and shall include a summary thereof. The summary shall include an indication of average daily passengers and passengers per hour. The summary shall indicate any trips that departed early or late in a format approved by County. The Contractor shall submit the report no later than the 15th day of the following month.

4. Service Reports

The Contractor shall submit to the County a report indicating the actual number of revenue hours, revenue miles, total Service Vehicle hours, total Service Vehicle miles operated, and fuel used (type and amount per Service Vehicle).

5. On-Time Service Report

The Contractor shall submit a report on Service Vehicle on-time performance. The report shall include as a minimum a trip by trip Service Vehicle dwell time and on-time performance. Information shall be compiled and provided for each Service Vehicle on a daily basis for each monthly period and shall include a summary thereof. The report shall include date, patrons name, address, scheduled pickup, actual pickup, and in the window (Y/N). The summary report shall include total number of trips on time, total late trips, total early trips, and the on-time performance ratio.

The report shall be submitted no later than the 15th day of the following month and shall be made in a format approved by the County.

6. Reservation Telephone Reports

The Contractor shall submit to the County a monthly report telephone log of the patron reservation system. This report shall include, as a minimum, the name of the patron, the date of the call, the time of day the call was received, the wait time on hold before the call was answered (remained in the wait queue) and the total length of time of the call once contact was made with a dispatcher. Information shall be complied and provided on a daily basis for each monthly period and shall include a summary thereof.

The report shall be submitted no later than the 15th day of the following month and shall be made in a format approved by the County.

7. Daily Pretrip and Posttrip Service Vehicle Inspection Reports

The Contractor shall cause each driver of each Service Vehicle to perform a daily Pretrip and Posttrip service Vehicle inspection as well as to perform the servicing of their assigned Service Vehicle each day, as required herein. Each such inspection and servicing shall be documented on a report that shall be completed and signed by each Service Vehicle operator assigned to a Service Vehicle each day (an example is shown in Exhibit K, Driver's Daily Vehicle Report).

The Daily Pretrip and Posttrip Service Vehicle Inspection Reports shall be retained on file by the Contractor for a minimum of three years after the

Los Angeles County Metropolitan Transportation Authority's (METRO) annual Proposition "A" Transportation Sales Tax Local Return audit is completed.

8. Weekly Maintenance Inspections Report

A report of the weekly maintenance inspections, which supplement the daily Pretrip and Posttrip inspections, shall be kept by the Contractor, and a copy shall be submitted to the County no later than the 15th day of the following month. The Weekly Maintenance Inspections Reports shall be retained on file by the Contractor for a minimum of three years after the METRO's annual Proposition "A" Transportation Sales Tax Local Return audit is completed.

9. Missed Trip Report

A trip is considered missed when the Contractor fails to pick up the scheduled ride. A summary report of missed trips for the month shall be submitted.

The explanation for the missed trip(s) shall be specified, along with the dates and times, the Service Vehicle and trip number, and the affected total revenue miles and hours.

10. California Highway Patrol (CHP) Reports

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

11. Passenger Complaint Reports

The Contractor's Program Manager shall document passenger concerns, problems, and complaints and describe any action taken to resolve these issues. Copies of said documentation shall be submitted to the Director by the working day following identification of the problem or receipt of any passenger complaint. The Contractor shall submit to the Director a summary of passenger problems, concerns, and complaints no later than the 15th day of the following month. In the event that there were no passenger problems, concerns, or complaints received for the previous month, a written statement of this fact may be submitted to the County in place of a monthly report no later than the 15th day of the following month.

12. Operational Problems, Safety Concerns, and Deficiencies

Any unlawful or unusual problems or complaints, including any related to safety or serious operational deficiencies, shall be reported by telephone to the Director within one hour of its occurrence.

In addition, the Contractor shall submit a written report describing any operational problems or complaints and action taken within two working days following identification of such problems or complaints to the Director.

13. Accident/Incident Data Reports

The Contractor shall submit a monthly summary report of all accidents (collision and noncollision) involving the Service Vehicles. The monthly summary shall include the date, Service 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 Service Vehicle miles.

The Contractor shall notify the Director within 24 hours of any of the following accidents/incidents:

a. Collisions between a Service Vehicle and another Service Vehicle, person, and/or ,including incidents that occur while a Service Vehicle is in a repair facility or the Contractor's premises.

b. Passenger accidents, including falls while passengers are entering, occupying, or exiting the Service Vehicle.

c. Passenger disturbances, fainting, sickness, deaths, assaults, etc.

d. Any accidents witnessed by the Contractor's operator(s).

e. Vandalism to Service Vehicle while in Service, a repair facility, and at the Contractor's premises.

f. Passenger complaints of injury or property damage or other circumstances likely to result in the filing of claims against the Contractor and/or the County.

g. Any passenger, driver, supervisor, or Service complaint that arises from an accident. If the accident/incident involves injuries or extensive property damage, the County shall be notified within 30 minutes regardless of hour or day.

h. After each traffic accident or incident involving a County-owned Service Vehicle, the Contractor shall complete Exhibit N, County Report of Vehicle Accident or Incident Form. The form shall be submitted to the Director within one business day along with any other supporting information about the Service Vehicle accident or incident (i.e., driver's statement, police report, etc.).

14. National Transit Database (NTD) Reports

The Contractor shall be responsible for collection of NTD data and other pertinent ridership information. The Contractor shall prepare and submit quarterly and annual NTD reports (Exhibit Q, NTD Monthly Ridership Form [Form MR-20]) to the County according to the following:

a. Monthly NTD Reports: The Contractor shall prepare and submit Form MR20 (Exhibit Q) on monthly basis no later than the 25th day of the following month to both the County and METRO. This report includes, but in not limited to, ridership, hours, miles, number of Service Vehicles, and safety/security.

b. Quarterly NTD Reports: The Contractor shall be responsible for submission to the County of quarterly NTD reports. This information shall be provided by the 15th day following the end of a quarter.

c. Annual NTD Reports: The Contractor shall submit to the County an annual report in accordance with Federal Transit Administration NTD Guidelines, as amended, no later than 30 days after the end of each fiscal year (June 30). For further information on how to obtain NTD reporting forms and reference documents, the Contractor shall call Mr. Jay Fuhrman, Los Angeles County Metropolitan Transportation Authority, at (213) 922-2810. The Contractor shall certify that the data is accurate and shall develop an auditing procedure, acceptable to the Director, for the annual report.

15. Financial Records

The Contractor shall establish and maintain, within a separate account, all Service revenue and expenditures and any other relevant financial records or documents.

16. Maintenance Records and Reports

The Contractor shall provide the County the following reports within 15 days after the end of the month:

a. Preventive Maintenance Inspection (PMI) Reports

Reports shall include the Service Vehicle fleet number, the Service Vehicle identification number (VIN), 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 requirements and/or the County.

Daily "Vehicle Condition" reports shall be submitted to the County upon request. The PMI Reports shall be retained on file by the Contractor for a minimum of three years after the METRO's annual Proposition "A" Transportation Sales Tax Local Return audit is completed.

b. 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 is exchanged, 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, the reason for the road call, and what was done to correct the problem.

c. Service Vehicle Downtime Report

Report shall include details of which Service Vehicle(s) were out of service, how long each Service Vehicle was out of service each time, and the cause.

d. Mechanical Defect Reports

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

e. Narrative Report

The Report shall detail what occurred during the reporting period and an analysis of any trends.

The Contractor shall maintain an individual file for each Service Vehicle. 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 and all needs of the County to enable it to accurately evaluate the Contractor's maintenance performance and the operating expense associated with Service Vehicles and equipment.

17. Controlled Substance and Alcohol Testing Reports

The Contractor shall report results of random testing and other associated tests, as required in this Exhibit's Section DD, Controlled Substance and Alcohol Testing, to the County on a quarterly basis on the form shown in Exhibit G, Controlled Substance and Alcohol Testing Program. Such

reports shall be submitted to the County within 15 calendar days after the end of the quarter.

Z. Incentives and Liquidated Damages

1. Incentives

The following incentives are to be applied to the Contractor when found in compliance:

Ridership Productivity

a. An incentive payment of $500 will be paid to the Contractor for each calendar month the average passenger per hour level of Service (total revenue passengers/total revenue hours) exceeds 3 passengers per hour.

b. An incentive payment of an additional $500 for a total of $1,000 will be paid to the Contractor for each calendar month the average passenger per hour level of Service (total revenue passengers/total revenue hours) exceeds 3.5 passengers per hour.

2. Liquidated Damages

It is mutually understood and agreed that the Contractor's failure to meet operating performance standards by the County's funding source will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix. 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 the Contractor's breach. The Director may either deduct any assessed liquidated damages from any payments otherwise due to the Contractor or invoice the Contractor for any said liquidated damages.

a. Ridership Productivity

i. In the event Contractor fails to meet the average monthly passenger per hour level of Service of 2.5 passengers per hour, the Director may, at his/her sole discretion, assess liquidated damages in the amount of $500 per month.

ii. In the event Contractor fails to meet the average monthly passenger per hour level of Service of 2 passengers per hour, the Director may, at his/her sole discretion, assess liquidated damages in the amount of $1,000 per month.

b. On-Time Performance

In the event the Contractor fails to meet an on-time performance level of 95 percent in any month, it is agreed that the Director may, at his/her sole discretion, assess against the Contractor liquidated damages in the amount of $500 per month. Should on-time performance fall below 90 percent, the Director may, at his sole discretion, assess against the Contractor liquidated damages in the amount of $1,000 per month.

Should on-time performance fall below 85 percent, the Director may, at his sole discretion, assess against the Contractor liquidated damages in the amount of $2,000 per month.

The maximum monthly amount assessed for on-time performance will be limited to the amount of the lowest level not achieved for the monthly period.

c. Length of Rides

If the Contractor fails to disembark a rider at the scheduled destination within 59 minutes from the rider embarking, at the Director's discretion, the Contractor may be assessed $200 per occurrence up to a maximum of $1,000 per month.

d. Excessive Complaints

In the event of any valid passenger's complaint, the liquidated damages shall be $250 per complaint, up to a maximum of $2,000 per month. The County and the Contractor shall jointly determine which complaints are valid, (i.e., as a result of the Contractor's actions which could have reasonably been prevented). However, the final decision on the validity of any passenger complaints shall rest with the Director.

e. Trips Not Made

In the event that any scheduled trip is not made, the Director may, at his sole discretion, assess liquidated damages in the amount of $250 per trip, up to a maximum of $2,000 per month.

f. Non-ADA Vehicle

In the event the Contactor replaces a Service Vehicle with a non-ADA compliant Vehicle, the liquidated damages will be $500 the first time and $1,000 each subsequent time during the life of this Contract.

g. Reporting

The Contractor shall submit monthly reports including boardings, ridership, on-time performance, driver logs, safety, Controlled Substance and Alcohol Testing Program, and marketing activities in the form and number approved by the Director within 30 calendar days after the end of each month unless more time is approved by the Director. NTD Reports, as described in this Contract, shall be submitted within the due date described. Liquidated damages of $100 per calendar day may be assessed for late reports, up to a maximum of $1,000 per month.

h. Shutdown of Service Vehicles

If any Service Vehicle is shut down or dead head back to the yard as a result of being "Red Tagged" (removed from Service), or as a result of an "Unsatisfactory" rating by the CHP, liquidated damages of $250 per day per Service Vehicle during the shutdown, up to a maximum of $1,000 per Service Vehicle per month.

i. Preventive Maintenance (PMI)

The PMI shall be performed per the Original Equipment Manufactures (OEM) Specifications and Exhibit J, Preventive Maintenance for County-Owned Vehicles. In no case shall inspections exceed the specified intervals by 500 miles or more. Failure to meet this standard will result in nonpayment for Service miles or hours operated by Service Vehicles exceeding the PMI intervals or liquidated damages of $500 per Service Vehicle per Service day.

j. Deficient Service Vehicle Condition

In the event any Service Vehicle is rejected by the Director as a result of deficient mechanical condition, unacceptable Service Vehicle operating conditions as specified in this Contract, or unacceptable Service Vehicle appearance, $250 per day per Service Vehicle in liquidated damages will be assessed until the condition is corrected satisfactorily to the Director, up to a maximum of $1,000 per Service Vehicle per month.

If the Contractor has documentation indicating that the condition of the Service Vehicle cannot be corrected due to the availability of parts or others reasons beyond the Contractors control, then the Director, at his sole discretion, may waive the liquidated damages for the period of the excused delay.

k. Permanent Service Vehicle Rejection

In the event any Service Vehicle is rejected permanently by the Director as a result of Service Vehicle condition, Contractor shall replace said Service Vehicle and will be assessed $250 per day per Service Vehicle, up to a maximum of $1,000 per Service Vehicle per month in liquidated damages until the Service Vehicle is replaced with one that is satisfactory to the Director.

l. Engine Smog or Smoke

Each Service Vehicle shall fully comply with any and all applicable Federal, State, and/or local emissions rules, regulations, and/or requirements. If any Service Vehicle fails to pass its annual smog or smoke 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 a citation, the Contractor shall be liable for the citation as well as liquidated damages. The Contractor shall notify the Director within one business day and provide the Director with an action plan to verify and/or correct the deficiencies as well as a timeline for completing the action plan.

If the Contractor is found to be in violation, the Contractor shall be liable for liquidated damages of $200 per occurrence. If such complaint is found to be without merit, or beyond the Contractor's control, the Director may waive the liquidated damages.

If the Contractor does not perform and submit the required smog check certificates to the Director bi-annually within 30 days after State Vehicle testing has been preformed, the Contractor will be assessed $200 in liquidated damages per County-owned Service Vehicle that was not or has not passed its smog check. The Contractor shall provide a spare Service Vehicle at no charge to the County if the County has to take a County-owned Service Vehicle to have a smog check performed or make repairs to before passing a smog check.

m. Violation of Subcontracting of Maintenance

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

n. Storage of County-Owned Service Vehicles

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

o. Implementation of Software

If the Contractor fails to implement the Dispatching Software, MDTs, and AVLs and/or fails to use the system and train the personnel within the time periods allotted within this Contract, the Contractor may be assessed, at Director's discretion, $200 in liquidated damages per business day after the deadline, up to a maximum of $2,000 per month.

p. Implementation of E-mail and Internet Access

If Contractor fails to implement Internet access and e-mail and fails to use the system and/or train the personnel (i.e. Program Manager, Road Supervisor, and Maintenance Manager) within the time periods allotted in this Exhibit's Section O, Equipment, the Contractor may be assessed, at the Director's discretion, $100 in liquidated damages per business day after the deadline, up to a maximum of $1,000 per month.

q. Service Vehicle Warranty

If due to the Contractor's negligence of Service Vehicle preventive maintenance program, as determined by the Director, any warranty coverage of the County-owned Service Vehicles is lessened or invalidated, liquidated damages of $500 per occurrence, up to a maximum of $2,000 per Service Vehicle per month.

r. Operating Outside of Service Areas

If a Service Vehicle is operated outside of its assigned Service area without prior approval from the County as determined by the Director in violation of this Contract, liquidated damages of $100 per occurrence, up to a maximum of $1,000 per Service Vehicle per month.

s. Controlled Substance and Alcohol Testing

The Contractor shall report the results of random testing and other associated tests to the County on a quarterly basis on the form shown in Exhibit G, Controlled Substance and Alcohol Testing

Program. All reports shall be submitted to the County within 15 days after the end of each quarter. Liquidated damages of $100 per calendar day (including nonbusiness days, weekends, and holidays) up to a maximum of $1,000 per month may be assessed for late reports.

t. Maintenance Personnel

If Maintenance Personnel are not trained and/or ASE Certified as specified and determined by the Director, in violation of this Contract, liquidated damages of $500 per maintenance employee per month will be assessed, up to a maximum of $1,000 per Service Vehicle per month.

AA. Funding

The County's obligations under this Contract are contingent upon the County's ability to obtain the funds from METRO necessary to finance the operating costs of this Contract and the availability of funds in this, and subsequent fiscal year budgets, to finance operating and capital costs.

The County may utilize local sales tax funds obtained pursuant to Ordinance No. 16 (1980 Proposition A) from METRO, or other sources of funds approved by METRO for the funding of Service described herein. The Contractor agrees to be bound by applicable provisions of the Ordinance and regulations of METRO pertaining to the approved funding source.

The County may also apply for and utilize FTA funds for the funding of the Service described herein. The Contractor agrees to be bound by all applicable FTA regulations and requirements in regard to FTA funds.

BB. Controlled Substance and Alcohol Testing

At a minimum, the Contractor shall implement, the Controlled Substance and Alcohol Testing Program as specified in Exhibit G, Controlled Substance and Alcohol Testing Program, or as may be required by rules and regulations issued by the United States Department of Transportation (DOT) and described in Title 49, Code of Federal Regulations (CFR), Part 40 – "Procedures for Transportation Workplace Drug and Alcohol Testing Programs" and Part 655 "Prevention Of Alcohol Misuse and Prohibited Drug Use In Transit Operations," dated December 19, 2000, or as subsequently amended.

The Contractor's policies may supersede policies specified in Exhibit G, Controlled Substance and Alcohol Testing Program, only when they can be shown to the Director's satisfaction to be more stringent than those policies shown in Exhibit G, Controlled Substance and Alcohol Testing Program. The County shall not indemnify the Contractor for disciplinary actions imposed that

exceed those specified in Exhibit G, Controlled Substance and Alcohol Testing Program.

CC. Nonconflict 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, DOT, or other applicable laws, rules, regulations, directives, or ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference.

DD. Permits/Licenses

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.

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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 Proposals, Contract, Scope of Work, Specifications, Terms, Requirements, and/or Conditions the following terms are used, the intent and meaning shall be interpreted as follows:

ADA. American With Disabilities Act of 1990

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

Approved by or Approved. These terms indicate that the approval of specific permission of the County or the Director must be sought by the Contractor prior to taking the action conditioned by such approval.

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

CFR. Code of Federal Regulations

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, Scope of Work (Specifications), Exhibit B - Service Contract General Requirements, Exhibit C - Internal Revenue Service Notice 1015, Exhibit D - Safely Surrendered Baby Law Posters, and other appropriate exhibits and amendments. Included are all supplemental agreements amending or extending the service to be performed, which may be required to supply acceptable services specified herein.

Contract Manager. Individual designated by the County to act as a liaison between the Director and the Contractor.

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 these 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.

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.

DOT. Department of Transportation

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

FTA. Federal Transit Administration or its successors.

MTA or METRO. Metropolitan Transit Authority

Proposal. The written materials that a Proposer submits in response to a solicitation document (Request for Proposals).

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

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

RFP. Request for Proposals issued by the County as amended.

RFP Response. The Contractor's response to the County's Request for Proposals. This is the Contractor's bid.

Service Vehicle Revenue Hour. Service Vehicle Revenue Hours are defined as the actual hours of Service starting from the point of first pickup to the point of last drop-off minus driver lunches and driver breaks or other gaps in Service that exceed 30 minutes for each Service Vehicle based on the hours determined by County to be needed to provide Service described in Exhibit A.

Service Vehicle Hours. Schedule hours of operation of Service.

Service Vehicle Miles. Scheduled miles of operation of Service.

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.

Transit Manager. Individual designated by Contractor to act as liaison with County.

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 Administrative 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 Administrative Officer. To implement such changes, an amendment to this Contract shall be prepared by Public Works for execution by Contractor and the Director.

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 cost of this Contract, Public Works may, at its sole discretion, grant Contractor extensions of time provided; however, that the aggregate of all such extensions during the life of this Contract shall not exceed 60 days.

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 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 termination of this Contract. In the event of such 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 Board adopts, in any fiscal year, a County budget which provides for reduction in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County contracts, 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 Contractor under this Contract shall also be reduced correspondingly. County's notice to Contractor regarding said reduction in payment obligation shall be provided within 30 days of the Board's approval of such actions. Except as set forth in the preceding sentences, Contractor shall continue to provide all of the services set forth in this Contract.

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. Contractor shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, or directives, and all provisions required thereby to be included in this Contract are hereby incorporated by reference.

2. Contractor shall defend, indemnify, and hold County harmless from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees arising from or related to any violation on the part of Contractor or its employees, agents, or subcontractors of any such laws, rules, regulations, ordinances, or directives.

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 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 Employee 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 re-employment list during the life of this Contract.

K. Consideration of Hiring GAIN/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 or 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/GROW participants by category to Contractor.

2. In the event that both laid-off County employees and GAIN/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 evaluate Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing Contractor's compliance with all this Contract's terms and conditions and performance standards. Contractor deficiencies which County determines are severe 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 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 or 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, County, its Board, agents, officers, and employees 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, 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 (non-facsimile) 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 County and its Board, agents, officers, and employees 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. 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.

U. 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.

V. 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.

W. No Payment for Services Provided Following Expiration/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 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/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/termination of this Contract.

X. 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.

Y. 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.

Z. 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).

AA. 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:

Chief, Administrative Services 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.

BB. Publicity

1. 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:

a. Contractor shall develop all publicity material in a professional manner.

b. 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.

c. 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.

CC. 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 Request for Proposals (RFP) 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.

DD. 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 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 or any other agency funding this Contract, 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, Contractor agrees, should County or its authorized representatives determine, in County's sole discretion, that it is necessary or appropriate to review a broader scope of Contractor's records (including,

certain records related to non-County contracts) to enable County to evaluate Contractor's compliance with County's Living Wage Program, Contractor shall promptly and without delay provide to County, upon the written request of 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 County under this Contract, including without limitation, records relating to work performed by said employees on Contractor's non-County contracts. Contractor further acknowledges that the foregoing requirement in this paragraph relative to Contractor's employees who have provided services to County under this Contract is for the purpose of enabling County in its discretion to verify Contractor's full compliance with and adherence to California labor laws and 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 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 materials and information prior to such time. All such materials and information shall be maintained by Contractor at a location in County, provided that if any such materials and information 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 materials and information at such other location.

EE. 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.

FF. 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 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; and

c. Other pertinent information and/or certifications requested by County.

2. Contractor shall indemnify 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 Administrative Services Division, P.O. Box 1460, Alhambra, California 91802-1460 before any subcontractor employee may perform any work hereunder.

GG. 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.

HH. 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.

II. 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 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.

SECTION 3

TERMINATIONS

A. Termination 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 terminate this Contract pursuant to this Exhibit's Termination for Default, and pursue debarment of Contractor pursuant to Los Angeles County Code Chapter 2.202.

B. Termination for Convenience

1. This Contract may be 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. Termination of work hereunder shall be effected by notice of termination to Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than 10 days after the notice is sent.

2. After receipt of a notice of 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, and

   b. Complete performance of such part of the work as shall not have been 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 terminated, Contractor shall complete within the Director's termination date contain within the Notice of 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 for Default

1. County may, by written notice to Contractor, terminate the whole or any part of this Contract, if, in the judgment of the Contract Manager:

   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 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 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 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 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 had been issued pursuant to this Exhibit's Termination 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 for Improper Consideration

1. County may, by written notice to Contractor, immediately 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, County shall be entitled to pursue that 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) 554-6861.

3. Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

E. Termination for Insolvency

1. County may 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; or

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 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 terminate for default or suspend this Contract.

G. Termination 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 shall terminate as of June 30 of the last fiscal year for which funds were appropriated. County will notify Contractor in writing of any such non-allocation 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, therefor, 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. 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; and

   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 termination of this Contract for default.

L. Public Convenience

Contractor shall so 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.

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 County, its Special Districts, elected and appointed officers, employees, and agents 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, including, but not limited to, claims or damages for property damage, personal injury, death, claims, or damages under the Comprehensive Environmental Response, Compensation, and Liability Act, the California Health & Safety Code or pursuant to any Federal, State, or local environmental law, regulation or mandate, administrative or judicial. Contractor shall not be obligated to indemnify County for the active negligence of County.

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 County, its board, Special Districts, officers,

employees, and agents 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 during the term of this Contract, Contractor shall provide and maintain, and shall require all of its subcontractors to maintain, the following programs of insurance specified in this Contract. Such insurance shall be primary to and not contributing with any other insurance or self-insurance programs maintained by County. Such coverage shall be provided and maintained at Contractor's own expense.

2. Evidence of Insurance - Certificate(s) or other evidence of coverage satisfactory to County shall be delivered to Administrative Services Division, P.O. Box 1460, Alhambra, California 91802-1460, prior to commencing work under this Contract. Such certificates or other evidence shall:

   a. Specifically identify this Contract;

   b. Clearly evidence all coverage required in this Contract;

   c. Contain the express condition that County is to be given written notice by mail at least 30 days in advance of cancellation for all policies evidenced on the certificate of insurance;

   d. Include copies of the additional insured endorsement to the commercial general liability policies, adding County, its Special Districts, its officials, officers, and employees as insureds for all activities arising from this Contract; and

   e. Identify any deductibles or self-insured retentions for County's approval. County retains the right to require Contractor to reduce or eliminate such deductibles or self-insurance retentions as they apply

to County, or require Contractor to provide a bond guaranteeing payment of all such retained losses and related costs, including, but not limited to, expenses or fees, or both, related to investigations, claims administrations, and legal defense. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

3. Insurer Financial Rating: Insurance is to be provided by an insurance company acceptable to County with an A. M. Best rating of not less than A:VII, unless otherwise approved by County.

4. Failure to Maintain Coverage: Failure by Contractor to maintain the required insurance, or to provide evidence of insurance coverage acceptable to County, shall constitute a material breach of this Contract upon which County may immediately terminate or suspend this Contract. County, at its sole option, may obtain damages from Contractor resulting from said breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance.

5. Notification of Incidents, Claims, or Suits: Contractor shall report to County's Contract Manager:

   a. Any accident or incident relating to work performed under this Contract which involves injury or property damage which may result in the filing of a claim or lawsuit against Contractor and/or County. Such report shall be made in writing within 24 hours of occurrence.

   b. Any third-party claim or lawsuit filed against Contractor arising from or related to services performed by Contractor under this Contract.

   c. Any injury to a Contractor's employee which occurs on County property. This report shall be submitted on a County "Non-employee Injury Report" to the Contract Manager.

   d. Any loss, disappearance, destruction, misuse, or theft of any kind whatsoever of County property, monies, or securities entrusted to Contractor under the terms of this Contract.

E. <u>Compensation for County Costs</u>

In the event that 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 County, Contractor shall pay full compensation for all costs incurred by County.

F. Insurance Coverage Requirements for Subcontractors

Contractor shall ensure any and all subcontractors performing services under this Contract meet the insurance requirements of this Contract by either:

1. Contractor providing evidence of insurance covering the activities of subcontractor; or

2. Contractor providing evidence submitted by subcontractors evidencing that subcontractors maintain the required insurance coverage. County retains the right to obtain copies of evidence of subcontractor insurance coverage at any time.

G. Insurance Coverage Requirements

1. General Liability insurance written on ISO policy form CG 00 01 or its equivalent with limits of not less than the following. (Can be met by a combination of primary and excess insurance coverage):

a.	General Aggregate:	$2 million
b.	Products/Completed Operations Aggregate:	$1 million
c.	Personal and Advertising Injury:	$1 million
d.	Each Occurrence:	$1 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), $5 million.

   b. Seating capacity of 15 passengers or less (including driver), 1.5 million.

   c. Taxicabs as defined by Vehicle Code Section 27908, a minimum of $100,000 per person, $300,000 per occurrence, and $50,000 property damage or a combined single limit of $300,000.

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

3. Workers' Compensation and Employers' Liability insurance providing workers' compensation benefits, as required by the Labor Code of the State of California or by any other state, and for which Contractor is responsible. If Contractor's employees will be engaged in maritime employment, coverage shall provide workers' compensation benefits as required by the U.S. Longshore and Harbor Workers' Compensation Act, Jones Act, or any other Federal law for which Contractor is responsible.

   In all cases, the above insurance also shall include Employers' Liability coverage with limits of not less than the following:

   a. Each Accident: $1 million

   b. Disease - policy limit: $1 million

   c. Disease - each employee: $1 million

   As a condition precedent to its performance pursuant to this Contract, Contractor, by and through its execution of this Contract, certifies that it is aware of, and understands, the provisions of Section 3700 of the Labor Code, which requires every employer to be insured against liability of Workers' Compensation or to undertake self-insurance in accordance with those provisions before commencing the performance of work under this Contract, and agrees to fully comply with said provisions.

4. Property Coverage insurance shall be endorsed naming County as loss payee, provide deductibles of no greater than five percent of the property value, and shall include:

   a. Personal Property: Automobiles and Mobile Equipment - Special form "all risk" coverage for the actual cash value of County-owned or leased property.

   b. Real Property and All Other Personal Property - Special form "all risk" coverage for the full replacement value of County-owned or leased property.

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 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 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. <u>Subcontractors of Contractor</u>

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, 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.

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 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 immediately below, 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:

   a. Not less than $11.84 per hour if, in addition to the per-hour wage, Contractor contributes less than $2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents; or

   b. Not less than $9.64 per hour if, in addition to the per-hour wage, Contractor contributes at least $2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents. Contractor will be deemed to have contributed $2.20 per hour towards the provision of bona fide health care benefits if the benefits are provided through County Department of Health Services Community Health Plan. If, at any time during this Contract, Contractor contributes less than $2.20 per hour towards the provision of bona fide health care benefits, Contractor shall be required to pay its Employees the higher hourly living wage rate.

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 services to Contractor, some or all of 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 an 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 an 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. <u>Contractor's Submittal of Certified Monitoring Reports</u>

1. 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, the hourly wage rate paid, and the amount paid by Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of Contractor's current health care benefits plan, and Contractor's portion of the premiums paid as well as the portion paid by each Employee. 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: 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, 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: 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, 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.

H. <u>Use of Full-Time Employees</u>

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, 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

DISPLACED TRANSIT EMPLOYEE PROGRAM

California Labor Code 1070-1074

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 From PW-13 indicating that they will do so in their proposal.

B. If the Contractor has declared in Form PW-13 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 10 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.

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EXHIBIT C

Department of the Treasury
Internal Revenue Service
Notice 1015

(Rev. December 2005)

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

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 whom 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 2005 are less than $37,263 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 are required to give Form W-2 and do so 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 a substitute Form W-2 is given on time but 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 7, 2006.

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 get copies of the notice by calling 1-800-829-3676, or from the IRS website at www.irs.gov.

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 the 2005 instructions for Form 1040, 1040A, 1040EZ, or Pub. 596, Earned Income Credit (EIC).

How Do My Employees Claim the EIC?
Eligible employees claim the EIC on their 2005 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2005 and owes no tax but is eligible for a credit of $799, he or she must file a 2005 tax return to get the $799 refund.

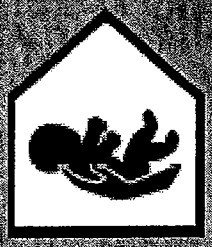
How Do My Employees Get Advance EIC Payments?
Eligible employees who expect to have a qualifying child for 2006 can get part of the credit with their pay during the year by giving you a completed Form W-5, Earned Income Credit Advance Payment Certificate. You must include advance EIC payments with wages paid to these employees, but the payments are not wages and are not subject to payroll taxes. Generally, the payments are made from withheld income, social security, and Medicare taxes. For details, see Pub. 15 (Circular E), Employer's Tax Guide.

Cat. No. 20599I

EXHIBIT D.1

No shame.
No blame.
No names.

Newborns can be safely given up at any Los Angeles County hospital emergency room or fire station.



In Los Angeles County:
1-877-BABY SAFE
1-877-222-9723
www.babysafela.org

State of California
Gray Davis, Governor

Health and Human Services Agency
Grantland Johnson, Secretary

Department of Social Services
Rita Saenz, Director

Los Angeles County Board of Supervisors
Gloria Molina, Supervisor, First District
Yvonne Brathwaite Burke, Supervisor, Second District
Zev Yaroslavsky, Supervisor, Third District
Don Knabe, Supervisor, Fourth District
Michael D. Antonovich, Supervisor, Fifth District

This initiative is also supported by First 5 LA and INFO LINE of Los Angeles

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents to give up their baby confidentially. As long as the baby has not been abused or neglected, parents may give up their newborn without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially and safely give up a baby within three days of birth. The baby must be handed to an employee at a Los Angeles County emergency room or fire station. As long as the child shows no signs 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, workers 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.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their newborns 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?

In most cases, a parent will bring in the baby. The law allows other people to bring in the baby if they have legal custody.

Does the parent have to call before bringing in the baby?

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

Does a parent have to tell anything to the people taking the baby?

No. However, hospital personnel will ask the parent to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the child. Although encouraged, filling out the questionnaire is not required.

What happens to the baby?

The baby will be examined and given medical treatment, if needed. Then the baby will be placed in a pre-adoptive home.

What happens to the parent?

Once the parent(s) has safely turned over the baby, they are free to go.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned by their parents and potentially being hurt or killed. You may have heard tragic stories of babies left in dumpsters or public bathrooms. The parents who committed these acts 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 nowhere to turn for help, they abandoned their infants. Abandoning a baby puts the child in extreme danger. It is also illegal. Too often, it results in the baby's death. Because of the Safely Surrendered Baby Law, this tragedy doesn't ever have to happen in California again.

A baby's story

At 6:30 a.m. on Thursday, July 25, 2002, a healthy newborn baby was brought to St. Bernardine Medical Center in San Bernardino under the provisions of the California Safely Surrendered Baby Law. As the law states, the baby's mother did not have to identify herself. When the baby was brought to the emergency room, he was examined by a pediatrician, who determined that the baby was healthy and doing fine. He was placed with a loving family while the adoption process was started.

Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a newborn, let her know there are other options.

It is best that women seek help to receive proper medical care and counseling while they are pregnant. But at the same time, we want to assure parents who choose not to keep their baby that they will not go to jail if they deliver their babies to safe hands in any Los Angeles County hospital ER or fire station.

EXHIBIT D.3

Sin pena.
Sin culpa.
Sin peligro.

Los recién nacidos pueden ser entregados en forma segura en la sala de emergencia de cualquier hospital o en un cuartel de bomberos del Condado de Los Angeles.

En el Condado de Los Angeles:
1-877-BABY SAFE
1-877-222-9723
www.babysafela.org

[illegible]

Consejo de Supervisores del Condado de Los Angeles
[illegible], Supervisora, Primer Distrito
[illegible], Supervisora, Segundo Distrito
[illegible], Supervisor, Tercer Distrito
[illegible], Supervisor, Cuarto Distrito
[illegible], Supervisor, Quinto Distrito

[illegible] de Los Angeles

¿Qué es la Ley de Entrega de Bebés Sin Peligro?

La Ley de Entrega de Bebés Sin Peligro de California permite a los padres entregar a su recién nacido confidencialmente. Siempre que el bebé no haya sufrido abuso ni negligencia, padres pueden entregar a su recién nacido sin temor a ser arrestados o procesados.

¿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 del nacimiento. El bebé debe ser entregado a un empleado de una sala de emergencias o de un 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 brazalete y el padre/madre recibirá un brazalete igual.

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

Los padres que cambien de opinión pueden empezar 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?

En la mayoría de los casos, los padres son los que llevan al bebé. La ley permite que otras personas lleven al bebé si tienen la custodia legal del menor.

¿Los padres deben llamar antes de llevar al bebé?

No. El padre/madre puede llevar a su bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, mientras que entregue a su bebé a un empleado del hospital o de un cuartel de bomberos.

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

No. Sin embargo, el personal del hospital le pedirá que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para los cuidados que recibirá el bebé. Es recomendado llenar este cuestionario, pero no es obligatorio hacerlo.

¿Qué ocurrirá con el bebé?

El bebé será examinado y, de ser necesario, recibirá tratamiento médico. Luego el bebé se entregará a un hogar preadoptivo.

¿Qué pasará con el padre/madre?

Una vez que los padres hayan entregado a su bebé en forma segura, serán libres de irse.

¿Por qué California hace esto?

La finalidad de la Ley de Entrega de Bebés Sin Peligro es proteger a los bebés del abandono por parte de sus padres y de la posibilidad de que mueran o sufran daños. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Es posible que los padres que cometieron estos actos hayan estado atravesando dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus recién nacidos porque tenían miedo y no tenían adonde recurrir para obtener ayuda. El abandono de un recién nacido lo pone en una situación de peligro extremo. Además es ilegal. Muy a menudo el abandono provoca la muerte del bebé. Ahora, gracias a la Ley de Entrega de Bebés Sin Peligro, esta tragedia ya no debe suceder nunca más en California.

Historia de un bebé

A las 8:30 a.m. del jueves 25 de julio de 2002, se entregó un bebé recién nacido saludable en el St. Bernardine Medical Center en San Bernardino, en virtud de las disposiciones de la Ley de Entrega de Bebés Sin Peligro. Como lo establece la ley, la madre del bebé no se tuvo que identificar. Cuando el bebé llegó a la sala de emergencias, un pediatra lo revisó y determinó que el bebé estaba saludable y no tenía problemas. El bebé fue ubicado con una buena familia, mientras se iniciaban los trámites de adopción.

Cada recién nacido merece una oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele qué otras opciones tiene.

Es mejor que las mujeres busquen ayuda para recibir atención médica y asesoramiento adecuado durante el embarazo. Pero al mismo tiempo, queremos asegurarles a los padres que optan por no quedarse con su bebé que no irán a la cárcel si dejan a sus bebés en buenas manos en cualquier sala de emergencia de un hospital o en un cuartel de bomberos del Condado de Los Angeles.

EVIDENCE OF INSURANCE PROGRAMS

Contractor shall submit to Contract Manager (in addition to insurance submission requirements outlined in Exhibit B, Section 5, Indemnification and Insurance Requirements) evidence of satisfactory insurance programs and Service Vehicle(s) information as required below:

1. Certificate of insurance which specifically identifies this Contract and which includes, but is not limited to the following:

    a. Full name of the insurer.

    b. Name and address of the insured.

    c. Full name and address of program (Example: Hometown Happy Seniors DAR).

    d. Insurance policy number.

    e. Type(s) and limit(s) of liability coverage.

    f. Certificate issue date.

    g. Certificate expiration date.

    h. Condition that the insurer shall notify County, in writing, at least 30 calendar days prior to any modification or cancellation or termination of any insurance program. Statements to the effect that the issuing company will "endeavor to mail notice" or "intends to notify" are not acceptable.

    i. Signature of an agent authorized to do business with the insurer.

2. The following information for each of the insurer Service Vehicle(s) or any other vehicle used to transport County riders:

    a. Service Vehicle make.

    b. Service Vehicle model.

    c. Service Vehicle year.

    d. Service Vehicle license number.

    e. Service Vehicle identification number.

    f. Vehicle seating capacity.

TRANSIT SECURITY PLAN

EXHIBIT F "Intentionally left blank" (Upon award of Contract, the approved Transit Security Plan will be attached herein.)

EXHIBIT G

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 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 (3) hours of a traffic accident or incident giving rise to a suspicion of substance abuse

Contractor 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 (3) hours thereafter.

Contractor 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. Contractor 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 (3) 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, pain killers, mood elevators, and psychotropics.

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, Contractor 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 (24) 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) <u>Non-discretionary, Random Substance Abuse Testing</u>

Contractor 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 twenty-five percent (25%) 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 (6) 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.

The testing shall be as to controlled substance abuse and/or blood-alcohol concentration as set forth in Subsection 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, Contractor 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, Contractor 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

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

C. Institute A Review Procedure

The Contractor 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 (2) business days of receipt of the 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 Contractor, an employee representative (who shall be an employee of Contractor), and a third party chosen by the other two (2).

The Board shall decide upon the consequences of the substance testing set forth in Subsection B above within one (1) 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 of extenuating circumstances.

The Board shall vote on whether to sustain or overrule the prohibition intended to be imposed within one (1) week of the hearing. A two-thirds vote is required to overrule Contractor's intended work prohibition.

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

2. Confidentiality

The substance test results and any material presented to the Review Board shall be maintained in a confidential file by Contractor. 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 there from without specific reference to individuals may be published or made available for public inspection; and Contractor will not refuse to honor a criminal or civil subpoena relative thereto.

3. <u>Liability</u>

The County shall indemnify, defend, and hold harmless Contractor, 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 Contractor to subject its employees to mandatory random drug and alcohol abuse testing, or to require its subcontractors to do the same.

EXHIBIT G

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

Contractor:_____ **Reporting Period:**_____

Agreement/Contract No._____ **Service:**_____

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) 979-5359
or
MAIL to: Los Angeles County Department of Public Works
Attention Transit Operations Section
P.O. Box 1460
Alhambra, CA 91802-1460

			DRIVERS	MECH.	OTHER	TOTAL
I.		**RANDOM TESTING**				
	a.	Number of drivers and mechanics assigned to service 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	_____			
II.		**PRE-EMPLOYMENT TESTING**				
	a.	Number of potential employees tested	_____	_____	_____	_____.
	b.	Number of positive tests results	_____	_____	_____	_____.
	c.	Action taken on positive tests	_____			
III.		**INCIDENT-RELATED TESTING**				
	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 _____

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EXHIBIT H

COUNTY-OWNED VEHICLES

WILLOWBROOK ET AL. PARATRANSIT SERVICE

Delivered to Contractor At The Start Of The Contract

VEHICLE	I.D.	MAKE	MODEL	YEAR	SEATING	MILEAGE	VIN #	LICENSE
1	L110	FORD	CHAMPION	2002	10 and 2 wheelchairs	75,458 as of July 06	1FDWE35S92HA35417	1101618
2	L111	FORD	CHAMPION	2002	10 and 2 wheelchairs	87,855 as of July 06	1FDWE35S22HA35419	1101619
3	L112	FORD	CHAMPION	2002	10 and 2 wheelchairs	76,669 as of July 06	1FDWE5S02HA35421	1090700
4	L176	CHEVROLET	VENTURE	2001	2+2 wlchr or 5	51,683 as of July 06	1GNDX03E61D219132	1090706

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Willowbrook, et al
Contractor-Provided Service Vehicles

Section 1. Service Vehicle Information:

A. The following Contractor-provided Vehicles will be assigned to operate the service routes and/or as spares to this Service:

CONTRACTOR'S UNIT NUMBER	DESCRIPTION				FUEL-TYPE
	Make	Model	Year	Seating	

B. The Contractor-provided Service Vehicles and all of the Contractor's spare vehicles shall meet the terms specified in the Scope of Work and the details listed in the following pages of this Exhibit.

C. The Contractor may substitute other services vehicles, as agreed upon in writing by the Contractor and the Director.

Section 2. Contractor-Provided Service Vehicle Specifications:

A. New Or Used Service Vehicles:

Dial-A-Ride Vehicles

- Low floor Minivan, Type 4 such as a Chevy Venture, or approved equivalent with a Director approved wheelchair ramp
- RV Cutaway-type Vehicles, Type 1 b, or approved equal with wheelchair lift or ramp
- Service Life five years, 150,000 miles
- Cutaways to be Low-emission Propane-powered (LPG)
- Cutaways to be eight passenger plus locations for two wheelchairs
- Minimum 12,000 lbs. GVWR
- 139-inch to 158-inch wheelbase

- Four Wheel Disc Brakes
- 5,000 lbs. front axle (GAWR)
- 7,000 lbs. rear axle (GAWR)
- Spring suspension front and rear
- Folding seats to be provided in the wheelchair area (folding seats cannot be used while these locations are occupied by wheelchairs)
- Vertical stanchions throughout seating area
- 55,000 BTU passenger area air-conditioning system
- 24,000 BTU passenger area heater
- Backup alarm
- For Cutaways the Ricon model S-2005, or an approved equivalent with a Director approved, fully automatic wheelchair lift to include: manual backup, handrails, California brake interlock, lift pad kit, lift lighting, fully compliant with current ADA requirements and regulations
- ADA-compliant securement system for two (2) wheelchair passengers
- 10 lbs. ABC Fire Extinguisher, first-aid kit, reflector kit
- Inside and outside signage

EXHIBIT J.1

PREVENTIVE MAINTENANCE FOR COUNTY-OWNED VEHICLES

On County-owned Vehicles the Contractor shall follow the Original Equipment Manufactures (OEM) required Preventive Maintenance Inspection (PMI) program, or the following, whichever is more stringent.

SECTION 1. EQUIPMENT

The preventive maintenance inspection services hereinafter referred to as PMI services, as described herein, shall be performed on the following County-owned shuttle van vehicles. These vehicles are gasoline powered.

Fleet No.	Make and Year	Model	VIN
L-110	Ford 2002	E-350/Champion	1FDWE35S92HA35417
L-111	Ford 2002	E-350/Champion	1FDWE35S22HA35419
L-112	Ford 2002	E-350/Champion	1FDWE35S02HA35421
L-176	Chevrolet 2001	Venture/Ricon	1GNDX03E61D219132

SECTION 2. SERVICE PROVISIONS

PMI Services to be provided by Contractor shall consist of levels hereinafter referred to as "A," "B," "C", "J," and "I" PMI Services and shall be conducted at vehicle mileage or time intervals as described herein.

A. PMI Service Sequencing

1. "A" Service occurs every 5,000 vehicle miles or 3 months (90 days), whichever occurs first.

2. "B" Service occurs every 20,000 vehicle miles or 12 months, whichever occurs first.

3. "C" Service occurs every 40,000 vehicle miles or bi-annually, whichever occurs first.

4. "J" inspection occurs every 45 days regardless of mileage.

5. "I" inspections occurs a minimum of once per week. More frequent "I" Service may be required by County depending upon demonstrated vehicle reliability. This inspection shall be documented and shall indicate all problems found, maintenance/repair required, and maintenance repair performed.

6. "DVI" Daily Vehicle Inspection Report. A legally required document prepared each day by the vehicle operator (driver) regarding the vehicle to be operated. A copy is to be retained by the Contractor maintenance shop and any repair work documented. This report requirement is explained in more detail in the "Operator Requirements" section of this document.

   a. "A" Service occurs as part of every "B," "C" and coordinates with the "J" inspection.

   b. PMI Service sequencing (repeats each 40,000 miles).

	Service Miles	PMI Service	Service Includes
90 days maximum	5,000	A	A
12 months maximum	20,000	B	A&B
2 year maximum	24,000	C	A,B,&C
45 days maximum	45 days Inspection	J	J & A
Weekly maximum	Weekly Inspection	I	I
Pre-trip inspection by operator (driver) – Daily			DVI

B. Scope of Service

Contractor shall perform (or cause to have performed) the following PMI Services on the County-owned shuttle bus vans (fleet Nos. L120, L121, L122) at or prior to the Service mileage/time sequencing identified in Section 'A', above.

C. Inspections/PMI Services

1. "A" Inspection (PMI) Service (5000 miles/3-months - 90 days)

(includes the following items, but not limited to)

- Change engine oil
- Replace engine oil filter
- Engine idle speed (check & adjust)
- Engine throttle linkage; check operation
- Check transmission fluid level
- Inspect driveline
- Driveline "u-joints", lubricate
- Inspect shock absorbers
- Check Front axle spindles
- Coolant, check and record protection and condition
- Pressure Test coolant system and radiator cap, check condition of hoses and clamps,
- Differential oil level, check
- Brake fluid level
- Battery(s) specific gravity; check
- Load Test battery(s)
- Clean battery terminal connections
- Test and Record Alternator Readings
- Inspect brakes for operation and wear. Record percentage of pad and/or lining remaining

- Inspect brakes, and adjust as necessary
- Measure and record tire tread depth
- Check and record tire pressures (including spare tire)
- Inspect tire rims and mounting
- Check tire rim mounting bolt torque
- Inspect tires, if irregular wear present perform alignment
- Check Steering for free play
- Check Steering fluid level
- Check steering box mounting
- Check steering box
- Check steering linkage, lubricate
- Road test for steering and suspension
- Accessory drive belt tension, measure and record
- Inspect accessory drive belts for wear and tension; record result
- Inspect exterior lamps for operation
- Inspect interior lamps for operation
- Inspect dash panel for 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 wheelchair lift for operation and adjustment; including interlock device
- Clean and lubricate wheelchair lift

- Cycle wheelchair lift in manual (emergency) check hydraulic fluid level mode
- Inspect glazing for operation and cracks
- Operate emergency escape windows
- Inspect seats for damage, soiling
- Inspect floor covering and step treads for damage
- Test HVAC
- Measure and record A/C output temperature front and rear
- Test heating (front and rear) for output. Clean immediate area surrounding rear heater unit.
- Inspect exhaust system, correct deficiencies
- Inspect fire extinguisher
- Inspect other vehicle safety devices/equipment
- Inspect wiper, washer operation, fluid level
- Tire rotation

Plus other additional items as deemed appropriate.

Note: "A" Inspection/Service repeats with each "B" and "C" Service Inspection and coordinates with the "J" inspection.

2. <u>"B" Inspection/Service (20,000 miles/12 months)</u>

(included, but not limited to)

- "A" inspection;
- Replace Engine air filter
- Replace Engine fuel filter
- Service Transmission, replace transmission filter

- Repack front wheel bearings
- Align front wheels
- Check front suspension and all shock absorbers

Plus other additional items as deemed appropriate.

3. "C" Inspection/Service (40,000 miles/Bi-Annual)

(included but not limited to)

- "A" Inspection
- "B" Inspection
- "J" Inspection
- Engine coolant; replace
- Flush engine block
- Replace engine coolant thermostat
- Replace coolant hoses, clamps as necessary
- Replace radiator pressure cap
- Drain and refill differential

Plus other, additional items as deemed appropriate.

4. "J" Inspection ("45" day inspection/45 day cycle only)

(included, but not limited to)

- Legal requirements, 13 CCR 1232(b)
- Weekly "I" Inspection
- Inspection must be a matter of record
- Brake inspection, adjust as necessary
- Inspect brake system for leaks, brake fluid level

- Inspect accessory drive belts for condition; measure belt tensions and record
- Inspect all hoses and lines for condition
- Inspect tires
- Inspect wheels and wheel mountings
- Inspect steering
- Inspect suspension
- Inspect vehicle safety devices
- Inspect vehicle safety equipment
- Inspect vehicle exhaust system
- Inspect vehicle wiper/washer operation/fluid level

Plus other additional items as deemed appropriate.

5. "I" Service level (minimum once per week)

Contractor shall perform the PMI Service level "I" in accordance with California Code Regulations Title 13, Section 1234(f) and California Vehicle Code Section 34500.

Contractor is responsible for and shall conduct an "I" Service at frequent intervals (minimum weekly) utilizing qualified maintenance personnel.

PMI Service Level "I" shall include, but not be limited to the following:

"I" Service (minimum weekly)

(included, but not limited to)

- Engine Drive belts – inspection
- Engine oil level
- Engine coolant level
- Transmission fluid level

- Interior lights
- Exterior lights
- Brake operation
- Parking brake operation
- Instrument cluster (gauge operation and lighting)
- Tire pressure to specification
- Front wheel bearings (leaks and/or play)
- Directional Signals and Flashers
- Horn operation
- "Back-up" alarm operation
- Door operation
- Wheelchair lift interlock operation
- Wheelchair lift operation
- Emergency escape window operation
- Wiper/washer operation
- HVAC system operation effectiveness
- Check under vehicle for any fluid leads
- Note any body damage
- Vehicle cleanliness interior/exterior

Plus other additional items as deemed appropriate.

6. "DVI" Daily Pretrip/Post Trip Vehicle Inspection

- By operator (driver) of vehicle

- Required inspection. 13 CCR 1215 (a)/Section 34500 CVC
- Contractor shall cause assigned driver (operator) of revenue service vehicle to conduct a vehicle "Pre-Trip" inspection of said vehicle prior to operating (driving) said vehicle on a daily basis, signed by the assigned operator (driver) of the vehicle.
- The vehicle defect report is required as a matter of record, whether or not any defects are found

Note: This inspection is not a pure maintenance function inspection, but rather conducted by the operator (driver) of the vehicle. Further detail of the "DVI" inspection is explained in the "operations" section of this document. Also under "Record Keeping Requirements."

D. Services Not Included

The following services shall be performed as part of the Contractor's regular maintenance. These items will be performed as necessary and may or may not be performed as part of the PMI Service:

- Tire repair and/or replacement
- Non-PMI scheduled repairs except as covered by warranty.
- Mechanical failure and/or "Road Calls" except as covered under warranty.
- Damage to mechanical components due to abuse, vandalism or accident.
- Damage to body/cosmetic appearance
- Vehicle washing and cleaning (exterior and interior)
- Replacing and/or Recharging the fire extinguisher/ fire extinguisher compliance
- Fuel and labor required to transport vehicles to be serviced/repaired

To the maximum extent possible, items shall be repaired or replaced and/or scheduled during routine PM maintenance to minimized vehicle downtime.

E. Parts Not Included In PMI Service (Contractor Supplied)

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

- Head Lamps
- Clearance lamps
- Turn signal lamps
- Interior lamps
- Dashboard and all indicator lamps
- Windshield wiper blades
- Other consumables except as covered by warranty
- Fire Extinguisher
- Wheelchair tie-down belt replacements
- Tires
- Cleaning materials

F. Parts Included

The following parts shall be provided under either PMI Services or regular maintenance Services by Contractor (included, but not limited to):

Engine:

Oil filter(s)

- Air filter element
- Fuel filter element (both)
- Replacement oil
- Replacement coolant

Miscellaneous:

- Power steering fluid

- Brake fluid

Transmission:

- Oil filter(s)
- Replacement oil

Differential:

- Replacement oil

Wheel Bearing:

- Grease seals
- Grease

Lubrication grease

Silicone

Antifreeze

Battery water (distilled)

Battery terminal spray/protectant

Windshield washer fluid

A/C Compressor lube oil

Freon #R-134a refrigerant

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

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

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

SECTION 3. **OIL ANALYSIS**

Sample will be taken by Contractor utilizing County approved personnel and a County approved sample taking process. Within one business day of taking the sample, sample must be delivered to a Director approved analysis facility for processing according to the following schedule:

ENGINE OIL: Sample requirement is 500 miles prior to Each "A" service/inspection (every second oil change).

Transmission Oil: Sample requirement is 500 miles prior to every other "B" only (20,000 miles) service/inspection. Not to exceed 20,000 miles.

Contractor shall inform Director, at least seven (7) calendar days in advance of the Engine Oil and Transmission Oil sampling dates. At the Director's option, County personnel may be on-site to observe the Contractor's sampling procedures.

Contractor shall provide or shall cause to have provided to Director 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 4. RECORDS

Individual PMI service records shall be maintained and retained by Contractor. The records shall be maintained in a manner consistent with California Highway Patrol terminal inspection requirements. Records small be maintained for all "DVI," "I," "J," "A," "B," and "C" Inspection/Service plus any maintenance conducted/repair

A copy of each PMI Services/repair activity shall be mailed to COUNTY at the following address:

County of Los Angeles
Department of Public Works
Transit Operations Section
P.O. Box 1460
Alhambra, CA 91802-1460

Attention Transit Manager

SECTION 5. OIL/LUBRICANT SPECIFICATIONS

Contractor shall utilize the following oil/lubricant specifications while servicing the shuttle bus van vehicles:

- Engine Oil: Chevron "DELO-400" 15W-40 spec. (CJ-4, Cd-11, CE/SG) -or- as superceded by manufacturer.

- Transmission Oil: Dexron-III
- Differential Oil: Hypoid Geor Lubricant SAE 80-or-9G
- Engine Coolant: 50/50 Anti-freeze/distilled water (aluminum inhibitor)
- Refrigerant (A/C System): Compressor: "CELTIC" [(rotary) 'Sanden' type)],
- (Split system) Compressor Oil "PAG" (R-134a)
- Power Steering Fluid
- Brake Fluid: DOT-3 Heavy Duty
- Chassis Lube: per manufacturer's specification
- Steering: per manufacturer's specification
- Engine Air Filter: per manufacturer's specification

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EXHIBIT K

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 OPERATION AND SECUREMENTS

RECORD ODOMETER READING

☐ CHECK IF P.M. 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 _____	_____	DATE REPAIRS COMPLETED: _____
4 _____	_____	

EXHIBIT L

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

TERMINAL MANAGER'S COMPLIANCE CHECKLIST

CHP 8000 (2-98) 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 pursuant to Vehicle Code Section 34501 or 34501.12. Any motor carrier, as defined in Vehicle Code Section 408, 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:

13 CCR: Title 13, California Code of Regulations
49 CFR: Title 49, Code of Federal Regulations
CHP: California Highway Patrol
CMV: Commercial Motor Vehicle
DMV: Department of Motor Vehicles
PNP: Pull Notice Program
PUC: Public Utilities Commission
VC: California Vehicle Code
US DOT: U S Department of Transportation

DRIVER RECORDS - NEW DRIVERS

1. Do you obtain a DMV report showing a prospective driver's current driving record prior to allowing him/her to drive a vehicle listed in VC 34500? VC *1808.1(a)* 2. Before you use a driver, is his/her DMV driving record reviewed? vc *1808.1(a)* 3. Is a copy of a driver's current DMV driving record signed, dated, and retained until receipt of his/her PNP record? vc *1808.1(a)*
4. Prior to the first time a driver performs a safety-sensitive function, such as driving a CMV, is he or she tested for controlled substance use? 49 *CFR 382.301*

DRIVER RECORDS - PNP

5. Are all your company's drivers enrolled in the PNP 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? vc *1808.1(b)) See also* VC *34501. 12(h)(2)(B)*
6. Do you have a current pull notice record on file for each of your drivers? vc *1808.1 (e)*
7. Have PNP records been examined to verify that each employee's driver 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? vc *1808.* 1 *(e)*
8. 9. Are PNP records signed and dated? vc *1808.1(e)*
   Have you employed or continued to employ as a driver any person for whom a disqualifying action has been taken against his/her driving privilege or required certificate? vc *1808.1(f)*

DRIVERS' HOURS OF SERVICE RECORDS

10. Do you maintain driver timekeeping records for each of your drivers including those who only drive locally (time sheets, cards, etc.)? 13 *CCR 1234(a)* 11. Are timekeeping records complete? .13 *CCR 1234(a)* 12. Is the original of each driver timekeeping record retained for at least six months? 13 *CCR 1234(a)*

DRIVER PROFICIENCY AND RECORDS

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

MAINTENANCE PROGRAM AND RECORDS

15. Are your vehicles maintained in good mechanical condition? 13 *CCR 1230*
16. Do you require all drivers to submit documented daily vehicle inspection reports (DVIR)? 13 *CCR 1234(e)*
17. Do you require a "negative DVIR report" when no defects are found by the driver? 13 *CCR 1234(e)*
18. Are DVIRs examined and defects corrected before the vehicle is operated on the highway? 13 *CCR 1234(e)* 19. Do you retain DVIRs for at least three months? 13 CCR 1202.2,49 CFR *396.11(e)(2)*
20. Is a legible copy of the last DVIR carried in the power unit of each vehicle? 49 CFR 396.11 *(e)(3)*
21. Are all vehicles regularly and systematically inspected, maintained, and lubricated? 13 *CCR 1232(a)*

22. 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 1232(a)*

INSPECTION, MAINTENANCE, LUBRICATION, AND REPAIR RECORDS

23. Do you document each inspection, maintenance, lubrication, and repair performed for each vehicle under your control? 13 *CCR 1234(f)*
24. Are all maintenance records kept current and available for inspection? 13 *CCR 1234(f)*
25. Are maintenance records retained for at least one year? 13 *CCR 1234(f)*
26. Do maintenance records include: 13 *CCR 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 72 through 76 apply to truck operators only)

27. Do you perform a safety inspection at least every 90 days on each truck, tractor, trailer, and dolly? VC *34505.5(a)*
28. Do your 90-day safety inspections include at least the following: *VC34505.5(a)*
    (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.)?
29. Are defects which are noted during 90-day inspections corrected prior to operating the vehicle on the highway? vc *34505.5(b)*
30. Do 90-day inspection records include: vc *34505.5(c)*
    (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?
31. Are these inspection records retained for at least two years? vc *34505.5(c)*

(Questions 77 through 80 apply to Tour Bus operators only)

32. Do you perform a safety inspection at least every 45 days on each tour bus? VC *34505(a)*
33. Do your 45-day safety inspections include at least the following: vc *34505(a)*
    (a) Brake adjustment?
    (b) Brake system components and leaks?
    (c) Steering and suspension systems?
    (d) Tires and wheels?
34. Are defects which are noted during 45-day inspections corrected prior to operating the tour bus on the highway? vc *34505(b)*
35. Do 45-day inspection records include: vc *34505(c)*
    (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?
36. Are these inspection records retained for at least one year? vc *34505(c)*

VEHICLE IDENTIFICATION

37. 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 1256* 38. Do your vehicles display a valid operating authority, motor carrier permit, or identification number? vc *34507.5(b)(1)* 39. Are identification numbers removed before sale, transfer, or other disposal of a vehicle? vc *34507.5(b)(3)*

HAZARDOUS MATERIALS HANDLING PROCEDURES

40. If you transport hazardous materials or hazardous waste, do you ensure that you only transport shipments that are in compliance with regulations contained in Title 49, Code of Federal Regulations (49 CFR) Parts 100 to 178, covering the following requirements?

(a) Packaging, selection, and proper use of specification containers. 13 *CCR* 1163, 49 *CFR 173.24*
(b) Marking and placement of required markings on packages and containers. 13 *CCR* 1161.3, 49 *CFR 172.300*
(c) Proper labeling of packaging and containers. 13 *CCR* 1161.2, 49 *CFR 172.400*
(d) Proper placarding of vehicles or containers. 13 *CCR* 1162, 49 *CFR 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* 1161, 49 *CFR 172.200*
(f) Loading compatibility, load securement, protection from weather? 13 *CCR* 1164, 49 *CFR Part 177*
(g) Spill reports submitted as required; copies retained at terminal? 13 CCR 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 which could have developed in normal operation despite a thorough and frequent preventive maintenance program will not preclude assignment of a satisfactory terminal rating. Criteria for assignment of a satisfactory rating include:

A. Vehicle/equipment condition reflects effective preventive maintenance practices, and shows that the motor carrier follows a well-defined program for scheduled maintenance.
S. Vehicle records reflect compliance with applicable mandated inspection intervals; clearly identify inspection, service, and lubrication intervals; document services and repairs performed; and are consistent with the actual condition of the vehicles, not just "paper maintenance."
C. Drivers' daily vehicle inspections are performed and the findings are 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. Records are retained for at least the minimum time required. F. Drivers comply with hours of service limits established by state and federal law, as applicable.
G. Drivers' timekeeping records truthfully reflect driver's actual hours of service.
H. Records reflect compliance with Vehicle Code requirements with respect to the PNP.
I. Drivers are tested for alcohol and controlled substance use in the manner specified by federal regulations.
J. Alcohol and controlled substance testing records are kept as required, summary is produced upon request as required, and records are made available for inspection as required.
K. Required driver proficiency records are on file.

UNSATISFACTORY RATED TERMINALS

A terminal rated **unsatisfactory** is one showing evidence of widespread noncompliance with significantly declining compliance with, or disregard of statutory or regulatory requirements. An unsatisfactory rating will be assigned for any condition described in (A) through (I) below, or for two or more conditions described in (J) through (M) below:

A. Vehicle or equipment violations of a deliberate or long-standing nature.
B. More than 20% of inspected vehicles are placed out-of-service.
C. No maintenance records on file.
D. Drivers' timekeeping records or other evidence reveals consistent hours of service violations.
E. Falsified drivers' timekeeping records.
F. Drivers' timekeeping records not on file as required.
G. Some or all drivers are not enrolled in the PNP.
H. Drivers are not tested for alcohol and controlled substance use in the manner specified by federal regulations
I. Alcohol and controlled substance testing records are not kept as required, summary is not produced upon request as required, or records are not made available for inspection as required.
J. Evidence of willful disregard of statutory or regulatory requirements.
K. Lack of compliance with hazardous materials transportation requirements which could jeopardize public or environ mental safety, or hinder prompt action by emergency response personnel.
L. Maintenance program discrepancies as follows:
(1) Violations generally spread over all vehicles which by their nature should have been detected and corrected under an effective inspection and maintenance program.
(2) Maintenance records that are not current.
(3) Maintenance record entries that are not consistent with vehicle condition, revealing "paper maintenance".
(4) Inspection or maintenance that is not performed as scheduled.
(5) Vehicle defects that are not promptly corrected.
(6) Vehicle repairs that are not properly recorded.
M. Driver records discrepancies as follows:
(1) Driver records that are not current.

(2) Driver records that are not on file for the required retention period. (3) Improperly prepared drivers' records.

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.

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 his or her 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) 225-2715
(530) 246-1264 (Fax)

Southern Division
437 North Vermont Avenue Los
Angeles, CA 90004-3590 (323)
644-9557
(323) 953-4827 (Fax)

Valley Division
11336 Trade Center Drive
P.O. Box 640
Rancho Cordova, CA 95741-0640
(916) 464-2090
(916) 464-2097 (Fax)

Border Division
9330 Farnham Street
San Diego, CA 92123-1284
(858) 637-7158
(858) 637-7159 (Fax)

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

Coastal Division
4115 Broad Street, Suite B-10 San
Luis Obispo, CA 93401-7963 (805)
549-3261
(805) 541-2871 (Fax)

Central Division
4771 West Jacquelyn Avenue
Fresno, CA 93722-6406 (559)
445-6992
(559) 276-9449 (Fax)

Inland Division
847 East Brier Drive
San Bernardino, CA 92408-2820
(909) 383-4811
(909) 888-4228 (Fax)

EXHIBIT M

DAILY TRANSPORTATION TRIP SHEET

Start Time:	Driver:	Vehicle #:	Passenger:
End Time:	Date:	Ending Odometer:	Multi-Purpose:
Fares:	Approve:	Starting Odometer:	Medical:
No Show:	Rev. Miles:	Vehicle Miles:	Shopping:
Gasoline:	Rev. Hours:	Vehicle Hours:	Personal:

	TRIP DESTINATION										TRIP TIME			Safety	RIDER ID			PASSENGER MILES		
	NAME	PICK-UP LOCATION	DROP LOCATION	WP	MPC	Med	Shop	Pers	N/S	OC	ARRIVAL	DROP	Total Time	S.B.	W	D	E	Start	End	Total
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
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20																				
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22																				
23																				
24																				
25																				
			FRONT TOTAL																	
			BACK TOTAL																	
			GRAND TOTAL																	

MPC - Senior Center
W - Wheelchair
D - Disabled
E - Escort
OC - Out of City
S.B. - Seat Belt

PAGE_____OF_____

	TRIP DESTINATION										TRIP TIME			Safety	RIDER ID			PASSENGER MILES		
	NAME	ARRIVAL	DROP LOCATION	WP	MPC	Med	Shop	Pers	N/S	OC	ARRIVAL	DROP	Total Time	S.B.	W	D	E	Start	End	Total
26																				
27																				
28																				
29																				
30																				
31																				
32																				
33																				
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62																				
63																				
64																				
65																				
			BACK TOTAL	PAGE_____OF_____																

EXHIBIT N

COUNTY OF LOS ANGELES DEPT. of PUBLIC WORKS REPORT of VEHICLE ACCIDENT or INCIDENT

FATALITIES OR SERIOUS INJURIES MUST BE REPORTED IMMEDIATELY BY TELEPHONE TO EMPLOYEE HEALTH & SAFETY (EHS) (626) 458-2151

Prepared for County Counsel in defense of the County, Special Districts and Employees.

Employee: Complete form within 24 hours of vehicle accident 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.

VEHICLE DRIVEN BY EMPLOYEE *(Check one)*

First Name _____ G County Vehicle (Includes veh. leased or rented by Co.) G Personal Vehicle

Last Name _____ Driver=s Lic. No. _____ Permittee G Yes G 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: _____

Accident Date: _____ City: _____ On: _____

At: _____ Or Area: _____
(Intersection or Address)

Hour: _____ AM _____ PM _____

PASSENGER

PASSENGER: County Employee? G yes G no

Name _____

Home Address _____
(Street) (City)

Phone Work: _____ Home: _____

INJURED / WITNESS

Check One: G Injured G Witness G Fatality

Name _____ Phone _____ Nature of Injury _____

Address _____ Taken to _____

OTHER VEHICLE (2)

Driver: _____
(Name) (Address) (City) (State) (Zip) (Phone)

Driver=s License No. _____ State _____ Insurance Co. _____

Policy No. _____

Employer _____
(Name of Person or Co.) (Address) (City) (State) (Zip) (Phone)

Vehicle _____ Veh. Lic. No. _____
(Year) (Make) (Model or Type) (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)

OTHER VEHICLE (3)

Driver: _____
(Name) (Address) (City) (State) (Zip) (Phone)

Driver=s License No. _____ State _____ Insurance Co. _____

Policy No. _____

Employer _____
(Name of Person or Co.) (Address) (City) (State) (Zip) (Phone)

Vehicle _____ Veh. Lic. No. _____
(Year) (Make) (Model or Type) (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 G Yes G No Photographs Attached G Yes G No

Police Agency Reporting _____ Station _____

DRAW A DIAGRAM AND SHOW HOW ACCIDENT OCCURRED

Show your vehicle as [1] the other vehicles as [2], [3], etc.

INDICATE NORTH

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 ACCIDENT OCCURRED; ADDITIONAL SHEETS ATTACHED G Yes G No

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

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

ITEMS

(1) MOVEMENT

[1] [2]

____ ____ Straight Ahead
____ ____ Lane Change
____ ____ Making Right Turn
____ ____ Making Left Turn
____ ____ Standing
____ ____ Parked
____ ____ Backing
____ ____ Rolling Back
____ ____ Moving Unattended

(2) TRAFFIC CONTROLS

____ ____ None Present
____ ____ Green Signal
____ ____ Yellow Signal
____ ____ Red Signal
____ ____ Flashing Signal
____ ____ Stop Sign
____ ____ Warning Sign
____ ____ Construction Sign
____ ____ Other

(3) AMOUNT OF TRAFFIC

____ No Other
____ Light
____ Medium
____ Heavy-Flowing
____ Congested

(4) TERRAIN

____ Level
____ Upgrade
____ Downgrade
____ Hill Crest
____ Dip

(5) ROAD SURFACE

____ Concrete
____ Asphalt
____ Oiled/Gravel
____ Unpaved
____ Other

(6) VISIBILITY

____ Good
____ Fair
____ Poor
____ Very Poor

(7) WEATHER

____ Clear
____ Rain
____ Fog
____ Dusty
____ Snow
____ Heavy Smog
____ Other

(8) ROAD CONDITION

____ Dry
____ Wet
____ Muddy
____ Snowy or Icy

(9) EVASIVE ACTION by Co. Driver

____ Locked Brakes
____ Hard Brakes
____ Slowed/Stopped
____ Steered Away
____ Accelerated
____ None
____ Other

(10) SAFETY BELTS

____ Installed, Not Worn
____ Installed and Worn
____ Not Installed
____ Vehicle Unoccupied

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 EAD OR AUTH.REPRESENTATIVE NAME (PRINT) SIGNATURE DATE

EXHIBIT O

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	_____	_____	_____
INTERIOR			
Entry/Driver Area	_____	_____	_____
Windshield	_____	_____	_____
Floor/Aisle	_____	_____	_____
Seats	_____	_____	_____
Seat Backs	_____	_____	_____
Windows	_____	_____	_____
Lift or Exit Door Area	_____	_____	_____
Sidewall Panels	_____	_____	_____
Modesty Panels	_____	_____	_____
Stanchions/Grabrails	_____	_____	_____
Information Display Area	_____	_____	_____
Subtotal	_____	_____	_____
Total	_____	_____	_____

OVERALL RATING

_____ VERY GOOD

_____ ACCEPTABLE

_____ UNACCEPTABLE

EXHIBIT P

MONTHLY RIDERSHIP FORM (MR-20) FOR LACMTA CONSOLIDATED NTD REPORT (#9166) FOR FY [redacted]

Agency [redacted]

Mode **MB**

					SAFETY AND SECURITY **			** See Thresholds Below
					Major Incident	Non-Major Incident		
Month	**Total Boardings**	**Revenue Hours**	**Revenue Miles**	**# of Vehicles Operated**	(Safety or Security)	(Safety)	(Security)	***Due to MTA**
July	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**August 25th**
August	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**September 25th**
September	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**October 25th**
October	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**November 25th**
November	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**December 25th**
December	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**January 25th**
January	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**February 25th**
February	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**March 25th**
March	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**April 25th**
April	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**May 25th**
May	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**June 25th**
June	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**July 25th**
Total:	0	0	0	[redacted]	0	0	0	

Mode **DR**

					SAFETY AND SECURITY			** See Thresholds Below
					Major Incident	Non-Major Incident		
Month	**Total Boardings**	**Revenue Hours**	**Revenue Miles**	**# of Vehicles Operated**	(Safety or Security)	(Safety)	(Security)	***Due to MTA**
July	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**August 25th**
August	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**September 25th**
September	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**October 25th**
October	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**November 25th**
November	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**December 25th**
December	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**January 25th**
January	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**February 25th**
February	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**March 25th**
March	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**April 25th**
April	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**May 25th**
May	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**June 25th**
June	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	**July 25th**
Total:	0	0	0	[redacted]	0	0	0	

** SAFETY AND SECURITY THRESHOLDS

EXHIBIT P

Thresholds		
Major Incident	**Non-Major Incident**	
(Safety or Security)	**(Safety)**	**(Security)**
	Incidents not already reported on the Major Incident Reporting form.	
Existence of one or more of the following conditions: 1. A fatality 2. Injuries requiring immediate medical attention from the scene for two or more persons 3. Property damage equal to or exceeding $25,000 4. An evalcuation due to life safety reasons 5. A collision at a grade crossing 6. A main-line derailment 7. A collision with person(s) on a rail right of way resulting in injuries that require immediate medical attention away from the scene for one or more persons 8. A collision between a rail transit vehicle and another rail transit vehicle and another rail transit vehicle or a transit non-revenue vehicle resulting in injuries that require immediate medical attention away from the scene for one or more persons	**Existence of one or more of the following conditions:** 1. Injuries requiring immediate medical attention away from the scene for one person 2. Property damage equal to or exceeding $7,500 (less than $25,000) 3. All non-aron fires not qualifying as Major Incidents	**Occurrence of Part I offenses (except homicide):** 1. Forcible rape 2. Robbery 3. Aggravated assault 4. Burglary 5. Larceny/theft 6. Motor vehicle theft 7. Arson **Arrest/Citation for Part II Offenses:** 1. Other assaults 2. Vandalism 3. Trespassing **Occurrence of Other Security Issues:** 1. Bomb threat 2. Bombing 3. Chemical/Biological/Nuclear release 4. Cyber Incident 5. Hijacking 6. Non-violent civil disturbance 7. Sabotage **Occurrence of Suicides and attempts**

Sample Calculation of the Fuel Adjustment

Sample Calculations for Purchasing Fuel at Market Prices

Following sample data will be used to calculate sample calculation of fuel adjustment
Hourly Rate from PW-2, Schedule of Prices: $15.00
Proposal due date: August 2005
Contract start date: July 2006

Fuel Adjustment (FA) Component for Diesel price:

Diesel (On-Highway) - May 2005	245.02 cents per gallon
Diesel (On-Highway) - April 2006	293.23 cents per gallon
Percent change in Diesel (On-Highway)	19.7% increase*

Adjusted Hourly Rate (FA component):
= (10% of hourly rate) x (Percent change in Diesel Price)
= [(10%) x ($15.00)] x (19.7%)
= ($1.50) x (19.7%)
= $0.30 Fuel Adjustment (increase)

Adjusted Hourly Rate for July 2006
$15.00 + $0.30 = $15.30

Sample Calculation for Purchasing Fuel Under Long-Term Fuel Supply Agreement

Following sample data will be used to calculate sample calculation of fuel adjustment
Hourly Rate from PW-2, Schedule of Prices: $15.00
Proposal due date: August 2005 (Long-Term Fuel Price : $2.00 per gallon)
Contract start date: July 2006
Renegotiation of Fuel Price: September 2006 (renegotiated price is $2.25 per gallon)

Fuel Adjustment (FA) Component for Contract price:

August 2005	200.00 cents per gallon
Renegotiated Price in September 2006	225.00 cents per gallon
Percent change in Diesel (long-term price)	12.5% increase*

Adjusted Hourly Rate (FA component):
= (10% of hourly rate) x (Percent change in price)
= [(10%) x ($15.00)] x (12.5%)
= ($1.50) x (12.5%)
= $0.19 Fuel Adjustment (increase)

Adjusted Hourly Rate for September 2006
$15.00 + $0.19 = $15.19

EXHIBIT R

Service Requirements

Operating hours of Service shall be from 7 a.m. to 5:30 p.m., Monday through Friday and 9 a.m. to 1 p.m. on Saturday. Operating hours of Service may be revised to meet the changing needs of the communities. This will be done through a 30-calendar day written notice from Director to Contractor.

Service will not operate on Sundays and the following major holidays: New Year's Day, Martin Luther King, Jr.'s. Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

A minimum of 24 hours advance reservation shall normally be required to schedule rides and specify whether a lift-equipped vehicle is required; however, same day Service will be provided subject to availability of capacity.

Every effort will be made to pick up patrons not earlier than five minutes before and not later than 20 minutes after the scheduled pickup time. Contractor shall provide backup Service to patrons in emergency situations when deemed necessary by Contractor to satisfy needs and avoid disruption of normal Service, at no additional cost to County. Group rides shall be emphasized and encouraged.

Service shall be restricted to eligible elderly persons (60 years and older) and persons with disabilities and their escorts. Persons with disabilities are persons who by reason of physical or mental disabilities cannot reasonably use conventional transportation. Contractor shall determine eligibility of patrons and Contractor shall maintain appropriate records (including Applications for Eligibility, Roster of Eligible Riders, etc.) and shall screen incoming calls for Service against such roster to ensure that only eligible patrons use Service. Director will review and, if appropriate, approve Contractor's methodology for determining eligibility.

Service Areas

Service shall be provided for residents in the unincorporated County areas of Athens, Florence-Graham, Walnut Park, Rancho Dominguez, and Willowbrook. Initial pick up shall occur in County unincorporated area only, identified on the maps in Exhibit S. Eligible destinations are those within the unincorporated County area identified on Exhibit S and the surrounding cities up to approximately three miles outside of the unincorporated County area boundaries identified in Exhibit S. Trips beyond this three-mile limit, except to the destinations indicated below, are prohibited unless prior approval is received from Director. This approval will be documented by an e-mail from the Contract Manager to the Contractor.

Additional non-emergency Service may be provided to facilities beyond the defined Service area as follows: Kaiser (Bellflower, Downey, Harbor, and Rosecrans) Medical Facilities, California Orthopedic Hospital, and the Stonewood Shopping Center.

EXHIBIT S

PARATRANSIT SERVICE AREA MAPS

- WILLOWBROOK ET AL PARATRANSIT SERVICE AREA (OVER ALL)
- PARATRANSIT SERVICE AREA – ATHENS
- PARATRANSIT SERVICE AREA – RANCHO DOMINGUEZ
- PARATRANSIT SERVICE AREA – WALNUT PARK/ FLORENCE/GRAHAM
- PARATRANSIT SERVICE AREA – WILLOWBROOK

P:\aspub\CONTRACT\Tami\WILLOWBROOK\2006\EXHIBIT S\EXHIBIT S.doc

PARATRANSIT SERVICE AREA

Los Angeles County, Department of Public Works

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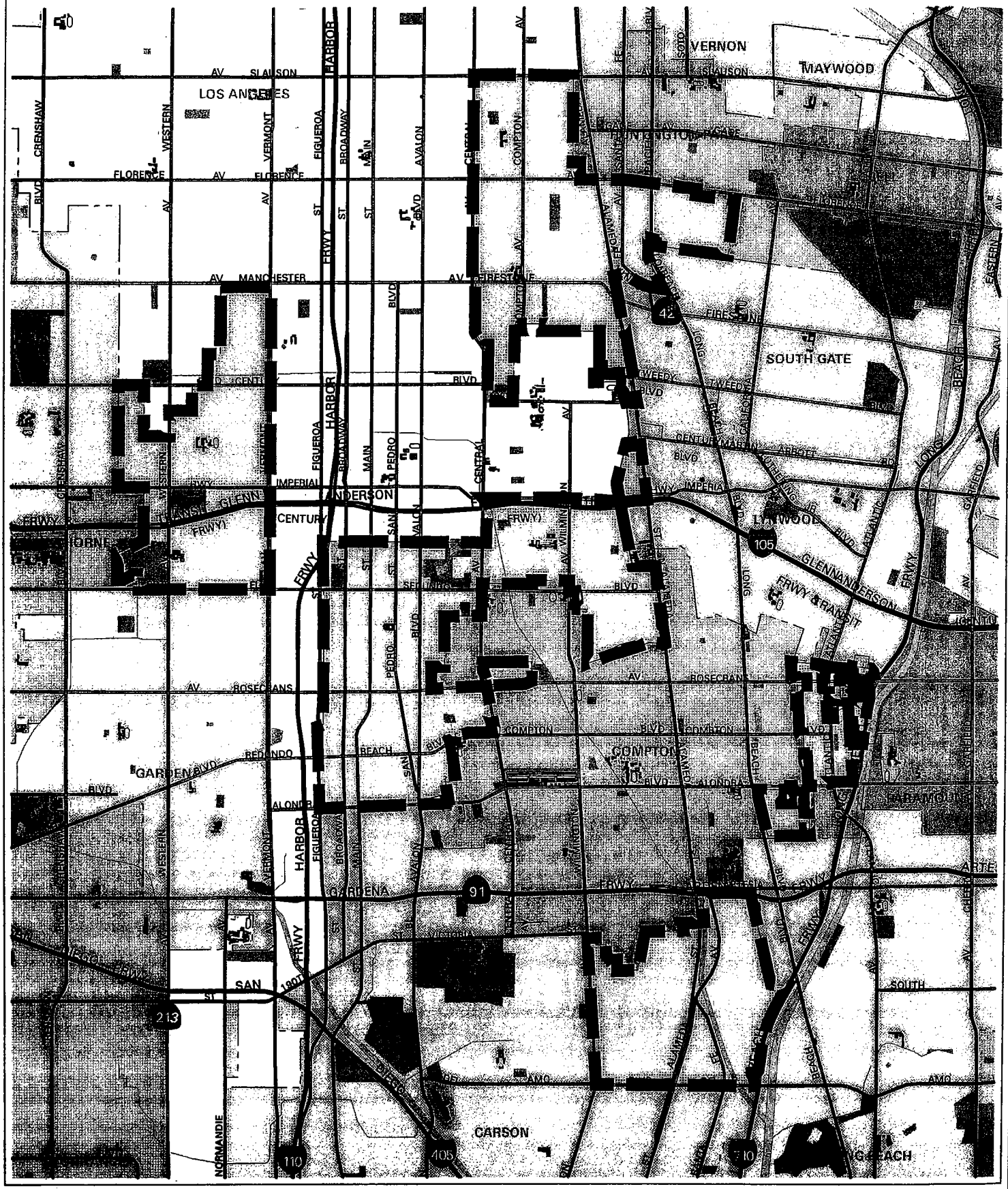
GIS SERVICES

PUBLIC WORKS

FEET 6500

0 MILES 1.231



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PARATRANSIT SERVICE AREA

ATHENS

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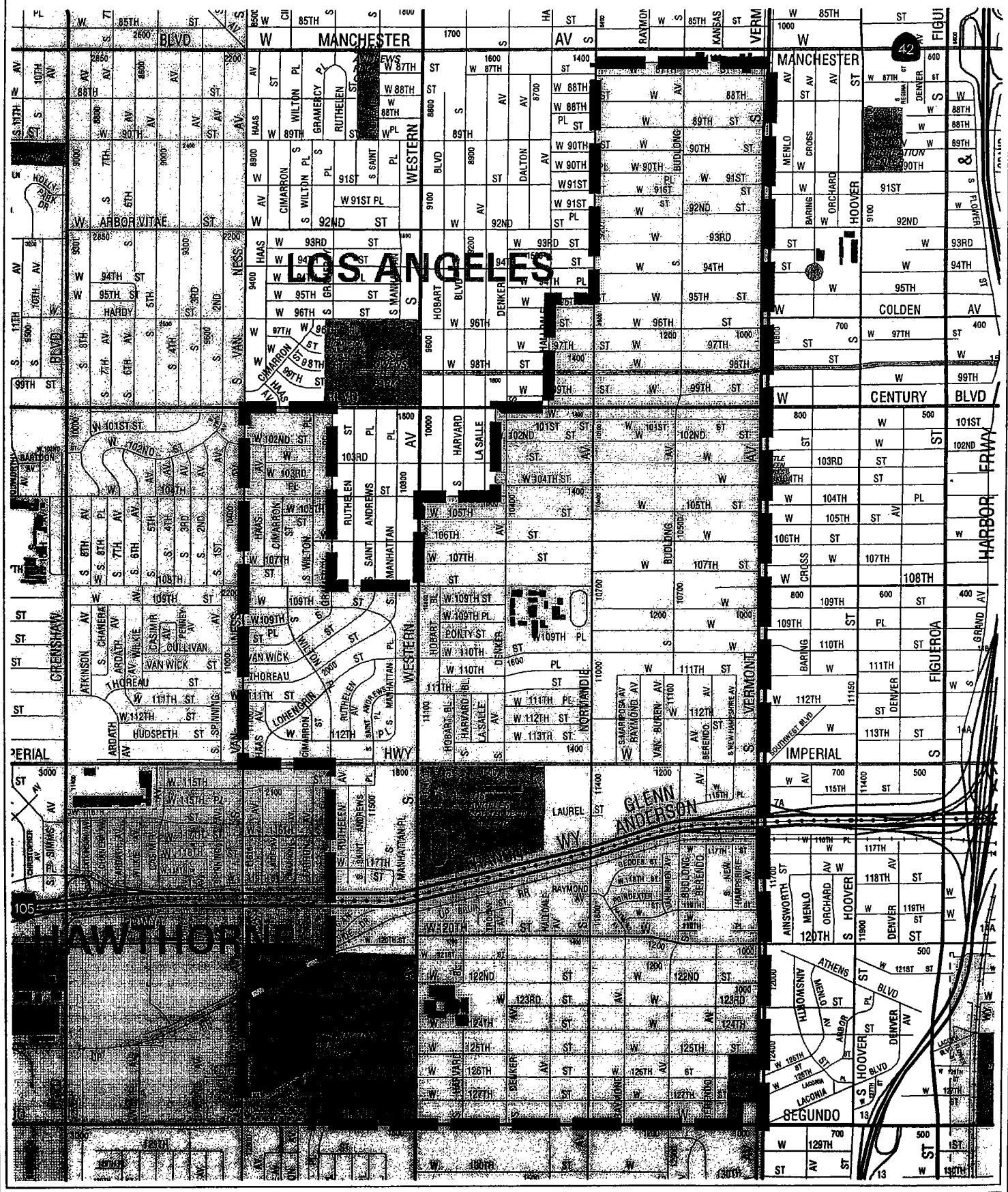
GIS SERVICES

PUBLIC WORKS

FEET 1864

0 MILES 0.353



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Date plot file created: 14 Sep 06 13:27:44 Thursday FORM: s:/arcspace/aml diriform diriform std.aml

PARATRANSIT SERVICE AREA

RANCHO DOMINGUEZ

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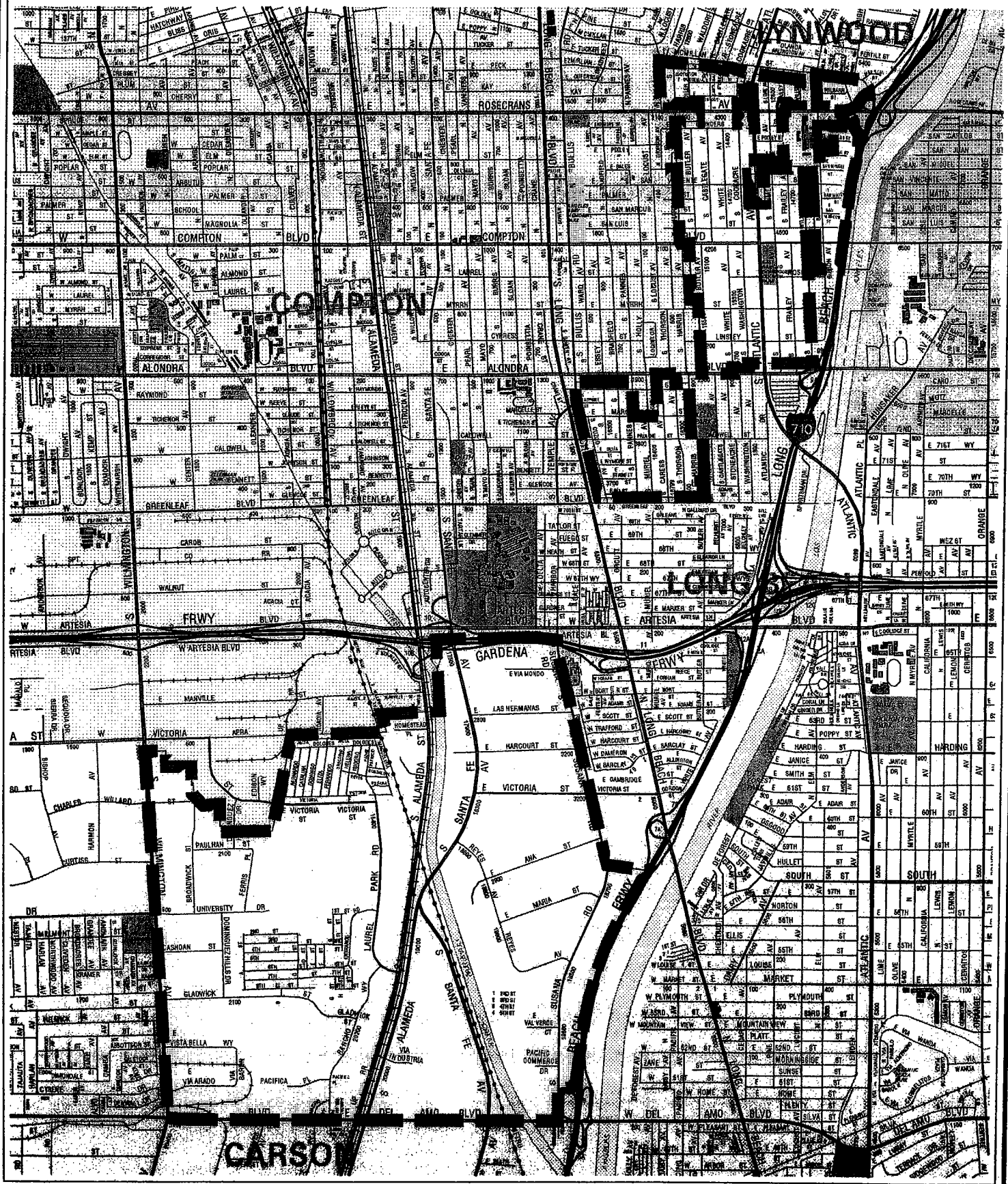
GIS SERVICES

PUBLIC WORKS

FEET 2584

0 MILES 0.489



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Date plot file created: 14 Sep 06 13:31:10 Thursday FORM: s:/arcspace/aml dir/form dir/form std.aml

PARATRANSIT SERVICE AREA

WALNUT PARK / FLORENCE / GRAHAM

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GIS SERVICES

PUBLIC WORKS

FEET 2010

0 MILES 0.381

AML: s:/arcspace/wk_pdd/aml_dir/pdrsnsk_pgs.aml Prepared by: nemen

Date plot file created: 14 Sep 06 13:19:42 Thursday FORM: s:/arcspace/aml dir/form dir/form std.aml

PARATRANSIT SERVICE AREA

WILLOWBROOK

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GIS SERVICES

PUBLIC WORKS

FEET 2544

0 MILES 0.482

Date plot file created: 14 Sep 06 13:24:02 Thursday · FORM: s:/arcspace/aml diriform diriform std.aml

Proposer

Watts Labor Community Action Committee

Project Title

Willowbrook et al. Dial-A-Ride Services

10950 South Central Avenue
Los Angeles, California 90059

(323) 563-5639

Submission Date

April 23, 2007

TABLE OF CONTENTS

A.	1) Title Page	1
B.	2) Table of Contents	2
C.	3) Letter of Transmittal	3
D.	4) Experience	4
E.	5) Work Plan	11
	a. Service Plan and Staffing Plan	12
	b. Equipment	24
	c. Storage and Maintenance Facilities	24
	d. ADA Compliance	39
	e. California Highway Patrol (CHP) Annual Inspection	40
	6) Subcontractor	40, 41
F.	7) Equipment (Proposer-Provided Vehicles)	122
	8) Financial Statements	122, 127
	9) Licenses and Certificates	123
	10) Insurance	123,124
G.	11) Forms List	
	PW-1 Verification of Proposer	340
	PW-2 Schedule of Prices	341
	PW-3 County of Los Angeles Contractor Employee Jury Service Program Application for Exception and Certification Form	342
	PW-4 Industrial Safety Record	343
	PW-4.1 Proposer's Driver Safety Record	344
	PW-5 Conflict of Interest Certification	345
	PW-6 Proposer's Reference List	346
	PW-7 Proposer's Equal Employee Opportunity Certification	349
	PW-8 List of Subcontractors	350
	PW-9 Request for Local Small Business Enterprise (SBE) Preference Program Consideration and CBE Firm/ Organization Information Form	351
	PW-10 GAIN/GROW Employment Commitment	352
	PW-11 Transmittal Form to Request an RFP Solicitation Requirement Review	353
	PW-12 Charitable Contributions Certification	360
	PW-13 Displace Transit Employee Declaration	361
H.	12) Living Wage Forms	
	LW-2 Living Wage Ordinance – Application for Exemption	362
	LW-3 Contractor Living Wage Ordinance	367
	LW-4 Living Wage Acknowledgement and Statement of Compliance	368
	LW-5 Labor/Payroll Debarment History	369
	LW-6 Guidelines for Assessment of Proposer Labor Law/Payroll Violations	370
	LW-7 Proposer's Medical Plan Coverage	371
	LW-8 Proposer's Cost Methodology	377
	LW-9 Wage and Hour Record Keeping for Living Wage Contracts	378

10950 South Central Avenue Los Angeles CA 90059

WATTS LABOR COMMUNITY ACTION COMMITTEE

"Changing the face of a community... Moving the lives of a people"

10950 South Central Avenue, Los Angeles, California 90059 • Telephone 323.563.5639 • Facsimile 323.923.1474

TED WATKINS
FOUNDER/ADMINISTRATOR
1965-1993

TIMOTHY WATKINS
PRESIDENT

DR. MESSELE NEGASH
VICE PRESIDENT

THEODORE WATKINS JR.
RECORDING SECRETARY

PAULETTE NICKERSON
BOARD TREASURER

KEITH EATON
CHIEF FINANCIAL OFFICER

TRUSTEES:
MICHAEL P. BISHOP
ROBERT W. FISCHER
[illegible]D J. HARRIS
M[illegible]ON JACKSON
DENNISTINE N. LYLE
LATRICE MC GLOTHIN
DANIEL ROBERTS
MATTHEW ROTH
PAUL SCHRADE
SHAMIKA SHOULDERS

TRUSTEE EMERITI:
BERNICE WATKINS
ELIZABETH "PAT" EASTMAN

April 11, 2007

County of Los Angeles Department of Public Works
Administrative Services Division – 9th Floor
900 South Fremont Avenue
Alhambra, California 91803

To Whom It May Concern::

The Watts Labor Community Action Committee (WLCAC) is please to submit the enclosed proposal to operate Willowbrook et al. Dial-A-Ride Services.

WLCAC has carefully examined the RFP specifications for the Department of Public Works, and therefore understands the scope of work to be accomplished. This work includes, but is not limited to, providing an executive and administrative management team; employment and supervision of all personnel; assurance of high quality customer service; purchase and installation of necessary software; operation of safety and training programs; maintenance and repair of vehicles, as well as providing vehicles, facilities, insurance, equipment, parts, and supplies required to operate Willowbrook Dial-A-Ride Services.

As President and Chief Executive Officer of WLCAC, I, Timothy Watkins Sr., am authorized to legally bind, and to make representation for, the organization. I declare that this proposal is genuine and not collusive, not made in the interest or in behalf of any person not herein named.

Contact Information:

Timothy Watkins
Watts Labor Community Action Committee Chief Executive Officer
323-563-5639 work
323-923-1474 fax
timothy@wlcac.org

Sincerely,

Timothy Watkins Sr.,
President and CEO

000003

4) Experience

The Watts Labor Community Action Committee (WLCAC) is a non-profit, minority, community-based organization, established under the laws of the State of California to serve residents of South Central Los Angeles, including the unincorporated Los Angeles communities of Willowbrook, Rosewood, Athens, and Rancho Dominguez.

The primary goals of WLCAC are to:

- Provide a wide range of community services, economic development, and amenities for the residents of South Central Los Angeles and the unincorporated communities of Supervisorial District II;
- Provide skills training and employment opportunities for disadvantaged persons;
- Improve, develop and rebuild the physical environment of the South Central Los Angeles area;
- Aid and assist the residents of Watts in their efforts to improve the economic, social, political environment of the community; and
- Work with and coordinate activities with other community organizations and associations in the furtherance of common goals.

WLCAC was incorporated in 1965. Over the past forty-one (41) years, WLCAC has achieved major accomplishment in pursuit of its goals. Accomplishments range in character from the operation of community and social service programs; to the development of over 600 units of lower-income housing (mostly in the Willowbrook community) and several economic development projects, including the development of the Hahn's Plaza (WLCAC is a 25% owner of the shopping center); to job training and employment programs; energy/water conservation and home improvement programs; and transportation services. Funded by the City and County of Los Angeles, the State of California, the US federal government and private sources, WLCAC currently operates a wide range of programs, including child care and development services; nutrition, social, and transportation services for the elderly; a Work Source Center in collaboration with various public and private agencies; a Workforce Investment Act (WIA) funded Youth Opportunities System; an access center for homeless persons; fixed and Dial-A-Ride transportation services (Prop A door-to-door service and Hahn's Trolley); minor home repair (handyman), weatherization and other energy/water conservation services; and housing for special groups, such as people with AIDS.

10950 South Central Avenue Los Angeles, CA 90059

County of Los Angeles funded programs that are currently operated by WLCAC include the following:

County of LA Department Name	Type of Service
Department of Public Works	Hahn's Trolley and Shuttle
Department of Public Social services	Childcare Services
Department of Mental Health	Transitional Housing for Persons with Mental Health Problems
Community Development Commission	Handyworker – Minor Home Repairs
Community and Senior Services	Employment & Training for Youth
Los Angeles County Children and Family First Prop 10 Commission, A.K.A., First 5	Childcare Services

WLCAC operates these programs/services with budgets totaling approximately $11 million per year. WLCAC has a total of 236 employees, 98.8% of whom are from minority ethnic groups. Further, a majority of WLCAC's employees are residents of South Central Los Angeles and the unincorporated areas of Willowbrook, Rosewood and Athens, and are very familiar with all of the proposed service route areas.

Organizational Structure: See attached Chart

Specific Information Regarding Length and Quality of Experience Providing Services of the Type Described in the RFP Specifications

WLCAC began providing transportation services in 1965/66. Prior to 1973, WLCAC provided only charter transportation services to the elderly and persons with disabilities. Then in September 1974, WLCAC started to operate its Dial-A-Ride services. Since that time, WLCAC was contracted by the City of Los Angeles to operate the organization's Greater Watts Community Transit Program (currently known as Area 3 – Southwestern, Southeastern, and Harbor Cityride Program). WLCAC was the first organization to provide community transit services in the South Los Angeles area. WLCAC operated the Cityride Program for almost eight years, between 1998 and September 2006, in its current service area configuration form. LADOT contracted with our organization to operate the Cityride Program as follows:

- Operate 22 vehicles in service and 3 spare.
- Provide 31,782 vehicle revenue hours at a contract amount of approximately $2.2 million annually. (WLCAC provided approximately 54,701 units of Dial-A-Ride Services or passenger rides yearly and approximately 479,931 vehicle miles per year through this program).
- Consistently achieved a 99% on time performance rate.

10950 South Central Avenue Los Angeles, CA 90059

- Provide curb-to-curb services for the elderly (ages 65 of age and older) and the disabled from 6:00 a.m. to 6:00 p.m., Monday through Friday.

Transportation services included, but not limited to the following: emergency medical trips, shopping centers, escort, trips to various nutritional, recreational and social service facilities.

Other paratransit service programs operated by WLCAC include the following: MPC Prop A Local Transit Assistance Program, and the Willowbrook/Athens/Rancho Dominguez Paratransit service program.

WLCAC is currently funded by the City of Los Angeles, Department of Aging, to operate the Proposition A Local Transit Assistance Program as follows:

- Operate 4 vehicles through its two multipurpose senior citizens centers: Theresa Lindsay Multipurpose Center and Bradley Multipurpose Center.
- Provide 16,200 trips at a contract amount of $461,040 annually.
- Provide door-to-door services for the elderly (65 years old and older) and the disabled from 8:00 a.m. to 4:30 p.m., Monday through Friday. Transportation services provided to the elderly include, but not limited to the following: emergency medical trips, shopping centers, escort, trips to various nutritional, recreational and social service facilities.

WLCAC was funded by the County of Los Angeles Department of Public Works to operate the Willowbrook/Athens/Rancho Dominguez Paratransit service as follows:

- Operate 3 in-service vehicles and maintain one spare vehicle.
- Provide 5,491 revenue hours at the contract amount of $138,000 annually in the unincorporated communities of Willowbrook, Athens and Rancho Dominguez, in the County of Los Angeles for the contract period dating 10/1/02-9/30/03.
- Provide curb-to-curb transportation services for the elderly (60 years of age and older) from 8:00 a.m. to 5:00 pm, Monday through Friday.
- During program year 2002-2003, the final year that WLCAC operated the program, the Willowbrook/Athens/Rancho Dominguez Paratransit services program served over 7,683 seniors and disabled persons (and their escorts).

In addition to operating Dial-A-Ride services, WLCAC also operates and/or operated, under contract with the County and City of Los Angeles, the Willowbrook Fixed Route, the DASH Watts/DASH Watts-North, and Southside Smart Shuttle transportation services, which began in 1989, 1990 and 1997, respectively. At their peak operation years, these programs served in excess of 1,291,764 units of transportation services per year as follows:

Between 1990 and 2001, WLCAC operated the DASH Watts/Watts-North program. The program transported a total of 525,312 riders per year, of which:

10950 South Central Avenue Los Angeles, CA 90059

- 540 were wheelchair bound;
- 25,752 were senior citizens with permit;
- 26,712 were persons with disabilities;
- 80,916 were children under 5 years of age; and
- 391,392 were classified as regular passengers.

DASH Watts/Watts-North operated 6 vehicles in-service and 1 spare vehicle. The contracted annual revenue hours for the DASH Watts/Watts-North Program were 20,234, at an annual contract amount of $649,595.

Between 1997 and 2000, WLCAC operated the Southside Smart Shuttle Program. At its peak, the Southside Smart Shuttle Program provided a total of 398,604 riders per year, of which:

- 120 were wheelchair bound;
- 36,384 were disabled; and
- 362,100 were classified as regular passengers.

Southside Smart Shuttle operated 10 vehicles in-service and no spare vehicle. The annual contract for the Southside Smart Shuttle Program was $633,600
WLCAC is currently operating the Hahn's Trolley and Shuttle Service, under contract with the Los Angeles County Department of Public Works. WLCAC began operating this fixed-route service in 1989. The program serves approximately 740 persons per day and has 2 County-owned vehicles, 3 leased vehicles and 2 WLCAC-owned vehicles (a total of 7 vehicles, 5 in service and 2 back-up) that are currently being used to provide services as needed.

During 2005 and 2006, the Hahn's Trolley and Shuttle transported a total of 264,912 riders, of which:

- 0.10% or 276 were wheelchair bound;
- 4.37% or 11,592 were disabled, including the blind;
- 7.94% or 21,048 were children under 5 years of age; and
- 87.58% or 231,996 were classified as regular passengers.
- A 98% on-time performance rate.

For Willowbrook Dial-A-Ride services, our organization will continue to focus and target the elderly and disabled, who are in need of additional transportation support. By providing Dial-A-Ride services, WLCAC will assist in shuttling its current and new clients to recreational activities, medical care appointments, shopping centers, social outings, and community functions, while providing door-to-door services within a three-mile radius of the pick up point. WLCAC's mission for Willowbrook et al. Dial-A-Ride services is to:

- Provide community amenities for the resident of unincorporated county areas of Athens, Firestone, Florence-Graham, Rancho Dominguez, Rosewood, Walnut Park, and Willowbrook.
- Collaborate and partner with county areas by lending transportation services that gives support and provide assistance to the elderly and persons with disabilities.
- Develop and maintain business relationships with community agencies and organizations for future sustainable projects.

The emphasis on Dial-A-Ride services is consistent with the continuous need to serve the elderly and persons with disabilities in the seven areas requested areas and to expand the existing Hahn's Trolley and Shuttle Service/Willowbrook fixed route. Our history of success is marked by our organizations capacity to provide social services, act a catalyst for improving community development, and setting a standard of excellence to our customers.

Number of Accidents During the Past Three Years

During the last three calendar years, WLCAC operated a total of 41 vehicles per year as follows:

Transportation Program	Number of Vehicles
Hahn's Trolley	8
Cityride – Area 3	25
Theresa Lindsay MPC Prop A	4
Bradley MPC – Prop A	4
Total	41

The reportable accidents for these vehicles were as follows

Program Year	Total # of Vehicles	# of Reportable Accidents	% of Accidents	Less then 30%
2003-04	41	2	5%	Yes
2004-05	41	1	2%	Yes
2005-06	41	1	2%	Yes

Local Community Knowledge

As has been indicated, WLCAC is currently operating the Hahn's Trolley and Shuttle Service, under contract with the Los Angeles County Department of Public Works. WLCAC began operating this fixed-route service in 1989. The program serves approximately 740 persons per day and has 2 County-owned vehicles, 3 leased vehicles and 2 WLCAC-owned vehicles (a total of 7 vehicles, 5 in service and 2 back-up) that are currently being used to provide services as needed. The existing routes have two post offices, three schools, a Social Administration office, a WorkSource Center, two public libraries, the Willowbook Senior Citizens Center, a regional park, the King-Drew Medical Center, the Hahn's Plaza and other mini-shopping centers.

10950 South Central Avenue Los Angeles, CA 90059

During 2005 and 2006, the Hahn's Trolley and Shuttle transported a total of 264,912 riders, of which:

- 0.10% or 276 were wheelchair bound;
- 4.37% or 11,592 were disabled, including the blind;
- 7.94% or 21,048 were children under 5 years of age; and
- 87.58% or 231,996 were classified as regular passengers.
- A 98% on-time performance rate.

In addition, the County of Los Angeles Department of Public Works funded WLCAC for nearly ten (10) years to operate the Willowbrook/Athens/Rancho Dominguez Paratransit service as follows:

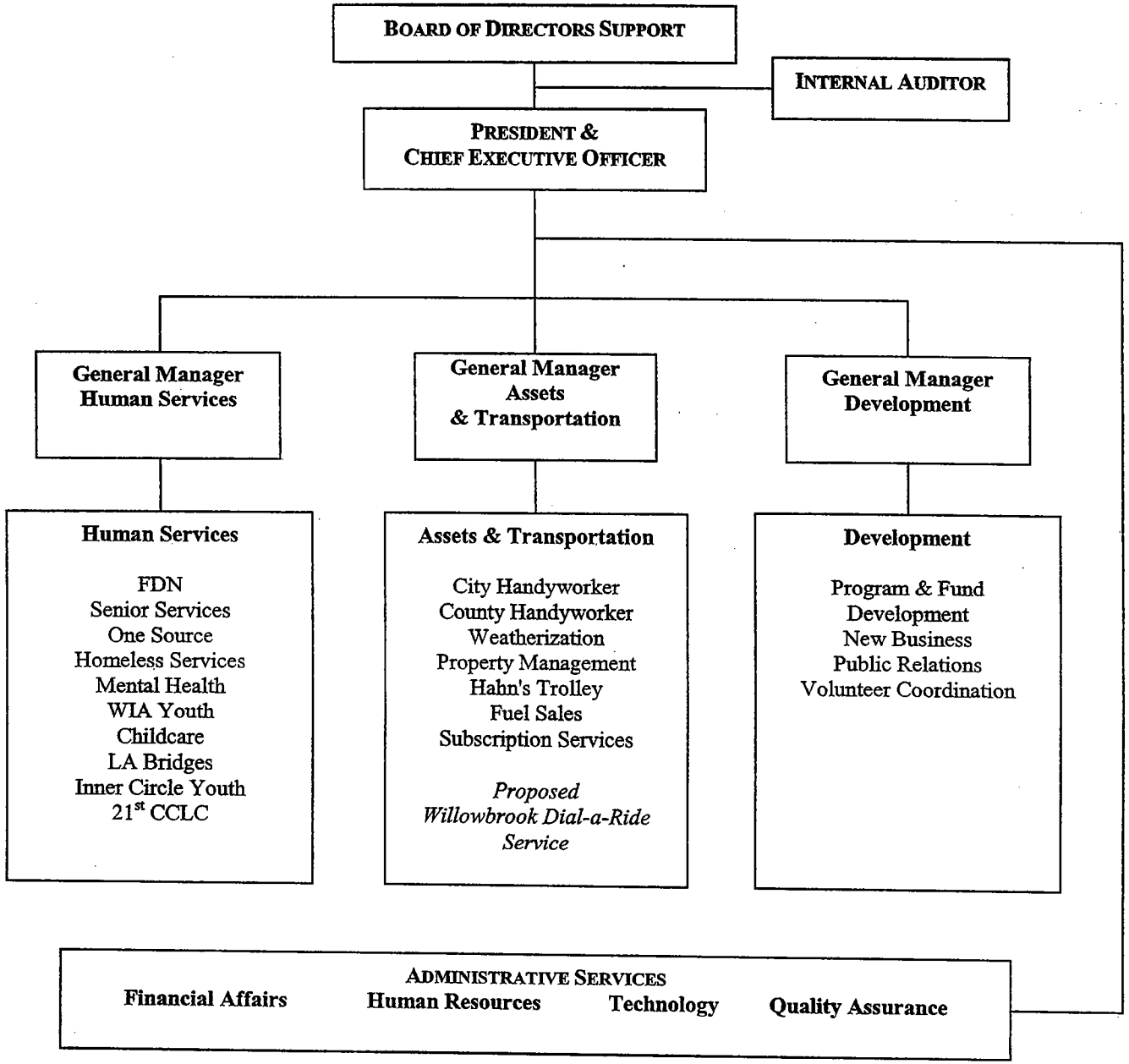
- Operate 3 in-service vehicles and maintain one spare vehicle.
- Provide 5,491 revenue hours at the contract amount of $138,000 annually in the unincorporated communities of Willowbrook, Athens and Rancho Dominguez, in the County of Los Angeles for the contract period dating 10/1/02-9/30/03. Services were also provided to qualified Rosewood residents who were in need of transportation services to and from elderly nutrition sites in Compton, medical facilities, etc.
- Provide curb-to-curb transportation services for the elderly (60 years of age and older) from 8 am to 5:00 pm, Monday through Friday.
- During program year 2002-2003, the final year that WLCAC operated the program, the Willowbrook/Athens/ Rancho Dominguez Paratransit services program served over 7,683 seniors and disabled persons (and their escorts).

Further, WLCAC has been providing services in the unincorporated communities of Willowbrook and West Compton or Rosewood for over 41 years. WLCAC owns and manages hundreds of residential housing units in the Willowbrook community. WLCAC's founder, Ted Watkins, was one of leaders of the community who spearheaded the building of Martin Luther Hospital, which is located in Willowbrook.

The Project Manager for the Proposed Willowbrook Dial-a-Ride Service, Addie Heard, two of the Service's employees and more than 50% of WLCAC Employees are also residents of the Willowbrook areas.

10950 South Central Avenue Los Angeles, CA 90059

WLCAC ORGANIZATIONAL STRUCTURE



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VERSION 4/22/2007

5. WORK PLAN

The Watts Labor Community Action Committee (WLCAC) proposes to operate the Willowbrook Dial-a- Ride Program. WLCAC operated the Dial-a-Ride service as recently as 2002, and has been the successful operator of the Hahn's Trolley Shuttle Service since its inception in 1989. With the organization's extensive history in Community Transportation service, and well-planned approach to implementing the proposed service, WLCAC will be able to successfully meet the objectives outlined in the Scope of Work, Exhibit A, of the RFP.

WLCAC will operate the service vehicles with due regard for the safety, comfort, and convenience of passengers and the general public. WLCAC will strive at all times to provide service in a manner that will maximize productivity and at the same time maximize customer service. High quality and professional service will be assured through regular evaluation and assessment of performance measures and customer service surveys administered by the WLCAC Quality Assurance Division.

Specifically, WLCAC will plan to meet the service standards through:

- *On-time service* by providing as scheduled in Exhibit A of the RFP or according to any adjusted schedule established by the County, including route modifications required as a result of declared emergency. WLCAC has always maintained a 98% or better on-time performance rate while operating the Hahn's Trolley and Shuttle and 99% on-time performance rate for its Cityride Program. In operating the Willowbrook Dial-a-Ride Service, the on-time performance will continue by undertaking the following proven actions: a) Vehicles will be fueled to allow them complete their routes or destinations on-time; and b) Road Supervisor and other supervisory personnel will assist Drivers in arriving to their destinations by informing Drivers traffic conditions
- *Immediate deployment of a spare vehicle* with a wheelchair lift or ramp and working air conditioning to transport passengers in the event of a vehicle failure. WLCAC will have one (1) spare vehicle available for this program, as well as an optional Taxi service. Because of the close proximity of the WLCAC vehicle storage facility to the service area, a spare vehicle will be deployed within 5 to 10 minutes in the event of a vehicle failure.
- *Minimizing or eliminating complaints*. However, if there are complaints, the Road Supervisor will be the first project personnel out in the field to resolve complaints as soon as they arise. If not resolved by the Road Supervisor, the Project Manager will resolve the complaints within less than two service days. As required in the RFP, when a complaint is received by WLCAC, we will notify the County's Contract Manager within one working day regarding the nature of the complaint received. WLCAC will also notify the Contract Manager upon the resolution of the complaint.
- *Informing the County's Contract Manager* in the event WLCAC becomes aware that any of the vehicles assigned to the contract will be non-operational for over 24 hours and utilizing substitute equipment approved by the Contract Manager. If the vehicles

10950 South Central Avenue Los Angeles, CA 90059

are estimated to be non-operational for a prolonged period of time, WLCAC will furnish a substitute vehicle subject to all the conditions of the Contract.

WLCAC has been serving the community for over 41 years. Our mission of improving the quality of life is based on the belief that we have to provide services that meet and exceed the standards set by funding sources, always search and implement best practices, and most importantly it is the philosophy that our customers are the main reason that we stay in business.

a. Service Plan and Staffing Plan

In order to effectively manage the various programs within WLCAC, and as can be seen in the proceeding organization chart, the overall functions and responsibilities of the organization are broken into Administrative Support (which includes Financial Affairs, Human Resources, Technology and Quality Assurance), Human Services, Development and Assets & Property Management components. The proposed Willowbrook Dial-a-Ride Service will be administered under the overall supervision of the General Manager of Assets & Property Management, with administrative support provided by Financial Affairs, Human Resources, Technology and Quality Assurance. The General Manager directly reports to Timothy Watkins, President/CEO. The collective support of the senior management team, which includes the President/CEO, experienced and qualified heads of the administrative support divisions, the General Manager of Assets and Property Management, as well as the Project Manager, will be instrumental in the effective management of the project. Collectively, the senior leadership has an average of over 20 years of management experience either working at WLCAC or other organizations that are similar to WLCAC. Also, most of the senior leadership has participated either in the design and evaluation or the oversight and implementation of WLCAC Transportation Programs since 1989.

WLCAC will provide the following personnel to operate the proposed Willowbrook Dial-a-Ride Service, as listed in attached Cost Methodology, Form LW-8.

POSITION TITLE	# OF POSITIONS	% OF TIME DEDICATED TO WILLOWBROOK DIAL-A-RIDE SERVICE	% OF TIME DEDICATED TO NON-WILLOWBROOK DIAL-A-RIDE SERVICE
Project Manager	1.00	50%	50%
Road Supervisor	1.00	50%	50%
Maintenance Manager	1:00	50%	50%
Driver + Extra Board	4.00	400%	0%
	1.00	50%	50%
Total	8.00	600%	200%

10950 South Central Avenue Los Angeles, CA 90059

The following chart indicates the qualifications of the various positions listed above.

POSITION	QUALIFICATIONS
Project Manager	A Bachelor's Degree in Business or Public Administration is preferred. Experience may be substituted in lieu of educational requirements on a year for year basis. Must have a minimum of 3 years experience in supervisory capacity in a paratransit operation program. Excellent verbal and written communication skills are required. Residents of the service area will be given special considerations when hiring for this position. Project Manager will undergo training in operating and administering Trapeze PASS software.
Maintenance Manager	The Maintenance Manager must possess the ability to provide vehicle maintenance supervision and administrative support. A minimum of two years in vehicle maintenance supervision is required. Must be familiar with tools and equipment utilized for repairs. Aware of safety hazards and appropriate repair shop operations. Must have a high school diploma or its equivalent. Excellent written and verbal communication skills are desirable. Must be computer literate and must be able to enter maintenance data into computers. Must be ASE certified or able to be certified within 12 months of hiring date in the area of T-8 PMI (Medium/Heavy Truck) aspect. Maintenance Manager will obtain within 12 months after the proposed contract start date, the National Institute for Automotive Service Excellence (ASE) Certification in the T-8 Preventive Maintenance Inspection (Medium/Heavy Truck). The Mechanic will have knowledge of engines, transmissions, diagnostic procedures, electrical systems, HVAC, wheelchair lifts and related mechanical parts, methods, and procedures normally used in servicing mechanical equipment for paratransit and transit vehicles.
Driver	Must have a valid California Class B Driver's License and Medical Examination Certificate with one year of related driving experience. Drivers must also have an ADA and nondiscrimination training as well as any other required licenses or endorsements required by Federal, State, and local regulations. Drivers are required to take drug tests prior to employment and willing to participate in random drug tests during employment. Drivers are required to participate in CPR and First Aid training sessions prior to operating Service vehicles. A pre-employment DMV checks are conducted. As a requirement by our vehicle insurance career, WLCAC participates in the DMV Pull Notice Program for information for any violations by the drivers. All drivers

10950 South Central Avenue Los Angeles, CA 90059

	are required to treat all passengers with respect and courtesy. Residents of the service area will be given special consideration when hiring for this position. Must undergo necessary training to interface with and operate with Trapeze PASS software. All drivers will submit copies of valid State of California Department of Motor Vehicles (DMV) Class B (with appropriate endorsements) driver's licenses and copies of valid DMV Medical Examination Certificates as well as any other required licenses or endorsements required by Federal, State, and local regulations.
Road Supervisor	Must have a high school diploma or its equivalent and a minimum of 2 years experience in transportation related area, with basic mechanical trouble-shooting skills. Must have sound decision making ability in the field. Must have a valid California Class B Driver's License. Road Supervisor will receive training in operating and administering Trapeze PASS software required.

A list of proposed Willowbrook Dial-a-Ride Service program supervisory personnel is provided below, followed by specific duties and responsibilities assigned to each:

Position Title	**FTE**
Project Manager	1.00
Maintenance Manager	1.00
Road Supervisor	1.00

Project Manager

The Project Manager will oversee the day-day-day operations of the Service. The Manager will have full authority to act for WLCAC and will be reachable via cell phone during the hours of the proposed Service.

The specific duties of the Project Manager will be as follows:

On-Line Supervision

1. Recommending for hire, training and scheduling of all regularly assigned personnel. Ensures that all personnel get appropriate training in the areas of safety procedures (including wheelchair apparatus safety and the Red Cross film "AIDS in Work Place", and other safety procedures), sensitivity towards the elderly and the disabled, record keeping, Trapeze PASS Software, etc.
2. Arranging the assignment of back-up personnel whenever necessary. Arranging back-up drivers is especially important.
3. Distribution and collection of operating reports. Such reports will include: (a) monthly summary - which will be prepared in consultation and cooperation with WLCAC's Accounting and Payroll Department to show current month's fare box collection total, hours of operation and expenses; and statistical report, showing information regarding passengers and type of trips made; (b) the communication

of operational problems/ passenger complaints that need to be reported to the Department of Public Works; (c) the collection of data in order to comply with Public Works-National Transit Database Reporting; and (d) making information available to WLCAC's Accounting and Payroll Department for the preparation of invoices for payment of any service in addition to the negotiated hourly rate.

4. Daily monitoring of the collection fare box revenues. At the end of every business day, the Project Manager will ensure that all revenues are locked in a safe vault until the next morning, at which time they are counted and cross-checked with the number of passengers transported. The Manager will ensure that any cash to be deposited on a bi-weekly basis.
5. Supervision of all Service staff to ensure the provision of quality service meets or exceeds the requirements as outlined in Exhibit A, Scope of Work, of the RFP. This will include performance evaluation of project staff. In accordance with WLCAC's Personnel Policy, the Manager will ensure that evaluation of performance is prepared and submitted annually on all employees by using appropriate forms.

Project Management Responsibilities

1. Preparing monthly summaries of the operational data; assisting WLCAC's Financial Affairs in maintaining project accounts and the preparation of monthly requisitions which will document all charges minus the total amount of any fares collected; and supervising and managing the project's operating records, as well as lending assistance to WLCAC's Office of Financial Affairs in the supervision and management of the project's accounts.
2. Attending scheduled meetings in the service area with Public Works staff and other operators.
3. Responding to public inquiries for any operational questions, problems and/or passenger complaints and accurately reporting the problems to Public Works in a timely manner.

Other Duties/Responsibilities

1. Working with Public Works staff to distribute new program information to all potential clients; and performing a variety of community outreach activities for the purpose of creating an understanding of service area policies and procedures among area residents; and increasing the riders per vehicle service hour.
2. Riding along with drivers and providing road supervision.
3. Coordinating hardware and software installation, including related peripheral equipment and software. Oversee budget expenditures and equipment procurement, including purchase and installation of Trapeze PASS Software in all vehicles.

Maintenance Manager

The Maintenance Manager will ensure that Public Works' and WLCAC's maintenance standards are followed and met.

10950 South Central Avenue Los Angeles, CA 90059

As has been indicated above, there will be a 100% Maintenance Manager dedicated to this project to ensure that vehicle performance standards, as outlined in the RFP, are adhered to and that all vehicles are systematically inspected, maintained, and repaired while minimizing out of service time. The Maintenance Manager will provide oversight of maintenance personnel, the organization of the maintenance yard, and the tracking of maintenance quality, including the tracking and analysis of PMI on-time performance and quality, monthly vehicle road calls and breakdowns, engine/transmission condition in order to develop engine/transmission rebuild campaigns to maximize the miles between road calls and minimize the miles between road failures. Specifically, the Maintenance Manager will:

- Obtain ASE Certification in the T-8 Preventive maintenance Inspection (Medium/Heavy Truck)
- Ensure that all Service vehicles are kept in a safe operating condition and meet WLCAC and Public Works standards and federal, state and local laws.
- Operate within established budget by utilizing procedures as outlined in WLCAC's maintenance manual and Public Works' maintenance guidelines.
- Ensure timely, cost effective, quality repairs to all Service vehicles.
- Review vehicle history file before diagnosis or repair.
- Work closely with operations personnel to ensure the required number of vehicles is available for service each day.
- Ensure that quality repairs are completed by conducting effective "after repair" inspections of all work performed.
- Ensure that no vehicle is released for service that does not meet local, state and federal guidelines.
- Ensure that no vehicle is released for service that may jeopardize the safety or well being of another person.

The Project Manager, in cooperation with WLCAC's Quality Assurance Director, Human Resources Manager, Assets & Property Management General Manager, will head the Quality Assurance Team by analyzing the Maintenance Manager's work, reviewing the maintenance plans and vehicle history to maximize vehicle performance and reliability, reviewing and approving monthly maintenance reports compiled by the Maintenance Manager's report.

Road Supervisor

Road supervision will be handled as follows:

- Through the use of a two-way radio, the Road Supervisor will monitor drivers, that is, whether or not drivers are encountering any problems, and whether or not they are on schedule. The Project Manager and the will also monitor drivers in the field.

- The Project Manager will ride with drivers from time to time. This is to provide on-street supervision and a better quality of service. The Road Supervisors also assist in determining performance appraisals of drivers.

The Road Supervisor will work 40 hours a week on the Willowbrook Dial-a-Ride service, in 8 hour shifts Monday through Thursday, and in 4-hour shifts Friday and Saturday.

The specific duties of the Road Supervisor are described as follows:

- Driving an administrative vehicle in the service area on a regular basis.
- Maintaining radio contact with the drivers at all times to inquire whether or not drivers and/or passengers are encountering any problems.
- Monitoring the timely operations of vehicles in the field as scheduled.
- Responding to all emergencies and calling emergency response agencies, such as, the police, paramedics, etc.
- Reviewing pre-inspection and shift change forms on a daily basis.
- Assisting drivers and advising them to detour in case of road emergencies.
- Surveying passengers randomly to determine satisfaction with services rendered, destination points, and peak travel times.
- Driving buses on a relief basis, as needed.

WLCAC has a long history of attracting and maintaining a high quality labor force. There are a number of factors that has enabled our organization to attract and maintain a quality and experienced workforce for our various fixed-route programs. To recruit the personnel needed and in the event of turnover, the recruitment and hiring of such employees will be facilitated by WLCAC's Human Resources Manager and will be implemented as follows:

- Advertisements will be placed in general circulation newspapers, including locally circulating newspapers, and public services announcements through TV & radio.
- Openings will be advertised through WLCAC's web site and internal Job Opening Bulletins. Driver or other personnel job openings will also be advertised on the WLCAC owned and operated digital marquee, located at the entrance to our headquarters, which is read daily by thousands of commuters traveling on Central Avenue.
- Referrals will be sought and received from the State of California, Employment Development Department, including positing all job openings on the CAL JOBS Internet system.
- Referrals will be sought and received from community-based organizations, faith-based organizations, public agencies, and offices of elected officials.
- Employment Placement offices of various universities and colleges will be contacted.

- Referrals will be received through WLCAC's WorkSource Center, which serves hundreds of unemployed and under-employed community residents.

Walk-ins will also be interviewed and, if qualified, will be hired. Special effort will be made to hire applicants, especially Drivers, who are community residents and are sensitive to the needs of community members.

Materials that will be used for recruitment purposes will be in English and Spanish, and other languages as necessary to ensure that multilingual, multicultural staff will be available to serve the diverse populations that the Willowbrook Dial-a-Ride Program will serve.

All Drivers' will be required to have a valid California Class B Driver's License and Medical Examination Certificate. A pre-employment DMV checks will be conducted. Drivers as well as other personnel working on vehicles will be required to take drug tests prior to employment.

Service Monitoring

In order to ensure quality of service, a system of monitoring and performance accountability will be maintained. We will have a monitoring program designed to observe, identify and correct service areas that may need improvement. In the field, Road Supervisors will have the primary responsibility for the performance quality of drivers, as well as representing the Willowbrook Dial-a-Ride Service to customers. The Road Supervisors will respond to road emergencies and the ongoing monitoring of operations during all shifts. Along with the Drivers, the Road Supervisors will ensure the quality of services provided to our riders.

Evaluation of Project Personnel

In accordance with WLCAC's Personnel Policies and Procedures, evaluation reports are submitted annually on all employees, including managers and other contract management personnel. Evaluation of performance are prepared by supervisory personnel, discussed with the employee and made part of the employee's record. In addition, the Project Manager, as well as WLCAC's Quality Assurance Department will conduct on-going independent random spot checks to evaluate service quality. From time to time, the Project Manager and/or a Quality Assurance Department employee will take unscheduled rides with drivers or use road supervision vehicle to evaluate the quality of service. In addition, WLCAC's General Manager of Assets and Property Management will evaluate the performance of the proposed Willowbrook Dial-a-Ride Service on an on-going basis.

Operation of Training and Safety Programs

WLCAC will conduct a training and safety program for all of its personnel that will be assigned to the Willowbrook Dial-a-Ride Service. This is in an effort to enhance the

knowledge of its project personnel and safety of all of its customers riding the service vehicles, safety of all its personnel working in the office, operating vehicles, supervising drivers on the road, or maintaining the vehicles. WLCAC's designated Safety Official is the **Human Resources Manager, Ms. Paulette Nickerson.** Ms. Nickerson is a long-time employee (over 32 years) and she is familiar with WLCAC's Injury and illness Prevention Program and Code of Safe Practices. She will, in consultation with the President/CEO of WLCAC and the General Manager of Assets & Property Management, have the authority and responsibility to shut down an operation, if necessary.

Managers, Supervisors, and Other Office Personnel Training and Safety Program:

WLCAC's managers and supervisors (including Project Manager, Assistant Manager and Data Entry Clerk) will get on-going training in the following areas, as applicable:

- Provision of Accurate Information to the Public – All managers and supervisors who are likely to be in contact with the public that WLCAC serves are trained to be courteous and provide accurate information. For our transportation services, such personnel are specifically trained to be courteous and provide accurate information concerning routes and schedules of services as well as the specific transportation service interfacing with other transit services in the vicinity, such as MTA bus and metro-rail services.
- Budget Preparation and Monitoring - WLCAC believes that its managers and/or supervisors should have basic budget preparation and monitoring skills. As such, Quality Assurance and Financial Affairs staff provides on-going hands-on training to managers and/or supervisors in the areas of budget preparation and monitoring.
- Quality Assurance - WLCAC believes that its managers and/or supervisors should have quality assurance and management skills. They must be able to compare what is planned and actually achieved. They have to have some process and product or outcome evaluation skills so that they can be able to identify problems and address such problems in a timely manner. Also, the quality management process can be utilized to identify the satisfaction level of service recipients. The Quality Assurance Director of WLCAC provides hands-on training in quality assurance and management skills in an on-going basis.
- Documentation and File Building for Employee Discipline - WLCAC believes that in suspension, demotion or dismissal cases, convincing evidence in support of the charges must be produced by managers and/or supervisors. It is each supervisor's responsibility to conduct an employee evaluation and get relevant information into the file. The process of developing the record is commonly referred to as documentation of file building. The file documentation and file building is a progressive process and supervisors or managers should be able to follow this process. That is why WLCAC provides an on-going training to its managers and/or supervisors in how to conduct informal conferences and give oral reprimands; give written reprimands; and conduct evaluative conferences to be documented by written summaries. The basic goal of this progressive

approach is not only to record employee's weakness, but also to assist in bringing his/her performance up to a satisfactory level.

- Safety - Through its regularly scheduled meetings and by inviting guest speakers from the State Workers' Compensation and CalOSHA, WLCAC trains its managers and/or supervisors techniques in safety measures.

Drivers' Training and Safety Program

WLCAC will conduct a driver training and safety program in an on-going basis, by utilizing the services of a certified instructor. The training will meet all Federal and State requirement and standards.

Prior to being allowed to operate Service vehicles, drivers will be required to have a valid California Class B with appropriate endorsements driver's license; a valid Medical Examination Certificate, ADA training, non-discrimination training as well as any other required licenses or endorsements, required by Federal, State, and local regulations. Specifically, the training will include the following:

- All new drivers will be required to participate in two-week training. During the first week, the driver will be required to ride with an experienced driver while transporting passengers. Then during the second week, the new driver will commence operating the vehicle under the supervision of mainly the Road/Field Supervisor. The training will include driving the project provided vehicles, vehicle maneuvers, vehicle familiarization and maintenance tips.
- All new drivers will be provided training in passenger relations, ADA and nondiscrimination requirements, fare collection, route and schedule orientation, and on-time performance before they will be allowed to operate Service Vehicles.
- Attend a course in CPR and basic First Aid Training to become completely familiar with the first aid kits provided in their vehicles.
- How to be sensitive to all persons in need of assistance, especially the disabled and the frail elderly, to board or alight from the vehicle.
- Instruction on procedures to follow in the event of emergency situations, which could affect service delivery or passenger safety. Also, an ongoing safety program will be provided to ensure a safe operating environment. The training will place significant emphasis on techniques for dealing with the public in a helpful and courteous manner to achieve the maximum level of customer service.
- Participate in defensive driving classes conducted by a California Highway Patrol officer twice a year at the project headquarters. The officer, with aid of videotape, will explain to drivers the type of precautions that are necessary to be taken for the safety of all persons in the vehicle.
- Participate in the regularly scheduled (at least once a month) safety meetings. The purposes of these meetings will be to arouse and maintain interest in accident and injury prevention, develop attitudes sympathetic to the safety program, and educate and train drivers and supervisory personnel in all facets of safe vehicle and equipment operation. Other purposes of the safety meetings

10950 South Central Avenue Los Angeles, CA 90059

include: the recognition of accomplishments in accident prevention; and provision of group training, where drivers are instructed in the elements of safe, courteous, and efficient driving and are informed about accidents that have occurred and how they could have been prevented. WLCAC also believes that group safety meetings can further the efficiency of all operations.

- DMV regulations and company policies in an on-going basis.
- ADA regulations; lift procedures, loading and securing mobility devices, and blind passenger exercises.
- Documenting passenger complaints and submitting such to Road Supervisor or Program Manager.
- Understanding of accident and emergency procedures and reports.
- Proper radio use, procedures and requirements.
- Security awareness.
- An on-going training as well as refresher program in the areas of defensive and safe driving, emergency and/or crisis management, understanding work expectations, Terrorist Activity and Public Transit, and others.

Mechanic's Training and Safety Program

WLCAC will hire Mechanics with as many ASE certifications as possible, or they will be ASE certified within 12 months of the award of contract. WLCAC will support technical staff to obtain ASE certification or increase the number of areas that they are ASE certified. WLCAC will encourage such staff to attend classes offered by technical schools or other sources. In addition, Mechanics and the Maintenance Manager will participate in the orientation and training activities the following areas:

- Ongoing training in order to keep certifications current and to keep abreast of new maintenance techniques and equipment
- ADA compliance for maintenance
- Pre-trip inspection procedures
- Back mechanics and safe lifting
- Recognizing and controlling hazards
- Shop safety
- Basic electrical safety work practices
- Work order and inventory control
- Review procedures for check off
- Maintain and update maintenance file for each service vehicle

In addition, Mechanics will participate in the regularly scheduled (at least once a month) safety meetings. As indicated earlier, the purposes of these meetings will be to arouse and maintain interest in accident and injury prevention, develop attitudes sympathetic to the safety program, and educate and train all maintenance personnel in all facets of safe vehicle and equipment operation. WLCAC also believes that group safety meetings can further the efficiency of all operations.

10950 South Central Avenue Los Angeles, CA 90059

Addie M. Heard

Objective: Obtain a position as manager with a quality transportation organization where my years of experience and expertise may be utilized.

Qualifications: Over 29 years experience in the Transportation field, which includes 17 years in the capacity of supervisor.

Work Experience:

1990 – Present
Watts Labor Community Action Committee - CityRide
Los Angeles, CA

Project Director - Responsible for supervision of overall operation of City funded, three area, dial-a-ride transportation program to ensure program efficiency and that personnel worked cohesively. In coordination with WLCAC Technical Services staff, oversee the development, implementation, monitoring, and evaluation of new and existing operational procedures. Work with the Technical Services staff during contract negotiations. Prepare vehicles for service and conduct an on-going vehicle maintenance program. Handle procurement for the program. Compile monthly reports for both Community Transit and Charter Transportation programs. Oversee staff development training for program staff.

1981 – 1989
Watts Labor Community Action Committee - Community Transit
Los Angeles, CA

Dispatcher - Dispatching via a two-way radio responsible for scheduling trips for Community Transit and Charter Programs. Duties included receiving incoming calls, screening and approving potential clients for service. Assisting the Project Director by compiling and verifying data from drivers bus reports, preparing employee statistical information for the payroll department, and maintained accurate files on all project related material. Kept accurate records detailing vehicle gas and oil consumption. Prepared monthly reports for data entry reporting.

1980 - 1981
Los Angeles Unified School District
Los Angeles, CA

Clerk Typist - Performed general clerical duties, posting grades, and compiling student information for transfers, using standard office machines.

1978 - 1980
Watts Labor Community Action Committee
Community Transit, Los Angeles, CA

Radio Operator - Operate a two-way radio for scheduling trips.

Education:
David Star Jordan Community Adult School
Goodpine High School
Department of Human Resources (OJT)

Special Awards:

- Supervision/Manager Role Award Certificate in Administration
- D.O.T. Regulations and Drug/Alcohol Free Work Place Certificate - 1995 & 2005.
- Bus & Accident Investigation Award Certificate Paratransit Training Management Certificate from University of Pacific Eberhart School of Business Paratransit Insurance Corporation Driver Safety Awards - 1993 - 1996
- Watts Labor Community Action Committee Certificate "Work Place Safety Training for Managers and Safety Representative" 2006

b. Equipment

In addition to operating County-owned service Vehicles, WLCAC will provide one Contractor-Owned Service Vehicle for use as required by the Director. Said vehicle will meet or exceed County-required specifications as listed in Exhibit I, Contractor Provided Service Vehicles. Said vehicles will be in good operating condition and appearance.

All Service vehicles operated by WLCAC will be outfitted with dispatching software similar or equal to the latest version of Trapeze Pass as required in Section O, Exhibit A, Scope of Work, of the RFP. All Service Vehicles will be outfitted with mobile phones and/or adequate two-way radio equipment to permit uninterrupted communication between the Dispatch Center and Service Vehicles while in service, as specified in Exhibit A, Scope of Work of the RFP. WLCAC will also ensure valid email addresses and internet access as required in Exhibit A, Scope of Work, of the RFP.

WLCAC will maintain a Satisfactory or better Safety Compliance inspection rating for our Maintenance Facility from the California highway Patrol throughout the life of this contract. Our Equipment and facilities shall meet all requirements of applicable local, State, and Federal laws, regulations, directives, and ordinances, including, but not limited to the ADA of 1990. All Service Vehicles appearance shall be maintained in a manner consistent with requirements as outlined in Exhibit A, Scope of Work, Sections a through d: Service Vehicle Interior and Exterior; Fumes, and Graffiti.

c. Storage and Maintenance

The administration and storage facility is located at 800 E. 111th Place, Los Angeles, CA 90059 in a manner consistent with Section E, Storage and Maintenance Facilities, of the Scope of Work, Exhibit A of the RFP. The maintenance and fueling facility is located approximately ½ a mile away at 10950 South Central Avenue, Los Angeles, CA 90059. The WLCAC headquarters is also located at this address. Both facilities are located within 1 mile from the proposed service area.

The facilities will contain the following:

- Adequate administrative/clerical office space (800 East 111th Place), including all furniture; furnishings and equipment including telephones and computers. Personnel to be located within this space include the Project Manager, Assistant Project Manager and clerical support staff.
- A parking lot for all Willowbrook Dial-a-Ride vehicles, with security guards present on site to protect all vehicles, buildings, and other property during daytime and nighttime hours.
- A 2,520 sq. ft. (60' x 42') maintenance area, appropriately equipped. The Maintenance Manager and all maintenance and mechanical personnel will operate from within this area.
- A 144 sq. ft. (18' x 8') secured room for storage of supplies and tools.
- An enclosed work space.

- A concrete shop floor.
- A security-fenced, paved and lighted area for overnight vehicle parking with adequate spaces for all Service vehicles.
- A compressed air supply.

WLCAC will be fully responsible for the maintenance of all vehicles, radios, passenger counters, destination signs, and all equipment to be used to perform the Willowbrook Dial-a-Ride Service in strict conformity with all Federal and State regulations and orders, including CHP regulations and orders. WLCAC has policies and procedures, which are in compliance with LA County Department of Public Works requirements and satisfy all of the record keeping and vehicle inspection/maintenance requirements of the FTA.

WLCAC recognizes the importance of having a well-maintained, safe vehicles operating in its various programs. This is based on the belief that the reputation and success of a transportation program depends in part upon the maintenance and routine preventive maintenance care given to its vehicles.

Proper maintenance is required to keep vehicles in safe operating condition. A series of forms is therefore provided to help management, drivers and mechanics keep vehicles in safe repair.

All staff employed in the organization's transportation-related programs is required to follow the maintenance policies and procedures. The policies and procedures, as well as the recommended manufacturer's specifications, will be used as guides for preventive maintenance of the revenue vehicles.

WLCAC will adhere to the manufacturer's guidelines to maintain vehicles at proper intervals and will ensure that all warranty claims will be settled by:

- Identifying warranty claims.
- Recording claims.
- Enforcing claims.
- Keeping a summary of claims settled or not settled.

WLCAC will maintain hard copies of both the engine and transmission manufacturers' recommended maintenance schedule as well as other components of each new vehicle such as air conditioning, lifts, cooling system, brakes, etc. WLCAC will make sure that its records will indicate compliance and use a format approved by LA County Department of Public Works.

As has been indicated above, WLCAC will maintain all service vehicles to be used in the Willowbrook Dial-a-Ride Service Project. The maintenance program will include the following:

10950 South Central Avenue Los Angeles, CA 90059

Wheelchair Lifts or Ramps

WLCAC will inspect, maintain, and repair wheelchair lifts or ramps to ensure safe and proper operation in compliance with ADA requirements. WLCAC will perform regular maintenance of the wheelchair lift as recommended by the manufacturer. Regular maintenance will be performed in accordance with the manufacturer's recommendations to help optimize the wheelchair lift performances and reduce the need for repairs.

- **Lubrication**: will be performed at least every six (6) months or sooner depending on usage.
- **Cleaning** – Maintenance will regularly clean with mild soap (i.e., dish soap, car wash liquid) and dry thoroughly to protect lift painted surfaces. Lift pivot points will remain clear and clean prior to lubrication.
- **Maintenance Schedule** – The maintenance schedule will be based in accordance with the manufacturer's recommendation and the following may be used:

Service Point	Action to Perform
Daily Safety Check	
Overall Condition	Listen for any abnormal noises as lift operates (i.e., grinding or binding noises).
Control Pendant	Check that control pendant is not damaged and cable connectors are tight.
Two-Week Safety Check	
Overall Condition	❖ Listen for any abnormal noises as lift operates (i.e., grinding or binding noises). ❖ Inspect underside of vehicle to certain nothing is out of the ordinary
Control Pendant	Check that control pendant is not damaged and cable connectors are tight.
Electrical Wiring	Inspect electrical wiring for frayed wires, chaffed wires, loose connectors, etc.
Vehicle Interlock	Place vehicle in NON-INTERLOCK mode and attempt to operate lift
Decals	Be certain that all lift decals are affixed properly, clearly visible and legible. Replace if necessary.
Handrails	Be certain that all fasteners are properly tightened.
Lift Mountings and Support Points	❖ Be certain that all lift mounting and support points are in proper order and free from damage ❖ Be certain that all mounting bolts are sufficiently tight.
Main Lifting Pivots	Be certain all arm pins are installed properly, free from damage and locked in position.
Platform and Platform Attachment Points	Be certain platform operates without binding during lift functions.
Inner Rollstop	❖ Be certain that inner rollstop operates without binding

10950 South Central Avenue Los Angeles, CA 90059

	during lift functions. ❖ Be certain that inner rollstop deploys fully when platform stops at vehicle floor level. ❖ Be certain inner rollstop rests flat against baseplate.
Platform Rollstop	Be certain that rollstop opens completely, without binding when platform contact ground
Hydraulic Power Unit	Do not add fluid until platform is lowered to ground level. Adding fluid while lift is elevated will cause tank to overflow when platform is lowered.
	Six-Month Service Check (or @ 1750 cycles of operation)
Handrails	Be certain that all handrail fasteners are properly tightened.
Cleaning and Lubrication	❖ Clean lift with a mild soap and wipe dry. Rub down all surfaces with light oil using a soft cloth to avoid rusting of material. Wipe clean any excess oil ❖ Following labeled directions on container, spray lubricant. Wipe excess grease from surrounding areas.
Hydraulic Power Unit	While platform is a GROUND LEVEL, be certain that pump hydraulic fluid level is maintained at required full level.
Annual Safety Check	
Hydraulic Cylinder, Hoses and Fittings	❖ Check Hydraulic Cylinder for evidence of leaks. ❖ Inspect hydraulic hoses for damage. ❖ Be certain that all fittings are tightly secured. An authorized manufacturer service technician will perform this safety check.

Destination Signs

WLCAC will ensure that destination signs will, at all times, be correctly set for the proposed Willowbrook Dial-a-Ride Service. When deadheading to/from WLCAC's yard location and other non-revenue moves, all vehicle destination signs will indicate **"Not In Service".**

Parts/Fluids Specifications and Requirements

WLCAC will ensure that all parts, materials, tires, lubricants, fluids, oils, and procedures used by its maintenance personnel on all vehicles and equipment will meet or exceed original equipment manufacturer specifications and requirements. WLCAC will maintain sufficient supplies of replacement parts to ensure non-interruption of services.

Vehicle Damage

WLCAC will cause any vehicle damaged, as a result of an accident, or otherwise, to be replaced or repaired immediately in case of damage impairing the proper and safe mechanical operation of the vehicle. Also, WLCAC will ensure that other vehicle damage resulting from any accident, or otherwise, within two weeks or as otherwise required by the County, law, or regulation. In the event the damaged repair cannot be completed within the specified time, WLCAC will request for an extension from Pubic Work's Contract Manager.

WLCAC will ensure that all vehicle repairs are performed by competent repair facilities, which are capable of repairing the vehicles back to their original configuration, appearance, and structural integrity.

Brake Inspection/Adjustment

WLCAC will perform brake inspections on air brake systems every 45 calendar days or more frequently in accordance with the number of miles the vehicle was in operation since the prior inspection. The brake inspection and adjustment will include complete visual inspection and precise mechanical measurements of brake materials and drums with wheels removed. Brake inspection will also be performed on all A, B, C, J, and I services. Brake tests and outside visual inspections will also be conducted daily as part of the pre-trip inspection.

Heating, Ventilation, and Air Conditioning

WLCAC will maintain the heating, ventilation, and air conditioning systems to ensure that the passenger compartment temperature of a service vehicle is comfortably maintained under all climatic conditions at all time while the vehicle is in service. WLCAC will perform the maintenance of the HVAC systems in accordance with the laws established by the SCAQMD for such services. The maintenance intervals for the air conditioning system will be every 6,000, 18,000 miles, and yearly/seasonal. At 6,000 miles the refrigerant charge will be checked, along with hosing, tubing; and at 18,000 miles will check dry eye in the bottom tank sight glass, and/or liquid line site glass for moisture content. The yearly maintenance will include check evaporator pressure, replace liquid line dehydrator, and check hot water control valve operation (when equipped). Compressor/clutch and electrical components will be serviced at the same intervals.

Vehicle Towing

The services of Southeast Towing will be used in the event that towing of any Service vehicle is required due to mechanical failure, damage, or any other reason.

Repair/Replacement of ancillary, Engine, and Transmission Parts

Per RFP requirements, WLCAC will remain responsible for all costs related to repair or replacement of engine and ancillary parts, such as, but not limited to, generators, hydraulic pumps, water pumps, engine-driven fuel pumps, valve covers, oil pans, alternators, voltage regulators, air compressors, air conditioning compressors, vacuum pumps, starter motors, and turbochargers. WLCAC will remain responsible for all costs related to repair and replacement of transmission-related and ancillary parts, such as, but not limited to, oil coolers, external oil lines, external filters, external linkage, governors, modulators, external speedometers, driver gears or sensors, neutral start switches, and temperature sensors.

Preventive Maintenance

WLCAC recognizes that a good preventive maintenance system enhances vehicle reliability and lengthens the life of the vehicle. The WLCAC preventive maintenance program will be equal to or exceed the minimum preventive maintenance required by

10950 South Central Avenue Los Angeles, CA 90059

the County of Los Angeles Department of Public Works. All maintenance functions will be performed in accordance with Public Works, manufacturer and WLCAC standards.

The WLCAC maintenance staff will perform preventive maintenance and scheduled repairs. In summary, the objectives of WLCAC's preventive maintenance program are mainly to:

- Minimize equipment failure by maintaining a constant awareness of the current condition of the vehicle, and by correcting developing defects before they become serious by undertaking scheduled inspections.
- Ensure that all maintenance takes place by intent, and to eliminate all unscheduled maintenance to the extent possible.

In addition to using its own maintenance standards, WLCAC will strictly adhere to the Public Works' Preventive Maintenance for County owned and contractor provided vehicles, as provided in the RFP.

All staff employed in the organization's transportation-related programs is required to follow the maintenance policies and procedures established by WLCAC and Public Works. These policies and procedures, as well as the recommended manufacturer's specifications, will be used as guides for preventive maintenance of the service vehicles.

WLCAC will adhere to the manufacturer's guidelines to maintain vehicles at proper intervals and will ensure that all warranty claims will be settled by:

- Identifying warranty claims.
- Recording claims.
- Enforcing claims.
- Keeping a summary of claims settled or not settled.

Preventive Maintenance for County-Owned Vehicles

WLCAC will perform PMI services and inspections, as identified in the matrix, Exhibit 1.1 of the RFP, to ensure that the two County-owned vehicles and the program are fully compliant with:

- Title 13, California Code of Regulations; Title 49, Code of Federal Regulation; and California Vehicle Code.
- Any and all Standards and Regulations for Commercial vehicles applicable to the County-owned Vehicles.
- Title 49 of the Code of Federal Regulations by having qualified maintenance staff to inspect, adjust, repair, or replace items identified during each inspection and/or service in accordance with Title 49.
- The requirement that any and all defects or deficiencies that would affect the safe operation of vehicles in their mechanical breakdown are identified.

10950 South Central Avenue Los Angeles, CA 90059

- The documentation requirement of inspections by indicating all problems found, the maintenance and/or repairs required, and the maintenance and/or repairs performed.
- The requirement of taking corrective actions to repair any items noted at the beginning and/or end of each day.
- The requirement of performing a weekly inspection of items listed in the Maintenance Matrix (please see attachment) and in accordance with California Code Regulations Title 13 Section 1234(f) and California Vehicle Code Section 34500.
- Oil Analysis requirement by taking samples utilizing County-approved personnel and County-approved sample taking processes.

Preventive Maintenance for WLCAC-Provided Vehicles

WLCAC will incorporate the preventive maintenance plan as listed in the RFP and will provide preventive maintenance inspection services that consist of levels:

- "A" – every 6,000-vehicle mile or 3 months, whichever comes first.
- "B" – every 12,000-vehicle mile or 6 months, whichever comes first.
- "C" – every 20,000-vehicle mile, or annually, whichever occurs first.
- "J" – every 45 days regardless of mileage.
- "I" – a minimum of once per week.
- Daily Vehicle Inspection Report (DVIR).

WLCAC will maintain hard copies of both the engine and transmission manufacturers' recommended maintenance schedule as well as other components of the each new vehicle such as air conditioning, lifts, cooling system, brakes, etc. WLCAC will make sure that its records will indicate compliance and use a format approved by Public Works.

WLCAC will perform Oil Analysis by taking samples utilizing County-approved personnel and County-approved sample taking processes.

Daily Pre-Trip/Post-Trip Vehicle Inspection Reports (DVIR)

An important part of any maintenance plan is the "Pre-Trip/Post Trip Inspection" that often indicates the need for non-scheduled maintenance.

Complete safety check is given to all units before starting and after completing any run. This includes but is not limited to the following:

- Open hood and check coolant, water, oil, transmission fluid, battery, washer fluid levels, fan belts and wiring.
- Enter bus and check steps, grab handles and rails, windows, warning devices, first aid kit, fire extinguisher, fuel level, and cleanliness & inside emergency exits; as well as wheelchair lift operation and securements.
- Record odometer readings to check if p.m. is due shortly.
- Start engine and check:

- Neutral safety switch operation.
- Gearshift level operation, etc.
- Drive bus forward and apply brakes and activate all lights and check odometer, all interior lights, head-lights (high and low beam indicator).
- Set parking brake, put transmission in neutral with engine running and all lights on.
- Check equipment outside bus, such as right front wheel and tire, right side marker lamps, turn signal lights and reflectors, etc.

The form will also allow the Maintenance Manager and the Road Supervisor to note the following:

- Driver's name
- Bus number
- Route number
- Operational lights
- Whether or not wheelchair lift is operational
- Bus cleanliness and graffiti
- Whether or not schedule is on board
- Whether or not complaint cards are on board
- Time bus left yard & time bus arrived to yard
- Condition of tires
- If defective, the estimated date to return to service and repairs required

The following accessories will be present on every vehicle at all times:

- Three (3) reflector flares handy in cab bracket or in steel toolbox.
- Fire extinguisher of approved type, readily accessible.
- Tire jack, maintained in safe position.
- Wheel wrench and handle.
- Accident report cards or book kept in glove compartment.

Unsafe equipment will not used by this organization nor are drivers expected to drive when it is known definitely to be unsafe, or lacking required safety accessories. When necessary to drive a vehicle that is operable, but not in perfect working order, vehicle speed is reduced in keeping with condition of vehicle.

Unsafe vehicle will not to be turned over to the next driver until necessary repairs can be made. If vehicle is short of safety accessories, such as fuses being turned out, fire extinguisher fluid expended, supply will be replenished before turning vehicle over to relieving driver.

At the time when pre-trip inspections are done, both the Maintenance Manager and Road Supervisor will be present to monitor pullout.

WLCAC will maintain copies of each pre-trip and post-trip DVIR on file chronologically and by vehicle number.

10950 South Central Avenue Los Angeles, CA 90059

Inspection Process

WLCAC will follow the following inspection process. WLCAC will perform a safety inspection at each inspection interval. This schedule will be continuously reviewed for changes according to the needs of the vehicles as components progress through their various life cycles. Based upon a review of daily mileage readings and the number of elapsed miles since the previous PM, inspections will be initiated by assigning the appropriate inspection form. A work order will be submitted for each PM and will be included in the vehicle's history record.

The Maintenance Manager, based upon a review of daily mileage readings schedules the PMI. No inspection will exceed the mileage requirements contained in the warranty provisions of the manufacturer or the County of Los Angeles Department of Public Works. All program vehicles will be held out of service for inspection process.

The inspection will be assigned to a mechanic trained and qualified in WLCAC/County PMI procedures for the applicable vehicle type. The engine and transmission areas will be steamed clean and vehicles will be road tested.

Once items needing attention are identified, the Maintenance Manager will review these and will create tasks for the mechanic to perform. The maintenance tasks assigned are designed to return the component or system to its "like new" condition.

The desired effect will be to perform the PMI and all necessary repairs within a 24- to 48-hour period, then release the vehicle to service.

WLCAC will allocate manpower to perform the required PMI. It is WLCAC's belief that in the long term, it is easier to maintain the reliability of the vehicle and its integrity by remaining "ahead of the curve" and in control of when and how the necessary repairs are performed.

The Maintenance Manager will be responsible for receiving and sending all oil samples to the County-approved vendor and keeping coolant/anti0freeze test strips in stock. The Maintenance Manager will be responsible for stocking all necessary parts.

Vehicle Appearance/Cleaning/Fumes

WLCAC will maintain the appearance of all vehicles used in Service and will maintain an up-to-date record of all washings and major cleanings. It will maintain the vehicles' appearance by providing interior and exterior cleaning. The Vehicle Appearance/Cleanliness Checklist provided in Exhibit J of The RFP will be used for the interior and exterior cleaning of the vehicles.

The interior of all Service vehicles will be kept free of liter and debris. The interior cleaning will include the following:

- Clean interior panels, windows, and upholstery.

10950 South Central Avenue Los Angeles, CA 90059

- Clean inside of all windows, removing dust, fingerprints and handprints.
- Wash at least once a week all windows, seats, floor, stanchions, and grab rails.
- Remove all foreign matters, such as gum, grease, dirt and graffiti.
- Repair any damaged seat upholstery.
- Replace seat covers and/or seat boards as necessary.
- Clean ceilings and walls weekly or more often as necessary.
- Keep the interiors of vehicles free of rodents, insects, vermin, and pests at all times while vehicles are in operation.
- Refill all brochure holders.

The vehicle exteriors will be washed every other day during dry conditions and every day during rainy conditions to maintain a clean, inviting appearance. The exterior cleaning will include the following:

- Washing vehicle body, all windows, and wheels.
- Clean and treat with a preservative at least once per month or as necessary all rubber or vinyl exterior components, such as tires, bumper fascia, fender skirts and door edge guards.
- Maintain the artwork on the exterior of the vehicles.
- Remove graffiti.

WLCAC keep the interior passenger compartment of vehicles at all times free of fumes from the engine, engine compartment, and exhaust system of vehicles.

Processing of Warranty Claims for County Vehicles

When applicable, WLCAC will become the County's designated warranty agent for all County-owned Vehicles provided for service. WLCAC will be responsible for ensuring that the vehicle manufactures and all components manufacturers perform or reimburse WLCAC for all work and parts that will be covered under warranty. WLCAC will diligently follow the preventive maintenance program so any warranty coverage of County-owned Vehicles is not lessened or invalidated. WLCAC will not seek additional compensation for any costs incurred to meet the County's requirements that WLCAC be responsible for ensuring that manufacturers perform or reimburse WLCAC for all work and parts that are covered under warranty.

Assisting in Public Relations and Promotions

WLCAC will install County provided marketing, public relations, and advertising materials on vehicles as may be requested by the County. Any positing of service-related notices, etc., will be subject to prior approval by the County.

WLCAC will not place inside or outside of any service vehicle any form of advertisement unless directly authorized in writing by the County. WLCAC agrees that the terms and conditions of such advertisement will be subject to approval by the County. WLCAC also agrees that proceeds of any advertisement will be remitted to the County.

Preparation of Reports and Analysis of Financial and Other Matters

It is critical to both the County Department of Public Works and WLCAC that a system is in place allowing us to track and benchmark service performance. Collecting and reporting operating statistics provides numeric evidence of the quality of our operation. As a long

time operator of Transportation Services, WLCAC understands that the reporting of these indicators over time reveals trends to determine if the change in operating performance, positive or negative, represents an anomaly or a long-term directional change. As a long time operator of the proposed program, WLCAC has the reporting formats in place.

Trip Reports
WLCAC has designed a daily report form that is currently being used by each driver for a specific route. The form identifies the route number, the date, the driver's name, the beginning and ending odometer reading, trip start and t end time, the characteristics of passengers (regular, blind, children, wheelchair-bound and other persons with disabilities), and the revenues collected during the shift that the driver has been operating the vehicle. The report is compiled on a monthly basis and submitted to Public Works, along with a monthly Missed Trip Summary Report. WLCAC will continue to utilize this reporting format and make necessary adjustments if awarded a contract to operate the Willowbrook Dial-a-Ride program.

Service Reports
WLCAC will provide service reports indicating actual number of revenue hours, revenue miles, total vehicle hours, and total vehicle miles operated. Such reports will be based on a daily data collected by its drivers and office personnel.

Daily Pre-Trip Vehicle Inspection Reports
WLCAC has designed and will utilize a form entitled as "Daily Pre-Trip/Post-Trip Vehicle Inspection Report" to perform the daily pre-trip vehicle inspection and servicing report. The form identifies the bus number, mileage, date, route number, type of inspections to be performed, any remarks, the driver's and Maintenance Manager's signatures.

Daily Post-Trip Vehicle Inspection Reports
WLCAC has designed and will utilize a form entitled as "Daily Pre-Trip/Post-Trip Vehicle Inspection Report" to perform the daily post-trip vehicle inspection and servicing report. The form identifies the bus number, mileage, date, route number, type of inspections to be performed, any remarks, the driver's and Maintenance Manager's signatures.

Weekly Maintenance Inspections Report
WLCAC has designed and will use a Weekly Maintenance Report Card that identifies the odometer reading of the bus, date inspection is completed, vehicle ID, the person who performed the checking and items checked.

Missed Trip Report
WLCAC has designed and will use a Missed Trip Summary Report form. The form specifies all operation dates in a month, missed trips on a daily basis, missed hours on a daily basis, total number of missed trips in a month and total number of missed hours in a month.

10950 South Central Avenue Los Angeles, CA 90059

Operational Problems and Passenger Complaint Reports
WLCAC will document operational problems or passenger complaints and describe any action taken regarding these problems. Copies of such documentation will be submitted to the County by the working day following identification of the operational problem or receipt of such passenger complaint. WLCAC will submit to the County a summary of problems and complaints no later than the 15th day of the following month.

WLCAC's Project Manager will immediately report by phone to the County's Contract Manager any unlawful or unusual problems or complaints, including any related to safety or serious operational deficiencies. WLCAC's Project Manager will submit to the County's Contract Manager a written report, describing the problems or complaints and action taken within two working days following identification of such problems or complaints.

Accident/Incident Data Reports
WLCAC will submit a monthly summary report of all accidents (collision and non-collision) involving service vehicles. The monthly summary will include the date, vehicle number, location, driver, and accident description, including any damage and/or injuries. The monthly summary will also include cumulative accident data that will indicate the number of accidents per 100,000 vehicle miles. WLCAC's Project Manager will notify the County's Contract Manager within 24 hours of any of the following accidents/incidents:

- Collisions between a service vehicle and another vehicles, person, and/or object.
- Passenger accidents, including falls while passengers are entering, occupying or exiting the service vehicle.
- Passenger disturbances, fainting, sickness, deaths, assaults, etc.
- Any accidents witnessed by WLCAC's driver(s).
- Vandalism to service vehicle while in service.
- Passenger complaints of injury or property damage or other circumstances likely to result in the filing of claims against WLCAC and/or the County.
- Any passenger, driver, supervisor, and service complaint that arises from an accident. WLCAC's Program Manager the County immediately (regardless of hour of day if the accident/incident involves injuries or extensive property damage.

National Transit Database Reports
WLCAC has had extensive experience in establishing and reporting a management information system (MIS), including FTA-NTD (Section 15). In the past, WLCAC has prepared and submitted monthly statistical data for its transportation programs. Such data include: vehicle miles, vehicle revenue miles, passenger miles, number of elderly persons transported, number of wheelchair-bound passengers, number of revenue passengers, number of escorts, number of scrip passengers, revenue information, the amount of fuel used, etc. The monthly reports have been based on driver trip forms and weekly

ridership reports. In addition, WLCAC's Cityride Program staff has had experience in preparing and submitting road call/missed trip/incident reports, preventive maintenance reports, mechanical defect reports, oil analysis report, accident reports and passenger complaint reports.

WLCAC's Program staff also has had experience in preparing and submitting to our funding sources quarterly and annual data necessary for the preparation of FTA-NTD (Section 15) reports. Such reports include the following:

- **Services Supplied** – number of vehicles in operation, total vehicle miles, total vehicle hours, total vehicle revenue miles, total vehicle revenue hours and total vehicle trips.
- **Service Consumed** – unlinked passenger trips and passenger miles.
- **Operating Expenses** – vehicle operations, vehicle maintenance, non-vehicle maintenance, general administration, service operator (contractor), service provider (City), total operating expenses, eligible capital expenses, total fare box revenue, other revenue (coupons) and total net expenses.
- **Quality of Service** – percent on time performance, percent missed trips (FR), percent no shows (DR), total road calls, and total accidents.

WLCAC will use its experience for the collection and submission of NTD data and other pertinent ridership information to the County. As required in the RFP, WLCAC will prepare and submit quarterly and annual NTD reports to the County according to the following:

- Quarterly NTD Reports will be submitted by the 15th day following the end of a quarter.
- Annual NTD Reports will be submitted to the County no later than 30 days after the end of each fiscal year.

Maintenance Records and Reports

WLCAC will provide the County the following reports within 15 days after the end of the month.

- Preventive Maintenance Inspection Reports, which will include 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 the County recommendation. Please refer to **"Repair Order"** form that is currently used by our organization. This form will be modified to indicate whether the maintenance was done on time as required by Service vehicle manufacturer and/or the County recommendations.
- WLCAC will provide a road call performance report that will include the fleet number, VIN, mileage, time, location of incident, route, direction of travel, the reason for the road call, and what done to correct the problem.

10950 South Central Avenue Los Angeles, CA 90059

- WLCAC will provide a service vehicle downtime report detailing which service vehicle(s) were out of service, how long each vehicle was out of service each time, and the cause.
- By utilizing its **"Repair Order"** to prepare the Mechanical Defect Reports, WLCAC will submit a summary of all service vehicle Mechanical problems, including service vehicle number, odometer reading, dates/time out of service, summary of problems(s), and corrective action(s) taken.
- WLCAC will maintain a folder for each vehicle detailing all preventive maintenance inspections and repairs data, scheduled and unscheduled repair data, and any associated vehicle operation expense information to prepare a report of what has occurred during a reporting period and analysis of any trends. All such records and reports will 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 the County to enable it to accurately evaluate WLCAC's maintenance performance and the operating expenses associated with service vehicles and equipment. The Maintenance Manager, the Project Manager and the Accountant as well as the Data Entry Clerk will be responsible for maintaining such records.
- The Project Manager, in coordination with WLCAC's Human Resources Manager, will submit to the County testing reports by using the Controlled Substance & Alcohol Testing Quarterly Report form.

WLCAC currently has in place an employee drug and alcohol testing policy which is in compliance with the Federal Transit Administration (FTA) and the U.S. Department of Transportation (49 CFR Part 655; 49 CFR Part 40)? WLCAC is dedicated to delivering safe, reliable, and accessible surface transportation services that enhance the quality of life and economic health to the City of Los Angeles. An employee's use of prohibited drugs and misuse of alcohol poses a significant safety risk to the public as well as the employee's own health and safety, and therefore conflicts with WLCAC purpose.

Controlled Substance and Alcohol Testing

WLCAC receives federal grant funding to support its delivery of transit services to the public. As a requirement to continue receiving federal funding, WLCAC is required to adopt a policy statement and implement a program on transportation workplace drug and alcohol abuse. This policy statement required such programs, its covered employees, to comply with all applicable federal and state regulations governing workplace anti-drug use and alcohol misuse programs in the transportation industry. These regulations include the United States Department of Transportation (DOT) Title 49 of the Code of Federal Regulations (CFR) Part 40, as amended on December 19, 2000 ("Procedures for Transportation Workplace Drug and Alcohol Testing Programs"); Federal Transit Administration (FTA) 49 CFR Part 655 ("Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations") DOT 49 CFR Part 29 ("Drug-Free Workplace Act of 1988"); and California Government Code Section 8350 et seq ("Drug-Free Workplace Act of 1990").

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WLCAC recognizes that in addition to the aforementioned regulations, that due to the organization's operational diversity, policies exist to enforce a "Drug Free Workplace" that apply to all employees and do not conflict with the requirements of the FTA.

WLCAC will comply with the FTA requirements for its covered employees.

The Purpose of this policy is to:

- Create a work environment free from the adverse effects of drug abuse and alcohol misuse:
- Deter and detect employees' use of illegal drugs and misuse of alcohol;
- Prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances in the workplace;
- Refer employees for professional assistance anytime personal problems, including drug or alcohol dependency, adversely affect their ability to safely perform their assigned duties; and
- Administer progressive discipline to employees who violate this policy.

Quality Control

WLCAC will monitor and evaluate the contract on a regular basis to ensure that contractual provisions are complied with and quality of service is met. WLCAC has a performance excellence team, composed of the agency's Quality Assurance Director (who is a California Association of Performance Excellence member and certified examiner) and other department staff, General Manager of Assets & Property Management and a designated staff and Human Resources Manager. This team will regularly meet to determine the degree of achievement of contractual activities and pinpoint the tasks that are not achieved. The team will compare planned and actual performances of the contract by utilizing such data as client ridership records, vehicle revenue hours, monthly statistical and financial reports. The team will also gather data through interviews and questionnaires of client, when appropriate.

In addition, the WLCAC Quality Assurance Director (or Quality Assurance Department designated staff) or the Project Manager, or the Assistant Project Manager or Road Supervisor will conduct service quality checks to measure the internal and external conditions of vehicles in service in an on-going basis. WLCAC will inspect the conditions of vehicles in detail regarding the cleanliness, availability of brochures, comment cards, operable A/C and heating systems, working wheelchair lifts and proper destination sign reading. WLCAC will also rate each driver's abilities in a number of areas: route knowledge, courtesy, on-

time performance, defensive driving procedures, adherence to ADA requirements, fare policy, knowledge of service area and regional transit connections.

Transit Security Plan

The terrible tragedy of September 11, 2001, combined with nation's continuing war on terrorism, has created a heightened threat environment for public transportation. In this new environment, the vulnerabilities of public agencies and the communities they serve to acts of terrorism and extreme violence has greatly increased. Threat assessments issued by the Federal Bureau of Investigation (FBI) have consistently placed public transportation at the top of the *critical infrastructure protection agenda*, along with airports, nuclear power plants, and major utility exchanges on the national power grid.

To establish the importance of security and emergency preparedness in all aspects of our organization, WLCAC has developed a Security System and Emergency Preparedness (SSEP) Program Plan. This SSEP Program Plan outlines the process to be used by WLCAC to make informed decisions that are appropriate for our operations, passengers, employees and communities regarding the development and implementation of a comprehensive security and emergency preparedness program.

As a result of this program, WLCAC hopes to achieve not only an effective physical security program, but also to enhance our coordination with the local public safety agencies in our service area. Improved communication will increase their awareness of our resources and capabilities, and improve our readiness to support their efforts to manage community-wide emergencies.

In order to be effective, the activities documented in the SSEP Program Plan focuses on establishing responsibilities for security and emergency preparedness, identifying our methodology for documenting and analyzing potential security and emergency preparedness issues, and developing the management system through which we can track monitor our progress in resolving these issues.

d. ADA Compliance

First, WLCAC will ensure that all County-provided Service Vehicles feature required ADA-compliant equipment, and providing adequate maintenance to ensure all Service Vehicles meet all requirements of applicable local, State, and Federal laws, regulations, directives, and ordinances, including the ADA of 1990. WLCAC will also secure a backup vehicle which meets all ADA, appearance, and communication equipment requirements as outlined in the RFP. This vehicle will be dispatched immediately upon statement of need, and all drivers will be connected constantly via mobile phone and two way radios, ensuring constant communication, and rapid response.

10950 South Central Avenue Los Angeles, CA 90059

e. California Highway Patrol (CHP) Inspections
Attached are fully signed copies of WLCAC's past three Safety Compliance Report/Terminal Record Updates and re-inspection reports.

6. Subcontractors

Please note that WLCAC will not use the services of subcontractors. It will, however, use vendors on an "as-needed" basis for services, such as uniform cleaning, air conditioning, tire purchase and service, vehicle cleaning, radio maintenance, etc. There are no subcontractors proposed in this application. Therefore, subcontractor forms which were included in the RFP are 'NOT APPLICABLE'.

California Highway Patrol

(CHP) Inspection Reports

- July 2006
- June 2005
- June 2004
- December 2003

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SAFETY COMPLIANCE REPORT/ TERMINAL RECORD UPDATE

CHP 343 (Rev. 10-00) OPI 062

NEW TERMINAL INFORMATION	CA NUMBER	FILE CODE NUMBER	COUNTY CODE
☑ Yes ☐ No	37333	80792	19
CARRIER TYPE: ☐ Truck ☑ Bus — CODE: B	OTHER PROGRAM	LOCATION CODE: 530	SUBAREA: 526

LEGAL NAME: WATTS LABOR COMMUNITY ACTION COMMITTEE

TELEPHONE NUMBER (W/ AREA CODE): 323 563 4736

STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE): 800 E 111th PL LOS ANGELES CA 90059

MAILING ADDRESS (NUMBER, STREET, CITY, ZIP CODE) (IF DIFFERENT FROM ABOVE): 10950 S. CENTRAL AVE LOS ANGELES CA 90059

LICENSE AND FLEET INFORMATION

HM LIC. NO.	HWT REG. NO.	IMS LIC. NO.	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE	DRIVERS
					I - II -	32
EXP. DATE	EXP. DATE	EXP. DATE	REG. CT.	HW VEH.	HW CONT.	CSAT ☐ Yes ☑ No

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME)	DAY TELEPHONE NUMBER (W/ AREA CODE)	NIGHT TELEPHONE NUMBER (W/ AREA CODE)
ADDIE HEARD	323 563 4736	323 564 3399
TEDDY WATKINS	323 563 4736	323 563 3246

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL FOR LAST YEAR [2005]

A	B	C	D	E	F	G	H	I
☐ UNDER 15,000	☐ 15,001 — 50,000	☐ 50,001 — 100,000	☐ 100,001 — 500,000	☐ 500,001 — 1,000,000	☐ 1,000,001 — 2,000,000	☐ 2,000,001 — 5,000,000	☐ 5,000,001 — 10,000,000	☐ MORE THAN 10,000,000

OPERATING AUTHORITIES

PUC	T-	T-	☐ TCP ☐ PSC	☐ TCP ☐ PSC	US DOT NO.
ICC	☐ MC ☐ MX	☐ MC ☐ MX	MCP ☐ Yes ☐ No ☐ N/A	REASON FOR INSPECTION: ANNUAL BUS TERMINAL INSPECTION	

INSPECTION FINDINGS

INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable

ITEMS	VIOL	MAINTENANCE PROGRAM	DRIVER RECORDS	REG. EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
MAINTENANCE PROGRAM	3	1C 2S 3S 4S	1S 2S 3S 4S	1S 2S 3S 4S	1 2 3 4	1S 2S 3S 4S
DRIVER RECORDS	2	No. 10 Time	No. 32 Time	No. 10 Time	TIME N/A	TIME IN / TIME OUT
DRIVER HOURS		HAZARDOUS MATERIALS ☑ No H/M Transported ☐ No H/M violations noted		CONTAINERS/TANKS No. Time	VEHICLES PLACED OUT-OF-SERVICE Vehicles Units	
BRAKES						
LAMPS & SIGNALS	1					
CONNECTING DEVICES						
STEERING & SUSPENSION						
TIRES & WHEELS	1					
EQUIPMENT REQUIREMENTS	8					
CONTAINERS & TANKS						
HAZARDOUS MATERIALS						

REMARKS:
ANNUAL BUS TERMINAL INSPECTION.
TERMINAL RATED SATISFACTORY AT THIS TIME
SEE ATTACHED CHP 343-1's.
CONT'D

BIT	NON-BIT	FEE DUE	CHP 345	CHP 100D COL.	INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)
☐ I ☐ R	☐	☐ Yes ☐ No	☐		800 E 111th St LOS ANGELES CA 90059

INSPECTED BY (NAME)	ID NUMBER	INSPECTION DATE(S)	SUSPENSE DATE
A. BURKE	A7763	7-13-2006.	☑ Auto ☐ None

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 10), 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	CARRIER REPRESENTATIVE'S SIGNATURE	DATE
SATISFACTORY		7/13/06

CARRIER REPRESENTATIVE'S PRINTED NAME	TITLE	DRIVER LICENSE NUMBER	STATE
TEDDY WATKINS	Transit Director	J0980224	CA

000042

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
CONTINUATION
CHP 343-1 (REV 10-97) OPI 062

DATE	THIS IS A CONTINUATION OF
7-13-2006	CHP 343

CARRIER NAME: WATTS LABOR COMMUNITY ACTION COMMITTEE

CA NUMBER: 37333

ADDRESS: 800 E 111th Pl. Los Angeles CA 90059

FC NUMBER: 80792

REMARKS

13CCR 1233.5: EACH MOTOR CARRIER SUBJECT TO THE PROVISIONS OF THIS CHAPTER SHALL NOTIFY THE DEPARTMENT IN WRITING OF ANY CHANGE OF ADDRESS OR CESSATION OF ANY REGULATED ACTIVITY AT ANY OF THE CARRIERS TERMINAL SUCH NOTIFICATION SHALL BE MADE WITHIN 15 DAYS OF THE CHANGE AND SHALL BE FORWARDED TO.

CALIFORNIA HIGHWAY PATROL
COMMERCIAL RECORDS UNIT
PO BOX 942898
SACRAMENTO CA
94298

1808.1 (d) VC: CARRIER DOES NOT NOTIFY THE DMV TO DISCONTINUE DRIVERS ENROLLMENT IN DMV PULL NOTICE PROGRAM AFTER TERMINATION OF EMPLOYMENT — 104 DRIVERS ENROLLED IN THE PROGRAM, 32 DRIVERS PRESENTLY EMPLOYED

7/13/06

000043

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3/Cor 9

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
CONTINUATION
CHP 343-1 (REV 10-97) OPI 062

DATE 7-13-2006

THIS IS A CONTINUATION OF CHP 343

CARRIER NAME
WATTS LABOR COMMUNITY ACTION COMMITEE

CA NUMBER 37333

ADDRESS
800 E 111th PL LOS ANGELES CA 90059

FC NUMBER 80792

REMARKS

13 CCR 1234(b): CARRIER DOES NOT MAINTAIN DRIVER PROFICIENCY RECORDS FOR DRIVER MORGAN (CDL # N6299582) OR DRIVER TIBBS (CDL # K0954059)

13 CCR 1215(f)(1): CARRIER OR CARRIERS AGENT DOES NOT CERTIFY ON DRIVERS DAILY VEHICLE CONDITION REPORTS THAT THE DEFECTS OR DEFICIENCIES HAVE BEEN CORRECTED OR THAT CORRECTION IS UNNECESSARY BEFORE VEHICLE IS AGAIN DISPATCHED.

BUS # 3101 2/23/06 2/24/06 3/24/06 EMERGENCY EXIT HANDLE BROKEN.
3103 4/11/06 4/12/06 4/13/06 ENGINE LIGHT ON.

13 CCR 1230(a): ONE VEHICLE WAS PLACED OUT OF SERVICE DURING THE INSPECTION:

#5 FORD BUS LIC # E418855 - REASON — 3 OF 8 WHEEL LUGNUTS WERE LOOSE OR MISSING.

13 CCR 1215(f)(1): DRIVERS DO NOT CONDUCT A PROPER DAILY VEHICLE INSPECTION, BUS #5, CARRIERS REPRESENTATIVE STATES WHEEL WAS CHANGED ON 6/4/06 & VEHICLE WAS USED ON 6/5/06 & 6/6/06 - VEHICLE WAS INSPECTED BY THIS DEPARTMENT ON 6/6/2006 AND WAS PLACED OUT OF SERVICE FOR THREE OF EIGHT WHEEL SECURING NUTS MISSING.

CARRIER IS DIRECTED TO CONTACT CALIFORNIA P.U.C. TO OBTAIN PROPER OPERATING AUTHORITY FOR ALL PASSENGER TRANSPORTATION OPERATIONS.
1-800-877-8867

000044

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER): WATTS LABOR COMMUNITY ACTION COMMITTEE 9/9

INSPECTION ADDRESS: 800 E 111TH PL L.A. CA.

CITY OR COUNTY: LOS ANGELES CA 90059-1024

DATE: 6-6-06

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 AXLE BUS	FORD	5	418855	1FDLE40GXTHB26614	124451	G
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS	Test
CONV	II		PASS 12W/C 2	☐ Certified	☐ witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER	

Remarks

***** OUT OF SERVICE *****

*****13 CCR 1232 (a) AXLE # 2 RIGHT SIDE 3 OF 8 LUG NUTS MISSING.**

13CCR 1232(a) #3 SEAT LEFT SIDE LOOSE AT FRAME RAIL.

13 CCR 1284 BOTH EMERGENCY EXITS OPERATING INSTRUCTIONS MISSING.

13 CCR 1232 (a) WHEEL CHAIR LIFT INOPERABLE

SHOP NOTE: RIGHT SIDE BODY PANEL UNDER WHEEL CHAIR LIFT DOOR DAMAGED.

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
		1				G
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS	Test
				☐ Certified	☐ witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER	

Remarks

INSPECTED BY: **AFTON METCALF**

000045

I.D. NUMBER: **A12955**

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

WATTS LABOR COMMUNITY ACTION COMMITTEE

INSPECTION ADDRESS: 800 E 111TH PL

CITY OR COUNTY: LOS ANGELES CA 90059-1024

DATE: 6-6-06

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
AXLE BUS	FORD	14	418853	1FDLE40SXVHB91597	187155	G
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed
CONV	II	PASS 15	WC 2	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

13 CCR 1242(d) Fire extinguisher not securely mounted.

13 CCR 1249(b) Loose wires behind seat.

24252(a) VC Required lamp(s) inoperative: Wheel chair loading lamp loose.

13 CCR 1269.1(a)(1) Wheel chair lift rear plate gap more than ½ ".

13 CCR 1269.1 (a) Wheel chair lift emergency hydraulic jack operating handle missing.

25300(a) VC Three roadside reflectors required (two broken)

						L
						L

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

INSPECTED BY: FTON METCALF

000046

I.D. NUMBER: A12955

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

WATTS LABOR COMMUNITY ACTION COMMITTEE

4/9

INSPECTION ADDRESS: 800 E 111TH PL

CITY OR COUNTY: LOS ANGELES CA 90059-1024

DATE: 6-6-06

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 AXLE BUS	FORD	3	7S43704	69512	9353	G
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
CONV	II	PASS 17	W/C 2	☐ Certified ☐ Test witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

NO VIOLATIONS NOTED

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 AXLE BUS	FORD	1	7S43706	26286	13465	G
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
CONV	# 1	PASS 17	2 w/c	☐ Certified ☐ Test witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

NO VIOLATIONS NOTED

000047

INSPECTED BY: **AFTON METCALF**

I.D. NUMBER: **A12955**

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

WATTS LABOR COMMUNITY ACTION COMMITTEE

INSPECTION ADDRESS: 800 E 111TH PL

CITY OR COUNTY: LOS ANGELES CA 90059-1024

DATE: 6-6-06

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 AXLE BUS	FORD	3123	1174197	21650		G
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
CONV	II	PASS 14	PASS 5 W/C 3	☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

NO VIOLATIONS NOTED

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 AXLE BUS	FORD	2	7S43705	69511	9763	G
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
CONV	I	PASS 17	PASS 5 W/C 3	☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

NO VIOLATIONS NOTED

INSPECTED BY: **AFTON METCALF**

000048

I.D. NUMBER: **A12955**

Use previous editions until depleted

CS43A 10-99.XLS

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

WATTS LABOR COMMUNITY ACTION COMMITTEE 6/9

INSPECTION ADDRESS: 800 E 111TH PL

CITY OR COUNTY: LOS ANGELES CA 90059-1024

DATE: 6-6-06

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 AXLE BUS	FORD	3110	1174189	15676	21824	G
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
CONV	II	PASS14	PASS 5 W/C 3	☐ Certified ☐ Test witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

NO VIOLATIONS NOTED

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 AXLE BUS	FORD	3112	1174191	15676	21824	G
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
CONV	II	PASS 14	PASS 8 W/C 2	☐ Certified ☐ Test witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

NO VIOLATIONS NOTED

INSPECTED BY: **AFTON METCALF**

000049

I.D. NUMBER: **A12955**

Use previous editions until depleted

C343A 10-99.XLS

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT

MOTOR CARRIER SAFETY OPERATIONS

CHP 343A (Rev 4-91) OPI 062

WATTS LABOR COMMUNITY ACTION COMMITTEE 7/9

INSPECTION ADDRESS: 800 E 111TH PL

CITY OR COUNTY: LOS ANGELES CA 90059-1024

DATE: 6-6-06

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 AXLE BUS	FORD	3111	1174186	18886	22721	G
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
CONV	II	PASS 14	PASS 5 W/C 3	☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

NO VIOLATIONS NOTED

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 AXLE BUS	FORD	3121	1174257	21648	22379	G
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
CONV	II	PASS 14	PASS 5 W/C 3	☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

NO VIOLATIONS NOTED

INSPECTED BY: **AFTON METCALF**

000050

I.D. NUMBER: **A12955**

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C343A 10-99.XLS

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SAFETY COMPLIANCE REPORT/ TERMINAL RECORD UPDATE

CHP 343 (Rev. 10-00) OPI 062

NEW TERMINAL INFORMATION	CA NUMBER	FILE CODE NUMBER	COUNTY CODE
☐ Yes ☑ No	37333	80792	LA/19

CARRIER TYPE	CODE	OTHER PROGRAM	LOCATION CODE	SUBAREA
BUS	T		535	S16

TERMINAL NAME: WATTS LABOR COMMUNITY ACTION COMMITTEE

TELEPHONE NUMBER (W/ AREA CODE): 323-563-5639

STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE): 800 E 111TH PL. L.A CA. 90059-1024

MAILING ADDRESS (NUMBER, STREET, CITY, ZIP CODE) (IF DIFFERENT FROM ABOVE): SAME

LICENSE AND FLEET INFORMATION

HM LIC. NO.	HWT REG. NO.	IMS LIC. NO.	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE	DRIVERS
NA	NA	NA	NA	NA	I- 29 II-	30
EXP. DATE	EXP. DATE	EXP. DATE	REG. CT	HW VEHICLES	HW CONTAINERS	CSAT
NA	NA	NA	NA	NA	NA	☑ Yes ☐ No

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME)	DAY TELEPHONE NUMBER (W/ AREA CODE)	NIGHT TELEPHONE NUMBER (W/ AREA CODE)
ADDIE HEARD	323-563-5695	323-564-3399
TEDDY WATKINS	323-563-5693	213-305-0522

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL FOR LAST YEAR [2004]

A	B	C	D	E	F	G	H	I
☐ UNDER 15,000	☑ 15,001 50,000	☐ 50,001 100,000	☐ 100,001 500,000	☐ 500,001 1,000,000	☐ 1,000,001 2,000,000	☐ 2,000,001 5,000,000	☐ 5,000,001 10,000,000	☐ MORE THAN 10,000,000

OPERATING AUTHORITIES

PUC	T- NA	T- NA	☐ TCP NA ☐ PSC NA	☐ TCP NA ☐ PSC NA	US DOT NA
ICC	☐ MC NA ☐ MX NA	☐ MC NA ☐ MX NA	MCP ☐ Yes ☐ No ☑ N/A	REASON FOR INSPECTION: ANNUAL BUS INSPECTION	

INSPECTION FINDINGS

INSPECTION RATINGS: S=Satisfactory U=Unsatisfactory C=Conditional UR=Unrated N/A-Not Applicable

REQMTS	VIOL	MAINTENANCE PROGRAM	DRIVER RECORDS	REG. EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
MAINTENANCE PROGRAM	1	1 UR 2 S 3 S 4 S	1 UR 2 S 3 S 4 S	1 UR 2 S 3 S 4 S	1 NA 2 NA 3 NA 4 N	1 UR 2 S 3 S 4 S
DRIVER RECORDS	0	No. 1 Time 0.5	No. 1 Time 0.5	No. 1 Time 0.5	Time NA	Time In / Time Out
DRIVER HOURS	0	HAZARDOUS MATERIALS: ☑ No HM Transported ☐ No HM Violations Noted		CONTAINERS/TANKS No. NA Time NA	VEHICLES PLACED OUT OF SERVICE Vehicles 2 Units	
BRAKES	0					
LAMPS & SIGNALS	0					
CONNECTING DEVICES	0					
STEERING & SUSPENSION	0					
TIRES & WHEELS	0					
EQUIPMENT REQUIREMENTS	0					
CONTAINERS & TANKS	0					
HAZARDOUS MATERIALS	0					

REMARKS

34505(a) VC Tour bus operator fails to require each tour bus to be inspected at least every 45 days, or more often if necessary to ensure safe operation. This inspection shall include, but not be limited to, all of the following:

1. Brake adjustment.
2. Brake system components and leaks.
3. Steering and suspension systems.
4. Tires and wheels.

13 CCR 1233(a) CARRIER'S OTHER REQUIRED DRIVER AND MAINTENANCE RECORDS ARE CURRENT AND ON FILE THIS, TERMINAL IS BEING RATED SATISFACTORY AT THIS TIME.

BIT	NON-BIT	F			
☐ I ☐ R	☐	☐ Yes ☑ No	☐	9-Jan	10950 S CENTRAL L.A. CA. 90059-1024

INSPECTED BY (NAME)	ID NUMBER	INSPECTION DATE(S)	SUSPENSE DATE
A. Metcalf	A12955	6-14-05/6/15/2005	☑ Auto ☐ None

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 7), 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	CARRIER REPRESENTATIVE'S SIGNATURE	DATE
SATISFACTORY	X Orig. Signed by [signature]	06/15/05

CARRIER REPRESENTATIVE'S PRINTED NAME	TITLE	DRIVER LICENSE NUMBER	STATE

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT

MOTOR CARRIER SAFETY OPERATIONS

CHP 343A (Rev 4-91) OPI 062

INSPECTION ADDRESS	CITY OR COUNTY	DATE
10950 S CENTRAL	L.A. CA. 90059-1024	6-14-05

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
AXLE BUS	FORD	10	E1106703	B81599	166053	G
N/A	N/A	N/A	N/A	N/A	N/A	N/A

ANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
N/A	N/A	N/A	N/A	☐ Certified ☐ Test witnessed

ERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

Remarks

NO VIOLATIONS NOTED

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
AXLE BUS	FORD	03119	E1174199	A27668	7169	G
N/A	N/A	N/A	N/A	N/A	N/A	N/A

ANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
N/A	N/A	N/A	N/A	☐ Certified ☐ Test witnessed

ERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

Remarks

NO VIOLATIONS NOTED

SPECTED BY	I.D. NUMBER
. Metcalf	A12955

Use previous editions until depleted

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SAFETY COMPLIANCE REPORT/ TERMINAL RECORD UPDATE

CHP 343 (Rev. 10-00) OPI 062

NEW TERMINAL INFORMATION	CA NUMBER	FILE CODE NUMBER	COUNTY CODE
☐ Yes ☑ No	37333	80792	LA/19

CARRIER TYPE	CODE	OTHER PROGRAM	LOCATION CODE	SUBAREA
BUS	B	T	535	S16

TERMINAL NAME: WATTS LABOR COMMUNITY ACTION COMMITTEE

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MAILING ADDRESS (NUMBER, STREET, CITY, ZIP CODE) (IF DIFFERENT FROM ABOVE): SAME

LICENSE AND FLEET INFORMATION

HM LIC. NO.	HWT REG. NO.	IMS LIC. NO.	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE	DRIVERS
NA	NA	NA	NA	NA	I- 29 II-	30
EXP. DATE: NA	EXP. DATE: NA	EXP. DATE: NA	REG. CT: NA	HW VEHICLES: NA	HW CONTAINERS: NA	CSAT: ☑ Yes ☐ No

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME)	DAY TELEPHONE NUMBER (W/ AREA CODE)	NIGHT TELEPHONE NUMBER (W/ AREA CODE)
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TEDDY WATKINS	323-563-5693	213-305-0522

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL FOR LAST YEAR [2004]

A	B	C	D	E	F	G	H	I
☐ UNDER 15,000	☑ 15,001 50,000	☐ 50,001 100,000	☐ 100,001 500,000	☐ 500,001 1,000,000	☐ 1,000,001 2,000,000	☐ 2,000,001 5,000,000	☐ 5,000,001 10,000,000	☐ MORE THAN 10,000,000

OPERATING AUTHORITIES

PUC	T- NA	T- NA	☐ TCP NA ☐ PSC NA	☐ TCP NA ☐ PSC NA	US DOT NA
ICC	☐ MC NA ☐ MX NA	☐ MC NA ☐ MX NA	MCP ☐ Yes ☐ No ☑ N/A	REASON FOR INSPECTION: ANNUAL BUS INSPECTION	

INSPECTION RATINGS: S=Satisfactory U=Unsatisfactory C=Conditional UR=Unrated N/A-Not Applicable

INSPECTION FINDINGS REQMTS	VIOL	MAINTENANCE PROGRAM	DRIVER RECORDS	REG. EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
MAINTENANCE PROG.	1	1 U 2 C 3 S 4 S	1 S 2 S 3 S 4 S	1 U 2 S 3 S 4 S	1 NA 2 NA 3 NA 4 N	1 U 2 C 3 S 4 S
DRIVER RECORDS	0	No. 9 Time 4.0	No. 23 Time 4.0	No. 9 Time 6.5	Time NA	Time In / Time Out
DRIVER HOURS	0	HAZARDOUS MATERIALS: ☑ No HM Transported ☐ No HM Violations Noted		CONTAINERS/TANKS No. NA Time NA	VEHICLES PLACED OUT OF SERVICE Vehicles 2 Units	
BRAKES	2	REMARKS				
LAMPS & SIGNALS	1	SEE ATTACHED 343-1				
CONNECTING DEVICES	0					
STEERING & SUSPENSION	0	13CCR 1230(a) OUT OF SERVICE				
TIRES & WHEELS	0					
EQUIPMENT REQUIREMENTS	2	VEHICLE	LICENSE	CONDITION		
CONTAINERS & TANKS	0	SMVC	E361347	BRAKES		
HAZARDOUS MATERIALS	0	FORD	E367309	BRAKE LAMPS		

BIT	NON-BIT	FEE DUE	CHP 345	CHP 100D COL.	INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)
☐ I ☐ R	☐	☐ Yes ☑ No	☐	6/7	10950 S CENTRAL L.A. CA. 90059-1024

INSPECTED BY (NAME)	ID NUMBER	INSPECTION DATE(S)	SUSPENSE DATE
A. Metcalf	A12955	6-14-05/6/15/2005	☑ Auto ☐ None

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 7), 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	CARRIER REPRESENTATIVE'S SIGNATURE	DATE
SATISFACTORY	X Orig. Signed by [signature]	06/15/05

CARRIER REPRESENTATIVE'S PRINTED NAME	TITLE	DRIVER LICENSE NUMBER	STATE

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
CONTINUATION
CHP 343-1 (REV 10-97) OPI 062

DATE	THIS IS A CONTINUATION OF
06/15/05	CHP 343

CARRIER NAME	CA NUMBER
WATTS LABOR COMMUNITY ACTION COMMITTEE	37333
ADDRESS: 800 E 111 PL. L.A. CA. 90059-1024	FC NUMBER: 80792

REMARKS

13CCR 1233(a) ALTHOUGH CARRIER'S VEHICLE WAS PLACED OUT OF SERVICE FOR UNSAFE CONDITIONS, THIS CONDITION COULD HAVE OCCURRED DURING CARRIER'S NORMAL MAINTENANCE INTERVAL.

13 CCR 1233(a) CARRIER'S REQUIRED DRIVER AND MAINTENANCE RECORDS ARE CURRENT AND ON FILE THIS, TERMINAL IS BEING RATED SATISFACTORY AT THIS TIME.

13CCR 1233.5 Carrier required to notify the Department of any change of address or cessation of regulated activity at any terminal.
Carrier shall notify the department of any change of address or cessation of regulated activities at any of the carrier's terminals. Such notification shall be made within 15 days of the change and be forwarded to:

California Highway Patrol

Commercial Records Unit

Sacramento, Ca 94298-0001

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

INSPECTION ADDRESS: 10950 S CENTRAL
CITY OR COUNTY: L.A. CA. 90059-1024
DATE: 6-14-05

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
AXLE BUS	SVMC	150-87	E361347		51599	D
N/A	N/A	N/A	N/A	N/A	N/A	N/A

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed
N/A	N/A	N/A	N/A	

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

Remarks

*** OUT OF SERVICE***

26453 VC Brake(s) out of adjustment. Right and left rear, left at 2 1/2'", right at 2 1/8" brake chamber pushrod travel type 30

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
AXLE BUS	FORD	2120	E367309	A73908	78193	G
N/A	N/A	N/A	N/A	N/A	N/A	N/A

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed
N/A	N/A	N/A	N/A	

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

Remarks

OUT OF SERVICE

24252(a) VC Required lamp(s) inoperative: Brake

INSPECTED BY: **. Metcalf**
I.D. NUMBER: **A12955**

Use previous editions until depleted

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT

MOTOR CARRIER SAFETY OPERATIONS

CHP 343A (Rev 4-91) OPI 062

INSPECTION ADDRESS: 10950 S CENTRAL

CITY OR COUNTY: L.A. CA. 90059-1024

DATE: 6-14-05

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
AXLE BUS	FORD	03118	E03118	A27658	8443	G
N/A	N/A	N/A	N/A	N/A	N/A	N/A

ANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
N/A	N/A	N/A	N/A	☐ Certified ☐ Test witnessed

ERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

Remarks

NO VIOLATIONS NOTED

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
AXLE BUS	FORD	03119	E1174199	A27668	7169	G
N/A	N/A	N/A	N/A	N/A	N/A	N/A

NK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
N/A	N/A	N/A	N/A	☐ Certified ☐ Test witnessed

RTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

emarks

NO VIOLATIONS NOTED

ECTED BY: Metcalf

I.D. NUMBER: A12955

Use previous editions until depleted

C343A 10-99.XLS

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

INSPECTION ADDRESS: 10950 S CENTRAL
CITY OR COUNTY: L.A. CA. 90059-1024
DATE: 6-14-05

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
AXLE BUS	FORD	03103	E1174181	A13015	5272	G
N/A	N/A	N/A	N/A	N/A	N/A	N/A

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
N/A	N/A	N/A	N/A	☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

Remarks

NO VIOLATIONS NOTED

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
AXLE BUS	FORD	13	E418855	145455		G
N/A	N/A	N/A	N/A	N/A	N/A	N/A

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
N/A	N/A	N/A	N/A	☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

Remarks

13CCR 13CCR 699(d) Turn signal cab indicator lamp(s) inoperative, Left

13CCR 1232(a) Steering dampener leaking fluid

SPECTED BY: L. Metcalf
I.D. NUMBER: A12955

Use previous editions until depleted

C343A 10-90.XLS

EPARTMENT OF CALIFORNIA HIGHWAY PATROL

EHICLE/EQUIPMENT INSPECTION REPORT

IOTOR CARRIER SAFETY OPERATIONS

HP 343A (Rev 4-91) OPI 062

INSPECTION ADDRESS	CITY OR COUNTY	DATE
10950 S CENTRAL	L.A. CA. 90059-1024	6-14-05

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
XLE BUS	FORD	03106	e1174184	a13018	5926	g
N/A	N/A	N/A	N/A	N/A	N/A	N/A

NK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
N/A	N/A	N/A	N/A	☐ Certified ☐ Test witnessed

RTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

Remarks

NO VIOLATIONS NOTED

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
XLE BUS	FORD	03107	E1174185	A15673	4625	G
N/A	N/A	N/A	N/A	N/A	N/A	N/A

NK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
N/A	N/A	N/A	N/A	☐ Certified ☐ Test witnessed

RTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

emarks

NO VIOLATIONS NOTED

PECTED BY	ID. NUMBER
Metcalf	A12955

Use previous editions until depleted

C343A 10-99.XLS

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT

MOTOR CARRIER SAFETY OPERATIONS

CHP 343A (Rev 4-91) OPI 062

INSPECTION ADDRESS: 10950 S CENTRAL

CITY OR COUNTY: L.A. CA. 90059-1024

DATE: 6-14-05

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
AXLE BUS	SVMC	153-90	E361348		91148	D
N/A	N/A	N/A	N/A	N/A	N/A	N/A

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
N/A	N/A	N/A	N/A	☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

Remarks

13CCR 1232(a) COOLANT LEAK AT #2 AXLE

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
N/A	N/A	N/A	N/A	N/A	N/A	N/A

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
N/A	N/A	N/A	N/A	☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

Remarks

INSPECTED BY: L. Metcalf

I.D. NUMBER: A12955

Use previous editions until depleted

C343A 10-99.XLS

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

CARRIER INSPECTION

CHP 343D (Rev. 2-99) OPI 062

☐ This report contains CONFIDENTIAL pages.

CARRIER NAME	CA NUMBER	LOC. CODE	SUBAREA
WATTS LABOR COMMUNITY ACTION COMMITTEE	37333	535	S16

STREET ADDRESS, CITY, STATE, ZIP CODE	PHONE NUMBER	DATE
1 [illegible] S CENTRAL L.A. CA. 90059-1024	323-563-5639	06/15/05

CARRIER REPRESENTATIVE	TITLE	TIME IN	TIME OUT
TEDDY WATKINS	DIRECTOR		

INSPECTION LOCATION *(IF OTHER THAN THE CARRIER'S PRINCIPAL PLACE OF BUSINESS)*	U.S. DOT NUMBER	MC NUMBER

On this date, the above named motor carrier was inspected by the California Highway Patrol. The inspection evaluated the carrier's compliance with the following requirements:

☑ CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM [VC 34520 & 49 CFR 382]

☐ OTHER: _____

REMARKS

CARRIER IS IN COMPLIANCE WITH CFR 382, VERIFIED THROUGH ANNUAL SUMMARY AND SUPPORTING DOCUMENTS.

As a result of the inspection noted above, this carrier was assigned a compliance rating of SATISFACTORY. This rating applies only to carrier requirements - Terminals are rated separately.

RATING HISTORY	NUMBER OF RECORDS INSPECTED	NUMBER OF VIOLATIONS	CHP 345 ISSUED	SUSPENSE DATE	CHP 100D COLUMN NO.
1 S 2 S 3 S 4 S	30	0	☐	☑ Auto ☐ None	8

INSPECTED BY *(NAME)*	ID NUMBER	CARRIER TYPE
A. Metcalf	A12955	☐ Truck ☑ Bus

MOTOR CARRIER CERTIFICATION

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CARRIER REPRESENTATIVE'S PRINTED NAME	TITLE	DRIVER LICENSE NUMBER AND STATE
T. [illegible] WATKINS	DIRECTOR	

CARRIER REPRESENTATIVE'S SIGNATURE	CURRENT CARRIER RATING	DATE
Orig. Signed by [illegible]	SATISFACTORY	

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SAFETY COMPLIANCE REPORT/ TERMINAL RECORD UPDATE

CHP 343 (Rev. 10-00) OPI 062

NEW TERMINAL INFORMATION	CA NUMBER	FILE CODE NUMBER	COUNTY CODE
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EXP. DATE: NA	EXP. DATE: NA	EXP. DATE: NA	REG. CT: NA	HW VEHICLES: NA	HW CONTAINERS: NA	CSAT: ☑ Yes ☐ No

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME)	DAY TELEPHONE NUMBER (W/ AREA CODE)	NIGHT TELEPHONE NUMBER (W/ AREA CODE)
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TEDDY WATKINS	323-563-5693	213-305-0522

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OPERATING AUTHORITIES

PUC	T- NA	T- NA	☐ TCP NA ☐ PSC NA	☐ TCP NA ☐ PSC NA	US DOT NA
ICC	☐ MC NA ☐ MX NA	☐ MC NA ☐ MX NA	MCP ☐ Yes ☐ No ☑ N/A	REASON FOR INSPECTION: ANNUAL BUS INSPECTION	

INSPECTION RATINGS: S=Satisfactory U=Unsatisfactory C=Conditional UR=Unrated N/A-Not Applicable

REQMTS	VIOL	MAINTENANCE PROGRAM	DRIVER RECORDS	REG. EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
MAINTENANCE PROGRAM	1	1 UR 2 S 3 S 4 S	1 UR 2 S 3 S 4 S	1 UR 2 S 3 S 4 S	1 NA 2 NA 3 NA 4 N	1 UR 2 S 3 S 4 S Time In / Time Out
DRIVER RECORDS	0	No. 1 Time 0.5	No. 1 Time 0.5	No. 1 Time 0.5	Time NA	
DRIVER HOURS	0	HAZARDOUS MATERIALS: ☑ No HM Transported ☐ No HM Violations Noted		CONTAINERS/TANKS: No. NA Time NA	VEHICLES PLACED OUT OF SERVICE: Vehicles 2 Units	
BRAKES	0					
LAMPS & SIGNALS	0					
CONNECTING DEVICES	0					
STEERING & SUSPENSION	0					
TIRES & WHEELS	0					
EQUIPMENT REQUIREMENTS	0					
CONTAINERS & TANKS	0					
HAZARDOUS MATERIALS	0					

REMARKS

34505(a) VC Tour bus operator fails to require each tour bus to be inspected at least every 45 days, or more often if necessary to ensure safe operation. This inspection shall include, but not be limited to, all of the following:

1. Brake adjustment.
2. Brake system components and leaks.
3. Steering and suspension systems.
4. Tires and wheels.

13 CCR 1233(a) CARRIER'S OTHER REQUIRED DRIVER AND MAINTENANCE RECORDS ARE CURRENT AND ON FILE THIS, TERMINAL IS BEING RATED SATISFACTORY AT THIS TIME.

BIT	NON-BIT	F			
☐ I ☐ R	☐	☐ Yes ☑ No	☐	9-Jan	10950 S CENTRAL L.A. CA. 90059-1024

INSPECTED BY (NAME)	ID NUMBER	INSPECTION DATE(S)	SUSPENSE DATE
A. Metcalf	A12955	6-14-05/6/15/2005	☑ Auto ☐ None

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 7), 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	CARRIER REPRESENTATIVE'S SIGNATURE	DATE
SATISFACTORY	X Orig. Signed by [illegible]	06/15/05

CARRIER REPRESENTATIVE'S PRINTED NAME	TITLE	DRIVER LICENSE NUMBER	STATE

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

INSPECTION ADDRESS	DATE
10950 S CENTRAL	
CITY OR COUNTY: L.A. CA. 90059-1024	6-14-05

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
AXLE BUS	FORD	10	E1106703	B81599	166053	G
N/A	N/A	N/A	N/A	N/A	N/A	N/A

ANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
N/A	N/A	N/A	N/A	☐ Certified ☐ Test witnessed

ERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

Remarks

NO VIOLATIONS NOTED

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
AXLE BUS	FORD	03119	E1174199	A27668	7169	G
N/A	N/A	N/A	N/A	N/A	N/A	N/A

ANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
N/A	N/A	N/A	N/A	☐ Certified ☐ Test witnessed

ERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

emarks

NO VIOLATIONS NOTED

INSPECTED BY	I.D. NUMBER
. Metcalf	A12955

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SAFETY COMPLIANCE REPORT/ TERMINAL RECORD UPDATE

CHP 343 (Rev. 10-00) OPI 062

NEW TERMINAL INFORMATION	CA NUMBER	FILE CODE NUMBER	COUNTY CODE
☐ Yes ☑ No	37333	80792	LA/19

CARRIER TYPE	CODE	OTHER PROGRAM	LOCATION CODE	SUBAREA
BUS	B	T	535	S16

TERMINAL NAME: WATTS LABOR COMMUNITY ACTION COMMITTEE

TELEPHONE NUMBER (W/ AREA CODE): 323-563-5639

STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE): 800 E 111TH PL. L.A CA. 90059-1024

MAILING ADDRESS (NUMBER, STREET, CITY, ZIP CODE) (IF DIFFERENT FROM ABOVE): SAME

LICENSE AND FLEET INFORMATION

HM LIC. NO.	HWT REG. NO.	IMS LIC. NO.	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE	DRIVERS
NA	NA	NA	NA	NA	I- 29 II-	30
EXP. DATE: NA	EXP. DATE: NA	EXP. DATE: NA	REG. CT: NA	HW VEHICLES: NA	HW CONTAINERS: NA	CSAT: ☑ Yes ☐ No

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME)	DAY TELEPHONE NUMBER (W/ AREA CODE)	NIGHT TELEPHONE NUMBER (W/ AREA CODE)
ADDIE HEARD	323-563-5695	323-564-3399
TEDDY WATKINS	323-563-5693	213-305-0522

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL FOR LAST YEAR [2004]

A	B	C	D	E	F	G	H	I
☐ UNDER 15,000	☑ 15,001 50,000	☐ 50,001 100,000	☐ 100,001 500,000	☐ 500,001 1,000,000	☐ 1,000,001 2,000,000	☐ 2,000,001 5,000,000	☐ 5,000,001 10,000,000	☐ MORE THAN 10,000,000

OPERATING AUTHORITIES

PUC	T- NA	T- NA	☐ TCP NA ☐ PSC NA	☐ TCP NA ☐ PSC NA	US DOT NA
ICC	☐ MC NA ☐ MX NA	☐ MC NA ☐ MX NA	MCP ☐ Yes ☐ No ☑ N/A	REASON FOR INSPECTION: ANNUAL BUS INSPECTION	

INSPECTION RATINGS: S=Satisfactory U=Unsatisfactory C=Conditional UR=Unrated N/A-Not Applicable

INSPECTION FINDINGS REQMTS	VIOL	MAINTENANCE PROGRAM	DRIVER RECORDS	REG. EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
MAINTENANCE PROGRAM	1	1 U 2 C 3 S 4 S	1 S 2 S 3 S 4 S	1 U 2 S 3 S 4 S	1 NA 2 NA 3 NA 4 N	1 U 2 C 3 S 4 S
DRIVER RECORDS	0	No. 9 Time 4.0	No. 23 Time 4.0	No. 9 Time 6.5	Time NA	Time In / Time Out
DRIVER HOURS	0	HAZARDOUS MATERIALS: ☑ No HM Transported ☐ No HM Violations Noted		CONTAINERS/TANKS No. NA Time NA	VEHICLES PLACED OUT OF SERVICE: Vehicles 2 Units	
BRAKES	2					
LAMPS & SIGNALS	1					
CONNECTING DEVICES	0					
STEERING & SUSPENSION	0					
TIRES & WHEELS	0					
EQUIPMENT REQUIREMENTS	2					
CONTAINERS & TANKS	0					
HAZARDOUS MATERIALS	0					

REMARKS

SEE ATTACHED 343-1

13CCR 1230(a) OUT OF SERVICE

VEHICLE	LICENSE	CONDITION
SMVC	E361347	BRAKES
FORD	E367309	BRAKE LAMPS

BIT	NON-BIT	FEE DUE	CHP 345	CHP 100D COL.	INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)
☐ I ☐ R	☐	☐ Yes ☑ No	☐	6/7	10950 S CENTRAL L.A. CA. 90059-1024

INSPECTED BY (NAME)	ID NUMBER	INSPECTION DATE(S)	SUSPENSE DATE
A. Metcalf	A12955	6-14-05/6/15/2005	☑ Auto ☐ None

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 7), 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	CARRIER REPRESENTATIVE'S SIGNATURE	DATE
SATISFACTORY	X Orig. Signed by [signature]	06/15/05

CARRIER REPRESENTATIVE'S PRINTED NAME	TITLE	DRIVER LICENSE NUMBER	STATE

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
CONTINUATION
CHP 343-1 (REV 10-97) OPI 062

DATE	THIS IS A CONTINUATION OF
06/15/05	CHP 343

CARRIER NAME	CA NUMBER
WATTS LABOR COMMUNITY ACTION COMMITTEE	37333
ADDRESS: 800 E 111 PL. L.A. CA. 90059-1024	FC NUMBER: 80792

REMARKS

13CCR 1233(a) ALTHOUGH CARRIER'S VEHICLE WAS PLACED OUT OF SERVICE FOR UNSAFE CONDITIONS, THIS CONDITION COULD HAVE OCCURRED DURING CARRIER'S NORMAL MAINTENANCE INTERVAL.

13 CCR 1233(a) CARRIER'S REQUIRED DRIVER AND MAINTENANCE RECORDS ARE CURRENT AND ON FILE THIS, TERMINAL IS BEING RATED SATISFACTORY AT THIS TIME.

13CCR 1233.5 Carrier required to notify the Department of any change of address or cessation of regulated activity at any terminal.
Carrier shall notify the department of any change of address or cessation of regulated activities at any of the carrier's terminals. Such notification shall be made within 15 days of the change and be forwarded to:

California Highway Patrol

Commercial Records Unit

Sacramento, Ca 94298-0001

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

INSPECTION ADDRESS	CITY OR COUNTY	DATE
10950 S CENTRAL	L.A. CA. 90059-1024	6-14-05

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
AXLE BUS	SVMC	150-87	E361347		51599	D
N/A	N/A	N/A	N/A	N/A	N/A	N/A

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
N/A	N/A	N/A	N/A	☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

Remarks

*** OUT OF SERVICE***

26453 VC Brake(s) out of adjustment. Right and left rear, left at 2 1/2'", right at 2 1/8" brake chamber pushrod travel type 30

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
AXLE BUS	FORD	2120	E367309	A73908	78193	G
N/A	N/A	N/A	N/A	N/A	N/A	N/A

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
N/A	N/A	N/A	N/A	☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

emarks

OUT OF SERVICE

24252(a) VC Required lamp(s) inoperative: Brake

INSPECTED BY	I.D. NUMBER
Metcalf	A12955

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

INSPECTION ADDRESS	DATE
10950 S CENTRAL	
CITY OR COUNTY: L.A. CA. 90059-1024	6-14-05

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
AXLE BUS	FORD	03118	E03118	A27658	8443	G
N/A	N/A	N/A	N/A	N/A	N/A	N/A

ANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
N/A	N/A	N/A	N/A	☐ Certified ☐ Test witnessed

ERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

Remarks

NO VIOLATIONS NOTED

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
AXLE BUS	FORD	03119	E1174199	A27668	7169	G
N/A	N/A	N/A	N/A	N/A	N/A	N/A

NK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
N/A	N/A	N/A	N/A	☐ Certified ☐ Test witnessed

RTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

emarks

NO VIOLATIONS NOTED

PECTED BY	I.D. NUMBER
Metcalf	A12955

Use previous editions until depleted

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT

MOTOR CARRIER SAFETY OPERATIONS

CHP 343A (Rev 4-91) OPI 062

INSPECTION ADDRESS	CITY OR COUNTY	DATE
10950 S CENTRAL	L.A. CA. 90059-1024	6-14-05

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
AXLE BUS	FORD	03103	E1174181	A13015	5272	G
N/A	N/A	N/A	N/A	N/A	N/A	N/A

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed
N/A	N/A	N/A	N/A	

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

Remarks

NO VIOLATIONS NOTED

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 AXLE BUS	FORD	13	E418855	145455		G
N/A	N/A	N/A	N/A	N/A	N/A	N/A

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed
N/A	N/A	N/A	N/A	

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

Remarks

13CCR 13CCR 699(d) Turn signal cab indicator lamp(s) inoperative, Left

13CCR 1232(a) Steering dampener leaking fluid

INSPECTED BY	I.D. NUMBER
L. Metcalf	A12955

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

INSPECTION ADDRESS: 10950 S CENTRAL
CITY OR COUNTY: L.A. CA. 90059-1024
DATE: 6-14-05

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
AXLE BUS	FORD	03106	e1174184	a13018	5926	g
N/A	N/A	N/A	N/A	N/A	N/A	N/A

ANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
N/A	N/A	N/A	N/A	☐ Certified ☐ Test witnessed

ERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

Remarks

NO VIOLATIONS NOTED

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
AXLE BUS	FORD	03107	E1174185	A15673	4625	G
N/A	N/A	N/A	N/A	N/A	N/A	N/A

NK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
N/A	N/A	N/A	N/A	☐ Certified ☐ Test witnessed

RTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

emarks

NO VIOLATIONS NOTED

PECTED BY: Metcalf
I.D. NUMBER: A12955

Use previous editions until depleted

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT

MOTOR CARRIER SAFETY OPERATIONS

CHP 343A (Rev 4-91) OPI 062

INSPECTION ADDRESS: 10950 S CENTRAL

CITY OR COUNTY: L.A. CA. 90059-1024

DATE: 6-14-05

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
AXLE BUS	SVMC	153-90	E361348		91148	D
N/A	N/A	N/A	N/A	N/A	N/A	N/A

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
N/A	N/A	N/A	N/A	☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

Remarks

13CCR 1232(a) COOLANT LEAK AT #2 AXLE

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
N/A	N/A	N/A	N/A	N/A	N/A	N/A

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
N/A	N/A	N/A	N/A	☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
N/A	N/A	N/A	N/A	N/A

Remarks

SPECTED BY: L. Metcalf

I.D. NUMBER: A12955

Use previous editions until depleted

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

CARRIER INSPECTION

CHP 343D (Rev. 2-99) OPI 062

☐ This report contains CONFIDENTIAL pages.

CARRIER NAME	CA NUMBER	LOC. CODE	SUBAREA
WATTS LABOR COMMUNITY ACTION COMMITTEE	37333	535	S16

STREET ADDRESS, CITY, STATE, ZIP CODE	PHONE NUMBER	DATE	
1[illegible] S CENTRAL L.A. CA. 90059-1024	323-563-5639	06/15/05	
CARRIER REPRESENTATIVE	**TITLE**	**TIME IN**	**TIME OUT**
TEDDY WATKINS	DIRECTOR		
INSPECTION LOCATION *(IF OTHER THAN THE CARRIER'S PRINCIPAL PLACE OF BUSINESS)*	**U.S. DOT NUMBER**	**MC NUMBER**	

On this date, the above named motor carrier was inspected by the California Highway Patrol. The inspection evaluated the carrier's compliance with the following requirements:

- ☑ CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM [VC 34520 & 49 CFR 382]
- ☐ OTHER: _____

REMARKS

CARRIER IS IN COMPLIANCE WITH CFR 382, VERIFIED THROUGH ANNUAL SUMMARY AND SUPPORTING DOCUMENTS.

As a result of the inspection noted above, this carrier was assigned a compliance rating of SATISFACTORY. This rating applies only to carrier requirements - Terminals are rated separately.

RATING HISTORY	NUMBER OF RECORDS INSPECTED	NUMBER OF VIOLATIONS	CHP 345 ISSUED	SUSPENSE DATE	CHP 100D COLUMN NO.
1 S 2 S 3 S 4 S	30	0	☐	☑ Auto ☐ None	8

INSPECTED BY *(NAME)*	ID NUMBER	CARRIER TYPE
A. Metcalf	A12955	☐ Truck ☑ Bus

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations recorded hereon and on the attached pages 2 through 0 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 SOUTHERN Division Motor Carrier Safety Unit Supervisor at 323-644-9557 within 5 calendar days of the rating.

CARRIER REPRESENTATIVE'S PRINTED NAME	TITLE	DRIVER LICENSE NUMBER AND STATE
[illegible] WATKINS	DIRECTOR	
CARRIER REPRESENTATIVE'S SIGNATURE	**CURRENT CARRIER RATING**	**DATE**
Orig. Signed by [illegible]	SATISFACTORY	

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SAFETY COMPLIANCE REPORT/ TERMINAL RECORD UPDATE

CHP 343 (Rev. 10-00) OPI 062

NEW TERMINAL INFORMATION		CA NUMBER	FILE CODE NUMBER	COUNTY CODE
☑ Yes ☐ No		37333	80792	19
CARRIER TYPE	CODE	OTHER PROGRAM	LOCATION CODE	SUBAREA
Bus	B	T	530	S26

TERMINAL NAME: Watts Labor Community Action Committee

TELEPHONE NUMBER (W/ AREA CODE): (323) 563-4736

TERMINAL ADDRESS (NUMBER, STREET, CITY, ZIP CODE): 800 E. 111th Pl. Los Angeles CA. 90059

MAILING ADDRESS (NUMBER, STREET, CITY, ZIP CODE) (IF DIFFERENT FROM ABOVE): 10950 S. Central Ave Los Angeles CA 90059

LICENSE AND FLEET INFORMATION

HM LIC. NO.	HWT REG. NO.	IMS LIC. NO.	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE	DRIVERS
					I- 29 II-	30
EXP. DATE	EXP. DATE	EXP. DATE	REG. CT	HW VEHICLES	HW CONTAINERS	CSAT
						☑ Yes ☐ No

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME)	DAY TELEPHONE NUMBER (W/ AREA CODE)	NIGHT TELEPHONE NUMBER (W/ AREA CODE)
Addie Heard	(323) 563-4736	(213) 305-0522
Teddy Watkins	(323) 563-4736	(213) 305-0522

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL FOR LAST YEAR [2003]

A	B	C	D	E	F	G	H	I
☐ UNDER 15,000	☐ 15,001 50,000	☐ 50,001 100,000	☐ 100,001 500,000	☑ 500,001 1,000,000	☐ 1,000,001 2,000,000	☐ 2,000,001 5,000,000	☐ 5,000,001 10,000,000	☐ MORE THAN 10,000,000

OPERATING AUTHORITIES

PUC	T-	T-	☑ TCP 8628 ☐ PSC	☐ TCP ☐ PSC	US DOT
ICC	☐ MC ☐ MX	☐ MC ☐ MX	MCP ☐ Yes ☐ No ☑ N/A	REASON FOR INSPECTION: Conditional Terminal Reinspection	

INSPECTION RATINGS: S=Satisfactory U=Unsatisfactory C=Conditional UR=Unrated N/A-Not Applicable

INSPECTION FINDINGS REQMTS	VIOL	MAINTENANCE PROGRAM	DRIVER RECORDS	REG. EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
MAINTENANCE PROGRAM	0	1 U 2 U 3 C 4 S	1 S 2 U 3 S 4 S	1 S 2 U 3 U 4 S	1 n/a 2 3 4	1 U 2 U 3 C 4 S
DRIVER RECORDS	0	No. 3 Time 1.0	No. 0 Time 0	No. 0 Time 0	Time n/a	Time In 0730 Time Out 1130
DRIVER HOURS	0	HAZARDOUS MATERIALS: ☑ No HM Transported ☐ No HM Violations Noted		CONTAINERS/TANKS: No. N/A Time	VEHICLES PLACED OUT OF SERVICE: Vehicles 0 Units 0	
BRAKES	0					
LAMPS & SIGNALS	0					
CONNECTING DEVICES	0					
STEERING & SUSPENSION	0					
TIRES & WHEELS	0					
EQUIPMENT REQUIREMENTS	0					
CONTAINERS & TANKS	N/A					
HAZARDOUS MATERIALS	N/A					

REMARKS

Conditional Terminal Reinspection.

13CCR1233 Terminal is upgraded to satisfactory at this time.

BIT	NON-BIT	FEE DUE	CHP 345	CHP 100D COL.	INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)
☐ I ☐ R	☐	☐ Yes ☐ No	☐		

INSPECTED BY (NAME)	ID NUMBER	INSPECTION DATE(S)	SUSPENSE DATE
S. Ripley	A9289	06/30/04	☑ Auto ☐ None

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 2), 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	CARRIER REPRESENTATIVE'S SIGNATURE	DATE
Satisfactory	X	06/30/04

CARRIER REPRESENTATIVE'S PRINTED NAME	TITLE	DRIVER LICENSE NUMBER	STATE
Teddy Watkins	Program Director		

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SAFETY COMPLIANCE REPORT/ TERMINAL RECORD UPDATE

CHP 343 (Rev. 10-00) OPI 062

NEW TERMINAL INFORMATION	CA NUMBER	FILE CODE NUMBER	COUNTY CODE
☑ Yes ☐ No	37333	80792	19

CARRIER TYPE	CODE	OTHER PROGRAM	LOCATION CODE	SUBAREA
Bus	T	B	530	S26

TERMINAL NAME: Watts Labor Community Action Committee

TELEPHONE NUMBER (W/ AREA CODE): (323) 563-4736

STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE): 800 E. 111th Pl. Los Angeles CA. 90059

MAILING ADDRESS (NUMBER, STREET, CITY, ZIP CODE) (IF DIFFERENT FROM ABOVE): 10950 S. Central Ave Los Angeles CA 90059

LICENSE AND FLEET INFORMATION

HM LIC. NO.	HWT REG. NO.	IMS LIC. NO.	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE	DRIVERS
					I- 29 II-	30
EXP. DATE	EXP. DATE	EXP. DATE	REG. CT	HW VEHICLES	HW CONTAINERS	CSAT
						☑ Yes ☐ No

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME)	DAY TELEPHONE NUMBER (W/ AREA CODE)	NIGHT TELEPHONE NUMBER (W/ AREA CODE)
Addie Heard	(323) 563-4736	(213) 305-0522
Teddy Watkins	(323) 563-4736	(213) 305-0522

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL FOR LAST YEAR [2003]

A	B	C	D	E	F	G	H	I
☐ UNDER 15,000	☐ 15,001 50,000	☐ 50,001 100,000	☐ 100,001 500,000	☑ 500,001 1,000,000	☐ 1,000,001 2,000,000	☐ 2,000,001 5,000,000	☐ 5,000,001 10,000,000	☐ MORE THAN 10,000,000

OPERATING AUTHORITIES

PUC	T-	T-	☑ TCP ☐ PSC 8628	☐ TCP ☐ PSC	US DOT
ICC	☐ MC ☐ MX	☐ MC ☐ MX	MCP ☐ Yes ☐ No ☑ N/A	REASON FOR INSPECTION: Annual Tour Bus Terminal	

INSPECTION RATINGS: S=Satisfactory U=Unsatisfactory C=Conditional UR=Unrated N/A-Not Applicable

INSPECTION FINDINGS REQMTS	VIOL	MAINTENANCE PROGRAM	DRIVER RECORDS	REG. EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
MAINTENANCE PROGRAM	1	1 S 2 S 3 S 4 S	1 S 2 S 3 S 4 S	1 S 2 S 3 S 4 S	1 n/a 2 3 4	1 S 2 S 3 S 4 S
DRIVER RECORDS	0	No. 2 Time 1.5	No. 3 Time 1.5	No. 2 Time 1.0	Time n/a	Time In 0730 Time Out 1130
DRIVER HOURS	0	HAZARDOUS MATERIALS: ☑ No HM Transported ☐ No HM Violations Noted		CONTAINERS/TANKS No. N/A Time	VEHICLES PLACED OUT OF SERVICE Vehicles 0 Units 0	
BRAKES	0					
LAMPS & SIGNALS	0					
CONNECTING DEVICES	0					
STEERING & SUSPENSION	0					
TIRES & WHEELS	0					
EQUIPMENT REQUIREMENTS	9					
CONTAINERS & TANKS	N/A					
HAZARDOUS MATERIALS	N/A					

REMARKS

Annual Tour Bus Terminal Inspection

13CCR1233 – Terminal is rated satisfactory at this time.

BIT	NON-BIT	FEE DUE	CHP 345	CHP 100D COL.	INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)
☐ I ☐ R	☐	☐ Yes ☐ No	☐		

INSPECTED BY (NAME)	ID NUMBER	INSPECTION DATE(S)	SUSPENSE DATE
S. Ripley	A9289	06/30/04	☑ Auto ☐ None

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 3), 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	CARRIER REPRESENTATIVE'S SIGNATURE	DATE
Satisfactory	X	06/30/04

CARRIER REPRESENTATIVE'S PRINTED NAME	TITLE	DRIVER LICENSE NUMBER	STATE
Teddy Watkins	Program Director		

Destroy Previous Editions

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

Watts Labor Community Action Committee

INSPECTION ADDRESS: 800 E. 111th Pl. Los Angeles CA. 90059

CITY OR COUNTY:

DATE: 06-30-2004

	MAKE 7/97	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 - X, Bus	Ford	13	E418855	1FDLE40SOUHC021574	126,379	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Conventional	I	Passengers:	16 - Seated	☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

13CCR1269(b)(3) – Right side emergency exit operating instructions missing.

13CCR1269(b)(3) – Rear emergency exit window operating instructions missing.

13CCR1092(c) – Operating handle for manual operation of wheelchair lift missing.

13CCR1261.5(e) – Operating instructions for manual operation of wheelchair lift missing.

	MAKE 6/97	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 - X, Bus	Ford	14	E418853		142,394	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Conventional	I	Passengers:	16-Seated	☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

13CCR1232(a) – Brake pedal pad worn.

13CCR1267(d) – Wheelchair lift Interlock defective.

13CCR1232(a) – Left side rear emergency exit window release handle missing.

INSPECTED BY: S. Ripley

I.D. NUMBER: A9289

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
CONTINUATION
CHP 343-1 (REV 10-97) OPI 062

DATE	THIS IS A CONTINUATION OF
06/30/04	CHP 343

CARRIER NAME	CA NUMBER
Watts Labor Community Action Committee	37333
ADDRESS	**FC NUMBER**
800 E. 111th Pl. Los Angeles CA. 90059	80792

REMARKS

13CCR 1215(f) Carrier does not repair defect(s) reported on the driver's daily vehicle condition reports, and attest to the repair by signing or having an authorized agent sign the reports. Defects or deficiencies reported on drivers' daily vehicle condition reports that are likely to affect the safe operation of the motor vehicle or combination are required to be repaired prior to the returning to operation. The motor carrier or an authorized agent shall certify on the report that necessary repairs have been completed prior to the vehicle returns to operation.

13CCR13CCR 1233 – Terminal is rated Satisfactory at this time.

Note: Carriers third bus was down for majors repairs and was not included in the representative sample.

13CCR 1233.5 Carrier is required to notify the Department of any change of address or cessation of regulated activity at any terminal.
Carrier shall notify the department in writing of any change of address or cessation of regulated activities 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

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SAFETY COMPLIANCE REPORT/ TERMINAL RECORD UPDATE

CHP 343 (Rev. 10-00) OPI 062

NEW TERMINAL INFORMATION	CA NUMBER	FILE CODE NUMBER	COUNTY CODE
☑ Yes ☐ No	37333	80792	19

CARRIER TYPE	CODE	OTHER PROGRAM	LOCATION CODE	SUBAREA
Bus	B	T	530	S26

TERMINAL NAME: Watts Labor Community Action Committee

TELEPHONE NUMBER (W/ AREA CODE): (323) 563-4736

STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE): 800 E. 111th Pl. Los Angeles CA. 90059

MAILING ADDRESS (NUMBER, STREET, CITY, ZIP CODE) (IF DIFFERENT FROM ABOVE): 10950 S. Central Ave Los Angeles CA 90059

LICENSE AND FLEET INFORMATION

HM LIC. NO.	HWT REG. NO.	IMS LIC. NO.	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE	DRIVERS
					I- 29 II-	30
EXP. DATE	EXP. DATE	EXP. DATE	REG. CT	HW VEHICLES	HW CONTAINERS	CSAT
						☑ Yes ☐ No

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME)	DAY TELEPHONE NUMBER (W/ AREA CODE)	NIGHT TELEPHONE NUMBER (W/ AREA CODE)
Addie Heard	(323) 563-4736	(213) 305-0522
Teddy Watkins	(323) 563-4736	(213) 305-0522

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL FOR LAST YEAR [2002]

A	B	C	D	E	F	G	H	I
☐ UNDER 15,000	☐ 15,001 50,000	☐ 50,001 100,000	☐ 100,001 500,000	☑ 500,001 1,000,000	☐ 1,000,001 2,000,000	☐ 2,000,001 5,000,000	☐ 5,000,001 10,000,000	☐ MORE THAN 10,000,000

OPERATING AUTHORITIES

PUC	T-	T-	☑ TCP 8628 ☐ PSC	☐ TCP ☐ PSC	US DOT
ICC	☐ MC ☐ MX	☐ MC ☐ MX	MCP ☐ Yes ☐ No ☑ N/A	REASON FOR INSPECTION: Unsatisfactory Terminal Reinspection	

INSPECTION FINDINGS

INSPECTION RATINGS: S=Satisfactory U=Unsatisfactory C=Conditional UR=Unrated N/A-Not Applicable

REQMTS	VIOL	MAINTENANCE PROGRAM	DRIVER RECORDS	REG. EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
MAINTENANCE PROGRAM	3	1 S 2 U 3 U 4 C	1 S 2 U 3 S 4 S	1 S 2 U 3 U 4 S	1 n/a 2 3 4	1 S 2 U 3 U 4 C
DRIVER RECORDS	0	No. 9 Time 6.0	No. 0 Time 0	No. 9 Time 6.0	Time n/a	Time In 0730 Time Out 1430
DRIVER HOURS	0	HAZARDOUS MATERIALS: ☑ No HM Transported ☐ No HM Violations Noted		CONTAINERS/TANKS No. N/A Time	VEHICLES PLACED OUT OF SERVICE Vehicles 1 Units 0	
BRAKES	2					
LAMPS & SIGNALS	6					
CONNECTING DEVICES	0					
STEERING & SUSPENSION	2					
TIRES & WHEELS	0					
EQUIPMENT REQUIREMENTS	17					
CONTAINERS & TANKS	N/A					
HAZARDOUS MATERIALS	N/A					

REMARKS

- 13CCR 1230 - The below listed vehicle has been placed Out-of-Service during this terminal inspection. **This vehicle may be returned to highway service only after proper repair of the Out-of-Service condition(s)**

TYPE	VEHICLE LICENSE	UNIT NO	REASON
Bus	**E361403**	**151**	**Defective Brake**

This Out of Service condition could of reasonably occurred between inspection intervals.

BIT	NON-BIT	FEE DUE	CHP 345	CHP 100D COL.	INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)
☐ I ☐ R	☐	☐ Yes ☐ No	☐		

INSPECTED BY (NAME)	ID NUMBER	INSPECTION DATE(S)	SUSPENSE DATE
S. Ripley / M. Vasquez	A9289/A6974	12-22-03 / 12-23-03	☑ Auto ☐ None

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 7), 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	CARRIER REPRESENTATIVE'S SIGNATURE	DATE
Conditional	X	12/23/03

CARRIER REPRESENTATIVE'S PRINTED NAME	TITLE	DRIVER LICENSE NUMBER	STATE
Teddy Watkins	Program Director		

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DATE	THIS IS A CONTINUATION OF
12/22/03	CHP 343

CARRIER NAME	CA NUMBER
Watts Labor Community Action Committee	37333
ADDRESS: 800 E. 111th Pl. Los Angeles CA. 90059	FC NUMBER: 80792

REMARKS

13CCR 1232(a) Carrier does not systematically inspect and maintain vehicles at regular intervals as required. Your inspection and maintenance records indicate that inspection and maintenance intervals are being exceeded. You are directed to adhere to inspection and maintenance intervals for vehicles under your control. Examples:

Vehicle Number	Last Inspection	Next Inspection
1. 151	8-01-03	10-31-03
2. 153	8-28-03	11-07-03
3. 110	7-24-03	11-22-03
4. 6122	7-28-03	09-19-03

13 CCR 1230 Carrier permits the operation of vehicles not equipped and/or maintained as required. Drivers' daily vehicle condition reports indicate that noted defects are not being corrected.
See Daily Vehicle Inspection report dated on vehicle number 122, 11-17-03 indicated defective steering. The defect was again noted on 11-18-2003.

13CCR 1215(f) Carrier does not repair defect(s) reported on the driver's daily vehicle condition reports, and attest to the repair by signing or having an authorized agent sign the reports. Defects or deficiencies reported on drivers' daily vehicle condition reports that are likely to affect the safe operation of the motor vehicle are required to be repaired prior to the returning to operation. The motor carrier or an authorized agent shall certify on the report that necessary repairs have been completed prior to the vehicle returns to operation.

13CCR1233 – Terminal is rated Conditional at this time.

When a conditional rating is followed by an unsatisfactory rating, the conditional rating will not be deemed to interrupt the succession of consecutive unsatisfactory ratings.

Note: Drivers records rating is carried forward from the inspection of 08-04-2003.

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER): Watts Labor Community Action Committee

INSPECTION ADDRESS: 800 E. 111th Pl. Los Angeles CA. 90059

CITY OR COUNTY:

DATE: 12-22-2003

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 - X, Bus	Spartan	151	E361403		236,420	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Transit	I	Passengers:	20-seated	☐ Certified ☐ Test witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

24252CVC – Headlamps Inoperative.

24252CVC – Step Light Inoperative.

24252CVC – 1 Of 4 Interior lights inoperative.

13CCR1232(a) – Entrance door glass broken.

24607CVC – Left rear red reflector missing.

13CCR1232(c) – Excessive oil and grease at axle #1.
13CCR1232(a) – Exhaust leak at pipe clamp just below the manifold.
13CCR1232(a) – Axle 1 left side, torque arm securement and bolt loose.
13CCR1232(a) – Axle 2 left side Grease seal laeaking.
**26453CVC – Axle 2 left side brake lining oil soaked.
26507CVC – Wet Tank check valve defective.
**13CCR1230 – Out of Service

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 - X, Bus	Spartan	153	E361348		hub-66,175	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Transit	I	Passengers:	20-Seated	☐ Certified ☐ Test witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

24607CVC – Left rear red reflector missing.

13CCR1267(d) – Entrance door glass has been replaced with Plexiglas

13CCR1267(d) – Wheelchair lift Interlock defective.

13CCR1232(a) – Axle 2 right side radius arm bushing worn.

INSPECTED BY: S. Ripley / M. Vasquez

000077

I.D. NUMBER: A9289/A6974

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

INSPECTION ADDRESS: Watts Labor Community Action Committee
800 E. 111th Pl. Los Angeles CA. 90059
CITY OR COUNTY:
DATE: 12-22-03

	MAKE 11/01	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 - X, Bus	Ford	110	1101618		29,020	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Conv	I	Passengers:	9-seated / 2 - W/C	☐ Certified ☐ Test witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

24252CVC – Step Light Inoperative.

	MAKE 11/01	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 - X, Bus	Ford	111	1101620		30,508	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Conv.	I	Passengers:	9- seated / 2- W/C	☐ Certified ☐ Test witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

13CCR1232(a) – Brake pedal pad worn.

INSPECTED BY: S. Ripley / M. Vasquez

000078

I.D. NUMBER: A9289/A6974

Use previous editions until depleted

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER): Watts Labor Community Action Committee

INSPECTION ADDRESS: 800 E. 111th Pl. Los Angeles CA. 90059

CITY OR COUNTY:

DATE: 12-22-2003

	MAKE 9/01	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 - X, Bus	Ford	01015	1104999		39,350	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Conv.	I	Passengers:	14 - Seated	☐ Certified ☐ Test witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

City Ride

13CCR1232(a) – First aid kit not secure.

City Ride

	MAKE 2/98	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 - X, Bus	Ford	98066	1024758		100,856	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Conv.	I	Passengers:	14 - Seated	☐ Certified ☐ Test witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

13CCR1232(a) – Rear wood flooring is defective at the the front of the rear bench seat.

INSPECTED BY: **S. Ripley / M. Vasquez**

000077

I.D. NUMBER: **A9289/A6974**

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

Watts Labor Community Action Committee
INSPECTION ADDRESS
800 E. 111th Pl. Los Angeles CA. 90059
CITY OR COUNTY
DATE

	MAKE 1/98	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 - X, Bus	Ford	98072	1024760		108,215	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Conv.	I	Paseengers:		☐ Certified ☐ Test witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

City ride

13CCR1232(a) – Rear wood flooring is defective at the the front of the rear bench seat.

13CCR1232(a) – Battery not secure.

City Ride

	MAKE 2/98	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 - X, Bus	Ford	98062	1024759		116,055	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Conv	I	Passengers:	14 - Seated	☐ Certified ☐ Test witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

13 CCR 1242(d) Fire extinguisher not securely mounted.

NSF

S. Ripley / M. Vasquez

000080

A9289/A

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER): Watts Labor Community Action Committee

INSPECTION ADDRESS: 800 E. 111th Pl. Los Angeles CA. 90059

CITY OR COUNTY:

DATE: 12-22-2003

	MAKE 1/98	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2-X, Bus	Ford	11	1106704		122,596	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Conv	I	Passengers:	14 - Seated	☐ Certified ☐ Test witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

13CCR1232(a) – Brake pedal pad worn.

13CCR1232(a) – defroster Inoperative.

13CCR1268(a) – Rear emergencey exit window inoperative.

13CCR1268(a) – Right side emergency exit window operating handle missing

13CCR1269(b)(3) – Emergency exit window operating instructions missing.

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
				☐ Certified ☐ Test witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

INSPECTED BY: S. Ripley / M. Vasquez

000081

I.D. NUMBER: A9289/A

Use previous editions until depleted

C343A 10-99.XLS

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SAFETY COMPLIANCE REPORT/ TERMINAL RECORD UPDATE

CHP 343 (Rev. 10-00) OPI 062

NEW TERMINAL INFORMATION	CA NUMBER	FILE CODE NUMBER	COUNTY CODE
☑ Yes ☐ No	37333	80792	19

CARRIER TYPE	CODE	OTHER PROGRAM	LOCATION CODE	SUBAREA
Bus	B	T	530	S26

TERMINAL NAME: Watts Labor Community Action Committee

TELEPHONE NUMBER (W/ AREA CODE): (323) 563-4736

STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE): 300 E. 111th Pl. Los Angeles CA. 90059

MAILING ADDRESS (NUMBER, STREET, CITY, ZIP CODE) (IF DIFFERENT FROM ABOVE): 10950 S. Central Ave Los Angeles CA 90059

LICENSE AND FLEET INFORMATION

HM LIC NO.	HWT REG. NO.	IMS LIC. NO.	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE	DRIVERS
					I- 29 II-	30
EXP. DATE	EXP. DATE	EXP. DATE	REG. CT	HW VEHICLES	HW CONTAINERS	CSAT
						☑ Yes ☐ No

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME)	DAY TELEPHONE NUMBER (W/ AREA CODE)	NIGHT TELEPHONE NUMBER (W/ AREA CODE)
Addie Heard	(323) 563-4736	(213) 305-0522
Teddy Watkins	(323) 563-4736	(213) 305-0522

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL FOR LAST YEAR [2002]

A	B	C	D	E	F	G	H	I
☐ UNDER 15,000	☐ 15,001 50,000	☐ 50,001 100,000	☐ 100,001 500,000	☑ 500,001 1,000,000	☐ 1,000,001 2,000,000	☐ 2,000,001 5,000,000	☐ 5,000,001 10,000,000	☐ MORE THAN 10,000,000

OPERATING AUTHORITIES

PUC	T-	T-	☑ TCP 8628 ☐ PSC	☐ TCP ☐ PSC	US DOT
ICC	☐ MC ☐ MX	☐ MC ☐ MX	MCP ☐ Yes ☐ No ☑ N/A	REASON FOR INSPECTION: Unsatisfactory Terminal Reinspection

INSPECTION FINDINGS

INSPECTION RATINGS: S=Satisfactory U=Unsatisfactory C=Conditional UR=Unrated N/A-Not Applicable

REQMTS	VIOL	MAINTENANCE PROGRAM	DRIVER RECORDS	REG. EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
MAINTENANCE PROGRAM	3	1 S 2 U 3 U 4 C	1 S 2 U 3 S 4 S	1 S 2 U 3 U 4 S	1 n/a 2 3 4	1 S 2 U 3 U 4 C
DRIVER RECORDS	0	No. 9 Time 6.0	No. 0 Time 0	No. 9 Time 6.0	Time n/a	Time In 0730 Time Out 1430
DRIVER HOURS	0	HAZARDOUS MATERIALS: ☑ No HM Transported ☐ No HM Violations Noted		CONTAINERS/TANKS No. N/A Time	VEHICLES PLACED OUT OF SERVICE Vehicles 1 Units 0	
BRAKES	2					
LAMPS & SIGNALS	6					
CONNECTING DEVICES	0					
STEERING & SUSPENSION	2					
TIRES & WHEELS	0					
EQUIPMENT REQUIREMENTS	17					
CONTAINERS & TANKS	N/A					
HAZARDOUS MATERIALS	N/A					

REMARKS

- 13CCR 1230 - The below listed vehicle has been placed Out-of-Service during this terminal inspection. **This vehicle may be returned to highway service only after proper repair of the Out-of-Service condition(s)**

TYPE	VEHICLE LICENSE	UNIT NO	REASON
Bus	**E361403**	**151**	**Defective Brake**

This Out of Service condition could of reasonably occurred between inspection intervals.

BIT	NON-BIT	FEE DUE	CHP 345	CHP 100D COL.	INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)
☐ I ☐ R	☐	☐ Yes ☐ No	☐		

INSPECTED BY (NAME)	ID NUMBER	INSPECTION DATE(S)	SUSPENSE DATE
S. Ripley / M. Vasquez	A9289/A6974	12-22-03 / 12-23-03	☑ Auto ☐ None

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 7), 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	CARRIER REPRESENTATIVE'S SIGNATURE	DATE
Conditional	X	12/23/03

CARRIER REPRESENTATIVE'S PRINTED NAME	TITLE	DRIVER LICENSE NUMBER	STATE
Teddy Watkins	Program Director		

000082

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STATE OF CALIFORNIA
DEPARTMENT OR CALIFORNIA HIGHWAY PATROL
CONTINUATION
CHP 343-1 (REV 10-97) OPI 062

DATE	THIS IS A CONTINUATION OF
12/22/03	CHP 343

CARRIER NAME	CA NUMBER
Watts Labor Community Action Committee	37333
ADDRESS	FC NUMBER
800 E. 111th Pl. Los Angeles CA. 90059	80792

REMARKS

13CCR 1232(a) Carrier does not systematically inspect and maintain vehicles at regular intervals as required. Your inspection and maintenance records indicate that inspection and maintenance intervals are being exceeded. You are directed to adhere to inspection and maintenance intervals for vehicles under your control. Examples:

Vehicle Number	Last Inspection	Next Inspection
1. 151	8-01-03	10-31-03
2. 153	8-28-03	11-07-03
3. 110	7-24-03	11-22-03
4. 6122	7-28-03	09-19-03

13 CCR 1230 Carrier permits the operation of vehicles not equipped and/or maintained as required. Drivers' daily vehicle condition reports indicate that noted defects are not being corrected.
See Daily Vehicle Inspection report dated on vehicle number 122, 11-17-03 indicated defective steering. The defect was again noted on 11-18-2003.

13CCR 1215(f) Carrier does not repair defect(s) reported on the driver's daily vehicle condition reports, and attest to the repair by signing or having an authorized agent sign the reports. Defects or deficiencies reported on drivers' daily vehicle condition reports that are likely to affect the safe operation of the motor vehicle are required to be repaired prior to the returning to operation. The motor carrier or an authorized agent shall certify on the report that necessary repairs have been completed prior to the vehicle returns to operation.

13CCR1233 – Terminal is rated Conditional at this time.

When a conditional rating is followed by an unsatisfactory rating, the conditional rating will not be deemed to interrupt the succession of consecutive unsatisfactory ratings.

Note: Drivers records rating is carried forward from the inspection of 08-04-2003.

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER): Watts Labor Community Action Committee

INSPECTION ADDRESS: 800 E. 111th Pl. Los Angeles CA. 90059

CITY OR COUNTY:

DATE: 12-22-2003

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 - X, Bus	Spartan	151	E361403		236,420	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Transit	I	Passengers:	20-seated	☐ Certified ☐ Test witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

24252CVC – Headlamps Inoperative.

24252CVC – Step Light Inoperative.

24252CVC – 1 Of 4 Interior lights inoperative.

13CCR1232(a) – Entrance door glass broken.

24607CVC – Left rear red reflector missing.

13CCR1232(c) – Excessive oil and grease at axle #1.
13CCR1232(a) – Exhaust leak at pipe clamp just below the manifold.
13CCR1232(a) – Axle 1 left side, torque arm securement and bolt loose.
13CCR1232(a) – Axle 2 left side Grease seal laeaking.
**26453CVC – Axle 2 left side brake lining oil soaked.
26507CVC – Wet Tank check valve defective.
**13CCR1230 – Out of Service

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 - X, Bus	Spartan	153	E361348		hub-66,175	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Transit	I	Passengers:	20-Seated	☐ Certified ☐ Test witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

24607CVC – Left rear red reflector missing.

13CCR1267(d) – Entrance door glass has been replaced with Plexiglas

13CCR1267(d) – Wheelchair lift Interlock defective.

13CCR1232(a) – Axle 2 right side radius arm bushing worn.

INSPECTED BY: S. Ripley / M. Vasquez

I.D. NUMBER: A9289/A6974

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

Watts Labor Community Action Committee

INSPECTION ADDRESS: 800 E. 111th Pl. Los Angeles CA. 90059

CITY OR COUNTY:

DATE: 12-22-03

	MAKE 11/01	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 - X, Bus	Ford	110	1101618		29,020	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Conv	I	Passengers:	9-seated / 2 - W/C	☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

24252CVC – Step Light Inoperative.

	MAKE 11/01	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 - X, Bus	Ford	111	1101620		30,508	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Conv.	I	Passengers:	9- seated / 2- W/C	☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

13CCR1232(a) – Brake pedal pad worn.

INSPECTED BY: **S. Ripley / M. Vasquez**

000085

I.D. NUMBER: **A9289/A6974**

Use previous editions until depleted

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER): Watts Labor Community Action Committee

INSPECTION ADDRESS: 800 E. 111th Pl. Los Angeles CA. 90059

CITY OR COUNTY:

DATE: 12-22-2003

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 - X, Bus	Ford 9/01	01015	1104999		39,350	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Conv.	I	Passengers:	14 - Seated	☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

City Ride

13CCR1232(a) – First aid kit not secure.

City Ride

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 - X, Bus	Ford 2/98	98066	1024758		100,856	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Conv.	I	Passengers:	14 - Seated	☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

13CCR1232(a) – Rear wood flooring is defective at the the front of the rear bench seat.

INSPECTED BY: S. Ripley / M. Vasquez

000036

I.D. NUMBER: A9289/A6974

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

Watts Labor Community Action Committee
INSPECTION ADDRESS: 800 E. 111th Pl. Los Angeles CA. 90059
CITY OR COUNTY:
DATE:

	MAKE 1/98	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 - X, Bus	Ford	98072	1024760		108,215	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Conv.	I	Paseengers:		☐ Certified ☐ Test witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

City ride

13CCR1232(a) – Rear wood flooring is defective at the the front of the rear bench seat.

13CCR1232(a) – Battery not secure.

City ride

	MAKE 2/98	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2 - X, Bus	Ford	98062	1024759		116,055	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Conv	I	Passengers:	14 - Seated	☐ Certified ☐ Test witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

13 CCR 1242(d) Fire extinguisher not securely mounted.

INSF

S. Ripley / M. Vasquez

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A9289/A

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER): Watts Labor Community Action Committee

INSPECTION ADDRESS: 800 E. 111th Pl. Los Angeles CA. 90059

CITY OR COUNTY:

DATE: 12-22-2003

	MAKE 1/98	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
2-X, Bus	Ford	11	1106704		122,596	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Conv	I	Passengers:	14 - Seated	☐ Certified ☐ Test witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

13CCR1232(a) – Brake pedal pad worn.

13CCR1232(a) – defroster Inoperative.

13CCR1268(a) – Rear emergencey exit window inoperative.

13CCR1268(a) – Right side emergency exit window operating handle missing

13CCR1269(b)(3) – Emergency exit window operating instructions missing.

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
				☐ Certified ☐ Test witnessed
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

Remarks

INSPECTED BY: S. Ripley / M. Vasquez

000088

I.D. NUMBER: A9289/A

Use previous editions until depleted

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SAFETY COMPLIANCE REPORT/ TERMINAL RECORD UPDATE

CHP 343 (Rev. 10-00) OPI 062

NEW TERMINAL INFORMATION	CA NUMBER	FILE CODE NUMBER	COUNTY CODE
☒ Yes ☐ No	37333	80792	19
CARRIER TYPE ☐ Truck ☒ Bus / CODE 13	OTHER PROGRAM T	LOCATION CODE 530	SUBAREA 526

TERMINAL NAME: WATTS LABOR COMMUNITY ACTION COMMITTEE
TELEPHONE NUMBER (W/ AREA CODE): (323) 563-4736

STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE): 800 E. 111TH PL LOS ANGELES CA. 90059

MAILING ADDRESS (NUMBER, STREET, CITY, ZIP CODE) (IF DIFFERENT FROM ABOVE): 10950 S. CENTRAL AVE LOS ANGELES CA. 90059

LICENSE AND FLEET INFORMATION

HM LIC. NO.	HWT REG. NO.	IMS LIC. NO.	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE	DRIVERS
/	/	/	/	/	I- 29 II-	30
EXP. DATE /	EXP. DATE /	EXP. DATE /	REG. CT. /	HW VEH. /	HW CONT. /	CSAT ☒ Yes ☐ No

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME)	DAY TELEPHONE NUMBER (W/ AREA CODE)	NIGHT TELEPHONE NUMBER (W/ AREA CODE)
ADDIE HEARD	(323) 563-4736	(213) 305-0522
TEDDY WATKINS	(323) 563-4736	(213) 305-0522

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL FOR LAST YEAR [2002]

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

PUC	T- /	T- /	☐ TCP ☐ PSC /	☒ TCP ☐ PSC 8628	US DOT NO. /
ICC	☐ MC ☐ MX /	☐ MC ☐ MX /	MCP ☐ Yes ☐ No ☒ N/A	REASON FOR INSPECTION: BUS TERMINAL REINSPECTION

INSPECTION FINDINGS

INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable

REQMTS	VIOL	MAINTENANCE PROGRAM	DRIVER RECORDS	REG. EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
MAINTENANCE PROGRAM	1	1 S 2 S 3 U 4 U	1 S 2 S 3 U 4 S	1 S 2 S 3 U 4 U	1 N 2 / 3 4	1 S 2 S 3 U 4 U
DRIVER RECORDS	Ø	No. 2 Time 2.0	No. 25 Time 2.0	No. 2 Time 2.0	TIME / N/A	TIME IN 0730 / TIME OUT 1330
DRIVER HOURS	Ø	HAZARDOUS MATERIALS ☒ No H/M Transported ☐ No H/M violations noted		CONTAINERS/TANKS No. / Time /	VEHICLES PLACED OUT-OF-SERVICE Vehicles 2 Units Ø	
BRAKES	1					
LAMPS & SIGNALS	Ø					
CONNECTING DEVICES	Ø					
STEERING & SUSPENSION	3					
TIRES & WHEELS	1					
EQUIPMENT REQUIREMENTS	8					
CONTAINERS & TANKS	N/A					
HAZARDOUS MATERIALS	N/A					

REMARKS

13CCR12[illegible] - 2 VEHICLES WERE PLACED OUT OF SERVICE FOR THE FOLLOWING UNSAFE OPERATING CONDITIONS

VEHICLE LICENSE	MAKE	REASON
E361348	SPARTAN	DEFECTIVE BRAKE / STEERING
E361403	SPARTAN	DEFECTIVE STEERING

THESE VEHICLES MAY BE RETURNED TO HIGHWAY SERVICE AFTER PROPER REPAIR OF THE OUT OF SERVICE CONDITION.

NOTE: DAILY VEHICLE INSPECTION REPORTS INDICATE THAT THESE VEHICLE WERE OPERATED ON 07-22-2003.

BIT	NON-BIT	FEE DUE	CHP 345	CHP 100D COL.	INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)
☐ I ☐ R	☐	☐ Yes ☐ No	☐		

INSPECTED BY (NAME)	ID NUMBER	INSPECTION DATE(S)	SUSPENSE DATE
S. RIPLEY / A. BURKE	A1763 A9289	07-29-2003	☒ Auto ☐ None

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 4), 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	CARRIER REPRESENTATIVE'S SIGNATURE	DATE
UNSATISFACTORY	CCC089	08-04-2003

CARRIER REPRESENTATIVE'S PRINTED NAME	TITLE	DRIVER LICENSE NUMBER	STATE
TIMOTHY WATKINS	CEO		

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
CONTINUATION
CHP 343-1 (REV 10-97) OPI 062

DATE	THIS IS A CONTINUATION OF
07-29-03	CHP 343

CA NAME: N. ITTS LABOR COMMUNITY ACTION COMMITTEE

ADDRESS:

CA NUMBER: 37333

FC NUMBER: 80792

REMARKS

13CCR1232(a) - CARRIERS PREVENTIVE MAINTENANCE PROGRAM IS NOT ADEQUATE TO ENSURE VEHICLES ARE KEPT IS SAFE AND PROPER OPERATING CONDITION. VEHICLE CONDITION INDICATES A MORE FREQUENT AND/OR THOROUGH SYSTEMATIC INSPECTION IS NECESSARY.

CARRIER FAILED TO SUPPLY THE REPRESENATIVE SAMPLE OF VEHICLES FOR INSPECTION AS REQUIRED. ONLY 2 OF 9 VEHICLES WERE AVAILABLE FOR INSPECTION.
THE INSPECTION WAS SCHEDULED ON JULY 26, 2003 WITH PROJECT MANAGER KAISHA JONES.

13CCR1233 - TERMINAL IS RATED UNSATISFACTORY AT THIS TIME.

CARRIER IS DIRECTED TO TAKE THE FOLLOWING ACTION TO BE UPGRADED TO A SATISFACTORY RATING.
1) INSPECT AND MAINTAIN EACH VEHICLE UNDER YOUR CONTROL TO ENSURE SAFE AND PROPER OPERATING CONDITION.

X

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE / EQUIPMENT INSPECTION REPORT

MOTOR CARRIER SAFETY OPERATIONS

CHP 93A (Rev. 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER)	WATTS LABOR
PAGE	3 OF 4
INSPECTION ADDRESS	F.C. # 80792
CITY OR COUNTY	
DATE	07-29-2003

CHECK ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
☐ Tractor ☐ Trailer ☐ Truck ☒ Bus ☐ Dolly	SPARTAN	153	E361341		197,086	D
CHECK ONE ☐ Tractor ☐ Trailer ☐ Truck ☐ Bus ☐ Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE		SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed	
CERTIFICATE TYPE	CERTIFICATE NUMBER		DATE ISSUED	REINSPECTION DATE	ODOMETER	

SECTION	
13CCR984	LEFT SIDE FRONT WINDOW GLASS AS-2, AS-1 REQUIRED.
13CCR1232(9)	WHEELCHAIR LIFT MANUAL OPERATING JACK HANDLE MISSING
13CCR1232(9)	LEFT SIDE GRAB HANDLE LOOSE AT UPPER MOUNTING.
26453 VC	AXLE 2 RIGHT SIDE BRAKE INOPERATIVE.
*13CCR1232(9)	[redacted] ARM LOOSE ON THE SECTOR SHAFT.
*13CCR1230	OUT OF SERVICE.

CHECK ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
☐ Tractor ☐ Trailer ☐ Truck ☒ Bus ☐ Dolly	SPARTAN	151	E361403	—	59,922	D
CHECK ONE ☐ Tractor ☐ Trailer ☐ Truck ☐ Bus ☐ Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK / CONTAINER MAKE	SPEC. / TYPE		SERIAL NUMBER / UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed	
CERTIFICATE TYPE	CERTIFICATE NUMBER		DATE ISSUED	REINSPECTION DATE	ODOMETER	

SECTION	
13CCR1232(9)	LEFT SIDE CENTER EMERGENCY EXIT OPERATING INSTRUCTION MISSING
13CCR1232(9)	DOOR WINDOW GLASS CRACKED.
13CCR1232(9)	GRAB HANDLE LOOSE AT FLOOR MOUNTING.
13CCR1232(9)	AXLE 1 LEFT SIDE HUB GREASE SEAL LEAKING
*13CCR1232(9)	PITMAN ARM LOOSE ON THE SECTOR SHAFT.
*13CCR1232(9)	LEFT SIDE TIE ROD END WORN, MORE THAN 1/8 OF AN INCH HAND MOVEMENT.
13CCR1232(9)	EXHAUST RUBBING THE FRAME, RIGHT SIDE.
13CCR1232(9)	AXLE 2 LEFT SIDE FRONT TIRE LOW ON AIR.

INSPECTED BY: A. BURKE / S. RIPLEY

000091

ID NUMBER

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

NOTICE TO CARRIER

CHP 345 (REV 10-97) OPI 062

INSPECTION DATE: 07-29-2003

L NAME: WATTS LABOR COMMUNITY ACTION	CARRIER NAME (IF DIFFERENT)
ADDRESS: 10950 S. CENTRAL AVE LOS ANGELES	PRINCIPAL (OWNERSHIP)

The ☐ motor carrier ☒ terminal named above was inspected this date and has been rated UNSATISFACTORY. This is the 2ND consecutive unsatisfactory rating. As indicated on the accompanying Carrier Inspection/Safety Compliance Report, the principal areas of noncompliance are: *(Carrier is to initial spaces beside each box checked.)*

X ☒ Maintenance Program/Records
☐ Pull-Notice Program
☐ Hazardous Materials
☐ Driver Records/Hours of Service
X ☒ Vehicles/Tanks/Containers
☐ Drug & Alcohol Test Program
☐ Other: _____

You are advised that:

X ☒ Failure to correct the noted deficiencies and to upgrade compliance to satisfactory before the next inspection (see below) may result in action number(s) 1 & 4 below by this Department.

☐ As a result of the inspection findings indicated above, this Department will initiate action number(s)_____ below without further notice. You may, within 5 calendar days of this notice, request a review of the inspection findings and the action(s) to be taken. To request a prompt and impartial review by the Division Special Services Commander, contact _____ Division at _____.

2 ☒ 1. A recommendation to the ☒ Department of Motor Vehicles (DMV) to suspend or revoke your motor carrier of property permit _____ ☒ Public Utilities Commission (PUC) to deny, suspend, or revoke your ☒ operating authority TCP 8628 or ☐ private carrier of passengers registration_____. Carrier is placed on notice that the DMV/PUC will deny or suspend its permit, operating authority, or private carrier of passengers registration on receipt of a written recommendation from the CHP, without further notice to the carrier. The DMV/PUC may thereafter revoke the carrier's permit, operating authority, or private carrier of passengers registration.

☐ 2. A recommendation to the Department of Toxic Substances Control for administrative action, to include possible suspension, denial, revocation or assessment of significant monetary penalties regarding Hazardous Waste Transporter Registration, Number _____.

☐ 3. Suspension or revocation of your ☐ Hazardous Materials Transportation License, Number _____ ☐ Inspection and Maintenance Station License, Number _____.

X ☒ 4. A complaint being filed with the District Attorney's office for prosecution. (A criminal or civil action may follow.)

☐ 5. Other: _____

2 ☒ A reinspection is ☒ required in 120 days(s) ☐ tentatively scheduled in _____ day(s).

☐ Pursuant to Vehicle Code Section 34501.12(h), a BIT reinspection fee of ($_____) must be submitted to the CHP within 60 days of the unsatisfactory rating.

☐ After a recommendation has been forwarded to the DMV/PUC, no reinspection will be conducted until requested by the DMV/PUC.

If you desire further information concerning this notice, you may telephone the SOUTHERN Division Motor Carrier Safety Unit at 323-644-9557.

Acknowledge receipt and understanding of the above notice.

SIGNATURE: X	TITLE: X CEO	
NAME (PRINTED): X TIMOTHY WATKINS	CALIFORNIA DRIVER LICENSE NUMBER: X A0911470	DATE: X 8-4-03
ISSUED BY: S. RIPLEY	000092	I.D. NUMBER: A09281

Destroy previous editions.

TE OF CALIFORNIA
ARTMENT OF CALIFORNIA HIGHWAY PATROL

AFETY COMPLIANCE REPORT/ ERIAL RECORD UPDATE

P 34 (Rev. 10-00) OPI 062

NEW TERMINAL INFORMATION	CA NUMBER	FILE CODE NUMBER	COUNTY CODE
☒ Yes ☐ No	37333	80792	19
CARRIER TYPE ☐ Truck ☒ Bus / CODE B	OTHER PROGRAM T, G	LOCATION CODE 530	SUBAREA 526

MIN AME: WATTS LABOR COMMUNITY ACTION COMMITTEE
TELEPHONE NUMBER (W/ AREA CODE): (323) 563-4736

EET ADDRESS (NUMBER, STREET, CITY, ZIP CODE): 00 E. 111th PL LOS ANGELES CA 90059

LING ADDRESS (NUMBER, STREET, CITY, ZIP CODE) (IF DIFFERENT FROM ABOVE): 0950 S CENTRAL AVE LOS ANGELES CA 90059

LICENSE AND FLEET INFORMATION

LIC. NO.	HWT REG. NO.	IMS LIC. NO.	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE	DRIVERS
					I-29 II-	30
DATE	EXP. DATE	EXP. DATE	REG. CT.	HW VEH.	HW CONT.	CSAT ☒ Yes ☐ No

EMERGENCY CONTACTS (In Calling Order of Preference)

ERGENCY CONTACT (NAME)	DAY TELEPHONE NUMBER (W/ AREA CODE)	NIGHT TELEPHONE NUMBER (W/ AREA CODE)
IDDIE HEARD	(323) 563-4736	(213) 305-0522
ERGENCY CONTACT (NAME)	DAY TELEPHONE NUMBER (W/ AREA CODE)	NIGHT TELEPHONE NUMBER (W/ AREA CODE)
EDDY WATKINS	(323) 563-4736	(213) 305-0522

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL FOR LAST YEAR [2002]

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

IC	T-	T-	☐ TCP ☐ PSC	☒ TCP ☐ PSC 8628	US DOT NO.
	IC MX	☐ MC ☐ MX	MCP ☐ Yes ☐ No ☒ N/A	REASON FOR INSPECTION: ANNUAL BUS TERMINAL	

INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable

INS TION FINDINGS						
RECORDS	VIOL	MAINTENANCE PROGRAM	DRIVER RECORDS	REG. EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
NTENANCE GRAM	4	1 S 2 S 3 S 4 U	1 S 2 S 3 S 4 U	1 S 2 S 3 S 4 U	1 N 2 3 4	1 S 2 S 3 S 4 U
VER ORDS	3	No. 9 Time 3.0	No. 25 Time 1.5	No. 9 Time 4.5	TIME N/A	TIME IN 0700 TIME OUT 0800
VER URS	Ø	HAZARDOUS MATERIALS ☒ No H/M Transported ☐ No H/M violations noted		CONTAINERS/TANKS No. Time	VEHICLES PLACED OUT-OF-SERVICE Vehicles 3 Units Ø	
KES	5	REMARKS				
PS & VALS	10	13CCR1230(a) 3 OF 9 VEHICLES WERE PLACED OUT OF SERVICE				
INECTING ICES	Ø	FOR THE FOLLOWING UNSAFE OPERATING CONDITIONS:				
ERING & PENSION	7	VEHICLE LICENSE	MAKE	REASON		
S & ELS	1	B861347	SPARTAN	DEFECTIVE STEERING		
IPMENT UIREMENTS	15	E361403	SPARTAN	DEFECTIVE STEERING		
TAINERS & KS	N/A	E1024756	FORD	DEFECTIVE BRAKE LAMPS		
ARDOUS ERIALS	N/A	THESE VEHICLE MAY BE RETURNED TO HIGHWAY SERVICE AFTER PROPER REPAIR OF THE OUT OF SERVICE CONDITIONS.				

I ☐ R	NON-BIT	FEE DUE	CHP 345	CHP 1000 COL	INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)
	☐	☐ Yes ☐ No	☒	10	800 E 111th PL LOS ANGELES / 10950 S. CENTRAL AVE LOS ANGELES

ECTED BY (NAME)	ID NUMBER	INSPECTION DATE(S)	SUSPENSE DATE
RIPLEY / A BURKE	A7763 / A09239	03-06-2003 / 03-04-2003	☒ Auto ☐ None

MOTOR CARRIER CERTIFICATION

reby certify that all violations described hereon and recorded on the attached pages (2 through 11), will be corrected in accordance with applicable vi of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by tacting the Motor Carrier Safety Unit Supervisor at 323-644-9557 within 5 calendar days of the rating.

RENT TERMINAL RATING	CARRIER REPRESENTATIVE'S SIGNATURE	DATE
N SATISFACTORY	000093	3.6.03

RIER REPRESENTATIVE'S PRINTED NAME	TITLE	DRIVER LICENSE NUMBER	STATE

cty pdc

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

CLE/EQUIPMENT INSPECTION REPORT
OR CARRIER SAFETY OPERATIONS

343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER): WATTS LABOR COMMUNITY

PAGE OF

INSPECTION ADDRESS: F.C. # 80792

CITY OR COUNTY:

DATE: 03-04-03

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUE
Truck / Tractor / Bus / Trailer / Dolly	FORD 9/01	01015	1104999	1FDXE45562HA16821	023665	G
Truck / Tractor / Bus / Trailer / Dolly						

TANK/CONTAINER MAKE	SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
	I 13	PAD SEATED.		☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION

LAST PM. 1-15-03.

NONE NOTED.

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUE
Truck / Tractor / Bus / Trailer / Dolly	FORD 2/98	98045	1024756.	1FDWE30F7WHA99164	94809	D
Truck / Tractor / Bus / Trailer / Dolly						

TANK/CONTAINER MAKE	SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
	I 6 PAD	SEATED / 2 W/C.		☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION

LAST PM. 2/5/02.

BCCA 1292(K	WHEELCHAIR LIFT COVER MISSING
24252(a) VC.	LEFT SIDE TAIL LAMP INOPERATIVE
24252(a) VC. *	LEFT & RIGHT SIDE BRAKE LAMPS. INOPERATIVE
27465(B) VC.	AXLE #1 LEFT SIDE TIRE BELOW 4/32

* OUT OF SERVICE ITEM. *

INSPECTED BY: S. RIPLEY

000091

I.D. NUMBER: 49299

EPA NT OF CALIFORNIA HIGHWAY PATROL
VEH E/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CH BA (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER): WATTS LABOR COMMUNITY LABOR
PAGE OF
INSPECTION ADDRESS: F.C. # 80792
CITY OR COUNTY:
DATE: 03-04-03

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck (Tractor) Bus Trailer Dolly	SPARTAN 11/91	151	E361403	4STHT979XNC004666	224353	D
Truck Tractor Bus Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
	LAST INS. 2/14/03 @ 72332.
27960 VC.	NO CA # DISPLAYED ON RIGHT OR LEFT FUEL.
5202 VC.	NO FRONT LICENSE PLATE.
3CCR 1268(b)(3).	LEFT SIDE CENTER EMERGENCY EXIT OPERATING INSTRUCTIONS MISSING.
25300 VC.	3 ROADSIDE WARNING DEVICES REQUIRED
13CCR 1242(d)	FIRE EXTINGUISHER NOT SECURELY MOUNTED.
3CCR 1268(f)(2)	RIGHT SIDE REAR EMERGENCY EXIT RELEASE HANDLE BROKEN.
	CERTIFICATION/COMPLIANCE STICKER MISSING OFF WHEELCHAIR LIFT.
3CCR 1093(h)	JACK HANDLE MISSING FOR WHEELCHAIR LIFT
24252(a) VC.	RIGHT SIDE HI BEAM INOPERATIVE.
* 24252(a) VC	BRAKE LAMPS INOPERATIVE.
13CCR 1232(a).	1 OF 4 BOLTS MISSING FROM STEERING COLUMN SECURING BRACKET.

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck Tractor Bus Trailer Dolly						
Truck Tractor Bus Trailer Dolly						

TANK/CONTAINER MAKE	SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
13CCR 1232(a) *	PITMAN ARM LOOSE ON SECTOR SHAFT.
13CCR 1232(a) *	FRAME CRACKED NEAR STEERING GEARBOX MOUNTING (≈ 6" CRACK).
26453 VC. *	AXLE 2 RIGHT & LEFT SIDES BRAKE CHAMBER PUSHROD TRAVEL AT 2½" @ 90 psi (T30)
26453 VC.	DUAL BLE - AIR LOSS IN #1 AXLE AREA.
13CCR 1232(a)	AXLE #1 SPRING ANCHOR BRACKET BUSHING WORN.

* OUT OF SERVICE ITEMS *

INSPECTED BY: S. RIPLEY

000095

I.D. NUMBER: A9289

Calypso 97010 97010

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER): WCAC.
PAGE 1 OF
INSPECTION ADDRESS: Fe 80797.
CITY OR COUNTY:
DATE: 3-4-03

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor Bus / Trailer Dolly	11/91 SPARTAN	150.	E 361347.	4S7MT9T08NC004665.	026770	D
Truck / Tractor Bus / Trailer Dolly						

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
				☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
	CAST PM. 5/28/01.
	LEFT SIDE REAR REFLECTOR (RED) MISSING.
27900. VC	NO CAT H DISPLAYED ON RIGHT OR LEFT SIDES.
5200 VC	NO FRONT LICENSE PLATE.
13CCR 1247(d)	FIRE EXTINGUISHER NOT MOUNTED SECURELY.
13CCR 1232(a)	INTERIOR ENGINE COVER NOT INSTALLED CORRECTLY.
13CCR 699(b).	RIGHT TURN SIGNAL PILOT INDICATOR ON DASH INOPERATIVE
13CCR 1232(a) *	FRAME CRACKED NEAR STEERING GEARBOX
13CCR 1232(a) *	STEERING GEARBOX MOUNTING BRACKET CRACKED.
13CCR 1232(a) *	STEERING GEARBOX TO MOUNTING BRACKET BOLTS LOOSE.
13CCR 1232(a) *	PITMAN ARM LOOSE ON SECTOR SHAFT.
26453 VC.	AXLE #1 RIGHT SIDE BRAKE PUSHROD CLEVIS LOCKNUT LOOSE.

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor Bus / Trailer Dolly						
Truck / Tractor Bus / Trailer Dolly						

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
				☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
26453 VC.	AXLE #1 LEFT SIDE BRAKE CHAMBER PUSHROD TRAVEL AT 1 1/8
	AT 90 psi (T 74)

INSPECTED BY: S. Ripley / A Burke

000096

I.D. NUMBER

James

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SAFETY COMPLIANCE REPORT/ TERMINAL RECORD UPDATE

CHP (Rev. 10-00) OPI 062

NEW TERMINAL INFORMATION	CA NUMBER	FILE CODE NUMBER	COUNTY CODE
☒ Yes ☐ No	37333	80792	19

CARRIER TYPE	CODE	OTHER PROGRAM	LOCATION CODE	SUBAREA
☐ Truck ☒ Bus	B	T, G	530	526

TERMINAL NAME: WATTS LABOR COMMUNITY ACTION COMMITTEE

TELEPHONE NUMBER (W/ AREA CODE): (323) 563-4736

STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE): 800 E. 111th PL LOS ANGELES CA. 90059

MAILING ADDRESS (NUMBER, STREET, CITY, ZIP CODE) (IF DIFFERENT FROM ABOVE): 10950 S CENTRAL AVE LOS ANGELES CA 90059

LICENSE AND FLEET INFORMATION

HM LIC. NO.	HWT REG. NO.	IMS LIC. NO.	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE	DRIVERS
/	/	/	/	/	I-29 II-	30
EXP. DATE /	EXP. DATE /	EXP. DATE /	REG. CT. /	HW VEH. /	HW CONT. /	CSAT ☒ Yes ☐ No

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME)	DAY TELEPHONE NUMBER (W/ AREA CODE)	NIGHT TELEPHONE NUMBER (W/ AREA CODE)
ADDIE HEARD	(323) 563-4736	(213) 305-0522
TEDDY WATKINS	(323) 563-4736	(213) 305-0522

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL FOR LAST YEAR [2002]

A	B	C	D	E	F	G	H	I
☐ UNDER 15,000	☐ 15,001 — 50,000	☐ 50,001 — 100,000	☐ 100,001 — 500,000	☒ 500,001 — 1,000,000	☐ 1,000,001 — 2,000,000	☐ 2,000,001 — 5,000,000	☐ 5,000,001 — 10,000,000	☐ MORE THAN 10,000,000

OPERATING AUTHORITIES

PUC	T- /	T- /	☐ TCP ☐ PSC /	☒ TCP ☐ PSC 8628	US DOT NO. /
ICC	☐ MC ☐ MX /	☐ MC ☐ MX /	MCP ☐ Yes ☐ No ☒ N/A	REASON FOR INSPECTION: ANNUAL BUS TERMINAL	

INSPECTION FINDINGS

INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable

REQMTS	VIOL	MAINTENANCE PROGRAM	DRIVER RECORDS	REG. EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
MAINTENANCE PROGRAM	4	1 S 2 S 3 S 4 U	1 S 2 S 3 S 4 U	1 S 2 S 3 S 4 U	1 N 2 / 3 4	1 S 2 S 3 S 4 U
DRIVER RECORDS	3	No. 9 Time 3.0	No. 25 Time 1.5	No. 9 Time 4.5	TIME / NA	TIME IN 0700 TIME OUT 0380
DRIVER HOURS	Ø	HAZARDOUS MATERIALS ☒ No H/M Transported ☐ No H/M violations noted		CONTAINERS/TANKS No. Time	VEHICLES PLACED OUT-OF-SERVICE Vehicles 3 Units Ø	
BRAKES	5					
LAMPS & SIGNALS	10					
CONNECTING DEVICES	Ø					
STEERING & SUSPENSION	7					
TIRES & WHEELS	1					
EQUIPMENT REQUIREMENTS	15					
CONTAINERS & TANKS	N/A					
HAZARDOUS MATERIALS	N/A					

REMARKS

13CCR1230(g) 3 OF 9 VEHICLES WERE PLACED OUT OF SERVICE FOR THE FOLLOWING UNSAFE OPERATING CONDITIONS:

VEHICLE LICENSE	MAKE	REASON
BB61347	SPARTAN	DEFECTIVE STEERING
E361403	SPARTAN	DEFECTIVE STEERING
E1024756	FORD	DEFECTIVE BRAKE LAMPS

THESE VEHICLE MAY BE RETURNED TO HIGHWAY SERVICE AFTER PROPER REPAIR OF THE OUT OF SERVICE CONDITIONS.

BIT	NON-BIT	FEE DUE	CHP 345	CHP 100D COL	INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)
☐ I ☐ R	☐	☐ Yes ☐ No	☒	10	800 E 111th PL LOS ANGELES / 10950 S. CENTRAL AVE LOS ANGELES

INSPECTED BY (NAME)	ID NUMBER	INSPECTION DATE(S)	SUSPENSE DATE
S. RIPLEY / A. BURKE	A7763 / A09289	03-06-2003 / 03-04-2003	☒ Auto ☐ None

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 11), 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	CARRIER REPRESENTATIVE'S SIGNATURE	DATE
UNSATISFACTORY	000097	3.6.03

CARRIER REPRESENTATIVE'S PRINTED NAME	TITLE	DRIVER LICENSE NUMBER	STATE
TIMOTHY WATKINS	CEO	A0911410	CA

Destroy Previous Edition

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT

MOTOR CARRIER SAFETY OPERATIONS

CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER)	WATTS LABOR COMMUNITY
PAGE OF	
INSPECTION ADDRESS	F.C. # 80792
CITY OR COUNTY	
DATE	03-04-03

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor / Bus / Trailer / Dolly	FORD 9/07	01015	1104999	1FDXE45S62HA16821	023665	E
Truck / Tractor / Bus / Trailer / Dolly						

TANK/CONTAINER MAKE	SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
	I 13 PAX SEATED.			☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
	LAST PM. 1-15-03.
	NONE NOTED.

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor / Bus / Trailer / Dolly	FORD. 2/98	98005	1024756.	1FDWE30F7WHA9916	94809.	D
Truck / Tractor / Bus / Trailer / Dolly						

TANK/CONTAINER MAKE	SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
	I 6 PAX	SEATED / 2 W/C.		☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
	LAST PM. 2/5/03.
13 CCR 1292(f)	WHEELCHAIR LIFT COVER MISSING
24252(a). Vc.	LEFT REAR TAIL LAMP INOPERATIVE
24252(a). Vc. *	LEFT & RIGHT REAR BRAKE LAMPS. INOPERATIVE
27465(B) Vc.	AXLE #1 LEFT SIDE TIRE BELOW 4/32
	* OUT OF SERVICE ITEM. *

INSPECTED BY		I.D. NUMBER
S. RIPLEY	000098	49289

Use previous editions until depleted.

OSP 98 9679

Calyn 97010 97019

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT

...OR CARRIER SAFETY OPERATIONS

...P 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER)	PAGE OF
INSPECTION ADDRESS	
CITY OR COUNTY	DATE 3-4-03.

CIRCLE ONE Truck / Tractor Bus / Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Tractor Bus	FORD 6/97	97009.	378106.	1FDKE30F5VHB88664.	110404.	D
Truck / Tractor Bus / Trailer Dolly						

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
				☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION

LAST PM. 2/21/03.

NONE NOTED

CIRCLE ONE Truck / Tractor Bus / Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor Bus / Trailer Dolly						

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
				☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION

INSPECTED BY: S. Ripley / A. Burke.

I.D. NUMBER

000099

Use previous editions until depleted.

OSP 98 9679

CA. 311. FC. 80792. Citrus 97010 97010 18050

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER): WICAC

PAGE OF

INSPECTION ADDRESS: FC 80792.

CITY OR COUNTY:

DATE: 3-4-03

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE F
Truck / Tractor / Bus / Trailer / Dolly	FORD 6/97	97010	378107	1FDXE30F0VHB86670	117661	
CIRCLE ONE: Truck / Tractor / Bus / Trailer / Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE F

TANK/CONTAINER MAKE	SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
	I 6	SEATED / 2 WC.		☐ Certified ☐ Test witnesse

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
	LAST PM. 1/3/03 @ 113596.
27900. VC.	NO CAB DISPLAYED ON LEFT OR RIGHT SIDES.
24252 (a) VC.	LICENSE PLATE LAMP BROKEN.

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FU
Truck / Tractor / Bus / Trailer / Dolly	FORD 6/97	10	1106703	1FDLE40S8VHB81599	115410	G
CIRCLE ONE: Truck / Tractor / Bus / Trailer / Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FU

TANK/CONTAINER MAKE	SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
	I 14	SEATED / 2 WC.		☐ Certified ☐ Test witnesse

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
	LAST PM. 12/16/02. @ 11189.
	INTERIOR LAMPS INOPERATIVE.
26453 VC	UNABLE TO CHECK CONDITION OF PARKING BRAKE ASSEMBLY DUE TO COVER IN PLACE.

INSPECTED BY: S. Rabon / A. Rosas

I.D. NUMBER:

000100

Use previous editions until depleted.

OSP 98 9879

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER): WATTS LABOR COMMUNITY LABOR
PAGE OF
INSPECTION ADDRESS: F.C.# 80792
CITY OR COUNTY:
DATE: 03-04-03

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck (Bus) Trailer Dolly	11/94 SPARTAN	151	E36403	4STMT9T9XNC004666	224353	D
Truck Tractor Bus Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
	LAST INS. 2/14/03 @ 22332.
27960 VC.	NO CA # DISPLAYED ON RIGHT OR LEFT SIDE.
5200 VC.	NO FRONT LICENSE PLATE.
13CCR 1268(b)(3).	LEFT SIDE CENTER EMERGENCY EXIT OPERATING INSTRUCTIONS MISSING.
25300 VC.	3 ROADSIDE WARNING DEVICES REQUIRED
13CCR 1242(d)	FIRE EXTINGUISHER NOT SECURELY MOUNTED.
13CCR 1268(f)(2)	RIGHT SIDE REAR EMERGENCY EXIT RELEASE HANDLE BROKEN.
	CERTIFICATION/COMPLIANCE STICKER MISSING OFF WHEELCHAIR LIFT.
13CCR 1093(i)	JACK HANDLE MISSING FOR WHEELCHAIR LIFT
24252(a) VC.	RIGHT SIDE HI BEAM INOPERATIVE.
* 24252(a) VC	BRAKE LAMPS INOPERATIVE.
13CCR 1232(a).	1 OF 4 BOLTS MISSING FROM STEERING COLUMN SECURING BRACKET.

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck Tractor Bus Trailer Dolly						
Truck Tractor Bus Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
* 13CCR 1232(a)	PITMAN ARM LOOSE ON SECTOR SHAFT.
* 13CCR 1232(a)	FRAME CRACKED NEAR STEERING GEARBOX MOUNTING (≈ 6" CRACK).
* 26453 VC.	AXLE 2 RIGHT & LEFT SIDES BRAKE CHAMBER PUSHROD TRAVEL AT 2¼" @ 90 psi (T30)
26453 VC.	AUDIBLE AIR LOSS @ #1 AXLE AREA.
13CCR 1232(a)	AXLE #1 SPRING ANCHOR BRACKET BUSHING WORN.

* OUT OF SERVICE ITEMS *

INSPECTED BY: S. RIPLEY
000101
I.D. NUMBER: A9289

Use previous editions until depleted.

OSP 98 9679

Calyn 7710 77010

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
OR CARRIER SAFETY OPERATIONS

CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER)	WCAC.
PAGE	1 OF
INSPECTION ADDRESS	Fe 80792.
CITY OR COUNTY	
DATE	3-4-03

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor Bus / Trailer Dolly	11/91 SPARTAN	150.	E 361347.	4S7MT9T08NC004665. HUB.	026770	D.
Truck / Tractor Bus / Trailer Dolly						

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
	LAST PM. 5/25/01.
	LEFT SIDE REAR REFLECTOR (RED) MISSING.
27900. Vc	NO CA # DISPLAYED ON RIGHT OR LEFT SIDES.
5200 Vc	NO FRONT LICENSE PLATE.
13CCR 1242(d)	FIRE EXTINGUISHER NOT MOUNTED SECURELY.
13CCR 1232(a)	INTERIOR ENGINE COVER NOT INSTALLED CORRECTLY.
13CCR 699(b)	RIGHT TURN SIGNAL PILOT INDICATOR ON DASH INOPERATIVE
13CCR 1232(a) *	FRAME CRACKED NEAR STEERING GEARBOX
13CCR 1232(a) *	STEERING GEARBOX MOUNTING BRACKET CRACKED.
13CCR 1232(a) *	STEERING GEARBOX TO MOUNTING BRACKET BOLTS LOOSE.
CCR 1232(a) *	PITMAN ARM LOOSE ON SECTOR SHAFT.
26453 Vc.	AX#1 RIGHT SIDE BRAKE PUSHROD CLEVIS LOCKNUT LOOSE.

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor Bus / Trailer Dolly						
Truck / Tractor Bus / Trailer Dolly						

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
26453 Vc.	AXLE #1 LEFT SIDE BRAKE CHAMBER PUSHROD TRAVEL AT 1 7/8
	AT 90 psi (T 74)

INSPECTED BY	I.D. NUMBER
S. Ripley / A Burke	

000102

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CH. 80
FC. 80

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CH[illegible]3A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER): WLCAC
PAGE OF
INSPECTION ADDRESS: FC 80792
CITY OR COUNTY:
DATE: 3-4-03

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor / Bus / Trailer / Dolly	6/97 FORD	97810	378107	1FDXE30F0VHB81670	117661	D
CIRCLE ONE: Truck / Tractor / Bus / Trailer / Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
	I 6	SEATED / 2 WHL.		☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
	LAST PM. 1/3/03 @ 113596.
27900. VC.	NO CAP DISPLAYED ON LEFT OR RIGHT SIDES.
24253(a) VC.	LICENSE PLATE LAMP BROKEN.

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor / (Bus) / Trailer / Dolly	6/97 FORD	10	1106703	1FDXE40S8VHB81599	115410	G
CIRCLE ONE: Truck / Tractor / Bus / Trailer / Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
	I 14	SEATED / 2 WHL.		☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
	LAST PM. 12/16/02 @ 11189.
	INTERIOR LAMPS INOPERATIVE.
26453 V.	UNABLE TO CHECK CONDITION OF PARKING BRAKE ASSEMBLY DUE TO COVER IN PLACE

INSPECTED BY: S Pelley / A Porter

000103

I.D. NUMBER:

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OSP 98 9679

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT

MOTOR CARRIER SAFETY OPERATIONS

CH[illegible]3A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER)	PAGE OF
INSPECTION ADDRESS	
CITY OR COUNTY	DATE 3-4-03.

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor Bus / Trailer Dolly	Fold 6/97	97009	375106	1FDKE30F5VHB88664.	110404.	D.
Truck / Tractor Bus / Trailer Dolly						

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
	T			☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION

LAST Pm. 2/21/03.

None NOTED

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor Bus / Trailer Dolly						
Truck / Tractor Bus / Trailer Dolly						

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
				☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION

INSPECTED BY

S. Ripley / A. Bulkie.

000104

I.D. NUMBER

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS

CH[illegible]43A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER): WATTS LABOR COMMUNITY LABOR

PAGE 1 OF

INSPECTION ADDRESS: F.C.# 80792

CITY OR COUNTY:

DATE: 03-04-03

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor / Bus / Trailer / Dolly	FORD. 2/98.	98050.	E1024762.	1FDWE30F2WHA99153.	97709.	D.
Truck / Tractor / Bus / Trailer / Dolly						

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
	I 6 SEATED / 2 W/C.			☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
	Last Pm. 2-24-03. @ 97539.
27900 VC.	CA # NOT DISPLAYED ON RIGHT SIDE.
24252 Car Vc.	LEFT SIDE BRAKE LAMP INOPERATIVE
13CCR1093(h).	JACK HANDLE MISSING FROM WHEELCHAIR LIFT.

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor / Bus / Trailer / Dolly	FORD. 2/98	98066.	1024758.	1FDWE30F2WHA99170.	92295.	D.
Truck / Tractor / Bus / Trailer / Dolly						

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
	I 14 PASS SEATED			☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
	LAST Pm. 12/31/02. @ 89532
	NONE NOTED.

INSPECTED BY: S RIPLEY

000105

I.D. NUMBER: A9289

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OSP 98 9679

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 93A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER): WATTS LABOR COMMUNITY LABOR
PAGE OF
INSPECTION ADDRESS: F.C. # 80792
CITY OR COUNTY:
DATE: 03-04-03

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck (Bus) Tractor Trailer Dolly	11/94 SPARTAN	151	E361403	4STMT979XNC004666	204353	D
CIRCLE ONE Truck Bus Tractor Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
	LAST INS. 2/14/03 @ 72332.
27960 VC.	NO CA # DISPLAYED ON RIGHT OR LEFT FUEL.
5200 VC.	NO FRONT LICENSE PLATE.
3CCR 1268(b)(3).	LEFT SIDE CONTOUR EMERGENCY EXIT OPERATING INSTRUCTIONS MISS.
25300 VC.	3 ROADSIDE WARNING DEVICES REQUIRED
13CCR 124(d)	FIRE EXTINGUISHER NOT SECURELY MOUNTED.
13CCR 1268(f)(2)	RIGHT SIDE REAR EMERGENCY EXIT RELEASE HANDLE BROKEN.
	CERTIFICATION/COMPLIANCE STICKER MISSING OFF WHEELCHAIR LIFT.
13CCR 1093(h)	JACK HANDLE MISSING FOR WHEELCHAIR LIFT
24252(a) VC.	RIGHT SIDE HI BEAM INOPERATIVE.
24252(a) VC *	BRAKE LAMPS INOPERATIVE.
CCR 1232(a).	1 OF 4 BOLTS MISSING FROM STEERING COLUMN SECURING BRACKET.

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck Bus Tractor Trailer Dolly						
CIRCLE ONE Truck Bus Tractor Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
13CCR 1232(a) *	PITMAN ARM LOOSE ON SECTOR SHAFT.
13CCR 1232(a) *	FRAME CRACKED NEAR STEERING GEARBOX MOUNTING (2" CRACK).
26453 VC. *	AXLE 2 RIGHT & LEFT SIDES BRAKE CHAMBER PUSHROD TRAVEL AT 2½ @ 90 psi (T30)
26453 VC.	AUDIBLE AIR LOSS @ #1 AXLE AREA.
13CCR 1232(a)	AXLE #1 SPRING ANCHOR BRACKET BUSHING WORN.

* OUT OF SERVICE ITEMS *

INSPECTED BY: S. RIPLEY

000106

I.D. NUMBER: A9289

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS

CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER): WCAC.

PAGE 1 OF

INSPECTION ADDRESS: Fe 80792.

CITY OR COUNTY:

DATE: 3-4-03

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor Bus / Trailer Dolly	11/9 SPARTAN	150.	E 361347.	4S7MT9T08NC004665 HUB.	026770	D
Truck / Tractor Bus / Trailer Dolly						

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
	CAST PM. 5/25/01.
	LEFT SIDE REAR REFLECTOR (RED) MISSING.
27900 Vc	NO CA # DISPLAYED ON RIGHT OR LEFT SIDES.
5200 Vc	NO FRONT LICENSE PLATE.
13CCR 1242(d).	FIRE EXTINGUISHER NOT MOUNTED SECURELY.
13CCR 1232(a).	INTERIOR ENGINE COVER NOT INSTALLED CORRECTLY.
13CCR 699(b).	RIGHT TURN SIGNAL PILOT INDICATOR ON DASH INOPERATIVE
13CCR 1232(a). *	FRAME CRACKED NEAR STEERING GEARBOX
13CCR 1232(a). *	STEERING GEARBOX MOUNTING BRACKET CRACKED.
13CCR 1232(a). *	STEERING GEARBOX TO MOUNTING BRACKET BOLTS LOOSE.
13CCR 1232(a) *	PITMAN ARM LOOSE ON SECTOR SHAFT.
26453 Vc.	AXLE #1 RIGHT SIDE BRAKE PUSHROD CLEVIS LOCKNUT LOOSE.

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor Bus / Trailer Dolly						
Truck / Tractor Bus / Trailer Dolly						

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
26453 Vc.	AXLE #1 LEFT SIDE BRAKE CHAMBER PUSHROD TRAVEL AT 1 1/8
	AT 90 psi (T 24)

INSPECTED BY: S. Ripley / A Burke

000107

I.D. NUMBER:

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT

MOTOR CARRIER SAFETY OPERATIONS

CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER)	WATTS LABOR COMMUNITY ACTION COMMITTEE
PAGE	OF
INSPECTION ADDRESS	800 E 111TH PLACE, LOS ANGELES, CA 90059
CITY OR COUNTY	Los Angeles County
DATE	11/3/2000

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
BUS 2-98	FORD	98047	1024764		53008	G
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
CVSA	3420668	11/3/00		

SECTION	
	CA # 37333 - FC # 80792 - 590 C13
13 CCR 1232(a)	EXHAUST TAILPIPE MOUNT BRACKET BROKEN

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
BUS	FORD	98051	1024761		49895	G
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
CVSA	3420667			

SECTION	
13CCR 1232(a)	AXLE #2 RIGHT INSIDE DUAL TIRE FLAT. (REPAIRED)
13CCR 1232(a)	EXHAUST TAILPIPE MOUNT BRACKET BROKEN. (REPAIRED)

INSPECTED BY		I.D. NUMBER
DON MYERS	000108	A06656

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT

MOTOR CARRIER SAFETY OPERATIONS

CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER): WATTS LABOR COMMUNITY ACTION COMMITTEE

PAGE OF

INSPECTION ADDRESS: 800 E 111TH PLACE, LOS ANGELES, CA 90059

CITY OR COUNTY: Los Angeles County

DATE: 11/3/2000

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
BUS 2-98	FORD	98055	1024754		52252	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
CVSA	3420666	11/3/00		

SECTION	
	CA # 37333 - FC # 80792 - 590 C13
13 CCR 1232(a)	EXHAUST TAIL PIPE MOUNT BRACKET BROKEN.
27465(b)(2)	AXLE #2, LEFT INSIDE TIRE TREAD WORN BELOW 2/32".

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
BUS 3- 91	FORD	91- L121	E367307		30751	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
13 CCR 1232(a)	BATTERY NOT SECURED IN MOUNT.
13 CCR 1269.1(a)(5)	WHEELCHAIR CONTROL INTERLOCK INOPERATIVE.

INSPECTED BY: DON MYERS

000109

I.D. NUMBER: A06656

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

WATTS LABOR COMMUNITY ACTION COMMITTEE | PAGE 9 OF 9

INSPECTION ADDRESS: 800 E 111TH PLACE, LOS ANGELES, CA 90059

CITY OR COUNTY: Los Angeles County | DATE: 11/3/2000

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
BUS 2-98	FORD	98055	1024754		52252	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
CVSA	3420666	11/3/00		

SECTION	
	CA # 37333 - FC # 80792 - 590 C13
13 CCR 1232(a)	EXHAUST TAIL PIPE MOUNT BRACKET BROKEN.
27465(b)(2)	AXLE #2, LEFT INSIDE TIRE TREAD WORN BELOW 2/32".

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
BUS 3-91	FORD	91-L121	E367307		30751	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
13 CCR 1232(a)	BATTERY NOT SECURED IN MOUNT.
13 CCR 1269.1(a)(5)	WHEELCHAIR CONTROL INTERLOCK INOPERATIVE.

CVSA BY: DON MYERS

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I.D. NUMBER: A06656

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

WATTS LABOR COMMUNITY ACTIO( )MMITTEE

INSPECTION ADDRESS: 800 E 111TH PLACE, LOS ANGELES, CA 90059

CITY OR COUNTY: Los Angeles County

DATE: 11/3/2000

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
BUS 2-98	FORD	98047 ✓	1024764		53008	G
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
CVSA	3420668	11/3/00		

SECTION	
	CA # 37333 - FC # 80792 - 590 C13
13 CCR 1232(a)	EXHAUST TAILPIPE MOUNT BRACKET BROKEN

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
BUS	FORD	98051 ✓	1024761		49895	G
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
CVSA	3420667			

SECTION	
13CCR 1239	OUT-OF-SERVICE FOR DEFECTIVE TIRE.
13CCR 1232(a)	AXLE #2 RIGHT INSIDE DUAL TIRE FLAT. (REPAIRED)
13CCR 1232(a)	EXHAUST TAILPIPE MOUNT BRACKET BROKEN. (REPAIRED)

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ON MYERS

I.D. NUMBER: A06656

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

WATTS LABOR COMMUNITY ACTION COMMITTEE

INSPECTION ADDRESS: 800 E 111TH PLACE, LOS ANGELES, CA 90059

CITY OR COUNTY: Los Angeles County

DATE: 11/2/2000

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
BUS	FORD	97010	E378107		66124	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
				☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
CVSA	3420607	11/2/00		

SECTION	
	CA # 37333 - FC # 80792 - 590 C13
13CCR 1232(a)	BATTERY NOT PROPERLY SECURED.

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
				☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	

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AYNE KAUFMAN

I.D. NUMBER: A8134

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EPARTMENT OF CALIFORNIA HIGHWAY PATROL
EHICLE/EQUIPMENT INSPECTION REPORT
OTOR CARRIER SAFETY OPERATIONS
HP 343A (Rev 4-91) OPI 062

WATTS LABOR COMMUNITY ACTION /MMITTEE

INSPECTION ADDRESS: 800 E 111TH PLACE, LOS ANGELES, CA 90059

CITY OR COUNTY: Los Angeles County

DATE: 11/2/2000

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
BUS	FORD	98059 ✓		1FDWE30F5WHA99163	48604	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

NK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

RTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
CVSA	3420605	11/2/00		

SECTION	
	CA # 37333 - FC # 80792 - 590 C13
13CCR 1232(a)	BATTERY NOT PROPERLY SECURED.
24252 CVC	LEFT SIDE BACK UP LAMP INOPERATIVE.

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
BUS	FORD	98060 ✓	E1024791		50650	D
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

K/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

TIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
CVSA	3420606			

SECTION	
	IN COMPLIANCE

YNE KAUFMAN

I.D. NUMBER: A8134

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT

MOTOR CARRIER SAFETY OPERATIONS

CHP 343A (Rev 4-91) OPI 062

CARRIER (NAME OR TERMINAL FILE CONTROL NUMBER)	WATTS LABOR COMMUNITY ACTION COMMITTEE
PAGE	3 OF 3
INSPECTION ADDRESS	800 E 111TH PLACE, LOS ANGELES, CA 90059
CITY OR COUNTY	Los Angeles County
DATE	11/3/2000

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
9-96 BUS	FORD	5	E029603		67918	G
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
	CA #37333 - FC #80792 - 590 C13 - GENERAL PUBLIC PARATRANSIT VEHICLE
24252 CVC	TAIL LAMPS INOPERATIVE.
24606 CVC	BACK UP LAMPS INOPERATIVE.
24252 CVC	REAR CLEARANCE LAMPS INOPERATIVE.

	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
6/97 BUS	FORD	11	E042672		61176	G
	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
CVSA	3420665			

SECTION	
13 CCR 1232(a)	INSTRUMENT CONTROL PANEL MOUNTING SCREWS NOT SECURED ON ENGINECOWLING

INSPECTED BY	I.D. NUMBER
DON MYERS	**A06656**

Use previous editions until depleted

DBA Hahne Trolley

CARRIER NAME OR TERMINAL FILE CONTROL NUMBER: Watts Labor Community Action Committee

PAGE ___ OF ___

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
FOR CARRIER SAFETY OPERATIONS

CHP 343A (Rev 4-91) OPI 062

INSPECTION ADDRESS: 10950 So Central

CITY OR COUNTY: Los Angeles

DATE: 12-7-99

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FU
Truck / Tractor / Bus / Trailer / Dolly	91 Ford	1121	E367307	1FTJF34M1MHA73910	218641	D
Truck / Tractor / Bus / Trailer / Dolly						

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Conventional	II			☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
25300 VC	Emergency roadside markers 2 of 3 missing.
13CCR1232(a)	Driver side sun visor broken off.
13CCR1232(a)	Rubber pad on brake pedal worn through (metal expose

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FU
Truck / Tractor / Bus / Trailer / Dolly	91 Sparton	150	E361347	1S9BRA402NCI43495	15394	1
Truck / Tractor / Bus / Trailer / Dolly						

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Transit	I			☐ Certified ☐ Test witnesse

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
24252 VC	Right side front amber clearance lense on lamp miss
34507.5 VC	CA number not displayed on right side. Left sid CA number is not complete.

INSPECTED BY: L. Hensen

000115

I.D. NUMBER: A11714

Use previous editions until depleted.

OSP 96 9679

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

DBA - DASH

CARRIER NAME OR TERMINAL FILE CONTROL NUMBER: Units Labor Community Action Committee

INSPECTION ADDRESS: 10950 So Central

CITY OR COUNTY: Los Angeles CA

DATE: 12-7-99

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor / Bus / Trailer / Dolly	Eldorado 98 National	98013	E 1005635	84094	37795	LPG
Truck / Tractor / Bus / Trailer / Dolly						

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed
TRANSIT	T			

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION

24252 VC — Right and left high beam head lamps inoperable

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor / Bus / Trailer / Dolly						
Truck / Tractor / Bus / Trailer / Dolly						

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION

000116

INSPECTED BY

I.D. NUMBER: A117

OSP

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

CARRIER NAME OR TERMINAL/FILE CONTROL NAME: D&A Home Trans
Wells Fargo Community Health Consult
PAGE ___ OF ___
INSPECTION ADDRESS: 10950 So Central
CITY OR COUNTY: Los Angeles
DATE: 12-7-99

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck Tractor Bus Trailer Dolly	91 Ford	1121	E367307	1FTJE34M1MHA73910	218641	D
CIRCLE ONE: Truck Tractor Bus Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Conventional	II			☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
25300 VC	Emergency roadside markers 2 of 3 missing.
13CCR1232(a)	Driver side sun visor broken off.
13CCR1232 (a)	Rubber pad on brake pedal worn through (metal exposed)

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck Tractor Bus Trailer Dolly	91 Spartan	150	E361347	1S9B3RA402NCI43495	15394	J
CIRCLE ONE: Truck Tractor Bus Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL

TANK/CONTAINER MAKE	SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Transit	J			☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
24252 VC	Right side front amber clearance lense or lamp miss
34507.5 VC	CA number not displayed on right side. Left sid CA number is not complete.

INSPECTED BY: L. Hensen

000117

I.D. NUMBER: A11714

Use previous editions until depleted.

OSP 98 9679

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
343A (Rev 4-91) OPI 062

CARRIER NAME OR TERMINAL FILE CONTROL NUMBER: Walk Shop Transportation
INSPECTION ADDRESS: 2255 S. Central Commerce
CITY OR COUNTY: Los Angeles
DATE: 12-7-99

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor / Bus / Trailer / Dolly	98 Eldorado	E1005411	98003	84100	43430	LPG
Truck / Tractor / Bus / Trailer / Dolly	National			"		LPG

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Transit	I			☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
CVSA	152 0085	12-7-99		

SECTION	Vehicle #1
24252 VC	License plate lamp inoperative. Corrected.

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor / Bus / Trailer / Dolly	98 Eldorado National	98012	E1005636	1N9TDAC68WC084096	(Front) 32937	LPG
Truck / Tractor / Bus / Trailer / Dolly					34257	LPG

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Transit	I			☐ Certified ☑ Test witnessed (Rear)

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	Vehicle #2
24252 VC	Right side high beam headlamp inoperable.
24252 VC	License plate lamp inoperative
12321(a)13CCR	Left side Emergency exit window cracked. 24"

INSPECTED BY: L. Hensen

000118

I.D. NUMBER: A11714

Use previous editions until depleted.

CSP 98 9679

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
343A (Rev 4-91) OPI 062

CARRIER NAME OR TERMINAL FILE CONTROL NUMBER: Watts Labor Community Action Committee
INSPECTION ADDRESS: 10950 So. Central
CITY OR COUNTY: Los Angeles
PAGE
DATE: 12-7-99

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor / Bus / Trailer / Dolly	98 Eldorado National	E1005411	98003	84100	43430	LPG
Truck / Tractor / Bus / Trailer / Dolly				11		LPG

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Transit	1			☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
CUSA	152 0085	12-7-99		

SECTION	Vehicle #1
24252 VC	License plate lamp inoperative. Corrected
	1

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor / Bus / Trailer / Dolly	98 Eldorado National	98012	E1005636	1N9TDAC68WC084096	(Front) 32937	LP
Truck / Tractor / Bus / Trailer / Dolly					34257	LP

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Transit	I			☐ Certified ☑ Test witnessed (Rear)

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	Vehicle #2
24252 VC	Right side high beam headlamp inoperable.
24252 VC	License plate lamp inoperative
1232(9) BCCR	Left side Emergency exit window Cracked 24"

INSPECTED BY: L. Hensen

000119

I.D. NUMBER: A11714

Use previous editions until depleted.

OSP 98 9679

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
FOR CARRIER SAFETY OPERATIONS

CHP 343A (Rev 4-91) OPI 062

DBA Hanna Trans

CARRIER NAME OR TERMINAL FILE CONTROL NUMBER: Watts Labor Community Action Committee

PAGE ___ OF ___

INSPECTION ADDRESS: 10950 So Central

CITY OR COUNTY: Los Angeles

DATE: 12-7-99

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FU
Truck / Tractor / Bus / Trailer / Dolly	Ford 91	1121	E367307	1FTJF34M1MHA73910	218641	D
Truck / Tractor / Bus / Trailer / Dolly						

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Conventional	II			☐ Certified ☐ Test witnessed

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
25300 VC	Emergency roadside markers 2 of 3 missing.
13CCR1232(a)	Driver side sun visor broken off.
13CCR1232(a)	Rubber pad on brake pedal worn through metal expose

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FU
Truck / Tractor / Bus / Trailer / Dolly	Sparton 91	150	E361347	1S9BRA402NCI43495	15394	1
Truck / Tractor / Bus / Trailer / Dolly						

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS
Transit	I			☐ Certified ☐ Test witnesse

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION	
24252 VC	Right side front amber clearance lense on lamp miss
34507.5 VC	CA number not displayed on right side. Left sid CA number is not complete.

INSPECTED BY: L. Hensen

000120

I.D. NUMBER: A11714

Use previous editions until depleted.

OSP 96 9679

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

VEHICLE/EQUIPMENT INSPECTION REPORT
MOTOR CARRIER SAFETY OPERATIONS
CHP 343A (Rev 4-91) OPI 062

BBA - DASH

CARRIER NAME OR TERMINAL FILE CONTROL NUMBER: Watts Labor Community Action Committee

PAGE ___ OF ___

INSPECTION ADDRESS: 10950 So Central

CITY OR COUNTY: Los Angeles CA

DATE: 12-7-99

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor / Bus / Trailer / Dolly	Eldorado 98 National	98013	E 1005635	84094	37795	LPG
CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor / Bus / Trailer / Dolly						

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed
TRANSIT	T			ODOMETER
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	

SECTION

24252 VC — Right and left high beam head lamps inoperable

CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor / Bus / Trailer / Dolly						
CIRCLE ONE	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
Truck / Tractor / Bus / Trailer / Dolly						

TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS ☐ Certified ☐ Test witnessed
				ODOMETER
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	

SECTION

INSPECTED BY

000121

I.D. NUMBER: A117

OSP

7. Equipment (WLCAC-Provided Vehicles)

WLCAC will provide one (1) backup vehicle, and ensure that County Owned Vehicles are all outfitted with radio communication equipment, auto parts and supplies. WLCAC will also provide its personnel with identification badges and uniforms. Drivers will always be required to wear a uniform while operating the vehicles.

WLCAC will make radio communication equipment available for the proposed project. This is because the Project Manager or Assistant Project Manager or other office personnel will have to maintain radio contact with drivers driving service vehicles and to assist them if equipment or passenger problems occur. In addition, the Road Supervisor will maintain radio contact with the drivers at all times to inquire whether or not drivers and/or passengers are encountering any problems. In addition to the mobile radios, hand held radios will be available for all drivers and other personnel, including supervisory personnel. WLCAC will enter a maintenance agreement with a radio maintenance vendor as needed in order to maintain radio equipment.

There is a designated inventory area where tires, oil, batteries, and brakes will be stored. The parts inventory includes enough stock in storage at all times to supply at least half the fleet in operation.

8. Financial Statements

Please see attached WLCAC audit reports for Fiscal Years 2002/2003, 2003/2004 and 2004/2005.

Financial Records

WLCAC will establish and maintain, within a separate account, all project revenue and expenditures and any other relevant financial records or documents. WLCAC has an assigned Accountant for its Transportation programs that is responsible for maintaining the account and does any financial analysis as required. The accountant's specific duties include the following:

- Approve all documents for payment.
- Record all deposits made on behalf of the Hahn's Trolley and Shuttle Service account.
- Prepare any requested reports showing the income and expenses for this account and advise about losses, if there are any.
- Maintain the book of records for the project.

This Accountant has been maintaining various WLCAC Transportation Program accounts since 1989.

9. Licenses and Certifications

All required documents for proposed staff will be provided to Public Works before the start of the proposed contract. Such documents and training requirements will include ADA training, non-discrimination training as well as any other required licenses or endorsements, required by Federal, State, and local regulations.

WLCAC will submit to Public Works the Maintenance Manager's ASE Certification in T-8 {Preventive Maintenance Inspection (Medium/Heavy Truck) within 12 months of the start of the proposed contract.

10. Insurance

Please see attached insurance coverage that WLCAC currently has for the County-funded Hahn's Trolley and Shuttle Service as proof of insurability. Also, please note that WLCAC will submit the updated and required insurance coverage prior to commencing work under the proposed contract for Willowbrook Dial-a-Ride Service.

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID KS
WATTS-1

DATE (MM/DD/YYYY) 04/12/07

PRODUCER
Elkins Jones Insurance Agency
[illegible]00 Wilshire Blvd., #300
[illegible]s Angeles CA 90025
Phone: 310-207-9796 Fax: 310-207-5337

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Watts Labor Community Action Committee
Paulette Nickerson
10950 S. Central Ave
Los Angeles CA 90059

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Nonprofits' Ins Alliance of CA	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS MADE [X] OCCUR [X] Professional Liability GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [X] LOC	2007-00861-NPO	04/11/07	04/11/08	EACH OCCURRENCE	$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurence)	$ 100,000
						MED EXP (Any one person)	$ 10,000
						PERSONAL & ADV INJURY	$ 1,000,000
						GENERAL AGGREGATE	$ 3,000,000
						PRODUCTS - COMP/OP AGG	$ 3,000,000
		AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	$
						BODILY INJURY (Per person)	$
						BODILY INJURY (Per accident)	$
						PROPERTY DAMAGE (Per accident)	$
		GARAGE LIABILITY [ ] ANY AUTO				AUTO ONLY - EA ACCIDENT	$
						OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
		EXCESS/UMBRELLA LIABILITY [ ] OCCUR [ ] CLAIMS MADE				EACH OCCURRENCE	$
						AGGREGATE	$
		[ ] DEDUCTIBLE					$
		[ ] RETENTION $					$
							$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				[ ] WC STATU-TORY LIMITS [ ] OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	$
						E.L. DISEASE - POLICY LIMIT	$
A		OTHER Improper Sexual Conduct	2007-000861NPO	04/11/07	04/11/08	Aggregate	$500,000
						Occurrenc	$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder is listed as an additional insured as respects to operations of the named insured.
*Except 10 days notice of cancellation for non-payment of premium.

CERTIFICATE HOLDER

COUNTYO
County of L.A. Dept. of Public Works- Patrick V. DeChellis
Deputy Director
900 S. Fremont Avenue
Los Angeles, CA 91803-1331

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Kim Lai Jones

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ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 8/30/2006

PRODUCER
RFP INSURANCE AGENCY
5601 WEST SLAUSON AVE., SUITE 250
CULVER CITY, CA 90230
Phone (310) 642-1933 Fax (310) 645-3150

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: PHILADELPHIA INDEMNITY INS. CO.	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

INSURED
WATTS LABOR COMMUNITY
ACTION COMMITTEE
10950 S. CENTRAL AVE
LOS ANGELES, CA 90059

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		GENERAL LIABILITY				EACH OCCURRENCE	$
		COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurence)	$
		CLAIMS MADE / OCCUR				MED EXP (Any one person)	$
						PERSONAL & ADV INJURY	$
						GENERAL AGGREGATE	$
		GEN'L AGGREGATE LIMIT APPLIES PER: POLICY / PRO-JECT / LOC				PRODUCTS - COMP/OP AGG	$
A		AUTOMOBILE LIABILITY	PHPK187577	9/1/2006	9/1/2007	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
		ANY AUTO					
		ALL OWNED AUTOS				BODILY INJURY (Per person)	$
		X SCHEDULED AUTOS					
		X HIRED AUTOS				BODILY INJURY (Per accident)	$
		X NON-OWNED AUTOS					
						PROPERTY DAMAGE (Per accident)	$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	$
		ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	$
		OCCUR / CLAIMS MADE				AGGREGATE	$
							$
		DEDUCTIBLE					$
		RETENTION $					$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS / OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	$
						E.L. DISEASE - POLICY LIMIT	$
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

THE COUNTY OF LOS ANGELES, ITS POLITICAL SUBDIVISIONS, AGENCIES, ENTITIES, OR ORGANIZATIONS FOR WHICH THE LOS ANGELES COUNTY BOARD OF SUPERVISIORS IN THE GOVERNING BODY, THEIR AGENTS, OFFICERS, AND EMPLOYEES.

CERTIFICATE HOLDER — Additional Insured

LOS ANGELES COUNTY
DEPARTMENT OF PUBLIC WORKS
ATTN: CINDY ROWLAND
P.O. BOX 7508
ALHAMBRA, CA 91802-

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE Gwen Harris

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POLICYHOLDER COPY SC

STATE COMPENSATION INSURANCE FUND

P.O. BOX 420807, SAN FRANCISCO,CA 94142-0807

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

ISSUE DATE: 07-01-2006

GROUP:
POLICY NUMBER: 1814896-2006
CERTIFICATE ID: 52
CERTIFICATE EXPIRES: 07-01-2007
07-01-2006/07-01-2007

CITY OF LOS ANGELES
DEPT OF TRANSPORTATION
221 N FIGUEROA ST STE 400
LOS ANGELES CA 90012

SC

JOB:CITY RIDE

This is to certify that we have issued a valid Workers' Compensation insurance policy in a form approved by the California Insurance Commissioner to the employer named below for the policy period indicated.

This policy is not subject to cancellation by the Fund except upon 10 days advance written notice to the employer.

We will also give you 10 days advance notice should this policy be cancelled prior to its normal expiration.

This certificate of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policy listed herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate of insurance may be issued or to which it may pertain, the insurance afforded by the policy described herein is subject to all the terms, exclusions, and conditions, of such policy.

James Neary
AUTHORIZED REPRESENTATIVE

PRESIDENT

EMPLOYER'S LIABILITY LIMIT INCLUDING DEFENSE COSTS: $1,000,000 PER OCCURRENCE.

EMPLOYER

WATTS LABOR COMMUNITY ACTION COMMITEE AND (A
NON-PROFIT PUBLIC BENEFIT CORPORATIN)
10950 S CENTRAL AVE
LOS ANGELES CA 90059

000126

M0410

(REV.2-05)

PRINTED : 06-19-2006

ENCLOSURE A
FORM PW-1.1

DATE: April 11, 2007	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.

2. NAME OF SERVICE: Willowbrook et al. Dial-A-Ride Services

DECLARANT INFORMATION

3. NAME OF DECLARANT: Timothy Watkins

4. I AM DULY VESTED WITH THE AUTHORITY TO MAKE AND SIGN INSTRUMENTS FOR AND ON BEHALF OF THE PROPOSER(S).

5. MY TITLE, CAPACITY, OR RELATIONSHIP TO THE PROPOSER(S) IS: President/CEO

PROPOSER INFORMATION

6. Proposer's full legal name: Watts Labor Community Action Committee			Telephone No.: 323 563 5639
Address: 10950 South Central Avenue			Fax No.: 323 923 1474
e-mail: timothy@wlcac.org	County WebVen No.: 0079941	IRS No. 95-2412869	Business License No.: 297418-07
7. Proposer's fictitious business name(s) or dba(s) (if any): N/A			
County(s) of Registration:		State: California	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:	
	State of incorporation:	Year incorporated:
☒ Non-profit corporation certified under IRS 501(c) 3 and registered with the CA Attorney General's Registry of Charitable Trusts	President/CEO: Timothy Watkins	
	Secretary: Theodore Watkins	
☐ 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) Timothy Watkins	Title President/CEO	Phone 323 563 5639	Fax 323 923 1474
Street 10950 South Central Ave.	City Los Angeles	State California	Zip 90059
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? X 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.

14. CHECK ONE:	☐ (a) I am making these representations and all representation contained in this proposal on my personal knowledge; OR ☒ (b) I am making these representations all representation contained in this proposal based on information and belief that they are true.

I declare under penalty of perjury under the laws of California that it is true and correct.

Signature of Proposer or Authorized Agent:	Date: April 11, 2007
Type name and title: Timothy Watkins, President/CEO	

WATTS LABOR COMMUNITY ACTION COMMITTEE

DEVELOPMENT DEPARTMENT

FACSIMILE TRANSMITTAL SHEET

TO: Jeanette Arismendez	FROM: Tina Watkins/ Shirmel Hayden
COMPANY: Watts Labor Community Action Committee	DATE: 5/10/2007
FAX NUMBER: 626 458 4194	TOTAL NO. OF PAGES INCLUDING COVER: 4
PHONE NUMBER: 626 458 4050	
RE: Revison of Forms PW-2.1 and LW-8	

X URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☑ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS:

Good Morning Mrs. Arismendez,

Per our conversation regarding the miscalculations made by the Watts Labor Community Action Committee on the Willowbrook Dial-A-Ride Services RFP forms PW 2.1 and LW-8. Enclosed are the changes make to Willowbrook Dial-A-Ride Services forms Cost Methodology (PW-2.1) and LW-8. The newly revised forms reflect the correct Total Proposed Annual Price of 308,5000 and does not exceed that amount.

Thank you,

Shirmel Hayden

10950 SOUTH CENTRAL AVENUE, LOS ANGELES, CA 90059 323.357.3534 PHONE 323.923.1474 FAX

Shirmel

From: Shirmel [shayden@wlcac.org]
Sent: Thursday, May 10, 2007 8:47 AM
To: 'jarismen@dpw.lacounty.gov'
Subject: WLCAC - Willowbrook Form Corrections

Good Morning, Mrs. Arismendez,
This email is confirming that WLCAC has received recommendations regarding Willowbrook Dial-A-Ride Services forms PW-2.1 Cost Methodology and LW-8. A fax with the recommended corrections will arrive by 9:00 am May 10, 2007 as requested. Please respond through email to confirm that you have received the fax.

Thank you for your time and patience.

Shirmel Hayden

ENCLOSURE
FORM PW-2.1

SCHEDULE OF PRICES
FOR
WILLOWBROOK ET AL. DIAL-A-RIDE SERVICES (2007-PA013)

The undersigned Proposer offers to perform the work described in the Request for Proposals for the following price(s). The Proposer rate(s) (hourly, etc.) shall include all administrative costs, labor, supervision, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the Request for Proposals. 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/rates quoted, if any, will apply to the actual quantities, whatever they may be.

ITEM	DESCRIPTION	UNIT RATE	ESTIMATED ANNUAL UNITS =	PRICE
1.	Rate for County-Owned Vehicle	$ 45 / HOUR	6,000	$ 270,000
2.	Rate for Contractor-Provided Vehicle*	$ 30 / HOUR	1,200	$ 36,000
3.	Supplemental Taxi Rate - Optional supplemental Taxi Rate per Mile*	$ 25 / MILE	100	$ 2,500
			Total Proposed Annual Price	$ 308,500

*Contractor-Provided vehicles will only be used on an as-needed basis, in the event that the County-Owned vehicles provided cannot meet the demand, malfunction, or are out of service for maintenance.

*Supplemental taxi service will only be used on an as-needed basis, in the event that County-Provided and Contractor-Provided vehicles are not available, cannot meet the demand, malfunction, or are out of service for maintenance.

LEGAL NAME OF PROPOSER Watts Labor Community Action Committee		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL		
TITLE OF AUTHORIZED PERSON President/CEO		
DATE April 11, 2007	STATE CONTRACTOR'S LICENSE NUMBER 260865	LICENSE TYPE General Contractor
PROPOSER'S ADDRESS: 10950 South Central Avenue Los Angeles, California 90059		
PHONE 323.563.5639	FACSIMILE 323.923.1474	E-MAIL timothy@wlcac.org

ENCLOSURE
FORM PW-2.1

SCHEDULE OF PRICES
FOR
WILLOWBROOK ET AL. DIAL-A-RIDE SERVICES (2007-PA013)

The undersigned Proposer offers to perform the work described in the Request for Proposals for the following price(s). The Proposer rate(s) (hourly, etc.) shall include all administrative costs, labor, supervision, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the Request for Proposals. 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/rates quoted, if any, will apply to the actual quantities, whatever they may be.

ITEM	DESCRIPTION	UNIT RATE	ESTIMATED ANNUAL UNITS =	PRICE
1.	Rate for County-Owned Vehicle	$ 45 / HOUR	6,000	$ ~~268,000~~ 270,000
2.	Rate for Contractor-Provided Vehicle*	$ 30 / HOUR	1,200	$ 36,000
3.	Supplemental Taxi Rate - Optional supplemental Taxi Rate per Mile*	$ 25 / MILE	100	$ 2,500
			Total Proposed Annual Price	$ ~~304,000~~ 308,500

*Contractor-Provided vehicles will only be used on an as-needed basis, in the event that the County-Owned vehicles provided cannot meet the demand, malfunction, or are out of service for maintenance.

*Supplemental taxi service will only be used on an as-needed basis, in the event that County-Provided and Contractor-Provided vehicles are not available, cannot meet the demand, malfunction, or are out of service for maintenance.

LEGAL NAME OF PROPOSER: Watts Labor Community Action Committee		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL		
TITLE OF AUTHORIZED PERSON: President and CHief Executive Officer		
DATE: April 11, 2007	STATE CONTRACTOR'S LICENSE NUMBER: 260865	LICENSE TYPE: GeneralContractor
PROPOSER'S ADDRESS: 10950 South Central Avenue Los Angeles CA 90059		
PHONE: 323.563.5639	FACSIMILE: 323.923.1474	E-MAIL: timothy@wlcac.org

FORM PW-3

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: Watts Labor Community Action Committee	
Company Address: 10950 South Central Avenue	
City: Los Angeles	State: California Zip Code: 90059
Telephone Number: 323 563 5639	
(Type of Goods or Services): Willowbrook et al. DIAL-A-RIDE 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: Timothy Watkins	Title: President/CEO
Signature:	Date: April 11, 2007

FORM PW-4

CONTRACTOR'S INDUSTRIAL SAFETY RECORD

PROPOSED CONTRACT FOR: Willowbrook Et Al. Dial-A-Ride (2007-PA013)
SERVICE BY PROPOSER Transporation Dial-A-Ride Services
PROPOSAL DATE: April 11, 2007

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

	2002	2003	2004	2005	2006	Total	Current Year to Date
1. Number of contracts.	61	51	53	44	39	248	42
2. Total dollar amount of Contracts (in thousands of dollars).	17,466	15,993	14,799	10,799	11,081	70,048	11,687
3. Number of fatalities.	0	0	0	0	0	0	0
4. Number of lost workday cases.	8	11	10	3	3	35	1
5. Number of lost workday cases involving permanent transfer to another job or termination of employment.	1	4	2	2	0	9	0
6. Number of lost workdays.	111	241	131.5	102.5	128	714	38

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.

Timothy Watkins
Name of Proposer or Authorized Agent (print)

Signature

April 11, 2007
Date

000343

FORM PW-4.1

PROPOSER'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 considerationby 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

		2002	2003	2004	2005	2006	Five-Year Average
1	Total Bus Revenue Miles	384,286	435,467	359,671	369,651	521,127	415,440
2	Total Number of NTD Reportable Accidents	2	0	0	1	6	1.8
3	Total Number of Fatalities	0	0	0	0	0	0
4	Rate of Accidents/100,000 Bus Revenue Miles	0.52	0	0	0.27	1.15	0.43
5	Rate of Fatalities/100,000 Bus Revenue Miles	0	0	0	0	0	0

The above information was complied 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.

Watts Labor Community Action Committee
Name of Proposer

Signature

10950 South Central Avenue
Address

CA37333
PUC Permit Number and Classification

Los Angeles, California 90059
City Zip Code

323-563-5639
Telephone Number

C00344

FORM PW-5

CONFLICT OF INTEREST CERTIFICATION

I, Timothy Watkins, President/CEO

- ☐ sole owner
- ☐ general partner
- ☐ managing member
- ☒ President, Secretary, or other proper title) _____

of Watts Labor Community Action Committee
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 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 April 11, 2007

PROPOSER'S REFERENCE LIST

PROPOSED CONTRACT FOR: Willowbrook et al. Dial-A-Ride Services

rovide 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 email addresses before listing. Incorrect names, telephone and/or fax numbers, or email 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: Hahn's Trolley	DATES: 1999-Present
DEPT/ DISTRICT: County of L.A., Dept of Public Works	
CONTACT: John Zeigler – Program Monitor	
TELEPHONE: (626)458-5914	
FAX: (626)458-5914	
EMAIL: jzeigler@ladpw.org	

SERVICE: Transitional Housing	DATES: 2000-Present
DEPT/DISTRICT: Dept of Mental Health	
CONTACT: Cynthia Hernandez, Contract Admin	
TELEPHONE: (213) 738-4161	
FAX: (213) 381-7092	
EMAIL: cohernandez@lacdmh.org	

SERVICE: Childcare	DATES: 2002-Present
DEPT/ DISTRICT: DPSS/CSBG	
CONTACT: John Bell, Contract Monitor	
TELEPHONE: (562) 908-8366	
FAX: (562) 908-0459	
EMAIL: JohnAllenBell@ladpss.org	

SERVICE: Childcare	DATES: 2003-2007
DEPT/DISTRICT: Children & Families First - Prop 10/First 5 LA	
CONTACT: Karen Blakeney, Program Officer	
TELEPHONE: (213) 482-9488	
FAX: (213) 482-5903	
EMAIL: kblakeney@first5la.org	

B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

SERVICE: Prop A Trans & Senior Services	DATES: 2000-Present
AGENCY/ FIRM: City of L.A. Department of Aging	
ADDRESS: 3580 Wilshire Blvd #300, LA, CA 90010	
CONTACT: Portia Collins, Program Monitor	
TELEPHONE: 213-252-4078	
FAX: 213-252-4020	
EMAIL: Portia.Collins@lacity.org	

SERVICE: CityRide	DATES: 2001-2006
AGENCY/ FIRM: City of LA, Dept of Transportation	
ADDRESS: 221 N Figueroa St., #400, LA, CA 90012	
CONTACT: Linda Evans	
TELEPHONE: (213) 580-5407	
FAX: (213) 580-5458	
EMAIL: linda.evans@lacity.org	

SERVICE: Weatherization	DATES: 1999-Present
AGENCY/ FIRM: Southern California Gas Company	
ADDRESS: P. O. Box 513249, L.A., CA 90051-1249	
CONTACT: Jim Lucas/Karen Sturgeon, Contract Mgr	
TELEPHONE: (213) 244-3276	
FAX: (213) 244-3482	
EMAIL: jlucas@semprautilities.com	

SERVICE: Homeless Access	DATES: 2000-Present
AGENCY/ FIRM: Los Angeles Homeless Services Authority	
ADDRESS: 453 S. Spring St - 12th Flr, L.A., CA 90013	
CONTACT: Robin Pointer, Contract Specialist	
TELEPHONE: (213) 689-4092	
FAX: (213) 689-0093	
EMAIL: rpointer@lahsa.org	

Continued.....

Proposer's Reference List
Watts Labor Community Action Committee

FORM PW-6
(continued)

Govermental Agencies and Private Companies

AGENCY/DEPT/CONTACT	DATES	PROGRAM/SERVICE
City of L.A. Community Development Department Clifford W. Graves, GM (213) 485-1617 Contract Admin: Ben Morgan 213-744-9303 200 W. 7th Street Los Angeles, CA 90017	2000-2007	Greater Watts Child Care Center (34 youth)
City of L.A. Community Development Department Clifford W. Graves, GM (213) 485-1617 Contract Admin: Ben Morgan 213-744-9303 200 W. 7th Street Los Angeles, CA 90017	2000-2007	Inner Circle Youth - After-school Enrichment Program
City of L.A. Community Development Department Clifford W. Graves, GM (213) 485-1617 Contract Admin: Ben Morgan 213-744-9303 1200 W. 7th Street Los Angeles, CA 90017	2000-2007	Family Development Network (includes $8,000 OTS Funds thru 12/31/05)
City of L.A. Community Development Department Clifford W. Graves, GM (213) 485-1617 Contract Admin: Ben Morgan 213-744-9303 1200 W. 7th Street Los Angeles, CA 90017	2000-2007	L.A. Bridges Program - Youth Crime Prev./After-school Enrich.
City of L.A. Community Development Department Clifford W. Graves, GM (213) 485-1617 Contract Admin: Ali 200 W. 7th Street Los Angeles, CA 90017	1999-2007	Southeast LA-Watts Work Source Center - Employment/Training for Adults and Dislocated Workers
City of L.A. Community Development Department Clifford W. Graves, GM (213) 485-1617 Contract Admin: Ali 200 W. 7th Street Los Angeles, CA 90017	1999-2007	WIA Summer Youth (Vacation) Jobs Program
City of L.A. Community Development Department Clifford W. Graves, GM (213) 485-1617 Contract Admin: Ali 200 W. 7th Street Los Angeles, CA 90017	1999-2007	OneSource WIA City - Youth Opportunities System (YOS)
City of L. A., LA Housing Dept Clifford Sumida - (213) 808-8972 1200 West 7th Street, 8th Flr Los Angeles, CA 90017	1999-2007	City Handyworker Program - Minor Home Repairs
City of L.A., Cultural Affairs Department Don Lee Gaudino (213) 473-8592 433 S. Spring Street Los Angeles, CA 90013	2004-2007	Outdoor Festival of Parades - Vision and Vibes Festival
City of Los Angeles, Department of Public Works, Bureau of Engineering Neil Drucker - Prop K Program Mgr (213) 473-8080 200 N. Spring Street, 19th Floor Los Angeles, CA 90012	2000-2006	Prop K Funds - Watts Skatepark - Capital Development
City of LA, Environmental Affairs Department, Elissa Jackson	2006-2007	"Rooted in the Neighborhood" Tree Planting Project

Proposer's Reference List

FORM PW-6

Watts Labor Community Action Committee

Govermental Agencies and Private Companies

AGENCY/DEPT/CONTACT	DATES	PROGRAM/SERVICE
County of L.A., Community Development Commission Greg Jordan, Program Monitor (323) 890-7175 2 Coral Drive Monterey Park, CA 91755	2000-2007	County Handyworker - Minor Home Repairs
LA County, Community & Senior Services Walter Bogaardt, Monitor (213) 738-4003 3175 West 6th Street Los Angeles, CA 90020	1999-2007	WIA YOS Program - Employment & Training
Emergency Food & Shelter Program Phase 24 (thru United Way) Elizabeth Heger, Director - (213) 630-2117 523 W 6th Street Los Angeles, CA 90014	2000-2007	Emergency Food and Shelter Program (Motel Vouchers, Food for the Homeless)
Los Angeles Homeless Services Authority (LAHSA) Robin Pointer, Contract Specialist (213) 689-4092 453 S. Spring Street, 12th Flr Los Angeles, CA 90013	2000-2007	Homeless Access Center - SHP - Supportive Services to Homeless Individuals
Los Angeles Homeless Services Authority (LAHSA) Robin Pointer, Contract Specialist (213) 689-4092 453 S. Spring Street - 12th Flr Los Angeles, CA 90013	2000-2007	Emergency Shelter for Women With Children (Access Center Services)
Shelter Partnership MTA SHORE Token Grant Ruth Schwartz, Executive Director, Nicky Viola, Proj Mgr (213) 688-2188 523 West 6th Street, Ste 616 Los Angeles, CA 90014	2001-2007	Bus token for the homeless
CA State Department of Education Nutrition Services Division 1490 N Street Sacramento, CA 95814	2004-2007	Summer Food Service Program
CA State Department of Education Paul Simpson-Jones (916)319-0923 1490 N Street, Ste 6408 Sacramento, CA 95814	2003-2007	21st Century Grant - Markham Middle School (renew until 2008)
The California Endowment Laura Hogan (Sr. Program Officer) Bonnie Midura, Program Assoc (800) 449-4149, ext. 8746 1000 N. Alameda Street Los Angeles, CA 90012	2003-2007	Healthy Families (Insurance Coverage for Children Under 19)
The California Wellness Foundation Jeffrey Kim, Program Officer (818) 702-1900 6320 Canoga Avenue, Ste 1700 Woodland Hills, CA 91367	2003-2007	Healthy Initiatives - Senior Adult Day Care & Nutrition Services (Year 1)

FORM PW-7

PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

Proposer's Name	Watts Labor Community Action Committee
Address	10950 South Central Avenue
Internal Revenue Service Employer Identification Number	95-2412869

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 anti-discrimination 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.	☒	YES
		☐	NO
2.	The proposer periodically conducts a self- analysis or utilization analysis of its work force.	☒	YES
		☐	NO
3.	The proposer has a system for determining if its employment practices are discriminatory against protected groups.	☒	YES
		☐	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.	☒	YES
		☐	NO

Proposer	Watts Labor Community Action Committee
Authorized representative	Timothy Waktins, President/CEO
Signature	Date April 11, 2007

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
Not Applicable			

FORM PW-9

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.

FIRM NAME: Watts Labor Community Action Committee

My County (WebVen) Vendor Number: 0079941

I. **LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

[redacted]

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.

Business Structure: ☐ Sole ☐ Partnership ☐ Corporation ☒ Nonprofit ☐ Franchise

☐ Other (Please Specify):

Total Number of Employees (including owners): 250

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	N/A	-	7	10	63	91
Hispanic/Latino	-	-	1	-	25	28
Asian or Pacific Islander	-	-	-	-	-	2
American Indian	-	-	-	-	-	-
Filipino	-	-	-	-	-	2
White	-	-	2	-	4	1

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	N/A %	%	%	%	%	%
Women	%	%	%	%	%	%

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:	Title:	Date:
	President/CEO	April 11, 2007

FORM PW-9

[redacted]

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

FIRM NAME:	Watts Labor Community Action Committee
My County (WebVen) Vendor Number:	0079941

I. **LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

[redacted]

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.

Business Structure:	☐ Sole	☐ Partnership	☐ Corporation	☒ Nonprofit	☐ Franchise
☐ Other (Please Specify):					
Total Number of Employees (including owners): 250					

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	N/A	-	7	10	63	91
Hispanic/Latino	-	-	1	-	25	28
Asian or Pacific Islander	-	-	-	-	-	2
American Indian	-	-	-	-	-	-
Filipino	-	-	-	-	-	2
White	-	-	2	-	4	1

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	N/A %	%	%	%	%	%
Women	%	%	%	%	%	%

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:	Title:	Date:
	President/CEO	April 11, 2007

FORM PW-9

[illegible]
Request for Local Small Business Enterprise (SBE) Preference Program Consideration and
SBE Firm/Organization Information Form

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

FIRM NAME:	Watts Labor Community Action Committee
My County (WebVen) Vendor Number:	0079941

I. **LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

[redacted]

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.

Business Structure:	☐ Sole	☐ Partnership	☐ Corporation	☒ Nonprofit	☐ Franchise
☐ Other (Please Specify):					
Total Number of Employees (including owners): 250					

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	N/A	–	7	10	63	91
Hispanic/Latino	–	–	1	–	25	28
Asian or Pacific Islander	–	–	–	–	–	2
American Indian	–	–	–	–	–	–
Filipino	–	–	–	–	–	2
White	–	–	2	–	4	1

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	N/A %	%	%	%	%	%
Women	%	%	%	%	%	%

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:	Title:	Date:
	President/CEO	April 11, 2007

FORM PW-10

GAIN/GROW EMPLOYMENT COMMITMENT

The undersigned:

☐ has hired participants from the County's Department of Social Services' Greater Avenue for Independence (GAIN) and/or General Relief Opportunity for Work (GROW) employment programs.

OR

☒ declares a willingness to consider GAIN/GROW participants for any future employment opening if participant(s) meet the minimum qualification for that opening, and

declares a willingness to provide employed GAIN/GROW participants access to proposer's employee mentoring program(s), if available, to assist those individuals in obtaining permanent employment and/or promotional opportunities.

Signature	Title President/CEO
Firm Name Watts Labor Community Action Committee	Date April 11, 2007

FORM PW-11

TRANSMITTAL FORM TO REQUEST AN RFP SOLICITATION REQUIREMENTS REVIEW

A Solicitation Requirements Review must be received by the County within 10 business days of issuance of the solicitation document

Proposer Name: Watts Labor Community Action Committee	Date of Request: 4-06-07
Project Title: Dial-a-Ride	Project No.

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 **10 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.)*

See attached.

Request submitted by:

Tina Watkins — *(Name)*

General Manager, Development — *(Title)*

For County use only

Date Transmittal Received by County: _____ Date Solicitation Released: _____

Reviewed by:

Results of Review - Comments:

Date Response sent to Proposer: _____

In accordance with RFP Part 1, Section 5: Protest Policy, Section C, WLCAC submits this request for review, on the grounds that the current RFP process may result in the County not receiving the best possible response from Proposers.

Itemized Matters Contested:

1. While this request falls outside of the deadline, 10 business days from issuance of the solicitation document, this deadline should be waived in consideration of the following:
    a) Due to the scheduling of the Bidder's Conference exactly 10 business days after issuance, the parameters for the deadline of Protest submission were inappropriate: The scheduled Bidder's Conference took place 10 business days after issuance, such that the Proposer would have needed to preemptively, and inappropriately, issue a Protest before allowing the appropriate information session scheduled to take place, interrupting the process unnecessarily.
    b) As part of this protest is based on the issue of missing, or late distribution of information, it would not have been logical to protest the solicitation before the bidder's conference, as it was our reasonable expectation that required information not included in the RFP would be distributed at that time, which is customary.
    c) This protest is submitted in part as a response to the recent RFP Addendum that was issued more than 15 business days after proposal issuance; 5 business days after the listed Protest submission deadline; and less than four business days before the proposal submission deadline, without any change to the submission deadline. This Addendum was not issued in time to allow a protest to take place within the timeframe specified.

2. The RFP was incomplete when issued:
    a) Information was materially absent from the RFP, such as form LW-8: Cost Methodology
    b) Information was misstated, and/or incorrect, as evidenced by corrections and replacements made by Addendum issued: Forms PW-1, PW-2, LW-5, and Items 6 and 8, in Part 1, Section 4D, Evaluation Criteria
    c) Required information was not made available, nor was correction made until only four business days before the deadline for proposal submission.

3. Two major proposal elements are affected by the items changed or added to the RFP by the addendum, which will severely impact the Proposer's ability to respond effectively due to the timing of its distribution:
    a) Form PW-2: Schedule of Prices, is worth 55 points, equaling 50% of the points available as listed in Part 1, Section 4D, Evaluation Criteria. Incorrect completion of, or poorly planned response to this form could cause an otherwise high-scoring proposal to fail based on points lost.
    b) The re-issued form included revised language, which was changed from *"The Proposer rate(s) (hourly, etc.) shall include all administrative costs, labor,*

supervision, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the Request for Proposals." To read *"The Proposer shall furnish all labor, supervision, materials, transportation, taxes, equipment and supplies unless stated otherwise in the RFP. Prices shall include overtime, administrative costs, salary and employee benefits, equipment, uniforms, etc. for the entire contract period, including the option years."*

Not only is this language materially different in the addendum, it also substantively changes the expectation for cost projections in a manner that can affect the Work Plan, Cost Methodology, Service Plan, and Staffing Plan by requiring the proposer to project costs for optional contract renewal years, an expectation that was not clearly articulated in the RFP prior to release of this Addendum.

c) The current and final version of the form reflecting such changes was not provided to Proposers until 4 business days before the proposal submission deadline, and without any opportunity for further clarification or technical support as a result.

d) An item is listed in the addendum that changes the RFP and its evaluation process, by adding twice as much weight as originally indicated, to the area of community knowledge, which will significantly impact the Proposer's response. (Addendum, point 4 changes RFP language to change the initial point award for evidence of measurable community experience from 2.5 points, to 5 points.)

e) An item is listed in the addendum that may impact Proposer's Work Plan, Cost Methodology, and Schedule of Price, by changing language from *"Proposers shall specify each vehicle, its fuel type, and the Control Technology (if applicable) to be provided at start up."* To read, *"Proposers shall specify each vehicle, its fuel type, and the Control Technology (if applicable) to be provided to meet increased service demand or, if requested by the director, during the term of this contract.)"* This language has the potential to impact Proposer's costs, substantively, as it implies the Proposer is no longer required to provide vehicles at start up, as opposed to provision of vehicles in response to demand. Again, there is no opportunity for further clarification or technical support with regard to this change, due to the timing of its distribution.

4. The current proposal submission deadline has not been amended to reflect the additional time needed to prepare an appropriate response in consideration of these changes to the RFP.

The conscientious proposer will have carefully reviewed both the originally issued RFP, and all addenda made thereafter, and will make reasonable efforts to craft their response to the RFP based on the information provided.

The scheduling of this RFP process and the late release of pertinent information and substantive changes to the RFP do not provide consideration for Proposer's ability to respond effectively by given submission deadlines.

Attached is a copy of WLCAC's experience narrative, and IRS 501 (C) 3 determination letter, as documentation of WLCAC's ability to submit a proposal.

The Watts Labor Community Action Committee (WLCAC) is a non-profit, minority, community-based organization, established under the laws of the State of California to serve residents of South Central Los Angeles, including the unincorporated Los Angeles communities of Willowbrook, Rosewood, Athens, and Rancho Dominguez.

The primary goals of WLCAC are to:

- Provide a wide range of community services, economic development, and amenities for the residents of South Central Los Angeles and the unincorporated communities of Supervisorial District II;
- Provide skills training and employment opportunities for disadvantaged persons;
- Improve, develop and rebuild the physical environment of the South Central Los Angeles area;
- Aid and assist the residents of Watts in their efforts to improve the economic, social, political environment of the community; and
- Work with and coordinate activities with other community organizations and associations in the furtherance of common goals.

WLCAC was incorporated in 1965. Over the past forty-one (41) years, WLCAC has achieved major accomplishment in pursuit of its goals. Accomplishments range in character from the operation of community and social service programs; to the development of over 600 units of lower-income housing (mostly in the Willowbrook community) and several economic development projects, including the development of the Hahn's Plaza (WLCAC is a 25% owner of the shopping center); to job training and employment programs; energy/water conservation and home improvement programs; and transportation services. Funded by the City and County of Los Angeles, the State of California, the US federal government and private sources, WLCAC currently operates a wide range of programs, including child care and development services; nutrition, social, and transportation services for the elderly; a Work Source Center in collaboration with various public and private agencies; a Workforce Investment Act (WIA) funded Youth Opportunities System; an access center for homeless persons; fixed and Dial-A-Ride transportation services (Prop A door-to-door service and Hahn's Trolley); minor home repair (handyman), weatherization and other energy/water conservation services; and housing for special groups, such as people with AIDS.

County of Los Angeles funded programs that are currently operated by WLCAC include the following:

County of LA Department Name	Type of Service
Department of Public Works	Dial-a-Ride
Department of Public Social services	Childcare Services
Department of Mental Health	Transitional Housing for Persons with Mental Health Problems
Community Development Commission	Handyworker – Minor Home Repairs
Community and Senior Services	Employment & Training for Youth
Los Angeles County Children and Family First Prop 10 Commission, A.K.A., First 5	Childcare Services

WLCAC operates these programs/services with budgets totaling approximately $11 million per year. WLCAC has a total of 236 employees, 98.8% of whom are from minority ethnic groups. Further, a majority of WLCAC's employees are residents of South Central Los Angeles and the unincorporated areas of Willowbrook, Rosewood and Athens, and are very familiar with all of the proposed service route areas.

WLCAC is currently operating the Hahn's Trolley and Shuttle Service, under contract with the Los Angeles County Department of Public Works. WLCAC began operating this fixed-route service in 1989. The program serves approximately 740 persons per day and has 2 County-owned vehicles, 3 leased vehicles and 2 WLCAC-owned vehicles (a total of 7 vehicles, 5 in service and 2 back-up) that are currently being used to provide services as needed.

During 2005 and 2006, the Hahn's Trolley and Shuttle transported a total of 264,912 riders, of which:

- 0.10% or 276 were wheelchair bound;
- 0.10% or 276 were wheelchair bound;
- 4.37% or 11,592 were disabled, including the blind;
- 7.94% or 21,048 were children under 5 years of age; and
- 87.58% or 231,996 were classified as regular passengers.
- A 98% on-time performance rate.

Internal Revenue Service

District
Director

Department of the Treasury

P.O. Box 2350, Los Angeles, Calif. 90053

Person to Contact: J. Teague

Telephone Number: (213) 894-2336

Refer Reply to: EO (0531) 96

Date: July 23, 1996

Watts Labor Community
Action Committee
W.L.C.A.C.
10950 S. Central Avenue
Los Angeles, Calif. 90059-1024

EIN: 95-2412869

Dear Taxpayer:

This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate this organization was recognized to be exempt from Federal Income Tax in February 1966 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the Code, because it is an organization described in Section 170(b)(1)(A)(vi).

The exempt status for the determination letter issued in May 1967 continues to be effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,

J. Teague

J. Teague
Disclosure Assistant

FORM PW-12

CHARITABLE CONTRIBUTIONS CERTIFICATION

Watts Labor Community Action Committee
Company Name

10950 South Central Avenue
Address

95-2412869
Internal Revenue Service Employer Identification Number

12644

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 it does not now receive or raise charitable contributions regulated under California's Supervision or 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		
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.	(X)	( )

Signature

April 11, 2007
Date

Timothy Watkins, President/CEO
Name and Title (please type or print)

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 the proposer will retain the employees of the prior contractor and subcontractor. The undersigned declares:

☒ that the Proposer will retain the employees of the prior contractor 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 (10 points) 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 LC 1070-1074. If this box is checked, the 10 percent (10 points) preference will NOT be given.

Signature	Title President/CEO
Firm Name Watts Labor Community Action Committee	Date April 11, 2007

COUNTY OF LOS ANGELES LIVING WAGE PROGRAM

APPLICATION FOR EXEMPTION

The contract to be awarded pursuant to the RFP is subject to the County of Los Angeles Living Wage Program (Program) (Los Angeles County Code, Chapter 2.201). Contractors and subcontractors may apply individually for consideration for an exemption from the Program. **To apply, complete and submit this form to Public Works seven days prior to the due date for proposals**. Upon review of the submitted Application for Exemption, Public Works will determine, in its sole discretion, whether the contractor and/or subcontractor is/are exempt from the Program.

Company Name: Watts Labor Community Action Committee		
Company Address: 10950 South Central Avenue		
City: Los Angeles	State: California	Zip Code: 90059
Telephone Number: 323 563 5639	Facsimile Number: 323 923 1474	Email Address: timothy@wlcac.org
Awarding Department: Department of Public Works		Contract Term:
Type of Service: Willowbrook et al. DIAL-A-RIDE SERVICES (RFP 2007 - PA013)		
Contract Dollar Amount:		Contract Number (if any):

I am requesting an exemption from the Program for the following reason(s) (*attach to this form all documentation that supports your claim* and *SUBMIT SEVEN DAYS PRIOR TO THE DEADLINE FOR SUBMISSION OF PROPOSALS TO PUBLIC WORKS OR FAX TO (626) 458-4194*:

- [X] My business is a nonprofit corporation qualified under Internal Revenue Code Section 501(c)(3) ***(you must attach the IRS Determination Letter)***.
- [ ] My business is a Small Business ***(as defined in the Living Wage Ordinance--you must attach your company's two most recent tax year returns and last state payroll tax return)*** which is not an affiliate or subsidiary of a business dominant in its field of operation **AND** during the contract period will have 20 or fewer full- and part-time employees; **AND**
  - [ ] Has less than $1 million in annual gross revenues in the preceding fiscal year including the proposed contract amount; **OR**
  - [ ] Is a technical or professional service that has less than $2.5 million in annual gross revenues in the preceding fiscal year including the proposed contract amount.
- [ ] 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.

FORM LW-2 - APPLICATION FOR EXEMPTION (continued)

☐ My business is subject to a bona fide Collective Bargaining Agreement ***(you must attach the 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):

N/A

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct.

PRINT NAME: TIMOTHY WATKINS	TITLE: PRESIDENT/CEO
SIGNATURE:	DATE: April 3, 2007

Additional Information

The additional information requested below is for information purposes only. It is not required for consideration of this Application for Exemption. The County will not consider or evaluate the information provided below by Contractor, in any way whatsoever, when recommending selection or award of a contract to the Board of Supervisors.

☒ N/A

Either the contractor or the employees= collective bargaining unit have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract.

Health Plan Company Name(s): _____

Company Insurance Group Number(s): _____

Health Premium Amount Paid by Employer: _____

Health Premium Amount Paid by Employee: _____

Health Benefit(s) Payment Schedule:

☐ Monthly ☐ Quarterly ☐ Bi-Annual

☐ Annually ☐ Other (Specify): _____

☐ **Neither the contractor nor the employees= collective bargaining unit** have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract.

000363

Internal Revenue Service

District
Director

Department of the Treasury

P.O. Box 2350, Los Angeles, Calif. 90053

Person to Contact: J. Teague

Telephone Number: (213) 894-2336

Refer Reply to: EO (0531) 96

Date: July 23, 1996

Watts Labor Community
Action Committee
W.L.C.A.C.
10950 S. Central Avenue
Los Angeles, Calif. 90059-1024

EIN: 95-2412869

Dear Taxpayer:

This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate this organization was recognized to be exempt from Federal Income Tax in February 1966 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the Code, because it is an organization described in Section 170(b)(1)(A)(vi).

The exempt status for the determination letter issued in May 1967 continues to be effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,

J. Teague

J. Teague
Disclosure Assistant

C00364

WATTS LABOR COMMUNITY ACTION COMMITTEE

DEVELOPMENT DEPARTMENT

FACSIMILE TRANSMITTAL SHEET

TO: Jasmine Arismendez/Contract Analyst	FROM: Timothy Watkins
COMPANY: Los Angeles County Department of Public Works	DATE: 4/2/2007
FAX NUMBER: 626 458 4050	TOTAL NO. OF PAGES INCLUDING COVER: 4
PHONE NUMBER: 626 458 4194	
RE: Living Wage Exemption Application	

☐ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☑ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS:

Per the Notice of Request for Proposals for Willowbrook et al. Dial-A-Ride Services (2007-PA013) RFP instructions, attached is the County of Los Angeles Living Wage Program Application for Exemption Form.

Thank you.

10950 SOUTH CENTRAL AVENUE, LOS ANGELES, CA 90059 323.357.3534 PHONE 323.923.1474 FAX

TRANSMISSION REPORT

(TUE) APR 1 2008 16:52

User/Account : dev
DESTINATION : 916264584194
DEST. NUMBER : 916264584194

F-CODE :

PAGES : 4page
RESULT : OK

DOCUMENT# : 7500000-992
TIME STORED : APR 1 16:50
TX START : APR 1 16:50
DURATION : 1min.08sec
COM. MODE : ECM

C00366

WATTS LABOR COMMUNITY ACTION COMMITTEE

DEVELOPMENT DEPARTMENT

FACSIMILE TRANSMITTAL SHEET

TO: Jasmine Arismendez/Contract Analyst	FROM: Timothy Watkins
COMPANY: Los Angeles County Department of Public Works	DATE: 4/2/2007
FAX NUMBER: 626 458 4050	TOTAL NO. OF PAGES INCLUDING COVER: 4
PHONE NUMBER: 626 458 4194	
RE: Living Wage Exemption Application	

FORM LW-3

Not Applicable

COUNTY OF LOS ANGELES
LIVING WAGE ORDINANCE

Contractor Living Wage Declaration

The contract to be awarded pursuant to this Request for Proposals (RFP) is subject to the County of Los Angeles Living Wage Ordinance (Program). You must declare your intent to comply with the Program.

If you believe that you are exempt from the Program, please complete the Application for Exemption form and submit it, as instructed in the RFP, to Public Works before the deadline to submit proposals.

If you are not exempt form the Program, please check the option that best describes your intention to comply with Program.

☐ I do not have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract. I will pay an hourly wage of not less than **$11.84 per hour** per employee.

☐ I do have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract but will pay into the plan **less than $2.20 per hour** per employee. I will pay an hourly wage of not less that **$11.84 per hour** per employee.

☐ I do have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract and will pay into the plan **at least $2.20 per hour** per employee. I will pay an hourly wage of not less than **$9.64 per hour** per employee.

Health Plan(s):

Company Insurance Group Number:

Health Benefit(s) Payment Schedule:

☐ Monthly ☐ Quarterly ☐ Bi-Annual

☐ Annually ☐ Other: _____ (Specify)

PLEASE PRINT COMPANY NAME:	
I declare under penalty of perjury under the laws of the State of California that the above information is true and correct:	
SIGNATURE:	DATE:
PLEASE PRINT NAME:	TITLE OR POSITION:

P:\ASPUB\CONTRACT\MASTER\LWDECLARATION.DOC Rev. PW 02/13/07

FORM LW-4

COUNTY OF LOS ANGELES LIVING WAGE PROGRAM
ACKNOWLEDGMENT AND STATEMENT OF COMPLIANCE

The undersigned individual is the owner or authorized agent of the business entity or organization (Firm) identified below and makes the following statements on behalf of his or her Firm. **CHECK EACH APPLICABLE BOX.**

LIVING WAGE ORDINANCE:

☐ I have read the County=s Living Wage Ordinance (Los Angeles County Code Section 2.201.010 through 2.201.100), and understand that the Firm is subject to its terms.

CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT ORDINANCE:

☐ I have read the provisions of the RFP describing 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 understand 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 a alleged Labor Law/Payroll Violation which involves an incident occurring within three years of the date of the proposal; **OR**

☐ The Firm **HAS** been named in a complaint, claim, investigation, or proceeding relating to a alleged Labor Law/Payroll Violation which involves an incident occurring within three years of the date of the 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 the three 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 the three years of the date of the proposal that the Firm committed a Labor/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 years; **OR**

☐ The Firm **HAS** been debarred by a public entity within the past ten years. Provide the pertinent information (including each public entity's name and address, dates of disbarment, and nature of each debarment) 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

Timothy Watkins, President/CEO
Print Name and Title

Watts Labor Community Action Committee
Print Name of Firm

April 11, 2007
Date

OAAC:\RV\P:\ASPUB\CONTRACT\CONTRACTING FORMS\RFP\TOF-PROPA-10-2-06.DOC 07/25/01 DPW Rev. 11/12/02

ENCLOSURE C
FORM LW-5.1

NOT APPLICABLE

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:	Print Name of Owner:
Print Address of Firm:	Owner's/Agent's Authorized Signature:
City, State, Zip Code	Print Name and Title:

Public Entity Name	
Public Entity Address:	**Street Address:**
	City, State, Zip:
Case Number/Date Claim Opened:	**Case Number:**
	Date Claim Opened:
Name and Address of Claimant:	**Name:**
	Street Address:
	City, State, Zip:
Description of Work: (e.g., Janitorial)	
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages	

☐ Additional Pages are attached for a total of _____ pages.

NOT APPLICABLE

FORM LW-6

GUIDELINES FOR ASSESSMENT OF PROPOSER LABOR LAW/PAYROLL VIOLATIONS

COUNTY DETERMINATION **Proposer Name:**_____ **Contracting Department:** _____ **Department Contact Person:**_____ **Phone:**	**RANGE OF DEDUCTION**_____ (Deduction is taken from the maximum evaluation points available)	
	Proposer Fully Disclosed	Proposer *Did Not* Fully Disclose
MAJOR County determination, based on the Evaluation Criteria, that proposer has a record of very serious violations.*	8 - 10% Consider investigating a finding of proposer non-responsibility**	16 - 20% Consider investigating a finding of proposer non-responsibility**
SIGNIFICANT County determination, based on the Evaluation Criteria, that proposer has a record of significant violations.*	4 - 7%	8 - 14% Consider investigating a finding of proposer non-responsibility**
MINOR County determination, based on the Evaluation Criteria, that proposer has a record of relatively minor violations.*	2 - 3%	4 - 6%
INSIGNIFICANT County determination, based on the Evaluation Criteria, that proposer has a record of very minimal violations.*	0 - 1%	1 - 2%
NONE County determination, based on the Evaluation Criteria, that proposer does not have a record of violations.*	0	N/A

Assessment Criteria

* A ALabor Law/Payroll ViolationA includes violations of any Federal, State or local statute, regulation or ordinance pertaining to wages, hours, working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination. The County may deduct points from a proposer=s final evaluation score only for Labor Law/Payroll Violations with disposition by a public entity within the past three years of the date of the proposal.

The assessment and determination of whether a violation is major, significant, minor, or insignificant and the assignment of a percentage deduction shall include, but not be limited to, consideration of the following criteria and variables:

A Accuracy in self-reporting by proposer
A Health and/or safety impact
A Number of occurrences
A Identified patterns in occurrences
A Dollar amount of lost/delayed wages
A Assessment of any fines and/or penalties by public entities
A Proportion to the volume and extent of services provided, e.g., number of contracts, number of employees, number of locations, etc.

** County Code Title 2, Chapter 2.202.030 sets forth criteria for making a finding of contractor non-responsibility which are not limited to the above situations.

FORM LW-7

REQUESTED INFORMATION ON THE PROPOSER'S MEDICAL PLAN COVERAGE

Proposer: Watts Labor Community Action Committee

Name of Proposer's Health Plan: HealthNet-HMO Premier 100 **Date:** 03-01-07 / 03-01-08

(Please use a separate form for each health plan offered by the proposer to employees who will be working under this contract.)

ITEMS	DOES THE PLAN COVER? (YES) (NO)	WHAT DOES THE PROPOSER OR PROPOSER'S PLAN PAY?	LIST ANY CO-PAYMENTS AND/OR COMMENTS
Proposer's Health Plan Premium			
Employee only	(Y) N	$ 276.05	
Employee + 1 dependent	(Y) N	$ 579.71	
Employee + 2 dependents	(Y) N	$ 830.37	
Employee + 3 dependents	(Y) N	$ 830.37	
Proposer's portion of above health premium payment			
Employee only	Y N	$ 138.03	
Employee + 1 dependent	Y N	$ 138.03	
Employee + 2 dependents	Y N	$ 138.03	
Employee + 3 dependents	Y N	$ 138.03	
Any Annual Deductible?			
Per Person	Y (N)	$	
Per Family	Y (N)	$ 0	
Any Annual Maximum Employee Out-of-Pocket Expense?			
Per Person	(Y) N	$ 1,000	
Per Family	(Y) N	$ 3,000	
Any Lifetime Maximum?			
Per Person	Y (N)	$	
Per Family	Y (N)	$ 0	
Ambulance coverage	(Y) N	$ 0	$50
Doctor's Office Visits	(Y) N	$ 0	$20
Emergency Care	(Y) N	$ 0	$50
Home Health Care	(Y) N	$ 0	
Hospice Care	(Y) N	$ 0	
Hospital Care	(Y) N	$ 0	$0
Immunizations	(Y) N	$ 0	$20
Maternity	(Y) N	$ 0	
Mental Health	(Y) N	$ 0	$40
Mental Health In-Patient Coverage	(Y) N	$ 0	

LW-7 – PROPOSER'S MEDICAL PLAN COVERAGE (continued)

ITEMS	DOES THE PLAN COVER? (YES) (NO)	WHAT DOES THE PROPOSER OR PROPOSER'S PLAN PAY?	LIST ANY CO-PAYMENTS AND/OR COMMENTS
Mental Health Out-Patient Coverage	(Y) N	$ 0	$40
Physical Therapy	(Y) N	$ 0	$20
Prescription Drugs	(Y) N	$ 0	$15, $25, $40
Routine Eye Examinations	(Y) N	$ 0	$20
Skilled Nursing Facility	(Y) N	$ 0	
Surgery	(Y) N	$ 0	
X-Ray and Laboratory	(Y) N	$ 0	$20

Under this health plan, a full time employee:

☒ Becomes eligible for health insurance coverage after 90 days of employment.

☒ Is defined as an employee who is employed more than 30 hours per week.

OTHER BENEFITS:

A.NUMBER OF PAID SICK DAYS EARNED IN THE FIRST YEAR OF EMPLOYMENT IS 6 DAYS.

B.NUMBER OF PAID SICK DAYS EARNED IN THE SECOND YEAR OF EMPLOYMENT IS 6 DAYS.

C.NUMBER OF PAID VACATION DAYS EARNED IN THE FIRST YEAR OF EMPLOYMENT IS 5 DAYS.

D.NUMBER OF PAID VACATION DAYS EARNED IN THE SECOND YEAR OF EMPLOYMENT IS 10 DAYS.

E.NUMBER OF PAID HOLIDAYS PER YEAR IS 11 DAYS.

FORM LW-7

REQUESTED INFORMATION ON THE PROPOSER'S MEDICAL PLAN COVERAGE

Proposer: Watts Labor Community Action Committee

Name of Proposer's Health Plan: HealthNet - Salud Date: 03-01-07 / 03-01-08

(Please use a separate form for each health plan offered by the proposer to employees who will be working under this contract.)

ITEMS	DOES THE PLAN COVER? (YES) (NO)	WHAT DOES THE PROPOSER OR PROPOSER'S PLAN PAY?	LIST ANY CO-PAYMENTS AND/OR COMMENTS
Proposer's Health Plan Premium			
Employee only	Y N	$ 206.62	
Employee + 1 dependent	Y N	$ 433.90	
Employee + 2 dependents	Y N	$ 758.23	
Employee + 3 dependents	Y N	$ 758.23	
Proposer's portion of above health premium payment			
Employee only	Y N	$ 103.31	
Employee + 1 dependent	Y N	$ 103.31	
Employee + 2 dependents	Y N	$ 103.31	
Employee + 3 dependents	Y N	$ 103.31	
Any Annual Deductible?			
Per Person	Y (N)	$ 0	
Per Family	Y (N)	$ 0	
Any Annual Maximum Employee Out-of-Pocket Expense?			
Per Person	(Y) N	$ 0	$1,500
Per Family	(Y) N	$ 0	$4,500
Any Lifetime Maximum?			
Per Person	Y (N)	$ 0	
Per Family	Y (N)	$ 0	
Ambulance coverage	(Y) N	$ 0	
Doctor's Office Visits	(Y) N	$ 0	
Emergency Care	(Y) N	$ 0	$50.00
Home Health Care	(Y) N	$ 0	$10.00
Hospice Care	(Y) N	$ 0	
Hospital Care	(Y) N	$ 0	
Immunizations	(Y) N	$ 0	
Maternity	(Y) N	$ 0	
Mental Health	(Y) N	$ 0	
Mental Health In-Patient Coverage	(Y) N	$ 0	

LW-7 – PROPOSER'S MEDICAL PLAN COVERAGE (continued)

ITEMS	DOES THE PLAN COVER? (YES) (NO)	WHAT DOES THE PROPOSER OR PROPOSER'S PLAN PAY?	LIST ANY CO-PAYMENTS AND/OR COMMENTS
Mental Health Out-Patient Coverage	(Y) N	$ 0	$30
Physical Therapy	(Y) N	$ 0	$15
Prescription Drugs	(Y) N	$ 0	$10, $15, $35
Routine Eye Examinations	Y (N)	$ 0	
Skilled Nursing Facility	(Y) N	$ 0	20%
Surgery	(Y) N	$ 0	
X-Ray and Laboratory	(Y) N	$ 0	

Under this health plan, a full time employee:

☒ Becomes eligible for health insurance coverage after 90 days of employment.

☒ Is defined as an employee who is employed more than 30 hours per week.

OTHER BENEFITS:

A.NUMBER OF PAID SICK DAYS EARNED IN THE FIRST YEAR OF EMPLOYMENT IS 6 DAYS.

B.NUMBER OF PAID SICK DAYS EARNED IN THE SECOND YEAR OF EMPLOYMENT IS 6 DAYS.

C.NUMBER OF PAID VACATION DAYS EARNED IN THE FIRST YEAR OF EMPLOYMENT IS 5 DAYS.

D.NUMBER OF PAID VACATION DAYS EARNED IN THE SECOND YEAR OF EMPLOYMENT IS 10 DAYS.

E.NUMBER OF PAID HOLIDAYS PER YEAR IS 11 DAYS.

FORM LW-7

REQUESTED INFORMATION ON THE PROPOSER'S MEDICAL PLAN COVERAGE

Proposer: Watts Labor Community Action Committee

Name of Proposer's Health Plan: Kaiser Date: 03-01-07 / 03-01-08

(Please use a separate form for each health plan offered by the proposer to employees who will be working under this contract.)

ITEMS	DOES THE PLAN COVER? (YES) (NO)	WHAT DOES THE PROPOSER OR PROPOSER'S PLAN PAY?	LIST ANY CO-PAYMENTS AND/OR COMMENTS
Proposer's Health Plan Premium			
Employee only	Y N	$ 353.48	
Employee + 1 dependent	Y N	$ 777.66	
Employee + 2 dependents	Y N	$ 706.96	
Employee + 3 dependents	Y N	$ 1,000.35	
Proposer's portion of above health premium payment			
Employee only	Y N	$ 176.74	
Employee + 1 dependent	Y N	$ 176.74	
Employee + 2 dependents	Y N	$ 176.74	
Employee + 3 dependents	Y N	$ 176.74	
Any Annual Deductible?			
Per Person	Y (N)	$ 0	
Per Family	Y (N)	$ 0	
Any Annual Maximum Employee Out-of-Pocket Expense?			
Per Person	(Y) N	$ 1,500	
Per Family	(Y) N	$ 3,000	
Any Lifetime Maximum?			
Per Person	Y (N)	$ 0	
Per Family	Y (N)	$ 0	
Ambulance coverage	(Y) N	$ 0	$50
Doctor's Office Visits	(Y) N	$ 0	$20
Emergency Care	(Y) N	$ 0	$50
Home Health Care	(Y) N	$ 0	
Hospice Care	(Y) N	$ 0	
Hospital Care	(Y) N	$ 0	
Immunizations	(Y) N	$ 0	
Maternity	(Y) N	$ 0	
Mental Health	(Y) N	$ 0	
Mental Health In-Patient Coverage	Y N	$ 0	

LW-7 – PROPOSER'S MEDICAL PLAN COVERAGE (continued)

ITEMS	DOES THE PLAN COVER? (YES) (NO)	WHAT DOES THE PROPOSER OR PROPOSER'S PLAN PAY?	LIST ANY CO-PAYMENTS AND/OR COMMENTS
Mental Health Out-Patient Coverage	(Y) N	$	$20
Physical Therapy	(Y) N	$	$10, $20, $40
Prescription Drugs	(Y) N	$	$20
Routine Eye Examinations	(Y) N	$	$20
Skilled Nursing Facility	(Y) N	$	
Surgery	(Y) N	$	
X-Ray and Laboratory	(Y) N	$	

Under this health plan, a full time employee:

[X] Becomes eligible for health insurance coverage after 90 days of employment.

[X] Is defined as an employee who is employed more than 30 hours per week.

OTHER BENEFITS:

A.NUMBER OF PAID SICK DAYS EARNED IN THE FIRST YEAR OF EMPLOYMENT IS 6 DAYS.

B.NUMBER OF PAID SICK DAYS EARNED IN THE SECOND YEAR OF EMPLOYMENT IS 6 DAYS.

C.NUMBER OF PAID VACATION DAYS EARNED IN THE FIRST YEAR OF EMPLOYMENT IS 5 DAYS.

D.NUMBER OF PAID VACATION DAYS EARNED IN THE SECOND YEAR OF EMPLOYMENT IS 10 DAYS.

E.NUMBER OF PAID HOLIDAYS PER YEAR IS 11 DAYS.

COST METHODOLOGY FOR CONTRACT: WILLOWBROOK ET AL. DIAL-A-RIDE

PROPOSER: Watts Labor Community Action Committee (WLCAC)

ENCLOSURE D
FORM LW-8

POSITION/TITLE* (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY SUN	MON	TUE	WED	THU	FRI	SAT	HOURS PER WEEK	ANNUAL HOURS	HOURLY WAGE RATE	ANNUAL COST
Project Manager *(See Note Below)*	0	4	4	4	4	4	0	20	1040	$ 21	$ 21,840
Road Supervisor	0	8	8	8	8	4	4	40	2080	$ 10	$ 20,051
Driver	0	8	8	8	8	8	0	40	2080	$ 10	$ 20,051
Driver	0	8	8	8	8	8	0	40	2080	$ 10	$ 20,051
Driver	0	8	8	8	8	8	0	40	2080	$ 10	$ 20,051
Driver	0	8	8	8	8	4	4	40	2080	$ 10	$ 20,051
Maintenance Manager *(See Note Below)*	0	4	4	4	4	4	0	20	1040	$ 18	$ 18,720
											$ -
											$ -
											$ -
											$ -
											$ -
											$ -

Comments/Notes:		
	Total Annual Salaries	$ 140,816
Accrued vacation time for employees -- 40 hours/year	(1) Vacations, Sick leave, Holiday	$ 2,445
$100 per Employee per Month	(2) Health Insurance **	$ 6,733
Admin/Clerical Staff (1.53%), Drivers (23.69%), Mechanic (23.69%)	(3) Payroll Taxes & Worker's Compensation	$ 27,814
SUI is based on 6.2% of the first $7,000 of wages.	(4) Welfare and Pension	$ 2,435
	Total Annual Employee Benefits (1+2+3+4)	$ 36,990
Shuttle lease: $3,000 per shuttle, per month for one year	(5) Equipment Costs	$ 36,000
Includes costs of fuel, uniforms, radios, office supplies, and vehicle service	(6) Service and Supply Costs	$ 44,908
Based on approved WLCAC Cost rate of 28% Personnel Costs	(7) General and Administrative Costs	$ 49,786
	(8) Profit	$ -
NOTE: All employees listed above at less than 100% Full Time Estimate (FTE) will be full-time staff, and wages will be prorated accordingly for identical positions held on other transportation projects.	Total Annual Other Costs (5+6+7+8)	$ 130,694
	TOTAL ANNUAL PRICE	$ 308,500

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

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; hours 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, should total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. The above information was compiled from records that are available to me at this time and I declared under penalty of perjury that the information is true and accurate within the requirements of the proposal.

WLCAC (Timothy Watkins Sr., President and CEO)
Name of Proposer

Signature

11-Apr-07
Date

COST METHODOLOGY FOR CONTRACT: **WILLOWBROOK ET AL. DIAL-A-RIDE**

PROPOSER: Watts Labor Community Action Committee (WLCAC)

ENCLOSURE D
FORM LW-8

POSITION/TITLE* (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY SUN	MON	TUE	WED	THU	FRI	SAT	HOURS PER WEEK	ANNUAL HOURS	HOURLY WAGE RATE	ANNUAL COST
Project Manager *(See Note Below)*	0	4	4	4	4	4	0	20	1040	$ 21	$ 21,840
Road Supervisor	0	8	8	8	8	4	4	40	2080	$ 10	$ 20,051
Driver	0	8	8	8	8	8	0	40	2080	$ 10	$ 20,051
Driver	0	8	8	8	8	8	0	40	2080	$ 10	$ 20,051
Driver	0	8	8	8	8	8	0	40	2080	$ 10	$ 20,051
Driver	0	8	8	8	8	4	4	40	2080	$ 10	$ 20,051
Maintenance Manager *(See Note Below)*	0	4	4	4	4	4	0	20	1040	$ 18	$ 18,720
											$ -
											$ -
											$ -
											$ -
											$ -
											$ -

Comments/Notes:		
	Total Annual Salaries	$ 140,816
Accrued vacation time for employees – 40 hours/year	(1) Vacations, Sick leave, Holiday	$ 2,445
$100 per Employee per Month	(2) Health Insurance **	$ 6,733
Admin/Clerical Staff (1.53%), Drivers (23.69%), Mechanic (23.69%)	(3) Payroll Taxes & Worker's Compensation	$ 27,814
SUI is based on 6.2% of the first $7,000 of wages.	(4) Welfare and Pension	$ 2,435
	Total Annual Employee Benefits (1+2+3+4)	$ 36,990
Shuttle lease: $3,000 per shuttle, per month for one year	(5) Equipment Costs	$ 36,000
Includes costs of fuel, uniforms, radios, office supplies, and vehicle service	(6) Service and Supply Costs	$ 40,408
Based on approved WLCAC Cost rate of 28% Personnel Costs	(7) General and Administrative Costs	$ 49,786
	(8) Profit	$ -
NOTE: All employees listed above at less than 100% Full Time Estimate (FTE) will be full-time staff, and wages will be prorated accordingly for identical positions held on other transportation projects.	Total Annual Other Costs (5+6+7+8)	$ 126,194
	TOTAL ANNUAL PRICE	$ 304,000

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

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; hours 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, should total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. The above information was compiled from records that are available to me at this time and I declared under penalty of perjury that the information is true and accurate within the requirements of the proposal.

WLCAC (Timothy Watkins Sr., President and CEO)
Name of Proposer

Signature

11-Apr-07
Date

00377

FORM LW-9
WAGE AND HOUR RECORD KEEPING FOR LIVING WAGE CONTRACTS

INSTRUCTIONS

The contractor selected through this RFP 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 a sample copy of timesheet, pay check, and pay stub that show deduction categories as requested in this form.

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.
1. TRACKING HOURS WORKED 1.1. How does the Proposer track employee hours actually worked? 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? 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?	SEE ATTACHED.

000378

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?	SEE ATTACHED.
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. <u>ATTACH COPIES OF THESE RECORDS.</u>	SEE ATTACHED.

FORM LW-9
PAGE 2 OF 6

000379

QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
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?	SEE ATTACHED.
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?	SEE ATTACHED.

000380

QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
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).**	SEE ATTACHED.

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?	SEE ATTACHED.
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?	SEE ATTACHED.

000289

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.	SEE ATTACHED.
10. OVERTIME 10.1. How does the Proposer calculate overtime wages? 10.2. What if the employee has multiple wage rates?	SEE ATTACHED.

DATED: April 11, 2007 PROPOSER'S SIGNATURE: _____

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000383

Form LW-9:

Wage and Hour Keeping for Living Wage Contracts

Question 1. **TRACKED HOURS WORKED**

1.1 **How does the Proposer track employee hours actually worked?**
WLCAC uses time cards and electronic time cards for its attendance system. All employees are required to punch a time card daily using an electronic time clock, which stamps both the day of the week and the time.

1.2 **Where do the Proposer's employee report to work at the beginning of their shifts? At the work location or a central site with travel to the worksite?**
All employees report to work at WLCAC's central location site. The address of the central location is 800 East 111th Street Place Los Angeles, California 90059 to begin their shifts.

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?**
All employees begin work shifts ½ hour earlier than their route departure time. This allows for pre-trip bus checkout and travel time to the work location. They also have ½ hour after their route ends to allow for travel time back to the central location and post-trip vehicle check.

Question 2. **REPORTING TIME**

2.1 **How does the Proposer know employees actually reported to work and at and at what time? For example, sign in sheets, computerized check in system, or some other method?**
WLCAC's track employee report time through an electronic time clock located at the central site, by use of time cards, and communication with Road Supervisor.

Question 3. **RECORD OF ACUTAL TIME WORKED**

3.1 **What records are created to document the beginning and ending time of employee's actual work shifts?**
Time cards are used to document the beginning and the end of an employees shift.

3.2 **What records are maintained daily or at another interval (indicate the interval)?**
Time cards are collected bi-weekly from employees and given to department managers for review.

3.3 **Are the records maintained daily or at another interval (indicate the interval)?**
Records are maintained bi-weekly.

3.4 **Who created these records (e.g. employee, supervisor, or office staff)?**
WLCAC's Accounting Department.

3.5 **Who checks the records, and what are they checking for?**
WLCAC's Accounting Department checks time cards for accuracy and consistency.

3.6 **What happens to these records?**
Records are kept and filed by WLCAC's Accounting Department.

3.7 **Are they used as a source document to create Proposer's payroll?**
Yes.

3.8 **ATTACH COPIES OF THESE RECORDS.**

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?**
Records of actual time worked are used to create payroll.

4.2 **Who prepares and who checks the source document?**
WLCAC's Payroll officer prepares and checks the source document after an initial review and signed authorization by both the employee and their immediate supervisor.

4.3 **Does the employee sign it?**
Yes. Employees sign time cards.

4.4 **Who approves the source document, and what do they compare it with prior to approving it?**
The source documents used to compare and approve employee time are the employees electronically stamped time card and the supervisor and employee notation of breaks and lunch breaks.

Question 5. **BREAKS**

5.1 **How does the Proposer know that employees take mandated breaks and meal breaks?**
The Road Supervisor in the field controls the mandated breaks and lunch breaks. The Road Supervisor and/or Assistant Project Manager record lunch breaks on the driver's timecards.

5.2 **Does the Proposer maintain any written supporting documentation to validate that the breaks actually occurred?**
Yes. Road Supervisor and/or Project Manager notate documentation on time sheets.

5.3 **If so, who prepares, reviews, and approves such documentation?**
Department Managers.

Question 6. **HOW PAYROLL IS PREPARED**

6.1 **Discuss how the Proposer's payroll is prepared and how the Propoers ensures that employee wages are appropriately paid.**
WLCAC uses the Automatic Data Processing (ADP) payroll service.

6.2 **How are employees paid?**
Employees are paid by live check or direct deposit.

6.3 **If by check, do they receive a single check for straight time and overtime or are separate payments made?**
Employees receive a live check of 40 hours worked and an additional live check if overtime is accrued.

6.4 **What information is provided on the check?**
Information provided on checks are: Taxable Martial Status, Exemptions/Allowances; Earnings, Deductions for Taxes, Net Pay, and Gross Pay.

6.5 **ATTACH A COPY OF A PAY CHECK AND PAY CHECK STUB THAT SHOWS DEDUCTION CATAGORIES (COVER UP OR BLOCK OUT ACCOUNT INFORMATION AND ANY EMPLOEE INFORMATION).**

Question 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.**
WLCAC does not have manual payroll system.

7.2 **If the employee has multiple wage rates 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?**
WLCAC does not have multiple wage rates.

Question 8 **AUTOMATED PAYROLL SYSTEM**

8.1 **If the Proposer uses an automated payroll system or contracts for such automated payroll services to an outside, describe the steps taken to prepare the payroll.**
Upon receipt of timecards, the Accounting Department personnel re-calculates cumulative hours worked, validates signatures, as well as any paid leave used, if applicable. Since WLCAC's payroll is outscored and processed through ADP, the verified information (hours/worked) is keyed and transmitted on –line for processing. Employees are paid by automated checks generated by ADP (see attached sample). WLCAC's contingency procedure, which includes the manual payroll, checks when or if needed (see attached sample).

8.2 **If the employee has multiple wage rates (i.e., County's Living Wage rate for County work), how does that automated payroll system calculate total wages paid?**
Employees do not have multiple wage rates.

8.3 **Is the calculation embedded in the software program, or does someone have to override the system to perform the calculation?**
WLCAC's Accounting Department calculates totaled hours worked on a 10-key calculator.

Question 9 **TRAVEL TIME**

9.1 **How is travel time during an employee's shift paid?**
Travel time is paid at the same hourly rate.

9.2 **At what rate is such travel time paid if the employee has multiple wage rates?**
Employees do not have multiple wage rates; therefore, changes in work location will not have a bearing on the hourly rate.

9.3 **Discuss how the Proposer calculated the day's wages for each situation described in the following to examples:**

a) During a single shift, an employee works three hours at a work location under a County Living Wage contract, and then travels an hour to another work location to work for 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.

All employees have pro-rated wages. Salary rates are listed on Proposers's contract. It is verified through budgets and contracts by the Accounting Department. If an employee works for one contract pro-rated (for example) at $10.75 per hour, and on another contract for $9.90 per hour, the employee is paid according to the percentage of the contract wage stated in the contract.

Question 10: **OVERTIME**

10.1 How does the Proposer calculate overtime wages?

WLCAC calculates overtime after 40 hours worked weekly.

10.2 What if the employee has multiple wage rates?

Employees do not have multiple wage rates.

Award Information has not been added at this time.

Bid Information

Bid Number : PW-ASD 658
Bid Title : WILLOWBROOK ET AL. DIAL-A-RIDE SERVICES (2007-PA013)
Bid Type : Service
Department : Public Works
Commodity : BUS - TRANSIT (COACH-MINI) HANDICAPPED
Open Date : 3/13/2007
Closing Date : 3/27/2007 3:00 PM
Notice of Intent to Award : View Detail
Bid Amount : N/A
Bid Download : Not Available
Bid Description : PLEASE TAKE NOTICE that Public Works requests proposals for a contract for Willowbrook Et Al. Dial-A-Ride Services (2007-PA013). The total annual amount of this service is estimated to be $304,000. If not enclosed with this letter, the Request for Proposals (RFP) with contract specifications, forms, and instructions for preparing and submitting proposal may be requested by accessing this link at ftp://dpwftp:co.la.ca.us/solicitationdocuments/willowbrooketal.pdf or from Ms. Jeanette Arismendez at (626) 458-4050, Monday through Thursday, 7 a.m. to 5 p.m.

Minimum Requirement(s): Proposers must meet all minimum requirements set forth in Part I, Section 4 of the RFP document, including, but not limited to, having a minimum of three years' experience in managing the same or similar paratransit services for governmental or social service agencies. The Proposer's Program Manager and Maintenance Manager must have a minimum of three years' experience as set forth in the RFP.

A Proposers' Conference will be held on Tuesday, March 27, 2007, at 3:00 p.m. at Public Works Headquarters, 900 South Fremont Avenue, Alhambra, California 91803, in Conference Room C. ATTENDANCE BY THE PROPOSE OR AND 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, it may be impossible to respond to further requests for information.

The deadline to submit proposals is Wednesday, April 11, 2007, at 11 a.m. Please direct your questions to Ms. Arismendez at the number above.

Contact Name : MS. JEANETTE ARISMENDEZ
Contact Phone# : (626) 458-4050
Contact Email : jarismen@dpw.lacounty.gov
Last Changed On : 3/13/2007 5:15:39 PM

Back to Last Window

Back to Award Main

FORM PW-9

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.

FIRM NAME:	Watts Labor Community Action Committee
My County (WebVen) Vendor Number:	0079941

I. **LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

[redacted]

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.*

Business Structure:	☐ Sole	☐ Partnership	☐ Corporation	☒ Nonprofit	☐ Franchise
☐ Other (Please Specify):					
Total Number of Employees (including owners): 250					

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	N/A	-	7	10	63	91
Hispanic/Latino	-	-	1	-	25	28
Asian or Pacific Islander	-	-	-	-	-	2
American Indian	-	-	-	-	-	-
Filipino	-	-	-	-	-	2
White	-	-	2	-	4	1

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	N/A %	%	%	%	%	%
Women	%	%	%	%	%	%

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:	Title:	Date:
	President/CEO	April 11, 2007

FORM PW-9

CITY OF LOS ANGELES
REQUEST FOR LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM CONSIDERATION AND SBE FIRM/ORGANIZATION INFORMATION FORM

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

FIRM NAME:	PCAM, LLC
My County (WebVen) Vendor Number:	51250301

I. **LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

[redacted]

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.

Business Structure:	☐ Sole	☐ Partnership	☐ Corporation	☐ Nonprofit	☐ Franchise
☒ Other (Please Specify): Limited Liability Company					
Total Number of Employees (including owners): 755					

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						
Asian or Pacific Islander						
American Indian						
Filipino						
White						

See Attached

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	%	66.67 %	%	%	%	%
Women	%	33.33 %	%	%	%	%

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	Certification Date
Los Angeles County	X				11/16/2007
City of Los Angeles	X				04/02/2008

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:	Title:	Date:
Ella Marie Chan	Chief Executive Officer	April 11, 2007

Employer Information Report EEO-1 Worksheet As of 04/20/2007

Date: 04-20-2007

Company Code: 89T

Job Categories		Total (A)	MALE White (B)	MALE Black (C)	MALE Hispanic (D)	MALE Asian / Pacific Islander (E)	MALE American Indian / Alaskan Native (F)	FEMALE White (G)	FEMALE Black (H)	FEMALE Hispanic (I)	FEMALE Asian / Pacific Islander (J)	FEMALE American Indian / Alaskan Native (K)
Officer/Manager	(1)	1				1						
Professional	(2)											
Technician	(3)											
Sales worker	(4)											
Office/Clerical	(5)											
Craftsman	(6)	10			4	4				2		
Operative	(7)	78	7	1	23	41		1	2	2	1	
Laborer	(8)	2			2							
Service worker	(9)	4			2	2						
TOTAL	(10)	95	7	1	31	48		1	2	4	1	
Previous Totals	(11)											
White collar	(12)	38	3		16	18					1	
Production	(13)											

EEO-1 Worksheet (04-20-2007)

ENCLOSURE C.3

Company Code: LYK

Job Categories		Total (A)	MALE White (B)	MALE Black (C)	MALE Hispanic (D)	MALE Asian / Pacific Islander (E)	MALE American Indian / Alaskan Native (F)	FEMALE White (G)	FEMALE Black (H)	FEMALE Hispanic (I)	FEMALE Asian / Pacific Islander (J)	FEMALE American Indian / Alaskan Native (K)
Officer/Manager	(1)	45	20	1	18	1		2		3		
Professional	(2)	3			1	1					1	
Technician	(3)											
Sales worker	(4)	1			1							
Office/Clerical	(5)	19	2			1		3		13		
Craftsman	(6)	44	19	4	11	1		2	2	5		
Operative	(7)	451	116	43	150	45		12	23	52	10	
Laborer	(8)	11	1		9	1						
Service worker	(9)	86	34	2	37	7	2		2	2		
TOTAL	(10)	660	192	50	227	57	2	19	27	75	11	
Previous Totals	(11)											
White collar	(12)	228	66	14	86	15	2	4	13	25	3	
Production	(13)											

EEO-1 Worksheet (04-20-2007)

ENCLOSURE C.4