

Worcester Regional Transit Authority



Request for Proposals (RFP) # 2022-001

FOR

Union Station Hub Cleaning Services

PROPOSALS DUE:
Friday, September 30, 2021
2:00 p.m., EST

Dennis J. Lipka, Administrator
Worcester Regional Transit Authority
60 Foster Street
Worcester, MA 01608

CONTACT:
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TABLE OF CONTENTS

Section	Section Title	Page(s)
1.	General Information	4
2.	Instructions to Proposer's	4
	2.1 Procurement Schedule	4
	2.2 Submission of Proposals	4
	2.3 Costs Associated with Preparing Response to RFP	5
	2.4 Pre-Proposal Meeting	5
	2.5 Pre-Proposal Site Visit	5
	2.6 Questions / Clarifications	5
	2.7 RFP Documents	5
	2.8 Proposal Content	5
	2.9 Public Opening of RFP	6
	2.10 Multiple Proposals	6
	2.11 Updates and Addendums	6
	2.12 Late Bids	6
	2.13 Point of Contact	7
	2.14 Non-Collusion Declaration	7
	2.15 RFP Evaluation Criteria	7
	2.16 Reservations	7
	2.17 Notification of Withdrawals of RFP's	8
	2.18 Interpretation	8
	2.19 Notice of Intent to Award	8
	2.20 Execution of Agreement	8
	2.21 Proprietary Information	8
	2.22 Exceptions and / or Deviations	8
3.	Specifications and Requirements	9
	3.1 General Description	9
	3.2 Background	9
	3.3 Scope of Work	9
	3.4 Pricing	12
4.	Standard Terms and Conditions	13
	4.1 Invoicing	13
	4.2 Controlling Law	13
	4.3 Taxes, Charges and Extras	13
	4.4 Award	13

TABLE OF CONTENTS

<u>Section</u>	<u>Section Title</u>	<u>Page(s)</u>
	4.5 Alteration or Variation of Terms	13
	4.6 Assignability	14
	4.7 Compliance with Statute	14
	4.8 Warranty	14
	4.9 Federal Contract Clauses	14
	4.10 Davis Bacon	14
	4.11 Rights and Remedies of WRTA for Default	14
	4.12 Severability	15
	4.13 Evaluation Results	15
	4.14 DBE Objective / Policy Statement	15
5.	Exhibits	
	EXHIBIT A – Prospective Proposer Fact Sheet	
	EXHIBIT B – Price Proposal Form	
	EXHIBIT C – Customer References	
	EXHIBIT D – Non-Collusion Declaration	
	EXHIBIT E – Federal Contract Clauses	
	EXHIBIT F – Bid Protest Procedures	
	EXHIBIT G – Agreement / Contract	

SECTION 1. GENERAL INFORMATION

The Worcester Regional Transit Authority, herein referred to as “WRTA” is a political subdivision of the Commonwealth of Massachusetts. It is responsible for public transit services in thirty-seven (37) communities within the Central Massachusetts region, and is funded with Federal, State and local subsidies, as well as farebox revenue. The WRTA was created pursuant to Massachusetts General Laws, Chapter 161B.

The WRTA is an Equal Opportunity Employer. Disadvantaged Business Enterprises are encouraged to submit proposals and no proposer will be subject to discrimination based on race, color, religion, ancestry, national origin, age, gender, disability, sexual orientation, veteran status, or other protected class, as identified by law, in consideration of an award of contract.

The WRTA is seeking sealed proposals from qualified firms to provide regular and emergency cleaning services, and trash and recycling removal for its Hub at Union Station, located at 60 Foster Street, Worcester, MA 01608.

The WRTA is required to comply with the mandates of the Americans with Disabilities Act (ADA), as are the entities with which it contracts for transit. For the purposes of this contract and project, the WRTA must also comply with funding rules and regulations of the Federal Transit Administration (FTA) and the Massachusetts Department of Transportation (MassDOT), as well as other federal and state funding sources.

SECTION 2. INSTRUCTIONS TO PROPOSERS

2.1 Procurement Schedule

The following is an anticipated RFP engagement schedule. The WRTA may change the estimated dates and process as deemed necessary.

The proposed schedule for submittal reviews and notification is as follows:

Activity	Date
Advertisement and RFP Issued	August 31, 2021
Deadline for Questions/Clarifications	September 14, 2021
Response to Questions/Clarifications	September 17, 2021
Deadline for Issuance of Addendum (if necessary)	September 17, 2021
Proposals Due	September 30, 2021
Proposal Evaluation	October 15, 2021
Approximate Award Date	October 22, 2021

2.2 Submission of Proposals

One (1) original and two (2) copies of the proposal must be submitted in hard copy and one (1) copy of the proposal shall be submitted in electronic format (Google Drive, or Dropbox) in Adobe PDF to:

Worcester Regional Transit Authority

60 Foster Street
Worcester, MA 01608
Attention: Nicholas Burnham, Grants and Compliance Manager

Proposals must be sealed and clearly marked on the outside as follows: **“Proposal for Union Station Hub Cleaning – RFP # 2022-001”**.

Proposals shall be submitted no later than 2:00 PM Eastern Standard Time (EST) on Friday, September 30, 2021. Proposals received after the date and time specified above will not be considered.

2.3 Cost Associated with Preparing Response to RFP

The proposer shall be solely responsible for any and all costs incurred in the preparation or submittal of the proposal. No portion of these costs shall in anyway be incurred by the WRTA.

2.4 Pre-Proposal Meeting

There will be no Pre-Proposal Meeting for this RFP. However, a Pre-Proposal Site Visit is recommended (see Section 2.5 Pre-Proposal Site Visit).

2.5 Pre-Proposal Site Visit

A walkthrough is strongly recommended and available by appointment only by contacting Nicholas Burnham via telephone 508-453-3401, or email nburnham@therta.com.

2.6 Questions / Clarifications

The deadline for questions or clarifications must be received by the WRTA in writing no later than Friday, September 14, 2021.

2.7 RFP Documents

The following, in addition to this RFP, constitute the RFP documents:

- EXHIBIT A – Prospective Proposer Fact Sheet
- EXHIBIT B – Price Proposal Form
- EXHIBIT C – Customer References
- EXHIBIT D – Non-Collusion Declaration
- EXHIBIT E – Federal Contract Clauses
- EXHIBIT F – Bid Protest Procedures
- EXHIBIT G – Agreement / Contract

2.8 Proposal Content

All proposals must include the following:

- A completed Prospective Proposer Fact Sheet (located in **EXHIBIT A**)
- A letter of transmittal including the name, title, address, phone, fax number and email address of the person(s) with authority to bind the Proposer in contractual matters. Also, the address, if different and legal name and form of the proposer, identify the state of incorporation. If a joint venture, provide the above information for all participating

firms. And, a statement that the proposal will remain in effect for and not be withdrawn for 180 days. The letter shall be signed by the designated individual(s).

- An executive summary including a description of the Proposer's history and background, including size, number of employees, and number of years in business.
- A completed Price Proposal Form (located in **EXHIBIT B**).
- A completed record of Customer References (located in **EXHIBIT C**) including a list of properties where similar services are currently / or have been performed within the past three (3) years. The list must include the name, address, and phone number and e-mail of the contract officer of the awarding entity.
- Technical information including a description of experience, capabilities, and detailed specifications for the services being proposed.
- A project work plan including a proposed schedule, scope, and complexity.
- Any exceptions or deviation from the project requirements or specifications in Section 3 must be clearly indicated.
- The required certifications and Federal Contract Clauses.

2.9 Public Opening of RFP

There will not be a public opening for this RFP.

2.10 Multiple Proposals

Only one proposal will be accepted from any one person, partnership, corporation or other entity.

2.11 Updates and Addenda

No one is authorized to amend any of these documents in any respect by an oral statement or to make any representation or interpretation in conflict with their provisions. Any changes to these documents will be issued in writing via Addendum by Nicholas Burnham or designee.

The Proposer shall be responsible for continually checking the WRTA's website at www.therta.com for the most current information regarding this RFP. Current information may be in the form of an update or formal addendum. Updates and / or addenda will be posted on the above-mentioned website by September 17, 2021 at 11:59 p.m. EST.

2.12 Late Bids

All submissions to the RFP must be delivered in person or received by mail no later than September 30, 2021 at 2:00 p.m. EST. The Proposer shall be responsible for the timely delivery of their RFP's. Proposals received after the deadline will not be considered.

2.13 Point of Contact

All correspondence regarding this RFP shall be directed in writing to Nicholas Burnham who may be reached by email at nburnham@therta.com. No other individual has the authority to respond to any questions submitted unless specifically authorized by Nicholas Burnham. Failure to adhere to this process may disqualify the Proposer.

2.14 Non-Collusion Declaration

Proposer shall execute a Non-Collusion Declaration on the form furnished by the WRTA (located in **EXHIBIT D**). This declaration must be submitted with the proposal and will become part of all resulting contracts.

2.15 RFP Evaluation Criteria

The WRTA will select the most qualified proposal based on the evaluation criteria described below:

Evaluation Criteria	Factors Considered	Points (Out of 100)
Qualifications of Personnel Assigned to the Project	<ul style="list-style-type: none">• Staff are qualified to perform required services; and• Proposer has adequate support to fulfill service required by the specifications.	15
Experience of the Proposer	<ul style="list-style-type: none">• Experience with and past performance on similar projects; and• Results of customer references related to similar projects.	20
Technical Understanding and Approach	<ul style="list-style-type: none">• Responsiveness to the requirements of this RFP; and• Demonstrated technical capacity, equipment, supplies, and expertise to handle the services as outlined in Section 3.	25
Price	<ul style="list-style-type: none">• Cost of services as comparable to similar cost of services in the industry; and• Inclusion of extraneous elements.	40

2.16 Reservations

The WRTA reserves the right to do the following at any time and for its own convenience, at its sole discretion:

- To reject any and all bids, without indicating any reason for such rejection
- Waive or correct any minor or inadvertent defect, irregularity or technical error in any RFP or procedure, as part of the RFP or any subsequent negotiation process
- Terminate this RFP and issue a new Request for Proposals anytime thereafter
- Procure any materials or services specified in the RFP by other means

- Extend any or all deadlines specified in the RFP, including deadlines for accepting RFP's by issuance of an Addendum at any time prior to the deadline for receipt of bids to the RFP
- Disqualify any Proposer on the basis of any real or perceived conflict of interest or evidence of collusion that is disclosed by the proposal or other data available to the WRTA. Such disqualification is at the sole discretion of the WRTA
- Reject any Proposer that is in breach of or in default under any other agreement with the WRTA
- Reject any Proposer deemed by the WRTA to be non-responsive, unreliable, unqualified, or non-responsible

2.17 Notification of Withdrawals of Bids to RFP's

Proposals may be modified or withdrawn prior to the date and time specified for RFP submission by an authorized representative of the Proposer or by formal written notice. All proposals not withdrawn prior to the proposal due date will become property of the WRTA.

2.18 Interpretation

Should any discrepancies or omissions be found in the RFP specifications / requirements, or doubt as to their meaning, the Proposer shall notify the WRTA in writing at once (email is acceptable). The WRTA will post updates or addenda on its website (www.therta.com). The WRTA shall not be responsible for oral interpretations. Questions must be received by September 14, 2021. All addenda issued shall be incorporated in the Contract.

2.19 Notice of Intent to Award

Notice of Intent to Award may be issued upon receipt of all required documents.

2.20 Execution of Agreement

Upon successful reference checks, evaluation and receipt of all required documents, an agreement (located in **EXHIBIT G**) must be executed by both parties.

2.21 Proprietary Information

All information appearing within the proposal is subject to public inspection. Any proprietary information must be clearly marked as such and submitted in a separate sealed envelope, provided, however, that this process shall not impede the obligation of the WRTA to respond to any public records request as required by Applicable Law. Reference sealed envelope within the body of the proposal.

2.22 Exceptions and / or Deviations

No exceptions to or deviations from this specification will be considered, unless each exception or deviation is specifically stated by the Proposer as an exception and accompanied by a detailed statement completely defining the exception and / or deviation. The manufacturer's name, product name or trade name, and catalog or part number must be shown on the RFP in the designated places; however, that information is not sufficient evidence that the Proposer is making an exception. If no exception or deviation is shown, the Proposer will be required to furnish the equipment exactly as specified herein. The burden of proof of compliance with this specification will be the responsibility of the Proposer. The WRTA reserves the right to reject,

as unresponsive, any proposal not containing all information requested by the WRTA.

SECTION 3. SPECIFICATIONS AND REQUIREMENTS

3.1 General Description

The WRTA is seeking sealed proposals from businesses qualified to perform regular and emergency indoor and outdoor cleaning services, along with trash material removal for its Hub at Union Station, located at 60 Foster Street, Worcester, MA 01608.

3.2 Background

The WRTA Hub at Union Station features an 8-slip covered bus transfer platform, with an adjacent three-story building (approximately 10,000 square feet) that houses the WRTA administrative offices, customer service, travel training, brokerage services, and a public waiting area. The WRTA’s public office hours are generally Monday through Friday 7:00 AM to 5:30 PM, and the bus transfer platform is open for operations generally Monday through Friday 5:00 AM to 11:30 PM, Saturday 6:00 AM to 10:00 PM, and Sunday 8:30 AM to 8:00 PM.

The facility has access to a dumpster located at neighboring Union Station. The facility is protected by a monitored fire suppression system, and a security system.

3.3 Scope of Work

Furnish all required labor, cleaning equipment, supplies and materials (including vacuums, mops, cleaners, soap, brushes, buckets, rags, scrapers, squeegees, towels, brooms, trash liners, etc.) needed to accomplish cleaning duties.

The WRTA is seeking services commencing on November 1, 2021 and expiring September 31, 2024. The WRTA has the sole discretion to extend the agreement for a term of seven (7) one (1) year options.

The contractor shall perform the regular twice daily, and once daily services six days per week (Monday – Saturday), twice daily services only on Sundays, and twice weekly services two days per week (Tuesday and Friday). **The contractor shall also be available for emergency cleaning services on a contracted fee and must be available within one (1) hour’s notification.** In addition, the contractor shall also be available for other ad-hoc cleaning services on a contracted fee.

Table 1 below details the work to be completed on a twice daily (TD), once daily (D), twice weekly (TW), or as needed (AN) basis.

Area / Floor	Frequency	Description of Work
Public Waiting / 1	D	Clean all glass doors, inside and out
Public Waiting / 1	TD	Collect all waste materials and place trash in designated receptacles

Area / Floor	Frequency	Description of Work
Public Waiting / 1	TD	Replace trash can liners and remove trash from property
Public Waiting / 1	D	Damp wipe all furniture
Public Waiting / 1	D	Vacuum all carpeted floor mats
Public Waiting / 1	D	Spot clean carpeted floor mats
Public Waiting / 1	D	Sweep all Terrazzo floor areas
Public Waiting / 1	D	Wet mop Terrazzo floor areas
Public Waiting / 1	D	Spot clean walls, doors, door jambs, partitions, light switches, etc.
Public Restrooms / 1	TD	Sweep all tile floor areas
Public Restrooms / 1	TD	Mop and disinfect tile floor areas
Public Restrooms / 1	TD	Clean and sanitize fixtures, wash basins, countertops, urinals, toilets, and toilet seats
Public Restrooms / 1	TD	Clean and polish all mirrors and bright works including dispensers
Public Restrooms / 1	TD	Damp wipe tile walls, doors, and partitions.
Public Restrooms / 1	TD	Collect all waste materials and place trash in designated receptacles
Public Restrooms / 1	TD	Replace trash can liners and remove trash from property
Public Restrooms / 1	AN	Replenish paper and soap supplies as needed
Public Restrooms / 1	AN	Replace sharps disposal containers when necessary (containers supplied by the WRTA)
Drivers Restrooms / Lobby	TD	Sweep all tile floor areas
Drivers Restrooms / Lobby	TD	Mop and disinfect tile floor areas
Drivers Restrooms / Lobby	TD	Clean and sanitize fixtures, wash basins, countertops, urinals, toilets, and toilet seats
Drivers Restrooms / Lobby	TD	Clean and polish all mirrors and bright works including dispensers
Drivers Restrooms / Lobby	TD	Damp wipe tile walls, doors, and partitions
Drivers Restrooms / Lobby	TD	Collect all waste materials and place trash in designated receptacles
Drivers Restrooms / Lobby	TD	Replace trash can liners and remove trash from property
Drivers Restrooms / Lobby	AN	Replenish paper and soap supplies
Offices / 1, 2, & 3	TW	Clean all glass doors, inside and out
Offices / 1, 2, & 3	AN	Clean all interior glass walls (including curtain wall) as needed
Offices / 1, 2, & 3	AN	Clean all interior metal panels

Area / Floor	Frequency	Description of Work
Offices / 1, 2, & 3	TW	Clean and disinfect desks, credenzas, file cabinets, tables, and millwork
Offices / 1, 2, & 3	TW	Clean and sanitize all phones
Offices / 1, 2, & 3	D	Clean and sanitize door handles, and light switches
Offices / 1, 2, & 3	TW	Clean and sanitize doors, and door frames
Offices / 1, 2, & 3	AN	Dust all horizontal surfaces to six feet high
Offices / 1, 2, & 3	D	Empty all waste receptacles and recycling bins
Offices / 1, 2, & 3	TW	Replace waste receptacles with new liners and remove trash from property
Offices / 1, 2, & 3	TW	Sweep, damp mop, or vacuum non-carpeted areas
Offices / 1, 2, & 3	TW	Vacuum and spot clean all carpeted areas
Offices / 1, 2, & 3	AN	Clean baseboards
Office Restrooms / 1, 2, & 3	TW	Sweep all tile floor areas
Office Restrooms / 1, 2, & 3	TW	Mop and disinfect tile floor areas
Office Restrooms / 1, 2, & 3	TW	Clean and sanitize fixtures, wash basins, countertops, urinals, toilets, and toilet seats
Office Restrooms / 1, 2, & 3	TW	Clean and polish all mirrors and bright works including dispensers
Office Restrooms / 1, 2, & 3	TW	Damp wipe tile walls, doors and partitions
Office Restrooms / 1, 2, & 3	TW	Collect all waste materials and place trash in designated receptacles
Office Restrooms / 1, 2, & 3	TW	Replace trash can liners and remove trash from property
Office Restrooms / 1, 2, & 3	AN	Replenish paper and soap supplies as needed
Conference Rm / 3	AN	Clean all glass doors inside and out
Conference Rm / 3	AN	Clean all interior glass walls (including curtain wall) as needed
Conference Rm / 3	TW	Clean and disinfect tables
Conference Rm / 3	TW	Clean and sanitize doors, door frames, and light switches
Conference Rm / 3	TW	Vacuum and spot clean all carpet areas
Conference Rm / 3	AN	Clean baseboards
Conference Rm / 3	TW	Empty all waste receptacles and recycling bins
Conference Rm / 3	TW	Replace waste receptacles with new lines & remove trash from property
Kitchenette / 2 & 3	TW	Empty and spot clean waste receptacle
Kitchenette / 2 & 3	TW	Clean and disinfect all countertops

Area / Floor	Frequency	Description of Work
Kitchenette / 2 & 3	TW	Sanitize and clean sinks
Kitchenette / 2 & 3	TW	Wipe interior and exterior of microwave ovens
Kitchenette / 2 & 3	TW	Clean and sanitize refrigerators exterior
Elevator & Elevator Lobby / 1, 2, & 3	TW	Sweep, and wet mop Terrazzo floor
Elevator & Elevator Lobby / 1, 2, & 3	TW	Damp wipe walls and doors
Interior / 1, 2, & 3	AN	Replace light bulbs (supplied by the WRTA)
Interior / 1, 2, & 3	AN	Refill hand sanitizer units (supplied by the WRTA)
Exterior	TD	Collect all waste materials on and around the property and place trash in designated receptacles
Exterior	TD	Replace trash can liners & remove trash from property
Exterior	AN	Remove any obscene material, graffiti, and advertisements other than WRTA-printed material
Exterior	D	Clean all benches and glass wind barriers

General Assumptions:

- The contractor shall provide competent, trained, and experienced staff of the highest standards;
- The contractor shall consider and plan for the appropriate labor resources for illness, vacation, and other loss time events;
- The contractor shall minimize exposure of chemical-based health, safety, and environmental harm to property visitors, and staff from potentially hazardous chemical, biological, and particle contaminants.
- The contractor shall submit Material Safety Data Sheets (MSDS) on all products, chemicals, and supplies used, upon request of the WRTA.
- The contractor shall be responsible for any costs, fees, or fines due to misuse of the facilities alarm system;
- The contractor shall be responsible for any loss of WRTA property due to errors, mistakes, malfeasance or misfeasance of its employees; and
- The contractor shall maintain the appropriate insurance as outlined in **EXHIBIT G**.

3.4 Pricing

The bid should be quoted based on an all-inclusive lump sum, per month cost for the agreed scope of work including any additional hourly rate for any ad-hoc work requested that is outside the regular scope of work. Pricing shall remain fixed and firm for three years, and the prices for the Option Years 4 through 10 shall be based on the Year Three pricing plus an adjustment based on the Consumer Pricing Index (CPI) for each of the subsequent years (not to exceed 3%).

SECTION 4. STANDARD TERMS AND CONDITIONS

4.1 Invoicing

The WRTA will only pay by original invoice. The WRTA will not authorize and does not participate in funding payments to a contractor prior to the incurrence of costs. Progress payments may be authorized provided the following requirements are followed:

- Progress payments are only made to the contractor for costs incurred in the performance of the contract
- When progress payments are used, the WRTA must obtain title to property (materials, equipment, etc.) for which progress payments are made

4.2 Controlling Law

The Contract shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and proper venue for legal action regarding the Contract shall be WRTA.

4.3 Taxes, Charges and Extras

The WRTA is exempt from all federal excise taxes, including tax on transportation and Massachusetts's sales tax. Price(s) quoted to the WRTA shall not include said taxes. Upon request the WRTA will furnish the Contractor with a tax exemption certificate.

No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, cost of bonds, or for any other purpose will be paid by the WRTA unless expressly included and itemized in the proposal.

4.4 Award

Unless the Proposer specifies otherwise in his / her proposal or the Request for Proposal states otherwise, the WRTA may accept any item or group of items of any proposal.

The WRTA reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.

A written Contract mailed, or otherwise furnished, to the awarded proposer within the time for acceptance specified, results in a binding contract without further action by either party. The contract shall be interpreted, construed and given in all respects according to the laws of the Commonwealth of Massachusetts.

All proposers must be registered on the System for Award Management (SAM), an official website of the U.S. government, online at www.sam.gov. There is no cost to use SAM, and registration to do business with the U.S. government is available directly through the SAM website. Proposers must also provide a DUNS number. **Firms not registered and active in SAM by the proposal due date will not be considered for this award.**

4.5 Alteration or Variation of Terms

It is mutually understood and agreed that no alteration or variation of the terms of this RFP or subsequent contract shall be valid unless made or confirmed in writing and signed by the

parties hereto, and that no oral understanding or agreements not incorporated herein, and no alterations or variations of the terms hereof unless made or confirmed in writing between the parties hereto shall be binding on any of the parties hereto.

4.6 Assignability

A contract is not assignable by the Proposer either in whole or in part.

4.7 Compliance with Statute

The Proposer hereby warrants that all applicable Federal and State statutes and regulations or local ordinances will be complied with in connection with the sale and delivery of the property furnished.

4.8 Warranty

The Proposer warrants to WRTA that the goods and / or services covered by this order will conform to the drawings, specifications, samples, descriptions and time provisions furnished by WRTA and will be of first-class material and workmanship and free from defects; and WRTA reserves the right to cancel the unfilled portion of this order without liability to the Proposer for breach of this warranty. Goods will be received subject to inspection and acceptance at destination by WRTA; risk of loss before acceptance shall be on the Proposer. Defective goods rejected by WRTA may without prejudice to any other legal remedy be held at the Proposer's risk and returned to the Proposer at the Proposer's expense. Defects are not waived by acceptance of goods nor by failure to notify the Proposer thereof.

4.9 Federal Contract Clauses

The goods and / or services covered by this RFP are being funded in part with funds from the U.S. Department of Transportation, Federal Transit Administration, and the Massachusetts Department of Transportation. The enclosed Federal Contract Clauses apply to this procurement (located in **EXHIBIT E**) and will become a part of all resulting contracts. The enclosed Required Certifications must be submitted with the proposal and will become part of all resulting contracts.

4.10 Davis-Bacon

The goods and / or services covered by this RFP are not subject to Davis-Bacon and related acts compliance.

4.11 Rights and Remedies of WRTA for Default

In the event any item furnished by the Proposer in the performance of the contract or purchase order should fail to conform to specifications therefore, or to the sample submitted by the Proposer with his bid, the WRTA may reject the same, and it shall thereupon become the duty of the Proposer to reclaim and remove the same, without expense to the WRTA, and immediately to replace all such rejected items with others conforming to such specifications or samples; providing that should the Proposer fail, neglect or refuse so to do the WRTA shall have the right to purchase on the open market, in lieu thereof, a corresponding quantity of any such items and to deduct from any moneys due or that may thereafter become due to the Proposer the difference between the prices named in the contract or purchase order and make the actual cost thereof to the WRTA. In the event the Proposer shall fail to make prompt

delivery as specified of any item, the same conditions as to the rights of the WRTA to purchase in the open market and to reimbursement set forth above shall apply, except when delivery is delayed by fire, strike, freight embargo, or Act of God or the government.

Cost of delivery of an item which does not meet specifications, will be the responsibility of the Proposer.

The rights and remedies of the WRTA provided above shall not be exclusive and are in addition to any other rights and remedies provided by the law or under the contract.

4.12 Severability

Should any part of the Contract or Purchase Order be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect the validity of the remainder of the Contract or Purchase Order which shall continue in full force and effect; provided that the remainder of the Contract or Purchase Order can, absent the excised portion, be reasonably interpreted to give the effect to the intentions of the parties.

4.13 Evaluation Results

Evaluation results will be made available for inspection electronically by contacting Nicholas Burnham at nburnham@therta.com.

4.14 DBE Objective / Policy Statement

The Worcester Regional Transit Authority (WRTA) has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR § 26. The WRTA has received Federal financial assistance from the DOT and as a condition of receiving this assistance, the WRTA has signed an assurance that it will comply with 40 CFR § 26.

It is the policy of the WRTA to ensure that all contracts and procurement will be administered without discrimination on the basis of race, color, national origin or sex. The WRTA ensures that Disadvantaged Business Enterprises (DBEs) shall have an equal opportunity to compete for and participate in DOT-assisted contracts. It is also our policy to:

1. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
2. To ensure that the DBE program is narrowly tailored in accordance with applicable law;
3. To ensure that only firms that fully meet 49 CFR § 26 eligibility standards are permitted to participate as DBEs;
4. To help remove barriers to the participation of DBEs in DOT-assisted contracts;
5. To assist the development of firms that can compete successfully in the marketplace outside the DBE program

The Chief Financial Officer has been designated as the DBE Liaison Officer. The DBE liaison officer has direct, independent access to the Chief Executive Officer (Administrator)

concerning DBE program matters. The liaison officer is responsible for implementing all aspects of the WRTA DBE program. The WRTA has adequate staff, (including procurement, finance, etc.), to administer the program in compliance with 49 CFR § 26.

WRTA has circulated this policy statement to the Advisory Board, throughout our organization and to the DBE and non-DBE business communities that perform work on our DOT-assisted contracts. Distribution has been accomplished via our website www.therta.com, inclusion with procurement documents and through outreach to community organizations.

**EXHIBIT A
PROSPECTIVE PROPOSER FACT SHEET**

Name of Contractor: _____

Contractor Tax ID#: ____ - _____

Contractor's License #: _____ Type: _____ (as applicable)

Contractor Does Business As: Individual Partnership Corporation
 Government Fiduciary Other_____

Contractor is a: Resident Non-Resident of Massachusetts

- 1) Is your firm authorized to business in Massachusetts? Yes No
- 2) Is your firm a certified DBE? Yes No
- 3) Is this a local business? Yes No
- 4) This firm has been in continuous business under the present name for ____ years.
- 5) Annual Gross Receipts of Firm less than \$500,000 \$500,000-\$1,000,000
 \$1,000,000-\$2,000,000 \$2,000,000-\$5,000,000+

**EXHIBIT B
PRICE PROPOSAL FORM**

Name of Contractor: _____

Per **Table 1** (Section 3.3: Scope of Work) details the work to be completed on a twice daily (TD), once daily (D), twice weekly (TW), or as needed (AN) basis.

Proposer offers to perform all services required under this RFP at the following cost to the WRTA:

	Monthly Cost – Year 1	Monthly Cost – Year 2	Monthly Cost – Year 3
Cleaning Per Table 1			
Emergency & Ad Hoc Cleaning, Per Hour Rate			

NOTE – Proposers shall provide pricing for Years 1, 2, and 3 above. The prices for Option Years 4 through 10 shall be based on the Year Three pricing plus an adjustment based on the Consumer Pricing Index (CPI) for each of the subsequent years (not to exceed 3%).

Respectfully Submitted:

Name Title

Business Address (City, State, and Zip Code)

Telephone Email

**EXHIBIT C
CUSTOMER REFERENCES**

List and submit with this RFP three (3) customer references, preferably within the Commonwealth of Massachusetts, for whom the Proposer has furnished a similar service.

- 1. COMPANY NAME: _____
CONTACT PERSON: _____
TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____
COMPANY ADDRESS: _____

- 2. COMPANY NAME: _____
CONTACT PERSON: _____
TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____
COMPANY ADDRESS: _____

- 3. COMPANY NAME: _____
CONTACT PERSON: _____
TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____
COMPANY ADDRESS: _____

EXHIBIT D
WORCESTER REGIONAL TRANSIT AUTHORITY
NON-COLLUSION DECLARATION

TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH RFP

I, _____, am the

(Position / Title) of _____,
(Company)

the party making the foregoing RFP that the RFP is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the RFP is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham RFP; and has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham RFP, or that anyone shall refrain from bidding; that the Proposer has not in any manner directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the bid price, or of that of any other Proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the RFP are true; and, further, that the Proposer has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury under the laws of the Commonwealth of Massachusetts that the foregoing is true and correct:

(Date)

(Signature)

EXHIBIT E
FEDERAL CONTRACT CLAUSES

Federally Required and Other Model Contract Clauses
Applicability of Third Party Contract Clauses – Materials & Supplies over \$100,000
(Excluding micro-purchases, and exceptions as noted within each clause)

1. NO GOVERNMENT OBLIGATIONS TO THIRD PARTIES
2. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS
3. ACCESS TO RECORDS AND REPORTS
4. CHANGES TO FEDERAL REQUIREMENTS
5. TERMINATION
6. CIVIL RIGHTS LAWS AND REGULATIONS
7. DISADVANTAGED BUSINESS ENTERPRISE (DBE)
- 7d. PROMPT PAYMENT
8. INCORPORATION OF FTA TERMS
9. GOVERNMENT-WIDE DEBARMENT AND SUSPENSION
10. BUY AMERICA REQUIREMENTS
11. VIOLATION AND BREACH OF CONTRACT
12. LOBBYING RESTRICTIONS
13. CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT
14. CARGO PREFERENCE REQUIREMENTS
15. FLY AMERICA
16. ENERGY CONSERVATION
17. RECYCLED PRODUCTS
18. AMERICANS WITH DISABILITIES ACT (ADA)

1. NO GOVERNMENT OBLIGATION TO THIRD PARTIES

Applies to All Contracts

The WRTA and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to the WRTA, Contractor or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Contract. The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by the FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

2. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS

Applies to All Procurements

49 U.S.C. § 5323(l) (1)

31 U.S.C. §§ 3801-3812

18 U.S.C. § 1001

49 C.F.R. part 31

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

The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. chapter 53, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5323(l) on the Contractor, to the extent the Federal Government deems appropriate.

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

3. ACCESS TO RECORDS AND REPORTS

Applies to All Procurement Types

49 U.S.C. § 5325(g)

2 C.F.R. § 200.333

49 C.F.R. part 633

Access to Records and Reports

a. Record Retention. The Contractor will retain, and will require its subcontractors of all tiers to retain, complete and readily accessible records related in whole or in part to the contract, including, but not limited to, data, documents, reports, statistics, sub-agreements, leases, subcontracts, arrangements, other third party agreements of any type, and supporting materials related to those records.

b. Retention Period. The Contractor agrees to comply with the record retention requirements in accordance with 2 C.F.R. § 200.333. The Contractor shall maintain all books, records, accounts and reports required under this Contract for a period of at not less than three (3) years after the date of termination or expiration of this Contract, except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case records shall be maintained until the disposition of all such litigation, appeals, claims or exceptions related thereto.

c. Access to Records. The Contractor agrees to provide sufficient access to FTA and its contractors to inspect and audit records and information related to performance of this contract as reasonably may be required.

d. Access to the Sites of Performance. The Contractor agrees to permit FTA and its contractors' access to the sites of performance under this contract as reasonably may be required.

4. FEDERAL CHANGES

Applies to all Contracts

49 CFR Part 18

Federal Changes - Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between Purchaser and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

5. TERMINATION

Applies to all contracts >\$10,000 if 49 CFR part 18 applies

2 C.F.R. § 200.339

2 C.F.R. part 200, Appendix II (B)

Termination for Convenience (General Provision)

The WRTA may terminate this contract, in whole or in part, at any time by written notice to the Contractor when it is in the WRTA's best interest. The Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim to WRTA to be paid the Contractor. If the Contractor has any property in its possession belonging to WRTA, the Contractor will account for the same, and dispose of it in the manner WRTA directs.

Termination for Default [Breach or Cause] (General Provision)

If the Contractor does not deliver supplies in accordance with the contract delivery schedule, or if the contract is for services, the Contractor fails to perform in the manner called for in the contract, or if the Contractor fails

to comply with any other provisions of the contract, the WRTA may terminate this contract for default. Termination shall be effected by serving a Notice of Termination on the Contractor setting forth the manner in which the Contractor is in default. The Contractor will be paid only the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

If it is later determined by the WRTA that the Contractor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the Contractor, the WRTA, after setting up a new delivery of performance schedule, may allow the Contractor to continue work, or treat the termination as a Termination for Convenience.

Opportunity to Cure (General Provision)

The WRTA, in its sole discretion may, in the case of a termination for breach or default, allow the Contractor [an appropriately short period of time] in which to cure the defect. In such case, the Notice of Termination will state the time period in which cure is permitted and other appropriate conditions

If Contractor fails to remedy to WRTA's satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within [10 days] after receipt by Contractor of written notice from WRTA setting forth the nature of said breach or default, WRTA shall have the right to terminate the contract without any further obligation to Contractor. Any such termination for default shall not in any way operate to preclude WRTA from also pursuing all available remedies against Contractor and its sureties for said breach or default.

Waiver of Remedies for any Breach

In the event that WRTA elects to waive its remedies for any breach by Contractor of any covenant, term or condition of this contract, such waiver by WRTA shall not limit WRTA's remedies for any succeeding breach of that or of any other covenant, term, or condition of this contract.

Termination for Convenience (Professional or Transit Service Contracts)

The WRTA, by written notice, may terminate this contract, in whole or in part, when it is in the WRTA's interest. If this contract is terminated, the WRTA shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination.

Termination for Default (Supplies and Service)

If the Contractor fails to deliver supplies or to perform the services within the time specified in this contract or any extension, or if the Contractor fails to comply with any other provisions of this contract, the WRTA may terminate this contract for default. The WRTA shall terminate by delivering to the Contractor a Notice of Termination specifying the nature of the default. The Contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner or performance set forth in this contract.

If, after termination for failure to fulfill contract obligations, it is determined that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the WRTA.

Termination for Default (Transportation Services)

If the Contractor fails to pick up the commodities or to perform the services, including delivery services, within the time specified in this contract or any extension, or if the Contractor fails to comply with any other provisions of this contract, the WRTA may terminate this contract for default. The WRTA shall terminate by delivering to the Contractor a Notice of Termination specifying the nature of default. The Contractor will only be paid the contract price for services performed in accordance with the manner of performance set forth in this contract.

If this contract is terminated while the Contractor has possession of WRTA goods, the Contractor shall, upon direction of the WRTA, protect and preserve the goods until surrendered to the WRTA or its agent. The Contractor and WRTA shall agree on payment for the preservation and protection of goods. Failure to agree on an amount will be resolved under the Dispute clause.

If, after termination for failure to fulfill contract obligations, it is determined that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the WRTA.

Termination for Default (Construction)

If the Contractor refuses or fails to prosecute the work or any separable part, with the diligence that will ensure its completion within the time specified in this contract or any extension or fails to complete the work within this time, or if the Contractor fails to comply with any other provision of this contract, WRTA may terminate this contract for default. The WRTA shall terminate by delivering to the Contractor a Notice of Termination specifying the nature of the default. In this event, the WRTA may take over the work and complete it by contract or otherwise, and may take possession of and use any materials, appliances, and plant on the work site necessary for completing the work. The Contractor and its sureties shall be liable for any damage to the WRTA resulting from the Contractor's refusal or failure to complete the work within specified time, whether or not the Contractor's right to proceed with the work is terminated. This liability includes any increased costs incurred by the WRTA in completing the work.

The Contractor's right to proceed shall not be terminated nor shall the Contractor be charged with damages under this clause if:

1. The delay in completing the work arises from unforeseeable causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include: acts of God, acts of WRTA, acts of another contractor in the performance of a contract with WRTA, epidemics, quarantine restrictions, strikes, freight embargoes; and
2. The Contractor, within [10] days from the beginning of any delay, notifies WRTA in writing of the causes of delay. If, in the judgment of WRTA, the delay is excusable, the time for completing the work shall be extended.

The judgment of WRTA shall be final and conclusive for the parties, but subject to appeal under the Disputes clause(s) of this contract.

If, after termination of the Contractor's right to proceed, it is determined that the Contractor was not in default, or that the delay was excusable, the rights and obligations of the parties will be the same as if the termination had been issued for the convenience of WRTA.

Termination for Convenience or Default (Architect and Engineering)

The WRTA may terminate this contract in whole or in part, for the WRTA's convenience or because of the failure of the Contractor to fulfill the contract obligations. The WRTA shall terminate by delivering to the Contractor a Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the WRTA's Contracting Officer all data, drawings, specifications, reports, estimates, summaries, and other information and materials accumulated in performing this contract, whether completed or in process. WRTA has a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, all such data, drawings, specifications, reports, estimates, summaries, and other information and materials.

If the termination is for the convenience of the WRTA, the WRTA's Contracting Officer shall make an equitable adjustment in the contract price but shall allow no anticipated profit on unperformed services.

If the termination is for failure of the Contractor to fulfill the contract obligations, the WRTA may complete the work by contract or otherwise and the Contractor shall be liable for any additional cost incurred by the WRTA.

If, after termination for failure to fulfill contract obligations, it is determined that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of WRTA.

Termination for Convenience or Default (Cost-Type Contracts)

The WRTA may terminate this contract, or any portion of it, by serving a Notice of Termination on the Contractor. The notice shall state whether the termination is for convenience of WRTA or for the default of the Contractor. If the termination is for default, the notice shall state the manner in which the Contractor has failed to perform the requirements of the contract. The Contractor shall account for any property in its possession paid for from funds received from the WRTA, or property supplied to the Contractor by the WRTA. If the termination is for default, the WRTA may fix the fee, if the contract provides for a fee, to be paid the Contractor in proportion to the value, if any, of work performed up to the time of termination. The Contractor shall promptly submit its termination claim to the WRTA and the parties shall negotiate the termination settlement to be paid the Contractor.

If the termination is for the convenience of WRTA, the Contractor shall be paid its contract close-out costs, and a fee, if the contract provided for payment of a fee, in proportion to the work performed up to the time of termination.

If, after serving a Notice of Termination for Default, the WRTA determines that the Contractor has an excusable reason for not performing, the WRTA, after setting up a new work schedule, may allow the Contractor to continue work, or treat the termination as a Termination for Convenience.

6. CIVIL RIGHTS LAWS AND REGULATIONS

Applies to All Procurement Types

Civil Rights and Equal Opportunity

The WRTA is an Equal Opportunity Employer. As such, the WRTA agrees to comply with all applicable Federal civil rights laws and implementing regulations. Apart from inconsistent requirements imposed by Federal laws or regulations, the WRTA agrees to comply with the requirements of 49 U.S.C. § 5323(h) (3) by not using any Federal assistance awarded by FTA to support procurements using exclusionary or discriminatory specifications.

Under this Agreement, the Contractor shall at all times comply with the following requirements and shall include these requirements in each subcontract entered into as part thereof.

- 1. Nondiscrimination.** In accordance with Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, disability, or age. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
- 2. Race, Color, Religion, National Origin, Sex.** In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e et seq., and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. chapter 60, and Executive Order No. 11246, "Equal Employment Opportunity in Federal Employment," September 24, 1965, 42 U.S.C. § 2000e note, as amended by any later Executive Order that amends or supersedes it, referenced in 42 U.S.C. § 2000e note. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, national origin, or sex (including sexual orientation and gender identity). Such action shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
- 3. Age.** In accordance with the Age Discrimination in Employment Act, 29 U.S.C. §§ 621- 634, U.S. Equal Employment Opportunity Commission (U.S. EEOC) regulations, "Age Discrimination in Employment Act," 29 C.F.R. part 1625, the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101 et seq., U.S. Health and Human Services regulations, "Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance," 45 C.F.R. part 90, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

4. **Disabilities.** In accordance with section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 et seq., the Architectural Barriers Act of 1968, as amended, 42 U.S.C. § 4151 et seq., and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against individuals on the basis of disability. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

7. DISADVANTAGED BUSINESS ENTERPRISE (DBE)

Applies to All Procurement Types

49 C.F.R. part 26

The following contract clause is required in all DOT-assisted prime and subcontracts:

a. This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. The WRTA's overall goal for DBE participation is 1.22%.

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

(1) Withholding monthly progress payments;

(2) Assessing sanctions;

(3) Liquidated damages; and/or

(4) Disqualifying the contractor from future bidding as non-responsible. 49 C.F.R. § 26.13(b).

Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

c. The successful bidder/offeror will be required to report its DBE participation obtained through race-neutral means throughout the period of performance.

d. **PROMPT PAYMENT** - The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor's receipt of payment for that work from the WRTA. In addition, the contractor is required to return any retainage payments to those subcontractors within 30 days after the subcontractor's work related to this contract is satisfactorily completed.

e. The contractor must promptly notify the WRTA, whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE

subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of the WRTA.

8. INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

Applies to all Contracts

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

9. GOVERNMENT-WIDE DEBARMENT AND SUSPENSION

Applies to All Contracts >\$25,000

2 C.F.R. part 180

2 C.F.R part 1200

2 C.F.R. § 200.213

2 C.F.R. part 200 Appendix II (I)

Executive Order 12549

Executive Order 12689

Debarment, Suspension, Ineligibility and Voluntary Exclusion

The Contractor shall comply and facilitate compliance with U.S. DOT regulations, “Nonprocurement Suspension and Debarment,” 2 C.F.R. part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) “Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” 2 C.F.R. part 180. These provisions apply to each contract at any tier of \$25,000 or more, and to each contract at any tier for a federally required audit (irrespective of the contract amount), and to each contract at any tier that must be approved by an FTA official irrespective of the contract amount. As such, the Contractor shall verify that its principals, affiliates, and subcontractors are eligible to participate in this federally funded contract and are not presently declared by any Federal department or WRTA to be:

- a) Debarred from participation in any federally assisted Award;
- b) Suspended from participation in any federally assisted Award;
- c) Proposed for debarment from participation in any federally assisted Award;
- d) Declared ineligible to participate in any federally assisted Award;
- e) Voluntarily excluded from participation in any federally assisted Award; or
- f) Disqualified from participation in ay federally assisted Award.

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by the WRTA. If it is later determined by the WRTA that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the WRTA, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. part 180, subpart C, as supplemented by 2 C.F.R. part 1200, while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

SEE END PAGES OF EXHIBIT E FOR DEBARMENT AND SUSPENSION CERTIFICATION

10. BUY AMERICA REQUIREMENTS

Applies to Rolling Stock, Construction, Materials & Supplies Contracts >\$150,000

49 U.S.C. 5323(j)

49 C.F.R. part 661

The goods and / or services covered by this RFP are not subject to Buy America Requirements.

11. VIOLATION AND BREACH OF CONTRACT

Applies to all Contracts >\$100,000

2 C.F.R. § 200.326

2 C.F.R. part 200, Appendix II (A)

Rights and Remedies of the WRTA

The WRTA shall have the following rights in the event that the WRTA deems the Contractor guilty of a breach of any term under the Contract.

1. The right to take over and complete the work or any part thereof as WRTA for and at the expense of the Contractor, either directly or through other contractors;
2. The right to cancel this Contract as to any or all of the work yet to be performed;
3. The right to specific performance, an injunction or any other appropriate equitable remedy; and
4. The right to money damages.

Rights and Remedies of Contractor

Inasmuch as the Contractor can be adequately compensated by money damages for any breach of this Contract, which may be committed by the WRTA, the Contractor expressly agrees that no default, act or omission of the WRTA shall constitute a material breach of this Contract, entitling Contractor to cancel or rescind the Contract (unless the WRTA directs Contractor to do so) or to suspend or abandon performance.

Remedies

Substantial failure of the Contractor to complete the Project in accordance with the terms of this Agreement will be a default of this Agreement. In the event of a default, the WRTA will have all remedies in law and

equity, including the right to specific performance, without further assistance, and the rights to termination or suspension as provided herein. The Contractor recognizes that in the event of a breach of this Agreement by the Contractor before the WRTA takes action contemplated herein, the WRTA will provide the Contractor with sixty (60) days written notice that the WRTA considers that such a breach has occurred and will provide the Contractor a reasonable period of time to respond and to take necessary corrective action.

Disputes

Disputes arising in the performance of this Contract that are not resolved by agreement of the parties shall be decided in writing by the authorized representative of WRTA's Administrator. This decision shall be final and conclusive unless within [10] days from the date of receipt of its copy, the Contractor mails or otherwise furnishes a written appeal to the Administrator. In connection with any such appeal, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the Administrator shall be binding upon the Contractor and the Contractor shall abide by the decision.

In the event that a resolution of the dispute is not mutually agreed upon, the parties can agree to mediate the dispute or proceed with litigation. Notwithstanding any provision of this section, or any other provision of this Contract, it is expressly agreed and understood that any court proceeding arising out of a dispute under the Contract shall be heard by a Court de novo and the court shall not be limited in such proceeding to the issue of whether the Authority acted in an arbitrary, capricious or grossly erroneous manner.

Pending final settlement of any dispute, the parties shall proceed diligently with the performance of the Contract, and in accordance with the WRTA's direction or decisions made thereof.

Performance during Dispute

Unless otherwise directed by WRTA, Contractor shall continue performance under this Contract while matters in dispute are being resolved.

Claims for Damages

Should either party to the Contract suffer injury or damage to person or property because of any act or omission of the party or of any of its employees, agents or others for whose acts it is legally liable, a claim for damages therefor shall be made in writing to such other party within a reasonable time after the first observance of such injury or damage.

Remedies

Unless this Contract provides otherwise, all claims, counterclaims, disputes and other matters in question between the WRTA and the Contractor arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State in which the WRTA is located.

Rights and Remedies

The duties and obligations imposed by the Contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the WRTA or Contractor shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

12. LOBBYING RESTRICTIONS

Applies to All Contracts >\$100,000

31 U.S.C. § 1352

2 C.F.R. § 200.450

2 C.F.R. part 200 appendix II (J)

49 C.F.R. part 20

Lobbying Restrictions

The undersigned certifies, to the best of his or her knowledge and belief, that:

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

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

SEE END PAGES OF EXHIBIT E FOR LOBBYING RESTRICTIONS CERTIFICATION

13. CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT

Applies to All Procurement Types >\$100,000

42 U.S.C. §§ 7401 – 7671q

33 U.S.C. §§ 1251-1387

2 C.F.R. part 200, Appendix II (G)

The Contractor agrees:

- 1) It will not use any violating facilities;
- 2) It will report the use of facilities placed on or likely to be placed on the U.S. EPA "List of Violating Facilities;"
- 3) It will report violations of use of prohibited facilities to FTA; and
- 4) It will comply with the inspection and other requirements of the Clean Air Act, as amended, (42 U.S.C. §§ 7401 – 7671q); and the Federal Water Pollution Control Act as amended, (33 U.S.C. §§ 1251-1387).

14. CARGO PREFERENCE REQUIREMENTS

Applies to Rolling Stock, Construction, Material & Supplies that may be transported by ocean vessel.

46 U.S.C. § 55305

46 C.F.R. part 381

The goods and / or services covered by this RFP are not subject to Cargo Preference Requirements.

15. FLY AMERICA

Applies to All Procurements involving foreign transport or travel by air

49 U.S.C. § 40118

41 C.F.R. part 301-10

48 C.F.R. part 47.4

The goods and / or services covered by this RFP are not subject to Fly America Requirements.

16. ENERGY CONSERVATION

Applies to All Procurements

42 U.S.C. 6321 et seq.

49 C.F.R. part 622, subpart C

The contractor agrees to comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

17. RECYCLED PRODUCTS

Applies to Operations/Management/Subrecipients; Rolling Stock; Construction Procurements - EPA Selected Items >\$10,000 Annually

42 U.S.C. § 6962

40 C.F.R. part 247

2 C.F.R. part § 200.322

Recovered Materials the Contractor agrees to provide a preference for those products and services that conserve natural resources, protect the environment, and are energy efficient by complying with and facilitating compliance with Section 6002 of the Resource Conservation and Recovery Act, as amended, 42

U.S.C. § 6962, and U.S. Environmental Protection WRTA (U.S. EPA), “Comprehensive Procurement Guideline for Products Containing Recovered Materials,” 40 C.F.R. part 247.

18. AMERICANS WITH DISABILITIES ACT (ADA)

Applies to All A&E; Operations/Management/Subrecipients; Rolling Stock; Construction Contracts

ADA Access - This requirement applies to contracts for Architectural and Engineering Services. The contractor agrees to comply with the requirements of 49 U.S.C. § 5301 (d), which states the Federal policy that the elderly and persons with disabilities have the same right as other persons to use mass transportation service and facilities, and that special efforts shall be made in planning and designing those services and facilities to implement that policy. The contractor also agrees to comply with all applicable requirements of section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, which prohibits discrimination on the basis of handicaps, with the Americans with Disabilities Act of 1990 (ADA), as amended, 42 U.S.C. §§ 12101 et seq., which requires that accessible facilities and services be made available to persons with disabilities, including any subsequent amendments to that Act, and with the Architectural Barriers act of 1968, as amended, 42 U.S.C. §§ 4151 et seq., which requires that buildings and public accommodations be accessible to persons with disabilities, including any subsequent amendments to that Act. In addition, the contractor agrees to comply with any and all applicable requirements issued by the FTA, DOT, DOJ, U.S. GSA, U.S. EEOC, U.S. FCC, any subsequent amendments thereto and any other nondiscrimination statute(s) that may apply to the Project

WORCESTER REGIONAL TRANSIT AUTHORITY

60 Foster Street, Worcester, MA 01608
Phone: (508) 791-2389 Fax: (508) 752-1676

GOVERNMENT-WIDE DEBARMENT AND SUSPENSION

Applies to All Contracts >\$25,000

2 C.F.R. part 180

2 C.F.R part 1200

2 C.F.R. § 200.213

2 C.F.R. part 200 Appendix II (I)

Executive Order 12549

Executive Order 12689

Debarment, Suspension, Ineligibility and Voluntary Exclusion

The Contractor shall comply and facilitate compliance with U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 C.F.R. part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," 2 C.F.R. part 180. These provisions apply to each contract at any tier of \$25,000 or more, and to each contract at any tier for a federally required audit (irrespective of the contract amount), and to each contract at any tier that must be approved by an FTA official irrespective of the contract amount. As such, the Contractor shall verify that its principals, affiliates, and subcontractors are eligible to participate in this federally funded contract and are not presently declared by any Federal department or agency to be:

- a) Debarred from participation in any federally assisted Award;
- b) Suspended from participation in any federally assisted Award;
- c) Proposed for debarment from participation in any federally assisted Award;
- d) Declared ineligible to participate in any federally assisted Award;
- e) Voluntarily excluded from participation in any federally assisted Award; or
- f) Disqualified from participation in any federally assisted Award.

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by the WRTA. If it is later determined by the WRTA that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the WRTA, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. part 180, subpart C, as supplemented by 2 C.F.R. part 1200, while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

_____ Signature of Contractor's Authorized Official

_____ Name and Title of Contractor's Authorized Official

_____ Date

WORCESTER REGIONAL TRANSIT AUTHORITY

60 Foster Street, Worcester, MA 01608
Phone: (508) 791-2389 Fax: (508) 752-1676

LOBBYING RESTRICTIONS

Applies to All Contracts >\$100,000

31 U.S.C. § 1352

2 C.F.R. § 200.450

2 C.F.R. part 200 appendix II (J)

49 C.F.R. part 20

Lobbying Restrictions

The undersigned certifies, to the best of his or her knowledge and belief, that:

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

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

_____ Signature of Contractor's Authorized Official

_____ Name and Title of Contractor's Authorized Official

_____ Date

EXHIBIT F
BID PROTEST PROCEDURES

The following Bid Protest Procedures apply to Federal Transit Administration (FTA) assisted procurements that are competitively solicited. Interested parties must adhere to the following procedures. A protest will be processed in the time frames and structure specified below. In addition, the WRTA will disclose information regarding protests to the Federal Transit Administration in writing.

A. PRIOR TO OFFER OPENING

1. Protests concerning a procurement (by a prime contractor or an adversely affected subcontractor) must be in writing and received by WRTA not less than five (5) working days before offer opening unless a different deadline is established in the procurement documents.
2. Upon receipt of that protest, the Administrator will determine if the offer opening should be postponed. If offer opening is postponed, WRTA will notify all prime contractors and subcontractors who have been furnished a copy of the specifications that a protest has been filed and that offer opening is postponed until WRTA has issued its decision. Appropriate addenda will be issued rescheduling offer opening.
3. Any protest to WRTA may be withdrawn at any time before WRTA has issued its decision.
4. WRTA will respond within three (3) working days of receiving the protest, at least generally, to each material issue raised in the Protest. If the matter requires further evaluation, the Administrator will notify the protesting party in writing (by facsimile and U.S. Mail) of the extended review period. The Administrator's decision on any protest will be in writing and is final.

B. AFTER OFFER OPENING

1. Protests received after an offer opening will be considered only if it concerns an issue, procedure, or other matter that could not have been protested by an offeror prior to the opening. The protest must be in writing and be received by WRTA at least three (3) working days before the conditional award of a contract by the WRTA.
2. Upon receipt of the protest, the Administrator will immediately determine if the award of the contract should be postponed. If it is postponed, WRTA will notify all offerors that a protest has been filed and that award of the contract is postponed until WRTA has issued its decision.
3. A protest to WRTA may be withdrawn at any time before WRTA has issued its decision.

4. WRTA will respond within three (3) working days of receiving the protest, at least generally, to each material issue raised in the Protest. If the matter requires further evaluation, the Administrator will notify the protesting party in writing (by facsimile and U.S. Mail) of the extended review period. The Administrator's decision on any protest will be in writing and is final.

C. AFTER AWARD

1. Protests received after an award has been made will be considered only if it concerns an issue, procedure or other matter that could not have been protested by an offeror after the opening. The protest must be in writing and received by the WRTA three (3) working days before the execution of the resulting contract.
2. Upon receipt of the protest, the Administrator will immediately determine if the execution of the contract should be postponed. If it is postponed, WRTA will notify all offerors that a protest has been filed and that execution of the contract is postponed until WRTA has issued its decision.
3. A protest to WRTA may be withdrawn at any time before WRTA has issued its decision.
4. WRTA will respond within three (3) working days of receiving the protest, at least generally, to each material issue raised in the Protest. If the matter requires further evaluation, the Administrator will notify the protesting party in writing (by facsimile and U.S. Mail) of the extended review period. The Administrator's decision on any protest will be in writing and is final.

D. PROTESTS TO THE FEDERAL TRANSIT ADMINISTRATION

1. Under certain circumstances, an interested party may protest to FTA.
2. An appeal to FTA must be received by the cognizant FTA regional office within five (5) working days after the WRTA renders a final decision or five (5) working days after the protestor knows or has reason to know that the WRTA has failed to render a final decision on a protest.
3. Reviews of protests by FTA will be limited to: (1) WRTA's failure to have or follow these written protest procedures, or the WRTA's failure to review a complaint or protest; or (2) violations of Federal law or regulation.

E. APPEALS

1. Except as provided above, there are no further administrative appeals available. In certain circumstances judicial remedies may be available to aggrieved parties.

The WRTA will consider all written protests made within the timelines stated in this policy. Protest submissions should be concise, logically arranged, clearly state the grounds for the protest, and must include at least the following information:

- Name, address, and telephone number of protestor.
- Solicitation or contract name and/or number.
- A detailed statement of the legal and factual grounds for the protest, including copies of all relevant documents or information.
- A statement of relief requested.

Protests are to be filed by certified mail, return receipt requested or by personal deliver by 4:30 pm on or before the due date at:

Administrator
Worcester Regional Transit Authority
60 Foster Street
Worcester, MA 01608

If protests are filed by personal delivery, the protestor must obtain a time-stamped copy of the protest from the WRTA's Administration Office as proof of the date and time of the filing of the protest. It is the Protester's sole responsibility to provide said copy at the time of filing.

EXHIBIT G

WORCESTER REGIONAL TRANSIT AUTHORITY

AGREEMENT

THIS AGREEMENT made this ____ day of _____, 20__ by and between the WORCESTER REGIONAL TRANSIT AUTHORITY a body politic duly organized under the laws of Massachusetts and having a usual place of business at 60 Foster Street Worcester, Massachusetts, hereinafter referred to as the "WRTA", and _____, a _____ corporation having a usual place of business at _____, hereinafter referred to as the "CONTRACTOR".

WITNESSETH:

WHEREAS, the WRTA invited the submission of proposals for the provisions of regular and emergency cleaning services, and trash and recycling removal for its Hub at Union Station, hereinafter "the Project"; and

WHEREAS, the CONTRACTOR submitted a Proposal to perform the work required to complete the Project; and

WHEREAS, the WRTA has decided to award the contract therefor to the CONTRACTOR.

NOW, THEREFORE, the WRTA and the CONTRACTOR agree as follows:

1. CONTRACT DOCUMENTS. The Contract Documents consist of this Agreement, the Request for Proposal, Instructions to Proposers and the CONTRACTOR's Proposal. The Contract Documents constitute the entire Agreement between the parties concerning the work, and all are as fully a part of this Agreement as if attached hereto.
2. THE WORK. The Work consists of _____, as more fully described in the Contract Documents as defined above.
3. TERM OF CONTRACT. This Agreement shall be in effect from _____ and shall expire on _____, unless terminated earlier pursuant to the terms hereof.
4. COMPENSATION.
 - A. The WRTA shall pay the CONTRACTOR as full compensation for the performance of the work outlined in Section 3 above the contract sum of \$_____.
 - B. The acceptance by the CONTRACTOR of final payment for items and/or services provided shall be deemed a release of the WRTA from any and all claims and liabilities under this Agreement.

C. Neither the WRTA's review, approval or acceptance of, nor payment for any of the items and/or services provided shall be construed to operate as a waiver of any rights of the WRTA under the Agreement or any cause of action arising out of the performance of the Agreement.

D. The WRTA shall cancel this Agreement if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year succeeding the current fiscal year as required by G.L. c. 30B, sec. 12(c)(3).

5. PAYMENT OF COMPENSATION. The WRTA shall make payments within thirty (30) days after its receipt of Invoice.

6. LIABILITY OF THE WRTA. The WRTA's liability hereunder shall be to make all payments when they shall become due, and the WRTA shall be under no further obligation or liability. Nothing in this Agreement shall be construed to render the WRTA or any elected or appointed official or employee of the WRTA, or their successors in office, personally liable for any obligation under this Agreement.

7. INDEPENDENT CONTRACTOR. The CONTRACTOR acknowledges and agrees that it is acting as an independent contractor for all work and services rendered pursuant to this Agreement, and shall not be considered an employee or agent of the WRTA for any purpose.

8. INDEMNIFICATION. The CONTRACTOR shall indemnify, defend, and hold the WRTA harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs and expenses, including attorney's fees, arising out of the CONTRACTOR's breach of this Agreement or the negligence or misconduct of the CONTRACTOR, or the CONTRACTOR's agents or employees.

9. INSURANCE.

A. The CONTRACTOR shall obtain and maintain in full force and effect during the term of this Agreement the insurance coverage in companies licensed to do business in the Commonwealth of Massachusetts, and acceptable to the WRTA, as set forth below:

General Liability

Bodily Injury Liability	\$1,000,000 per occurrence
Property Damage Liability	\$500,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Automobile Liability

Bodily Injury Liability	\$1,000,000 per occurrence
Property Damage Liability	\$500,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Workers' Compensation Insurance

Coverage for all employees in accordance with Massachusetts General Laws

Professional Liability Insurance

Minimum Coverage

\$1,000,000 per occurrence

B. All policies shall identify the WRTA as an additional insured (except Workers' Compensation) and shall provide that the WRTA shall receive written notification at least 30 days prior to the effective date of any amendment or cancellation. Certificates evidencing all such coverages shall be provided to the WRTA upon the execution of this Agreement. Each such certificate shall specifically refer to this Agreement and shall state that such insurance is as required by this Agreement. Failure to provide or to continue in force such insurance shall be deemed a material breach of this Agreement and shall be grounds for immediate termination.

10. ASSIGNMENT. The CONTRACTOR shall not assign, sublet or otherwise transfer this Agreement, in whole or in part, without the prior written consent of the WRTA, and shall not assign any of the moneys payable under this Agreement, except by and with the written consent of the WRTA.

11. TERMINATION. A. Termination for Cause. If at any time during the term of this Agreement the WRTA determines that the CONTRACTOR has breached the terms of this Agreement by negligently or incompetently performing the work, or any part thereof, or by failing to perform the work in a timely fashion, or by failing to perform the work to the satisfaction of the WRTA, or by not complying with the direction of the WRTA or its agents, or by otherwise failing to perform this Agreement in accordance with all of its terms and provisions, the WRTA shall notify the CONTRACTOR in writing stating therein the nature of the alleged breach and directing the CONTRACTOR to cure such breach within ten (10) days. The CONTRACTOR specifically agrees that it shall indemnify and hold the WRTA harmless from any loss, damage, cost, charge, expense or claim arising out of or resulting from such breach regardless of its knowledge or authorization of the actions resulting in the breach. If the CONTRACTOR fails to cure said breach within ten (10) days, the WRTA may, at its election at any time after the expiration of said ten (10) days, terminate this Agreement by giving written notice thereof to the CONTRACTOR specifying the effective date of the termination. Upon receipt of said notice, the CONTRACTOR shall cease to incur additional expenses in connection with this Agreement. Upon the date specified in said notice, this Agreement shall terminate. Such termination shall not prejudice or waive any rights or action which the WRTA may have against the CONTRACTOR up to the date of such termination, and the CONTRACTOR shall be liable to the WRTA for any amount which it may be required to pay in excess of the compensation provided herein in order to complete the work specified herein in a timely manner. Upon such termination, the CONTRACTOR shall be entitled to compensation for all satisfactory work completed prior to the termination date, as determined by the WRTA.

B. Termination for Convenience. The WRTA may terminate this Agreement at any time for convenience by providing the CONTRACTOR written notice specifying therein the termination date which shall not be sooner than ten days from the issuance of said notice. Upon receipt of said notice, the CONTRACTOR shall cease to incur additional expenses in connection with this Agreement. Upon such termination, the CONTRACTOR shall be entitled to compensation for all satisfactory work completed prior to the termination date, as determined by the WRTA, such payment not to exceed the fair value of the services provided hereunder.

12. INSPECTION AND REPORTS. The WRTA shall have the right at any time to inspect the work of the CONTRACTOR, including the right to enter upon any property owned or occupied by CONTRACTOR, whether situated within or beyond the limits of the WRTA. Whenever requested, CONTRACTOR shall immediately furnish to the WRTA full and complete written reports of his operation under this Contract in such detail and with such information as the WRTA may request.
13. ROYALTIES AND PATENTS. The CONTRACTOR shall pay all applicable royalties and license fees. In addition, the CONTRACTOR hereby represents that it is duly authorized to use any process or other intellectual property rights held by third parties in the performance of this Agreement, it shall defend all suits or claims for infringement of any patent or other intellectual property rights and shall indemnify and hold the WRTA harmless from loss on account thereof.
14. SUCCESSOR AND ASSIGNS. This Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. Neither the WRTA nor the CONTRACTOR shall assign or transfer any interest in the Agreement without the written consent of the other.
15. COMPLIANCE WITH LAWS. The CONTRACTOR shall comply with all Federal, State and local laws, rules, regulations and orders applicable to the work provided pursuant to this Agreement, such provisions being incorporated herein by reference, and shall be responsible for obtaining all necessary licenses, permits, and approvals required for the performance of such work.
16. NOTICE. Any and all notices, or other communications required or permitted under this Agreement, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by other reputable delivery service, to the parties at the addresses set forth on Page 1 or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when deposited with the U.S. Postal Service or, if sent by private overnight or other delivery service, when deposited with such delivery service.
17. SEVERABILITY. If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.
18. GOVERNING LAW. This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the CONTRACTOR submits to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.
19. ENTIRE AGREEMENT. This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

WORCESTER REGIONAL TRANSIT
AUTHORITY:

By its: Administrator

Dennis J Lipka

CONTRACTOR:

(Signature)

(Name and Title)