



**REQUEST FOR PROPOSALS
09-SAMTR-S-046**

**FOR
PROVISION OF
PHYSICAL INVENTORY SERVICES**

Issued	March 19, 2010
Questions and Requests For Clarifications	April 1, 2010 at 4:00 p.m.
Proposals Due	April 22, 2010 at 2:00 p.m.
Interviews / Presentations	Week of May 17, 2010, tentatively

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APPENDICES AND EXHIBITS

NOTICE IS HEREBY GIVEN THAT proposals will be accepted by the Director, Contracts and Procurement, of the San Mateo County Transit District (District) at 1250 San Carlos Avenue, San Carlos, CA 94070-1306, until **4:00 p.m. April 22, 2010** as follows:

**REQUEST FOR PROPOSALS
09-SAMTR-S- 046
PROVISION OF PHYSICAL INVENTORY SERVICES**

All questions and/or requests for clarifications during the solicitation phase of this project shall be directed to Contract Officer, Luis F. Velásquez, in the Contracts & Procurement Department at the aforementioned address. Written requests may be faxed to 650-508-6498 or emailed to velasquezl@samtrans.com. To allow the District adequate time to respond to an inquiry, all questions and/or requests for clarifications concerning this project must be received in writing by the District no later than **4:00 p.m. April 1, 2010**. The District's written response to questions and clarifications shall be posted on the District's Web site at www.samtrans.com no later than **April 8, 2010**.

Only signed Addenda issued by the Contracts & Procurement Department's authorized personnel are binding. Proposers are required to acknowledge receipt of all Addenda, if any, with their proposals.

All written proposals, **ONE original and FIVE copies**, and **one electronic copy in a Microsoft Word or Adobe PDF format on a CD-ROM**, must be submitted in a **sealed package** which shall include the solicitation number and the name and address of the Proposer; whether mailed or personally delivered, proposals shall be addressed to Luis F. Velásquez, Contracts and Procurement, 1250 San Carlos Ave., San Carlos, CA 94070-1306. If personally delivering a proposal, please allow adequate time for signing in with the security guard in the first floor lobby. Proposals delivered after **4:00 p.m. April 22, 2010** will not be accepted.

Following the initial review and screening of all timely submitted, responsive and responsible proposals, one or more firms may be invited to participate in an oral interview as part of the evaluation and selection process. Oral interviews, if conducted, shall tentatively take place the week of **May 17, 2010**.

Submission of a proposal shall constitute a firm offer to the District. **No Proposer may withdraw its proposal for a period of 120 calendar days after the proposal submission due date.** Proposals will be examined and reported to the District's respective Board of Directors within 120 calendar days of the proposal submission due date. The District reserves the right to reject any or all proposals, to waive any irregularity or informalities in any proposal or in the proposal procedure, and to negotiate with any qualified individual or firm. Each Proposer will be notified in writing of the District's intent to award a Contract prior to the respective Board meeting(s).

The District hereby notifies all Proposers that it is the policy of the District to ensure nondiscrimination on the basis of race, color, sex, national origin, religion, age, disability, ancestry, medical condition, sexual orientation, or marital status in the award and administration of contracts that it awards. Although no specific goal for Disadvantaged Business Enterprises (DBE) participation has been set for this Contract, it is the intention of the District to create a level playing field on which DBEs can compete fairly for contracts and subcontracts relating to the District's construction, procurement and professional service activities. The successful Bidder will cooperate with the District in meeting its commitments with regard to the utilization of DBEs. For DBE assistance, please contact the DBE Program Office at 650-508-7939.

In connection with the performance of this Contract, full compliance with all applicable Safety and Health Standards and with all applicable laws and regulations concerning Equal Employment Opportunity and DBE will be required. The major provisions of the District policy are outlined in these Contract Specifications.

March 19, 2010
Date

/s/ Luis F. Velásquez
Contract Officer, Contracts & Procurement

PART 1 – GENERAL REQUIREMENTS

1. INTRODUCTION

A. Project Definition/Contract Type

The San Mateo County Transit District ("District") is seeking proposals from qualified firms (Consultant) to perform Physical Inventory Services for the District and its Bus Operations.

The District anticipates awarding a firm, fixed-price Services Agreement for these services.

B. Background Information

San Mateo County Transit District

The District, formed in 1976, provides public transportation services within and without San Mateo County, California, a 446 square-mile area with a population of approximately 737,100. The District has taken a leadership role in planning, developing and managing a multi-modal public transportation system that includes buses, trains, shuttles and paratransit services. Currently, the District operates 329 fixed-route revenue buses, 107 Paratransit vehicles, and administers a Shuttle program that includes 19 buses. In addition, the District serves as the Managing Agency for the San Mateo County Transportation Authority, which administers the one half of one percent voter-approved sales tax that funds projects in the voter-approved Expenditure Plan, and the Peninsula Corridor Joint Powers Board, which owns, manages and operates the Caltrain commuter rail system.

C. Performance Period

The District anticipates it will award a contract for a three- (3) year base term with up to two, one- (1) year option term(s) to extend, exercisable at the sole discretion of the District by giving notice to Consultant 30 days' written notice prior to expiration of then current base or option term.

2. SOLICITATION PROCESS AND PROPOSAL EVALUATION

A. Solicitation Timeline

The District intends to adhere to the following timeline, but it is subject to change at the discretion of the District:

<u>Activity</u>	<u>Date</u>
RFP Issued	March 19, 2010
Questions/Requests for Clarifications (RFAEs) Due.....	April 1, 2010 at 4:00 p.m.
District's Response to Questions/RFAEs.....	April 8, 2010
Proposals Due	April 22, 2010 at 4:00 p.m.
Interviews, if required, tentatively week of.....	May 17, 2010
Contract Award (tentative).....	July 2010
Notice to Proceed (tentative).....	August 2010

B. Proposer's Qualifications and Experience

i. Company Qualifications, Experience & References

In order to be considered for selection for award of a contract, each Proposer must provide information about its company so that the District can evaluate the firm's stability and ability to support the commitments set forth in response to the RFP. The District, at its option, may require a Proposer to provide additional information and/or clarify requested information. To be considered qualified for consideration of award of a contract by the District, Proposer(s) must meet the following requirements:

- a. have a minimum of five years experience in the provision of physical inventory services;
and
- b. have experience in providing similar services as those being requested in the RFP.

In addition to the qualifications described above, Proposers shall describe their experience in providing the specified services for similar operations and/or entities, including public transportation agencies, if any. Additionally, Proposers shall provide three (3) references of recent clients for similar services. The Proposer must have provided services for the reference within the past five (5) years. For each client submitted as a reference, and using the form provided as Appendix D, Proposers shall supply a brief description of the services provided, the timeframe services were provided, and client contact information. Proposers shall also provide the size and structure of its firm as evidenced by an organizational chart, relevant to its client base.

ii. Financial Qualifications

Each Proposer must possess and demonstrate sufficient financial strength, resources and capability to finance the work to be performed and to complete the Agreement in a satisfactory manner, as measured by Proposer's financial statements prepared in accordance with generally accepted accounting principles of the jurisdiction in which the proposer is located and audited by an independent certified public accountant; or a statement from the Proposer regarding how financial information may be reviewed by the District (reference Part 3, Section 1.A.ii, Financial Qualifications).

Proposer's must demonstrate their ability to obtain insurance with coverage values that meet minimum requirements as stated in Appendix A and evidenced by a letter from an underwriter confirming that the Proposer can be insured for the required amounts or by a Certificate of Liability Insurance referencing the Contract Number associated with this RFP and naming the District as Additional Insured / Certificate Holder (reference Part 3, Section 1.D., Evidence of Ability to Provide Insurance).

iii. Qualifications and Experience of Key Personnel

Each Proposer shall submit resumes of Key Personnel and an organization chart that identifies the proposed team's structure and reporting responsibilities. If the Proposer is a multi-firm team, describe the organizational arrangement and roles and responsibilities between the firms. Work that subcontractors will perform, if any, should be indicated on a task basis.

This information shall indicate sufficient evidence satisfactory to the District that proposed staff have the skills, qualifications, and experience to successfully complete the scope of services.

For purposes of this clause, "Key Personnel" is defined as those individuals who are essential to the successful completion and execution of this project. Key Personnel must be available for the duration of the engagement and may not be substituted without prior written approval by the District. The District reserves the right to direct the removal of any individual, including Key Personnel, assigned to this project.

iv. Use of Subcontractors/Subconsultants

A Proposer intending to use any subcontractors/subconsultants must identify them on the DBE forms (Appendix E), and include these forms with its proposal. Use of any and all subcontractors/subconsultants must be approved in writing by the District's authorized representative.

v. Licenses and Certifications

The Consultant must be properly licensed, certified and/or registered to conduct business in the State of California. The District reserves its right to request proof of or copies of such licenses, certifications and/or registrations.

C. Pre-Proposal Conference

There will not be a Pre-Proposal Conference for this solicitation.

D. Submission of Questions and Requests for Clarification

Any questions and/or requests for clarification regarding this RFP shall be mailed to Luis F. Velásquez, Contract Officer, at the address set forth in Part 3, Section 3.A., Proposal Submission; faxed to 650-508-6498, or emailed to velasquezl@samtrans.com for receipt no later than **April 1, 2010**. The District's reply to questions and/or requests for clarification will be posted to the District's Web site, www.samtrans.com, by **April 8, 2010**.

E. Addenda to RFP

The District reserves the right to amend this RFP at any time in accordance with Section 2.A., Solicitation Timeline. Any amendments to or interpretations of the RFP shall be described in written addenda.

Each prospective Proposer receiving these solicitation documents will be sent an electronic notification of the posting of clarifications. Failure of any prospective proposer to receive the notification or addenda shall not relieve the Proposer from any obligation under the RFP as clarified, interpreted or modified. All addenda issued shall become part of the RFP. Proposers shall acknowledge the receipt of each individual addendum in their proposals on the Acknowledgement of Addenda form. **Failure to acknowledge in their proposals receipt of addenda may at the District's sole option disqualify the proposal.**

If the District determines that the addenda may require significant changes in the preparation of proposals, the deadline for submitting the proposals may be postponed by the number of days that the District determines will allow Proposers sufficient time to revise their proposals. Any new due date shall be include in the addenda.

F. Evaluation of Proposals and Selection Process

i. Evaluation Committee

An Evaluation Committee (Committee), which will include members of District staff and possibly one or more outside experts, will review and screen the proposals submitted according to the weighted criteria set forth below. While cost is one basic determinant for award, it is not the sole consideration.

Each member of the Committee will first read, evaluate, and score all proposals by each of the criteria described in this section. The Committee will then discuss these evaluations, ultimately combining the individual scores to arrive at a composite score for each firm. Firms that receive the highest composite

scores will be found to be in the “competitive range” and may be invited to an oral interview. However, a Proposer may be awarded a contract based solely on the competitiveness of its proposal.

ii. **Evaluation Criteria**

a. **Responsiveness of the Proposal**

0- 20 points

Proposals will be screened to ensure responsiveness to the requirements of the RFP. The District may reject as non-responsive any proposal that does not include the documents referenced in Part 3, Proposal Content and Submission. Proposers who are involved in current or pending bankruptcy proceedings may be rejected at this stage of the process. The District reserves the right to request clarifications from any or all proposers regarding their proposals.

b. **Approach to Scope of Services**

0-45 points

The Proposer's overall approach to successfully providing services will be assessed for its feasibility, responsiveness to the Scope of Services, effectiveness and thoroughness. Proposals will be evaluated on the following:

- Project Management Plan including inventory approach, methodology, and management; supervisor, auditor and counter instructions, and document control procedures,
- Resources and Capabilities Report,
- Type of supervision and manner of direction to be exercised over staff,
- Quality Control and Reporting Plan confirming Consultant's ability to provide the necessary Inventory Reports and meet or exceed the required 96% count accuracy threshold, and
- Deployment Strategy

c. **Qualifications and Experience of Firm and Key Personnel**

0- 25 points

The capabilities of each Proposer will be evaluated in these specific areas:

- The firm's past experience and performance on comparable/similar inventory engagements,
- Experience and qualifications of staff to be assigned to the project, and
- References of recent clients for similar services.

d. **Cost Proposal**

0-10 points

This portion of the proposal will be evaluated based on **the total, all inclusive, not-to-exceed proposed price for a five (5) year term** as submitted by the Proposer in Appendix B, Cost Proposal. A Proposer's failure to submit a completed Cost Proposal may result in the District's determination that the proposal is non-responsive.

As specified below, the proposed price will be assigned a maximum of 10 points. The price will be evaluated in the following manner:

1. The responsive proposal with the lowest cost will be given the full weight of 10 points assigned to the cost criterion.
2. Every other responsive proposal will be given points proportionately in relation to the lowest cost. This point total will be calculated by dividing the lowest proposed cost by the total proposed cost of the proposal being evaluated with the result multiplied by the maximum weight for cost (10 points) to arrive at a cost score of less than the full score for price.

$$\text{Example: } \frac{\text{Lowest Total Proposed Cost}}{\text{Proposer's Total Proposed Cost}} \times \frac{\text{Total Points for Cost}}{100} = \text{Cost Score}$$

The application of the above formula will result in a fair and uniform assignment of points relative to the criterion of cost. Unless specifically requested in this RFP, Proposers shall not submit alternative cost proposals.

G. Interviews and Product Demonstrations

Following the initial review and screening of proposals, one or more Proposers may be invited to participate in the final selection process. The final selection process may include the submission of additional information, as described below, and/or participation in an oral interview which may include a demonstration of appropriate software and/or equipment to be used during the performance of the physical inventory. If the District conducts interviews/demonstrations, it will do so with those Proposers found to be within the "competitive range", as defined in Section F, Evaluation of Proposals and Selection Process, above. Interviews/demonstrations, if held, are tentatively scheduled for the week of **May 17, 2010** and will be held at the District's Administration Offices, 1250 San Carlos Avenue, San Carlos, California. This date is subject to change. Attendees at an interview/demonstration shall be restricted to those individuals who will have direct involvement with the project. The District expects that at a minimum the proposed Project Manager and Supervisor(s) will attend the oral interview. Other key personnel, as mutually agreed, may also attend.

H. Revised Proposals, Site Visits (as required), Negotiations, Best and Final Offers

The District reserves the right to negotiate with any individual or qualified firm, to request revised proposals, to visit the Proposer's site(s), to interview or not, or to request best and final offers if it is in the best interest of the District to do so. The District, however, may award a contract without conducting interviews or negotiations, so Proposers are encouraged to submit their best proposal.

Upon completion of this final selection process, the Committee will rank the remaining firms in accordance with the evaluation criteria set forth above. The District may accept the proposal or negotiate the terms and conditions of the agreement with the highest-ranked firm. If negotiations are unsuccessful, the District will terminate the negotiations with that firm and may open negotiations with the next-highest firm. If negotiations with this firm are also not successful, the District may repeat the negotiations process with the next-highest ranked firm or, at its sole discretion, the District may reject all remaining proposals.

I. Confidentiality

The California Public Records Act (Cal. Govt. Code Sections 6250 et seq.) mandates public access to government records. Therefore, unless the information is exempt from disclosure by law, the content of any request for explanation, exception, or substitution, response to these specifications, protest, or any other written communication between the District and Proposer, shall be available to the public.

If Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer's competitive position if disclosed, the Proposer shall request that the District withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. **Proposer may not designate its entire Proposal as confidential nor designate its Cost Proposal as confidential.**

If Proposer requests that the District withhold from disclosure information identified as confidential, and the District complies with the Proposer's request, Proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless the District from and against all damages (including but not limited to Legal Counsel fees that may be awarded to the party

requesting the Proposer information), and pay any and all cost and expenses related to the withholding of Proposer information. Proposer shall not make a claim, sue, or maintain any legal action against the District or its directors, officers, employees, or agents concerning the withholding from disclosure of Proposer information.

If Proposer does not request that the District withhold from disclosure information identified as confidential, the District shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to the District.

J. District Rights

The District reserves the right to cancel the procurement in whole or in part, at its sole discretion, at any time before the Agreement is fully executed and approved on behalf of the District.

This RFP does not commit the District to award an Agreement(s), to pay any costs incurred in the preparation of the proposal for this request, or to procure or contract for services. The District reserves the right to modify or cancel in whole or in part this RFP, to reject any and all proposals, to accept the proposal it considers most favorable to the District's interest in its sole discretion, and to waive irregularities or informalities in any proposal or in the proposal procedures. The District further reserves the right to reject all proposals and seek new proposals when the District considers such procedure to be in its best interest.

If there is any evidence indicating that two or more Proposers are in collusion to restrict competition or are otherwise engaged in anti-competitive practices, the proposals of all such Proposers shall be rejected, and such evidence may be a cause for disqualification of the participants in any future solicitations undertaken by the District.

K. Contract Award

The Committee will make a recommendation of award of a contract(s), if any, to the District's Board of Directors. All Proposers will be notified of the recommended award(s) by mail. No contract will be in force until issuance of a written Notice to Proceed issued by the Director, Contracts and Procurement, or a designee.

The Proposer to whom award is made shall execute a written Agreement for Services on the District's provided form and furnish the approved Bonds, if applicable, and Insurance Certificate(s) as described in Section 3, Contractual Information, below within ten (10) calendar days after receiving the form of Agreement for execution.

L. Protest Procedures

The District maintains written procedures that must be followed for all protests. Protests based upon restrictive specifications or alleged improprieties in the proposal procedure which are apparent or reasonably should have been discovered prior to receipt of proposals shall be filed in writing with the Director, Contracts & Procurement, at least five (5) calendar days prior to receipt of proposals. The protest must clearly specify in writing the grounds and evidence on which the protest is based.

Protests based upon alleged improprieties that are not apparent or which could not reasonably have been discovered prior to submission date of the proposals, such as disputes over the staff recommendation for contract award, shall be submitted in writing to the Director, Contracts and Procurement, within five (5) days from receipt of the notice from the District advising of staff's recommendation for award of contract. The protest must clearly specify in writing the grounds and evidence on which the protest is based. The Director, Contracts and Procurement, will respond to the protest in writing at least three (3) days prior to the meeting at which staff's recommendation to the District's Board of Directors will be considered. Should Proposer decide to appeal the response of the

Director, Contracts and Procurement, and pursue its protest at the Board meeting, it will notify the Director, Contracts and Procurement, of its intention at least two (2) days prior to the scheduled meeting(s). **Failure to comply with the rules set forth herein may result in rejection of the protest.**

Copies of the complete protest procedures are available from the office of Contracts and Procurement.

3. **CONTRACTUAL INFORMATION**

A. Agreement for Services

The selected Proposer will be required to execute an Agreement for Services with the District describing the Scope of Services to be performed, the schedule for completion of work, compensation, insurance requirements and other pertinent provisions. This contract shall follow the sample form of Agreement attached hereto as Appendix A. All Proposers are directed to review all of the terms and conditions set forth in the sample Agreement, particularly the indemnification, insurance requirements and liquidated damages provisions.

Submission of a proposal shall be deemed acceptance of all the terms set forth in this RFP and the sample Agreement for Services, Appendix A, unless the Proposer includes with their proposal, in writing, any amendments requested by the Proposer to the Agreement.

B. Disadvantaged Business Enterprises (DBE) Policy

The District is a recipient of Federal financial assistance from the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA), and is committed to and has adopted a Disadvantaged Business Enterprise Program for Contracts in accordance with Federal regulations 49 CFR §26, issued by the U.S. Department of Transportation (DOT).

It is the policy of the District to ensure non-discrimination in the award and administration of all contracts and to create a level playing field on which Disadvantaged Business Enterprises (DBE) can compete fairly for contracts and subcontracts relating to the District's construction, procurement, and professional services activities. To this end, the District has developed procedures to remove barriers to DBE participation in the bidding and award process and to assist DBEs to develop and compete successfully outside of the DBE Program. In connection with the performance of this contract, the Contractor will cooperate with the District in meeting these commitments and objectives.

Pursuant to 49 CFR §26.13, and as a material term of any Agreement with the District, the Contractor hereby makes the following assurance and agrees to include this assurance in any Agreements it makes with subcontractors in the performance of this contract:

"The Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor or subcontractor shall carry out applicable requirements of 49 CFR §26 in the award and administration of U.S. DOT-assisted contracts. Failure by the Contractor or subcontractor 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 District deems appropriate."

Although no specific DBE goal has been established for this contract, Proposers shall cooperate with the District in meeting its commitments and objectives with regard to ensuring non-discrimination in the award and administration of contracts and shall use its best efforts to ensure that barriers to participation for DBEs do not exist. To better help the District record such information and encourage DBE participation, **all Proposers must complete the DBE form included herewith as Appendix E and submit it with their proposal.**

By submitting a proposal, a Proposer is deemed to have made the foregoing assurance and to be bound by its terms.

C. Levine Act

The Levine Act (Government Code 84308) is part of the Fair Political Practices Act. The Levine Act prohibits any District Board Member from participating in or influencing the decision on awarding a contract with the District to anyone who has contributed \$250.00 or more to the Board Member within the previous twelve months. The Levine Act also requires a member of the District Board who has received such a contribution to disclose the contribution on the record of the proceeding. In addition, District Board Members are prohibited from soliciting or accepting a contribution from a party applying for a contract while the matter of awarding the contract is pending before the District or for three months following the date a final decision concerning the contract has been made.

Proposers must complete and submit with their proposal the California Levine Act Statement, a copy of which is included in this RFP as Appendix F.

D. Conflict of Interest

The firm selected to serve as the Consultant through this RFP shall not be prohibited from working under separate contract with the District, unless such work creates a conflict of interest, real or apparent, that would render the Consultant ineligible to undertake such work during the term of the Contract. By submitting a proposal, the Proposer represents and warrants that no director, officer or employee of the District is in any manner interested directly or indirectly in the proposal or in the Contract which may be made under it or in any expected profits to arise therefrom, as set forth in Article 4, Division 4, Title I (commencing with Sec. 1090) of the Government Code of the State of California. The Proposer warrants and represents that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code sections 1090 *et seq.* or sections 87100 *et seq.* during the performance of services under this Agreement. The Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of this Agreement. Violation of this provision may result in this Agreement being deemed void and unenforceable. Additional Conflict of Interest requirements will apply during the term of any contract awarded; Proposer's attention is directed to the Sample Agreement for Services.

E. Disclosure of Governmental Positions

Depending on the nature of the work performed, a consultant to the District may be subject to the same conflict of interest prohibitions established by the Federal Transit Administration, Federal Highway Administration and California law that govern District employees and officers (Cal. Gov. Code Section 1090 *et seq.* and Cal Govt. Code Section 87100 *et seq.*). In order to analyze possible conflicts that might prevent a consultant from acting on behalf of the District or other governmental entity prior to contract award, the District requires that all prospective Proposers disclose in their proposals any positions that they hold as directors, officers, or employees of any governmental entity. Additional disclosure may be required prior to contract award or during the term of the contract. Responses will be kept confidential to the extent permitted by law. Therefore, each Proposer shall disclose whether any owner or employee of the firm currently hold positions as directors, officers, or employees of a governmental entity or held such positions in the past twelve months using the attached "Disclosure of Government Positions Form." The District is responsible for retaining the certification records of the Consultant who is, in turn, responsible for keeping the disclosure forms of subconsultants/subcontractors.

Proposers must complete and submit with their proposal the Disclosure of Government Positions, a copy of which is included in this RFP as Appendix G.

4. LIST OF APPENDICES

- Appendix A.** Agreement for Services - sample
- Appendix B.** Cost Proposal
- Appendix C.** Disqualification Questionnaire
- Appendix D.** Reference Form
- Appendix E.** DBE Forms
- Appendix F.** California Levine Act Statement
- Appendix G.** Disclosure of Governmental Positions Form
- Appendix H.** Acknowledgement of Insurance Requirements

Note: Appendices and Exhibits are located at end of Part 3, Proposal Content and Submission.

- continued on next page -

PART 2 – SCOPE OF SERVICES

1. SCOPE OF SERVICES AND DELIVERABLES

The successful Consultant will be required to provide an annual physical inventory of the District's (1) **estimated yearly average of 10,000 line items of bus replacement parts** and (2) **an estimated yearly average line items of fixed assets as stated in Section B, Fixed Assets Inventory and Appendix B, Cost Proposal:**

A. Bus Replacement Parts Inventory

- I. Conduct a physical inventory of all of the District's bus replacement parts. Said physical inventory will usually take place at the end of April and will be held at the District's North Maintenance Facility (North Base) located at 301 North Access Rd., South San Francisco, CA and the District's South Maintenance Facility (South Base) at 501 Pico Blvd., San Carlos, CA. The Consultant and the District shall mutually agree on a starting date of the inventory at least 30 days prior to the physical count.
2. Attend a "pre-count meeting" that will be conducted by the District's Superintendent, Materials and Inventory Control at the District's North Base. This pre-count meeting will take place prior to the physical count at a mutually agreed upon date.

The purpose of this meeting is to review and clarify the District's bus replacement parts inventory procedures that the Consultant will be required to follow during the physical inventory. **The Consultant's project manager is required to attend this meeting.**

At this meeting, the District will physically identify parts not subject to the inventory. Examples include but are not limited to rebuilt parts, cores, and items which have been previously expensed; e.g. nuts, bolts, screws, and paint.

3. Provide the necessary supervisory personnel and staff (e.g., managers, supervisors, and counters) necessary to complete the physical inventory at both the North and South Bases in **no more than four consecutive days**, including the weekend.
4. Conduct a minimum 25% verification inventory of all items counted to insure accuracy of inventory. During the inventory cycle, the Consultant shall verify the count against parts location sheets supplied by the District for the physical inventory. Should the error rate exceed 10% during verification procedures, the Consultant will be required to perform a recount of the total inventory at no additional cost to the District.
5. Ensure that a supervisor conducts a spot check for accuracy of all counters and all service parts racks.
6. Provide qualified personnel to enter inventory counts to the District's computer files.
7. Verify major quantity differences between the physical count and the quantity indicated in the District records, and where such discrepancies appear, recount, if necessary, at no additional cost to the District.
8. Inventory Count Sheet Control
 - a. The District will provide physical count lists that will act as an inventory listing. The Consultant will have the ultimate responsibility for count sheet control.

- b. The Consultant will provide a minimum of one person at each North and South Base to perform the tag control function.
- c. The inventory count sheet will contain the following information, which must be dated and initialed by the counter's supervisor:
 - 1. Page and line number
 - 2. Bin location(s)
 - 3. Part number
 - 4. Description
 - 5. Unit of measure
- d. The location count sheet will be collected and given to the person responsible for count sheet verification. Once verified, the original count sheet will be forwarded for input to District's computer system.
- e. Once all counts are input, the District will generate a recount list on all items exceeding the dollar and piece parameters set by the District. These items shall be recounted by the Consultant.

9. Quality Control

To ensure the quality of inventory services required by the District, it is essential that the Consultant provide the following personnel support:

- a. Specialized teams of experienced inventory personnel at each North and South Base locations.
- b. Team leader(s) assigned with a maximum five-person team.
- c. Supervisor(s) assigned to a maximum four-person team.
- d. Project manager(s) assigned for the entire duration of the physical inventory project. This person(s) must be at either North or South Base during the inventory counting period.

10. Inventory Reports

The following reports are to be submitted to the Superintendent, Materials and Inventory Control:

- a. Preliminary Reports: The Preliminary reports for **each** base location shall consist of: 1) Beginning Inventory (dollar value); 2) Dollar Value of Items Counted; and 3) Dollar Value Variance of items counted and the total. These reports are due seven calendar days following the end of the physical count

The Consultant shall be responsible for working with District staff on the reconciliation of any variances or discrepancies.

- b. Final Reports: The final reconciled reports shall consist of all of the information above and are **due seven calendar days following reconciliation or any variances or discrepancies.**

B. **Fixed Assets Inventory**

1. Conduct a thorough inspection of the District's fixed assets to verify current assets, additions, deletions, and adjustments using the District's records. These line items to be verified, which may contain multiple fixed asset units, will be indicated on the District's Fixed Asset Listing and will include additional fixed assets as listed in Part 2, Exhibit A, Revenue and Equipment List, and Exhibit B, Service Support Vehicles and Equipment. Estimated fixed asset line item quantities and which are subject to change are as follows:

Year One	4,000 estimated line items
Year Two	4,200 estimated line items
Year Three	4,400 estimated line items
Year Four	4,600 estimated line items
Year Five	4,800 estimated line items

The physical inventory will usually take place during May. The specific dates will be mutually agreed upon by the District and the Consultant and will be determined at least 30 days prior to the physical count. These line items, by line item count, are contained in six basic subgroups as shown below:

a. **Buses and Paratransit Vehicles**

These vehicles are located at the District's North and South Bases, MV Transportation facility at 3550 3rd Street in San Francisco, CA, and the Brewster Depot at 934 Brewster Street, Redwood City, CA (Exhibits A and B)

b. **Bus Equipment**

Bus equipment is located at the North and South Bases, MV Transportation facility, and at the Brewster Depot (Exhibit F).

c. **Non-Revenue Vehicles**

Non-revenue vehicles are located at the District's Central Administration Offices and the North and South Bases (Exhibits C and D).

d. **Maintenance Equipment**

Maintenance Equipment is located at the District's Central Administration Offices and the North and South Bases (Exhibit G).

e. **Bus Stop Facilities**

Bus stop facility equipment including shelters, benches, and trash receptacles are located along the District's fixed bus routes throughout, primarily, San Mateo County, and also some in San Francisco and Santa Clara Counties. A small inventory of spare bus shelter equipment is located at the District's North Base (Exhibit E).

f. **Office Equipment**

Office furnishings and equipment are located at the District's Administrative Offices, North and South Base facilities, and the Brewster Depot (Exhibit H).

2. Attend a "pre-inventory" meeting that will be conducted by the District's Manager, Financial Services, or designee, at the District's Administration Offices. This pre-inventory meeting will take place prior to the physical count of fixed assets. The purpose of this meeting is to review and clarify the District's fixed assets inventory procedures that are to be adhered to during the course of the subject inventory. The Consultant's project manager is required to attend this meeting.
3. Provide the necessary supervisory personnel and staff (e.g., managers, supervisors, and counters) to complete the physical inventory counts within **30 calendar days from start of inventory counting**. The required report submittals will be **within 15 calendar days after completion of the physical inventory**.
4. Conduct a minimum 15% verification inventory of all items counted to insure accuracy of the inventory. During the inventory cycle, the Consultant will also check the fixed asset tag, when applicable, to insure that it is entered correctly, legible, properly secured to the District's asset and contains an adequate description of the subject fixed asset, etc. Should the error rate exceed 10% during verification, the Consultant will be required to perform a recount of the total inventory at no additional cost to the District.
5. Conduct the inspection and verification of fixed assets by subgroup category classification and location in accordance with the following procedures using the District's Fixed Asset Listing(s).
 - a. Tag Control

Provide a computerized report, in triplicate by fixed asset tag number, of all noted discrepancies between the District's fixed asset records and the physical inventory.
 - b. Quality Control (QC)

To ensure the inventory quality required by the District, it is essential that the Consultant provide the following:

 1. Specialized teams of experienced fixed assets inventory personnel,
 2. A project manager assigned for the entire duration of the fixed assets physical inventory project.
 - c. Data Processing Reports

The reports must be submitted in triplicate and include the following information **within 15 calendar days** from the completion of the physical inventory, but in no case later than June 15th of each year:

 1. Verification of all of the fixed assets inventoried against the District's provided Fixed Asset Listing,
 2. A computerized exception report printout, by fixed asset number, which reflects all discrepancies noted during the course of the inspection and verification using the same format as the District's Fixed Asset Listing,

3. Consultant's Exception Report format will include a "Remarks" field sufficient to reflect all noted discrepancies discovered during the course of the subject inspection and verification, including such information, where applicable, as the following:
 - a. Fixed Asset Tag missing.
 - b. Fixed Asset Tag Number incorrect.
 - c. Fixed Asset location incorrect (Consultant to specify correct location).
 - d. Fixed Asset Number is not on the District's listing.
6. Consultant to provide services to confirm location of bus shelters, affix an identification number on the bus shelters, provide wall maps showing shelter location, and provide a listing in standardized disk format of the location, type, and actual identification number affixed to each shelter. Approximately 200 Bus Shelters, 242 Trash Receptacles, and 206 Benches and Seats are located throughout the District's bus route system and are detailed and attached hereto as Exhibit E.
 - A. The Consultant shall, concurrent with its inventory of bus shelters, affix a three digit identification number to each shelter, if not already affixed, in accordance with the following specifications:
 1. Identification Numbers shall be:
 - a. Sequential three digit numbers starting with the number "001."
 - b. Approximately six inches long by three inches high.
 - c. Weather resistant and color fast.
 - d. On pressure sensitive stock with adhesive that will withstand the elements.
 - e. Color of numbers and background to be mutually agreed upon between the District and the Consultant.
 2. Placement of the identification numbers shall be as follows:
 - a. On plastic shelters the number shall be placed on the horizontal frame of the shelter so that it is parallel to and centered from the upper and lower edges, and its right hand edge is approximately four inches from the right hand edge of the frame.
 - b. On other shelters the number shall be placed in a location as near as practicable to those on the plastic shelters.
 3. Surface Preparation shall be as follows:
 - a. On plastic shelters, the surface shall be cleaned with an ammonia-based window cleaner such as "409." If necessary to avoid a contrast of dirtiness and cleanliness, the front horizontal frame shall be cleaned in its entirety.

- b. All other shelter surfaces shall be cleaned with a surface cleaner such as "409". If necessary to ensure proper adhesion of the identification number, flaking paint, or loose oxidation shall be removed using steel wool or a wire brush and an alcohol based cleaner. Care shall be taken to minimize marking the surface beyond the area that will be covered by the identification number.
- B. Consultant shall provide the District with wall maps showing the bus shelter locations.
 1. The maps shall be covered with a Mylar-type film, framed, and mounted on corkboard.
 2. The maps shall be of City and County of San Francisco, San Mateo County and Santa Clara County as published by Thomas Bros., or approved equal, with a scale of one inch equal to one-quarter mile.
- C. Consultant shall provide to District a hard copy and standard computer disk listing of the shelters complete with location, shelter construction (i.e. building material), and its newly assigned identification number. The information shall be in standardized language and format. An Excel spreadsheet with dictionary shall also be provided to permit District to use the standard language for changes to the list. In addition, the new numbering must be cross-referenced with the District's fixed asset full file ID number.

2. LIST OF EXHIBITS

- | | |
|-------------------|--|
| Exhibit A. | SAMTRANS Revenue Equipment |
| Exhibit B. | SAMTRANS Revenue Equipment List - sample |
| Exhibit C. | SAMTRANS Non-Revenue Vehicle |
| Exhibit D. | SAMTRANS Non-Revenue Vehicle List |
| Exhibit E. | SAMTRANS Bus Stop Amenity Inventory |
| Exhibit F. | SAMTRANS Bus Equipment List - sample |
| Exhibit G. | SAMTRANS Maintenance Equipment List - sample |
| Exhibit H. | San Mateo County Transit District Office Equipment List - sample |

Note: Appendices and Exhibits are located at end of Part 3, Proposal Content and Submission.

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PART 3 – PROPOSAL CONTENT AND SUBMISSION

1. PROPOSAL CONTENT

The intent of this RFP is to encourage responses that clearly communicate the Proposer's understanding of the contract requirements and the Agreement for Services and its implementation. Submission of a proposal indicates acceptance by a firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the Contract between the District and the firm(s) selected.

In order to facilitate the Proposer's preparation of its proposal and the District's review of same, all proposals shall be limited to **30 pages**, not including the cover letter, table of contents, single page resumes of key nominated personnel, and other required appendices. Proposals should provide the requested information in a concise, well-organized manner and should follow the format outlined below.

A. Cover Letter

The signed cover letter should be on company letterhead clearly stating the name of the Proposer's firm, business address, telephone and fax numbers, and email address. The following information should be provided:

- i. Introduce the firm and summarize its qualifications;
- ii. Indicate that the Proposer is prepared to sign the Agreement for Services (Appendix A) without alterations or exceptions or whether it is requesting modifications to the Agreement. Exceptions or modifications, if any, should be clearly identified and submitted as stated below in Section I, Exception to Agreement;
- iii. A statement that binds the Proposer to the proposed Scope of Services and Cost Proposal for **120** days;
- iv. The letter must be signed by an individual(s) authorized to bind the Proposer to the proposal and contract, if awarded, and must affirmatively state that the individual(s) has read, understood, and will comply with all the terms and conditions set forth in these contract documents; and
- v. Indicate whether the Proposer agrees to abide by the requirements of the District's DBE standards as detailed in, Section 3, Contractual Information, Subsection B, Disadvantaged Business Enterprises (DBE) Policy.

B. Table of Contents

Include a Table of Contents displaying the organization of the proposal being submitted.

C. Proposer's Qualifications and Experience

The following information should be included in the proposal:

i. Company Qualifications, Experience and References

Describe the firm, its size and organization, the number and location of offices, and general operational structure, as well as its management and technical personnel. Identify similar projects the firm has performed for other entities. Describe those aspects of the firm that pertain to the ability to provide superior service for the scope of services described under this RFP.

Additionally, provide contact information for three client references for which the Proposer has provided similar services within the past five (5) years. For each client submitted as a reference, Proposer shall supply a brief description of the work performed, including names of contact persons, addresses, telephone numbers and a brief description of the work performed (use Appendix D, Reference Form). Do not use the San Mateo County Transit District or the Peninsula Corridor Joint Powers Board as references.

ii. Financial Qualifications

Provide a statement of your firm's financial strength, stability, capacity, and resources. Provide your latest audited financial statement or other pertinent information, such as internal unaudited financial statements and financial references, to allow the District to reasonably formulate a determination about the financial stability and strength of your firm. Describe any administrative proceedings, claims, lawsuits, settlements, or other liability exposures pending against your firm. The District retains its right to request additional information it deems necessary to properly assess/determine Consultant's financial stability and strength.

iii. Qualifications and Experience of Key Personnel

Provide the names of individuals who would be directly engaged in performance of the scope of services. Identify the key personnel and outline the Proposer team's capacity to successfully perform the desired services. The Proposer's Project Manager and key individuals who will be assigned to the project will be an important factor considered by the Evaluation Committee. There can be no change of key personnel once the proposal is accepted for contract award without the prior approval of the District's Project Manager. For each of these individuals, please submit:

- a. The number of years of experience in providing the desired service.
- b. A list of references, including a brief description of the nature of the work performed by the individual; and
- c. A summary of their experience performing services for public agency clients, and transportation agencies, if any.
- d. Examples of similar projects completed by the Proposer's team members, key personnel and Proposer's Project Manager.
- e. Provide resumes for key nominated personnel. Resumes shall not count toward the 30-page proposal limit.

iv. Use of Subcontractors/Subconsultants

If subcontractors/subconsultants are proposed for this RFP, describe the products or services provided by the subcontractor(s) /subconsultant(s), the value of each subcontract, and the consultant's contract management process for subcontractors/subconsultants included in the consultant's proposal.

v. Licenses and Certifications

Provide proof of any relevant licenses, certifications and/or registrations, if applicable

D. Evidence of Ability to Provide Insurance

Insurance requirements for this scope of services are detailed in Section 13 of the sample Agreement for Services. Exceptions to the insurance requirements, if any, must be specified in

Proposer's proposal as further detailed in Section I, Exceptions to Agreement, below.

This proof shall take the form of the completed Acknowledgement of Insurance Requirements form (Appendix H) or a letter from Proposer's insurance agent or broker certifying that such insurance requirements can be obtained. If the certificate does not cover the requirements as specified in the Sample Agreement for Services, verification of availability of required insurance must otherwise be provided.

E. Project Methodology

The proposal should set forth a work plan, including an explanation of the methodology to be followed for performing the services required in Part 2, Section 2, Scope of Services and Deliverables.

Implementation and functionality tasks and deliverables should be addressed including, but not limited to:

- Project Management Plan
- Deployment Strategy
- Quality Control Plan
- Reports / Reporting Capability

F. Organization Chart

Provide an organization chart that identifies the proposed team. Identify the primary staff person who will oversee the District's account and a listing of the names and titles of the staff who will support the account, and the manner in which direction and supervision shall be exercised over the team by the firm's management.

G. Project Schedule

Provide an estimated master project timeline to complete the requested services to show a process flow for the provision of inventory services for (1) bus replacement parts and (2) fixed assets and commencing after award of contract and receipt of the District's written Notice to Proceed.

H. Cost Proposal

Proposers must complete and submit a Cost Proposal, attached to this RFP as Appendix B. Pricing should be based on a best-efforts basis and said Costs shall include, but not be limited to, labor, materials, supplies, taxes, overhead, insurance and profit. A Proposer's failure to submit a Cost Proposal may result in rejection of the proposal as non-responsive.

I. Exceptions to Agreement

Submittal of a proposal shall be deemed acceptance of all the terms set forth in this RFP and the sample Agreement for Services unless the Proposer includes with its proposal, in writing, any exceptions or modifications requested by the Proposer to the proposed Agreement.

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J. Joint Venture Agreement, if applicable

If the Proposer is a joint venture, an executed copy of the Joint Venture Agreement shall be included with the proposal. The specific areas of responsibility (including administrative, technical, and financial) for each member of the Joint Venture shall be outlined.

K. Acknowledgement of Addenda, if any

Submit the Acknowledgment of Addenda form(s) which accompany Addenda when issued / published.

L. All Other Required Forms

Submit all the required forms provided in this solicitation as set forth below in Section 2, List of Required Forms.

2. LIST OF REQUIRED FORMS

- o Appendix B - Cost Proposal
- o Appendix C - Disqualification Questionnaire
- o Appendix D - Reference Forms
- o Appendix E – DBE Forms
- o Appendix F - California Levine Act Statement
- o Appendix G - Disclosure of Government Positions
- o Appendix H – Acknowledgement of Insurance Requirements
- o Acknowledgement of Addenda, if any

Note: Appendices and Exhibits are located at end of Part 3, Proposal Content and Submission.

3. PROPOSAL SUBMISSION

A. Submission of Proposals Information

Proposers shall submit their proposal, clearly identified with **RFP # 09-SAMTR-S-046** in a sealed envelope or package to:

**Luis F. Velasquez, Contract Officer
Contracts and Procurement Department
San Mateo County Transit District
1250 San Carlos Avenue
San Carlos, CA 94070-1306**

Proposals must be received in the Contracts and Procurement Department **before 4:00 p.m. on April 22, 2010**. If personally delivering your proposal, please allow adequate time for signing in at the security desk in the first floor lobby. **Proposals received after this time or at any other location will not be accepted.** Proposals will be prepared and presented at no cost to the District.

1. Hard Copies

Proposers must submit **ONE (1) original and FIVE (5) hard copies** of their proposal.

2. CD-ROMs

Proposers shall submit ONE CD-ROM(s) containing the proposal document(s) in a Microsoft Word and/or PDF format.

B. Cost of Proposal Development

This RFP does not commit the District to enter into an Agreement, to pay any costs incurred in the preparation or presentation of a proposal, nor to procure or contract for any services.

C. Validity of Proposals

Submission of a proposal shall constitute a firm offer to the District for **120 days** from the submission deadline for proposals.

D. Withdrawal of Proposals

A Proposer may withdraw its proposal anytime before the date and time when proposals are due, without prejudice, by submitting a written request for its withdrawal to the Contract Officer and at the address listed in Part 3, Section 3.A., Proposal Submission. A telephone or email request is not acceptable. The withdrawal of a proposal does not prejudice the right of a Proposer to submit another proposal within the time set for receipt of proposals.

After the proposal due date, a proposal may be withdrawn only if the District fails to award the Agreement within the proposal validity period prescribed above in Section 3.C., Validity of Proposals, or any agreed-upon extension thereof.

E. District Holidays

The normal flow of operations at the District's Administrative Office and at its North and South Base Maintenance Operations Buildings shall not be disrupted while Contractor is conducting the inventory.

Contractor shall observe only those holidays observed by the District, which are as follows:

1. New Year's Day (January 1)
2. Martin Luther King, Jr. Day (3rd Monday in January), North and South Base Maintenance and Operations Buildings excluded (Services to be Maintained).
3. Memorial Day (last Monday in May)
4. Independence Day (July 4)
5. Labor Day (1st Monday in September)
6. Thanksgiving Day (4th Thursday in November)
7. Christmas Day (December 25th)

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F. Proposal Content Checklist

The following checklist is provided as a guide to ensure all required documentation is included in Proposer's submittal:

- ☐ Cover Letter
 - o summarizing Proposer's qualifications, experience and unique service proposition
 - o binding the Proposer for 120 days
 - o confirming willingness to sign the Agreement of Services
 - o willingness to abide by the District's DBE standards
- ☐ Table of Contents
- ☐ Proposers Qualifications and Experience
 - o Qualifications, Experience and References
 - o Financial Qualifications
 - o Qualifications and Experience of Key Personnel
 - o Use of Subcontractors/Subconsultants, if applicable
 - o Licenses, certifications and/or registrations
- ☐ Evidence of Ability to Provide Insurance
 - o A letter or verification of insurance certificate from the Proposer's insurance agent or broker, or Acknowledgment of Insurance Requirements, Exhibit B.
- ☐ Project Methodology
- ☐ Organization Chart
- ☐ Project Schedule
- ☐ Cost Proposal (see below)
- ☐ Exceptions to Agreement, if any
- ☐ Joint Venture Agreement, if applicable
- ☐ Financial Qualification Information (e.g., financial statement(s) and/or financial references)
- ☐ Copies of licenses, certifications, and/or registrations, if applicable
- ☐ Forms
 - o Proposal Security
 - o Appendix B - Cost Proposal
 - o Appendix C - Disqualification Questionnaire
 - o Appendix D - Reference Forms
 - o Appendix E - DBE Forms
 - o Appendix F - California Levine Act Statement
 - o Appendix G - Disclosure of Governmental Positions Form
 - o Appendix H - Acknowledgement of Insurance Requirements
 - o Acknowledgement of Addenda, if any

Proposer's are reminded to submit **ONE (1) original and FIVE (5) hard copies** of their proposal plus one electronic ".pdf" copy on a CD of the complete Proposal, and to identify any proprietary, trade secret or other confidential information in the Proposal.

APPENDICES

	PAGE
Appendix A. Agreement for Services – sample	APPX A - 1
Appendix B. Cost Proposal	APPX B - 1
Appendix C. Disqualification Questionnaire.....	APPX C - 1
Appendix D. Reference Form.....	APPX D - 1
Appendix E. DBE Forms - Selection Process and Designation of Subcontractors	APPX E - 4
Appendix F. California Levine Act	APPX F - 1
Appendix G. Disclosure of Governmental Positions Form.....	APPX G - 1
Appendix H. Acknowledgement of Insurance Requirements	APPX H - 1

AGREEMENT BETWEEN THE SAN MATEO COUNTY TRANSIT DISTRICT (DISTRICT)
AND

_____(CONSULTANT)

AGREEMENT SUMMARY

Board of Directors' Date of Award: _____, 2010.

Resolution Number: 2010-_____.

Effective Date of Agreement:

The Effective Date of Agreement is _____, 2010.

Services to be Performed (Section 1):

The Services to be performed under this Agreement consist of the annual performance of a physical inventory of (1) the District's Bus Replacement Parts, and (2) the Districts Fixed Assets.

Term of Agreement (Section 3):

The term of this Agreement is a three-(3)year base term commencing on the Effective Date of Agreement, _____, 2010 and ending on _____, 2010, unless otherwise extended via the District's exercise of Board-approved option terms.

As authorized by District Board resolution 2010-____, the District reserves the right to exercise up to two, one-(1)year option terms, at it sole discretion if it is in the best interest of the District to do so.

Compensation (Section 5):

The aggregate amount of this contract during the base term shall not to exceed the Board-Approved amount of \$_____.

Consultant's Key Representative (Section 4):

Name: _____ Title: _____

Address: _____

Tel. _____ Fax _____ eMail _____

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. RENDITION AND SCOPE OF SERVICES

This is an Agreement to provide Physical Inventory Services. The CONSULTANT agrees to provide these services to the DISTRICT in accordance with the terms and conditions of this Agreement. In the performance of its work, the CONSULTANT represents that it (1) has and will exercise the degree of professional care, skill, efficiency, and judgment of consultants with special expertise in providing physical inventory services; (2) carries all applicable licenses, certificates, and registrations in current and good standing that may be required to perform the work; and (3) will retain all such licenses, certificates, and registrations in active status throughout the duration of this engagement.

The scope of the CONSULTANT's services shall consist of the services set forth in the Request for Proposals, attached hereto and incorporated herein as **Exhibit A**, as supplemented by CONSULTANT's written proposal, attached hereto and incorporated herein as **Exhibit B**.

2. AGREEMENT DOCUMENTS

This Agreement consists of the following documents:

- (1) This Agreement.
- (2) Exhibit A, Request for Proposals
- (3) Exhibit B, CONSULTANT's Proposal.

In the event of conflict between or among the terms of the Agreement documents, the order of precedence shall be the order of documents listed above, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence.

3. TERM OF AGREEMENT

The term of this Agreement will be for a **three- (3) year base term** commencing upon the Effective Date of the Agreement as mutually agreed by the Parties and as stated in the District's written Notice to Proceed. The CONSULTANT shall furnish the DISTRICT with all the materials, equipment and services called for under this Agreement, and perform all other work, if any, described in the Contract Specifications.

The DISTRICT reserves the right, in its sole discretion, to exercise up to **two, one- (1) year option term(s)** to extend the Agreement, pursuant to the terms of Section 5, Compensation. If the DISTRICT determines to exercise the option term(s), the DISTRICT will give the CONSULTANT at least thirty days' written notice of its determination.

It is understood that the term of the Agreement, and any option term granted thereto as specified herein are subject to the DISTRICT's right to terminate the Agreement in accordance with Section 22 of this Agreement.

4. CONSULTANT'S KEY PERSONNEL

It is understood and agreed by the parties that at all times during the term of this Agreement that _____ shall serve as the primary staff person of CONSULTANT to undertake, render, and oversee all of the services under this Agreement. Upon written notice by the Consultant and approval by the DISTRICT, which will not be unreasonably withheld, the CONSULTANT may substitute this person with another person, who may possess similar qualifications and experience for this position.

5. COMPENSATION

The CONSULTANT agrees to perform all of the services included in Section 1 for a total all inclusive sum not-to-exceed fee of _____ (\$_____), in

6. MANNER OF PAYMENT

San Carlos, CA 94070-1306

7. NOTICES

If to the CONSULTANT: _____
Attn: _____

MARCH 2010

8. OWNERSHIP OF WORK

All data, reports, designs, drawings, plans, specifications, schedules, and other materials prepared, or in the process of being prepared for the services to be performed by CONSULTANT shall be and are the property of the DISTRICT. The DISTRICT shall be entitled to copies and access to these materials during the progress of the work. Any such materials remaining in the hands of the CONSULTANT or in the hands of any subconsultant upon completion or termination of the work shall be delivered immediately to the DISTRICT. If any materials are lost, damaged, or destroyed before final delivery to the DISTRICT, the CONSULTANT shall replace them at its own expense and the CONSULTANT assumes all risks of loss, damage, or destruction of or to such materials. The CONSULTANT may retain a copy of all material produced under this Agreement for its use in its general business activities.

Any and all rights, title, and interest (including without limitation copyright and any other intellectual-property or proprietary right) to materials prepared under this Agreement are hereby assigned to the DISTRICT. The CONSULTANT agrees to execute any additional documents, which may be necessary to evidence such assignment.

The CONSULTANT represents and warrants that all materials prepared under this Agreement are original or developed from materials in the public domain (or both) and that all materials prepared under and services provided under this Agreement do not infringe or violate any copyright, trademark, patent, trade secret, or other intellectual-property or proprietary right of any third party.

9. CONFIDENTIALITY

Any DISTRICT materials to which the CONSULTANT has access or materials prepared by the CONSULTANT during the course of this Agreement ("confidential information") shall be held in confidence by the CONSULTANT, who shall exercise all reasonable precautions to prevent the disclosure of confidential information to anyone except the officers, employees and agents of the CONSULTANT as necessary to accomplish the rendition of services set forth in Section 1 of this Agreement.

The CONSULTANT, its employees, subcontractors, subconsultants and agents, shall not release any reports, information, or other materials prepared in connection with this Agreement, whether deemed confidential or not, without the approval of the DISTRICT's General Manager/CEO or designee.

10. USE OF SUBCONTRACTORS/SUBCONSULTANTS

The CONSULTANT shall not subcontract any services to be performed by it under this Agreement without the prior written approval of the DISTRICT, except for service firms engaged in drawing, reprographics, typing, and printing. Any subcontractors/subconsultants must be engaged under written contract with the CONSULTANT with provisions allowing the CONSULTANT to comply with all requirements of this Agreement, including without limitation the "Ownership of Work" provisions in Section 8. The CONSULTANT shall be solely responsible for reimbursing any subcontractors/subconsultants and the DISTRICT shall have no obligation to them.

11. CHANGES

The DISTRICT, by written order, may at any time, make changes within the scope of work and services described in this Agreement. If such changes cause an increase or decrease in the budgeted cost of or the time required for performance of the agreed upon work, an equitable adjustment as mutually agreed shall be made in the limit on compensation as set forth in Section 5 or in the time of required performance as set forth in Section 3, or both. In the event that CONSULTANT encounters any unanticipated conditions or contingencies that may affect the scope of work or services and result in an adjustment in the amount of compensation specified herein, or identifies any DISTRICT conduct (including actions, inaction, and written or oral communications other than a formal contract modification) that the CONSULTANT regards as a change to the contract terms and conditions, CONSULTANT shall so advise the DISTRICT immediately upon notice of such condition or contingency. The written notice shall explain the circumstances giving rise to the unforeseen

condition or contingency and shall set forth the proposed adjustment in compensation. This notice shall be given to the DISTRICT prior to the time that CONSULTANT performs work or services related to the proposed adjustment in compensation. The pertinent changes shall be expressed in a written supplement to this Agreement issued by the Contracts and Procurement Department prior to implementation of such changes. Failure to provide written notice and receive DISTRICT approval for extra work prior to performing extra work may, at the DISTRICT's sole discretion, result in nonpayment of the invoices reflecting such work.

12. RESPONSIBILITY: INDEMNIFICATION

The CONSULTANT shall indemnify, keep and save harmless the DISTRICT and its directors, officers, agents and employees against any and all suits, claims or actions arising out of any of the following:

- A. Any injury to persons or property that may occur, or that may be alleged to have occurred, arising from the performance of this Agreement by the CONSULTANT caused by a negligent act or omission or willful misconduct of the CONSULTANT or its employees, subcontractors, subconsultants or agents; or
- B. Any allegation that materials or services provided by the CONSULTANT under this Agreement infringe or violate any copyright, trademark, patent, trade secret, or any other intellectual-property or proprietary right of any third party.

The CONSULTANT further agrees to defend any and all such actions, suits or claims and pay all charges of attorneys and all other costs and expenses of defenses as they are incurred. If any judgment is rendered against the DISTRICT or any of the other individuals enumerated above in any such action, the CONSULTANT shall, at its expense, satisfy and discharge the same. This indemnification shall survive termination or expiration of the Agreement.

13. INSURANCE

The insurance requirements specified in this section shall apply to CONSULTANT and any subcontractors, subconsultants, suppliers, temporary workers, independent contractors, leased employees, or any other persons, firms or corporations that CONSULTANT authorizes to work under this Agreement (hereinafter collectively referred to as "Agents"). CONSULTANT is required to procure and maintain at its sole cost and expense the insurance coverages subject to all of the requirements set forth below. Such insurance shall remain in full force and effect throughout the term of this Agreement. CONSULTANT is also required to assess the risks associated with work to be performed by Agents under subcontract and to include in every subcontract the requirement that the Agent maintain adequate insurance coverages with appropriate limits and endorsements to cover such risks; the limit for the commercial general liability insurance in each subcontract shall not be less than **\$1 million**. To the extent that any Agent does not procure and maintain such insurance coverage, CONSULTANT shall be responsible for said coverage and assume any and all costs and expenses that may be incurred in securing said coverage or in fulfilling CONSULTANT's indemnity obligation as to itself or any of its Agents in the absence of coverage. In the event CONSULTANT or its Agents procure excess or umbrella coverage to maintain certain requirements outlined below, these policies shall also satisfy all specified endorsements and stipulations, including provisions that the CONSULTANT's insurance be primary without any right of contribution from the DISTRICT. Prior to beginning work under this contract, CONSULTANT shall provide the DISTRICT with satisfactory evidence of compliance with the insurance requirements of this section.

-continued on next page-

1. Minimum Types and Scope of Insurance

A. Workers' Compensation and Employer's Liability Insurance

- 1) Workers' Compensation with Statutory Limits, as required by Section 3700 et seq of the California Labor Code, or any subsequent amendments or successor acts thereto governing the liability of employers to their employees.
- 2) Employer's Liability coverage with minimum limits of **\$1 million**.
- 3) Such insurance shall include the following endorsement as further detailed in the Endorsements Section below:
 - Waiver of Subrogation.

B. Commercial General Liability Insurance

Commercial General Liability insurance for bodily injury and property damage coverage with a combined single limit for bodily injury and property damage of at least **\$1 million** per occurrence or claim and a general aggregate limit of at least **\$2 million**. Such insurance shall cover all of CONSULTANT's operations both at and away from the project site.

- 1) This insurance shall include coverage for, but not be limited to:
 - Premises and operations.
 - Products and completed operations.
 - Contractual liability.
 - Personal injury.
 - Advertising injury.
 - Explosion, collapse, and underground coverage (xcu).
 - Broad form property damage.
- 2) Such insurance shall include the following endorsements as further detailed in the Endorsements Section below:
 - Additional Insured.
 - Cross Liability or Severability of Interests Clause.
 - Primary and Non-Contributory wording.
 - Waiver of Subrogation.

Products and completed operations insurance shall be maintained for three (3) years following termination of this Agreement.

C. Business Automobile Liability Insurance

Business Automobile Liability insurance providing bodily injury and property damage with a combined single limit of at least **\$1 million** per occurrence.

- 1) This insurance shall include coverage for, but not be limited to:
 - All Owned vehicles.
 - Non-owned vehicles.
 - Hired or rental vehicles.
- 2) Such insurance shall include the following endorsements as further detailed in the Endorsements Section below:

- Additional Insured.
- Primary and Non-Contributory wording.
- Waiver of Subrogation

D. Property Insurance

Property insurance with Special Form coverage including theft, but excluding earthquake, with limits at least equal to the replacement cost of the property described below.

1) This insurance shall include coverage for, but not be limited to:

- CONSULTANT's own business personal property and equipment to be used in performance of this Agreement.
- Materials or property to be purchased and/or installed on behalf of the DISTRICT, if any.
- Debris removal.
- Builders risk for property in the course of construction.

2) Such insurance shall include the following endorsement as further detailed in the Endorsements Section below:

- Waiver of Subrogation.

E. Professional Liability Insurance

A professional liability policy covering errors and omissions and the resulting damages including, but not limited to, economic loss to the DISTRICT and having minimum limits of liability of **\$1 million** per claim or occurrence and **\$1 million** annual aggregate. The policy shall include coverage for all services and work performed under this Agreement.

2. Endorsements

A. Additional Insured

The referenced policies and any Excess or Umbrella policies, where applicable, shall include as Additional Insureds the San Mateo County Transit District and its directors, officers, employees, volunteers and agents while acting in such capacity, and their successors or assignees, as they now, or as they may hereafter be constituted, singly, jointly or severally.

B. Waiver of Subrogation

The referenced policies and any Excess or Umbrella policies, where applicable, shall contain a waiver of subrogation in favor of the San Mateo County Transit District and its officers, directors, employees, volunteers and agents while acting in such capacity, and their successors and assignees, as they now, or as they may hereafter be constituted, singly, jointly or severally.

C. Primary Insurance

The referenced policies and any Excess and Umbrella policies, where applicable, shall indicate that they are primary to any other insurance and the insurance company(ies) providing such policy(ies) shall be liable thereunder for the full amount of any loss or claim, up to and including the total limit of liability, without right of contribution from any of the insurance effected or which may be effected by the San Mateo County Transit District.

D. Severability of Interests or Cross Liability

The referenced policies and any Excess or Umbrella policies, where applicable, shall contain either a Cross Liability endorsement or Severability of Interests Clause and stipulate that inclusion of the San Mateo County Transit District as an Additional Insured shall not in any way affect DISTRICT's rights either as respects any claim, demand, suit or judgment made, brought or recovered against the CONSULTANT. Said policy shall protect CONSULTANT and the San Mateo County Transit District in the same manner as though a separate policy had been issued to each, but nothing in said policy shall operate to increase the insurance company's liability as set forth in its policy beyond the amount or amounts shown or to which the insurance company would have been liable if only one interest had been named as an insured.

3. Evidence of Insurance

All Coverages - Prior to commencing work or entering onto the Property, CONSULTANT shall provide the Director, Contracts and Procurement of the DISTRICT with a certificate evidencing coverage, and upon request, a certified duplicate original of the policy. The certificate shall also show that the CONSULTANT's policy(ies) will not be cancelled or coverage altered without 30 days' prior written notice to the DISTRICT's Director, Contracts and Procurement.

4. General Provisions

A. Notice of Cancellation

The policies shall provide that the CONSULTANT's policies will not be cancelled or have limits reduced or coverage altered without 30 days' prior written notice to the DISTRICT's Director, Contracts and Procurement.

B. Acceptable Insurers

All policies will be issued by insurers acceptable to the DISTRICT (generally with a Best's Rating of A-10 or better).

C. Self-insurance

Upon evidence of financial capacity satisfactory to the DISTRICT and CONSULTANT's agreement to waive subrogation against the DISTRICT respecting any and all claims that may arise, CONSULTANT's obligation hereunder may be satisfied in whole or in part by adequately funded self-insurance.

D. Failure to Maintain Insurance

All insurance specified above shall remain in force until all work to be performed is satisfactorily completed, all of CONSULTANT's personnel and equipment have been removed from the DISTRICT property, and the work has been formally accepted. The failure to procure or maintain required insurance and/or an adequately funded self-insurance program will constitute a material breach of this Agreement.

E. Claims Made Coverage

If any insurance specified above shall be provided on a claim-made basis, then in addition to coverage requirements above, such policy shall provide that:

- (1) Policy retroactive date coincides with or precedes the CONSULTANT's start of work (including subsequent policies purchased as renewals or replacements).
- (2) CONSULTANT shall make every effort to maintain similar insurance for at least three (3) years following project completion, including the requirement of adding all named insureds.
- (3) If insurance is terminated for any reason, CONSULTANT agrees to purchase an extended reporting provision of at least three (3) years to report claims arising from work performed in connection with this Agreement.
- (4) Policy allows for reporting of circumstances or incidents that might give rise to future claims.

F. Deductibles and Retentions

CONSULTANT shall be responsible for payment of any deductible or retention on CONSULTANT's policies without right of contribution from the DISTRICT.

14. CONSULTANT'S STATUS

Neither the CONSULTANT nor any party contracting with the CONSULTANT shall be deemed to be an agent or employee of the DISTRICT. The CONSULTANT is and shall be an independent CONSULTANT and the legal relationship of any person performing services for the CONSULTANT shall be one solely between that person and the CONSULTANT.

15. ASSIGNMENT

The CONSULTANT shall not assign any of its rights nor transfer any of its obligations under this Agreement without the prior written consent of the DISTRICT.

16. DISTRICT WARRANTIES

The DISTRICT makes no warranties, representations, or agreements, either express or implied, beyond such as are explicitly stated in this Agreement.

17. DISTRICT REPRESENTATIVE

Except when approval or other action is required to be given or taken by the Board of Directors of the DISTRICT, the DISTRICT's General Manager/CEO or Deputy CEO, or such person or persons as they shall designate in writing from time to time, shall represent and act for the DISTRICT.

18. WARRANTY OF SERVICES

A. CONSULTANT warrants that its [professional] services will be performed in accordance with the [professional] standards of practices of comparable physical inventory firms at the time the services are rendered.

B. In the event that any services provided by the CONSULTANT hereunder are deficient because of CONSULTANT's or subconsultants failure to perform said services in accordance with the warranty standards set forth above, the DISTRICT shall report such deficiencies in writing to the CONSULTANT within a reasonable time. The DISTRICT thereafter shall have:

1. The right to have the CONSULTANT re-perform such services at the CONSULTANT's expense; or
2. The right to have such services done by others and the costs thereof charged to and collected from the CONSULTANT if within thirty days after written notice to the

- CONSULTANT requiring such re-performance, CONSULTANT fails to give satisfactory evidence to the DISTRICT that it has undertaken said re-performance, or
3. The right to terminate the Agreement for default.

CONSULTANT shall be responsible for all errors and omissions and is expected to pay for all work that must be re-performed, or otherwise corrected, as a result of Consultant's or subconsultants'/subcontractors' errors and omissions.

19. CLAIMS OR DISPUTES

The CONSULTANT shall be solely responsible for providing timely written notice to DISTRICT of any claims for additional compensation and/or time in accordance with the provisions of this Agreement. It is the DISTRICT's intent to investigate and attempt to resolve any CONSULTANT claims before the CONSULTANT has performed any disputed work. Therefore, CONSULTANT's failure to provide timely notice shall constitute a waiver of CONSULTANT's claims for additional compensation and/or time.

The CONSULTANT shall not be entitled to the payment of any additional compensation for any cause, including any act, or failure to act, by the DISTRICT, or the failure or refusal to issue a modification, or the happening of any event, thing, or occurrence, unless it has given the DISTRICT due written notice of a potential claim. The potential claim shall set forth the reasons for which the CONSULTANT believes additional compensation may be due, the nature of the costs involved, and the amount of the potential claim.

If based on an act or failure to act by the DISTRICT, such notice shall be given to the DISTRICT prior to the time that the CONSULTANT has started performance of the work giving rise to the potential claim for additional compensation. In all other cases, notice shall be given within 10 days after the happening of the event or occurrence giving rise to the potential claim.

If there is a dispute over any claim, the CONSULTANT shall continue to work during the dispute resolution process in a diligent and timely manner as directed by the DISTRICT, and shall be governed by all applicable provisions of the Agreement. The CONSULTANT shall maintain cost records of all work that is the basis of any dispute.

If an agreement can be reached which resolves the CONSULTANT claim, the parties will execute an Agreement modification to document the resolution of the claim. If the parties cannot reach an agreement with respect to the CONSULTANT claim, they may choose to pursue a dispute resolution process or termination of the Agreement.

20. REMEDIES

In the event the CONSULTANT fails to comply with the requirements of this Agreement in any way, the DISTRICT reserves the right to implement administrative remedies which may include, but are not limited to, withholding of progress payments and contract retentions, and termination of the Agreement in whole or in part.

21. TEMPORARY SUSPENSION OF WORK

The DISTRICT, in its sole discretion, reserves the right to stop or suspend all or any portion of the work for such period as DISTRICT may deem necessary. The suspension may be due to the failure on the part of the CONSULTANT to carry out orders given or to perform any provision of the Agreement or to factors that are not the responsibility of the CONSULTANT. The CONSULTANT shall comply immediately with the written order of DISTRICT to suspend the work wholly or in part. The suspended work shall be resumed when the CONSULTANT is provided with written direction from DISTRICT to resume the work.

If the suspension is due to the CONSULTANT's failure to perform work or carry out its responsibilities in accordance with this Agreement, or other action or omission on the part of the

CONSULTANT, all costs shall be at CONSULTANT's expense and no schedule extensions shall be provided by DISTRICT.

In the event of a suspension of the work, the CONSULTANT shall not be relieved of the CONSULTANT's responsibilities under this Agreement, except the obligations to perform the work which the DISTRICT has specifically directed CONSULTANT to suspend under this section.

If the suspension is not the responsibility of the CONSULTANT, suspension of all or any portion of the work under this Section may entitle the CONSULTANT to compensation and/or schedule extensions subject to the Agreement requirements.

22. TERMINATION

The DISTRICT shall have the right to terminate this Agreement at any time by cause or convenience by giving written notice to the CONSULTANT. Upon receipt of such notice, the CONSULTANT shall not commit itself to any further expenditure of time or resources.

If the Agreement is terminated for any reason other than a breach or default by CONSULTANT, the DISTRICT shall pay to the CONSULTANT in accordance with the provisions of Sections 5 and 6 of this Agreement all sums actually due and owing from the DISTRICT for all services performed and all expenses incurred up to the day written notice of termination is given, plus any costs reasonably and necessarily incurred by CONSULTANT to effect such suspension or termination. If the Agreement is terminated for breach or default, the DISTRICT shall remit final payment to CONSULTANT in an amount to cover only those services performed and expenses incurred in full accordance with the terms and conditions of this Agreement up to the effective date of termination.

The DISTRICT shall not in any manner be liable for the CONSULTANT's actual or projected lost profits had the CONSULTANT completed the services required by this Agreement.

23. LIQUIDATED DAMAGES [IF APPLICABLE -CUSTOMIZE AS NEEDED]

TIME IS OF THE ESSENCE IN THIS AGREEMENT. In accordance with the Request for Proposals, and pursuant to Government Code Section 53069.85, the parties agree that the DISTRICT will incur damages that are difficult to ascertain in the event that CONSULTANT fails to provide the required services within the deadlines and service frequencies specified in these Solicitation documents, CONSULTANT therefore agrees to pay, as liquidated damages and not as a penalty, \$615 per day for each and every calendar day that the CONSULTANT fails to provide the required services pursuant to the deadlines and service frequencies specified in these Solicitation Documents.

The CONSULTANT will be granted an extension of time and will not be assessed with liquidated damages for any delay beyond the time period specified above, for delays caused by acts of God or of the public enemy, fire, floods, epidemics, quarantine, restrictions, strikes, labor disputes, shortage of materials and freight embargoes, or other causes deemed by the DISTRICT to be beyond the reasonable control of the CONSULTANT, provided CONSULTANT notifies the Director, Contracts & Procurement in writing of the causes of delay within five calendar days from the beginning of any such delay.

The Director, Contracts & Procurement, shall ascertain the nature of the delay and determine whether an extension of time is warranted, which determination shall be final and conclusive. CONSULTANT has the burden of proof that the delay was beyond its control.

The liquidated damages set forth in this Section 23 shall be the DISTRICT's exclusive remedy for any damages resulting from the failure of CONSULTANT to meet the deadlines set forth herein.

-continued on next page-

24. MAINTENANCE, AUDIT AND INSPECTION OF RECORDS

All CONSULTANT and subcontractor/subconsultant costs incurred in the performance of this Agreement will be subject to audit. The CONSULTANT and its subcontractors/subconsultants shall permit the DISTRICT, or its authorized representatives to inspect, examine, make excerpts from, transcribe, and copy the CONSULTANT's books, work, documents, papers, materials, payrolls records, accounts, and any and all data relevant to the Agreement at any reasonable time, and to audit and verify statements, invoices or bills submitted by the CONSULTANT pursuant to this Agreement. The CONSULTANT shall also provide such assistance as may be required in the course of such audit. The CONSULTANT shall retain these records and make them available for inspection hereunder for a period of four (4) years after expiration or termination of the Agreement.

If, as a result of the audit, it is determined by the DISTRICT's auditor or staff that reimbursement of any costs including profit or fee under this Agreement was in excess of that represented and relied upon during price negotiations or represented as a basis for payment, the CONSULTANT agrees to reimburse the DISTRICT for those costs within sixty (60) days of written notification by the DISTRICT.

25. NON-DISCRIMINATION ASSURANCE - TITLE VI OF THE CIVIL RIGHTS ACT

The CONSULTANT shall not discriminate on the basis of race, color, creed, national origin, sex, or age in the performance of this Agreement. The CONSULTANT shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of U.S. DOT-assisted contracts. Further, the CONSULTANT agrees to comply with all provisions prohibiting discrimination on the basis of race, color, or national origin of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. §§ 2000d *et seq.*, and with U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act," 49 C.F.R. Part 21. The CONSULTANT shall obtain the same assurances from its joint venture partners, subcontractors, and subconsultants by including this assurance in all subcontracts entered into under this Agreement. Failure by the CONSULTANT to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as the DISTRICT deems appropriate.

26. EQUAL EMPLOYMENT OPPORTUNITY (EEO)

In connection with the performance of this Agreement the CONSULTANT shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, sex, gender, sexual orientation, age (over 40), marital status, pregnancy, medical condition, or disability as specified in federal, State, and local laws. The CONSULTANT shall take affirmative actions to ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, disability, or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. CONSULTANT further agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

27. CONFLICT OF INTEREST

The RFP sets forth important Conflict of Interest rules that will be in force throughout the term of this Agreement. In addition to those provisions, the following also apply:

A. General

Depending on the nature of the work performed, a CONSULTANT of the DISTRICT may be subject to the same conflict of interest prohibitions established by [the Federal Transit Administration (FTA), Federal Highway Administration (FHWA) and (for Federally-funded Agreements)] California law that govern

DISTRICT's employees and officials (Cal. Govt. Code Section 1090 et seq. and Cal. Govt. Code Section 87100 et seq.). During the proposal process or the term of the Agreement, CONSULTANT and its employees may be required to disclose financial interests.

The CONSULTANT warrants and represents that it presently has no interest and agrees that it will not acquire any interest that would present a conflict of interest under California Government Code §1090 et seq. or §87100 et seq. during the performance of services under this Agreement. The CONSULTANT further covenants that it will not knowingly employ any person having such an interest in the performance of this Agreement. Violation of this provision may result in this Agreement being deemed void and unenforceable.

Depending on the nature of the work performed, CONSULTANT may be required to publicly disclose financial interests under the DISTRICT's Conflict of Interest Code. Upon receipt, the CONSULTANT agrees to promptly submit a Statement of Economic Interest on the form provided by DISTRICT.

No person previously in the position of Director, Officer, employee or agent of the DISTRICT shall have any interest, direct or indirect, in this Agreement or the proceeds under this Agreement, nor may any such person act as an agent or attorney for, or otherwise represent the CONSULTANT by making any formal or informal appearance, or any oral or written communication, before the DISTRICT, or any Officer or employee of the DISTRICT, for a period of twelve (12) months after leaving office or employment with the DISTRICT if the appearance or communication is made for the purpose of influencing any action involving the issuance, amendment, award or revocation of a permit, license, grant, or contract.

B. Organizational Conflicts of Interest

CONSULTANT shall take all reasonable measures to preclude the existence or development of an organizational conflict of interest in connection with work performed under this Agreement and other solicitations. An organizational conflict of interest occurs when, due to other activities, relationships, or contracts, a firm or person is unable, or potentially unable, to render impartial assistance or advice to the DISTRICT; a firm or person's objectivity in performing the contract work is or might be impaired; or a firm or person has an unfair competitive advantage in proposing for award of a contract as a result of information gained in performance of this or some other Agreement.

CONSULTANT shall not engage the services of any Subconsultant or independent consultant on any work related to this Agreement if the Subconsultant or independent consultant, or any employee of the Subconsultant or independent consultant, has an actual or apparent organizational conflict of interest related to work or services contemplated under this Agreement.

If at any time during the term of this Agreement CONSULTANT becomes aware of an organizational conflict of interest in connection with the work performed hereunder, CONSULTANT immediately shall provide the DISTRICT with written notice of the facts and circumstances giving rise to this organizational conflict of interest. CONSULTANT's written notice will also propose alternatives for addressing or eliminating the organizational conflict of interest.

If at any time during the term of this Agreement, DISTRICT becomes aware of an organizational conflict of interest in connection with CONSULTANT's performance of the work hereunder, DISTRICT shall similarly notify CONSULTANT.

In the event a conflict is presented, whether disclosed by CONSULTANT or discovered by DISTRICT, the DISTRICT will consider the conflict presented and any alternatives proposed and meet with the CONSULTANT to determine an appropriate course of action. The DISTRICT's determination as to the manner in which to address the conflict shall be final.

During the term of this Agreement, CONSULTANT must maintain lists of its employees, and the Subconsultants and independent consultants used and their employees. CONSULTANT must provide this information to the DISTRICT upon request. However, submittal of such lists does not relieve the

CONSULTANT of its obligation to assure that no organizational conflicts of interest exist. CONSULTANT shall retain this record for five (5) years after the DISTRICT makes final payment under this Agreement. Such lists may be published as part of future DISTRICT solicitations.

CONSULTANT shall maintain written policies prohibiting organizational conflicts of interest and shall ensure that its employees are fully familiar with these policies. CONSULTANT shall monitor and enforce these policies and shall require any subconsultants and affiliates to maintain, monitor and enforce policies prohibiting organizational conflicts of interest.

Failure to comply with this section may subject the CONSULTANT to damages incurred by the DISTRICT in addressing organizational conflicts that arise out of work performed by CONSULTANT, or to termination of this Agreement for breach.

28. ATTORNEYS' FEES

If any legal proceeding should be instituted by either of the parties to enforce the terms of this Agreement or to determine the rights of the parties under this Agreement, the prevailing party in said proceeding shall recover reasonable attorneys' fees, in addition to all court costs.

29. WAIVER

Any waiver of any breach or covenant of this Agreement must be in a writing executed by a duly authorized representative of the party waiving the breach. A waiver by any of the parties of a breach or covenant of this Agreement shall not be construed to be a waiver of any succeeding breach or any other covenant unless specifically and explicitly stated in such waiver

30. SEVERABILITY

If any provision of this Agreement shall be deemed invalid or unenforceable, that provision shall be reformed and/or construed consistently with applicable law as nearly as possible to reflect the original intentions of this Agreement, and in any event, the remaining provisions of this Agreement shall remain in full force and effect.

31. NO THIRD PARTY BENEFICIARIES

This Agreement is not for the benefit of any person or entity other than the parties

32. APPLICABLE LAW

This Agreement, its interpretation and all work performed under it shall be governed by the laws of the State of California. The CONSULTANT must comply with all federal, State, and local laws, rules, and regulations applicable to the Agreement and to the work to be done hereunder, including all rules and regulations of the DISTRICT.

33. RIGHTS AND REMEDIES OF THE DISTRICT

The rights and remedies of the DISTRICT provided herein shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Agreement.

34. BINDING ON SUCCESSORS

All of the terms, provisions, and conditions of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors, assigns and legal representatives.

35. ENTIRE AGREEMENT; MODIFICATION

This Agreement for Services, including any attachments, constitutes the complete Agreement between the parties and supersedes any prior written or oral communications. This Agreement may be modified or amended only by written instrument signed by both the CONSULTANT and the DISTRICT. In the event of a conflict between the terms and conditions of this Agreement and the attachments, the terms of this Agreement will prevail.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized officers as of the Effective Date.

SAN MATEO COUNTY TRANSIT DISTRICT:

CONSULTANT: (See footnote below)*

By: _____

By: _____

Title: General Manager/CEO

Title: _____

ATTEST:

By: _____

By: _____

District Secretary

Title: _____

APPROVED AS TO FORM:

By: _____

Attorney for the District

Note: If the CONSULTANT is a Corporation, this Agreement must be executed by two Corporate Officers, consisting of:

- (1) the President, Vice President or Chair of the Board, and
- (2) the Secretary, Assistant Secretary, Chief Financial Officer, Assistant Chief Financial Officer, Treasurer, or Assistant Treasurer.

In the alternative, this Agreement may be executed by a single Officer or a person other than an Officer provided that evidence satisfactory to the District is provided demonstrating that such individual is authorized to bind the Corporation (e.g. a copy of a certified resolution from the Corporation's Board or a copy of the Corporation's bylaws).

SECTION A ~ PROPOSED PRICE FOR THE BUS REPLACEMENT PARTS INVENTORY

ITEM	CONTRACT YEAR	LINE ITEMS		COST PER LINE		PROPOSED ANNUAL FEE
1	BASE YEAR 1	10,000	X	\$ _____	=	\$ _____
2	BASE YEAR 2	10,000	X	\$ _____	=	\$ _____
3	BASE YEAR 3	10,000	X	\$ _____	=	\$ _____
4	OPTION YEAR 1	10,000	X	\$ _____	=	\$ _____
5	OPTION YEAR 2	10,000	X	\$ _____	=	\$ _____
	<u>(Add Section A Items 1 through 5)</u> SECTION A TOTAL					\$ _____

SECTION B ~ PROPOSED PRICE FOR THE FIXED ASSETS INVENTORY

ITEM	CONTRACT YEAR	LINE ITEMS		COST PER LINE		PROPOSED ANNUAL FEE
1	BASE YEAR 1	4,000	X	\$ _____	=	\$ _____
2	BASE YEAR 2	4,200	X	\$ _____	=	\$ _____
3	BASE YEAR 3	4,400	X	\$ _____	=	\$ _____
4	OPTION YEAR 1	4,600	X	\$ _____	=	\$ _____
5	OPTION YEAR 2	4,800	X	\$ _____	=	\$ _____
	<u>(Add Section B Items 1 through 5)</u> SECTION B TOTAL					\$ _____

GRAND TOTAL ALL-INCLUSIVE, NOT-TO-EXCEED PROPOSED PRICE FOR A FIVE YEAR TERM FOR SECTIONS A & B:

(Add Total of Sections A & B) = \$ _____

DISQUALIFICATION QUESTIONNAIRE

The Proposer shall complete, under penalty of perjury, the following Disqualification Questionnaire:

Has the Proposer, any officer of the Proposer, or any employee of the Proposer who has proprietary interest in the Proposer, ever been disqualified, removed, or otherwise prevented from proposing on or completing a federal, state, or local government project because of a violation of law or a safety regulation?

Yes* _____ No _____

*If the answer is yes, explain the circumstances in the following space:

NOTE: This questionnaire constitutes a part of the Proposal, and signature on any portion of this Proposal shall constitute signature on this questionnaire.

REFERENCE FORM

Proposers shall list the company name and contact information as well as the status of contract(s) where the firm has either provided services as a prime contractor or as a subcontractor during the past five (5) years. A separate form must be provided for each contract the Proposer held/holds with the same company.

If contract was terminated, Proposer shall list the reason for termination. Proposer also must identify and state the status of any litigation, claims or settlement agreements related to any of the identified contracts. Each form must be signed by an officer of the Proposing firm confirming that the information is true and accurate.

Company

Project Description

Address

\$
Project / Contract Value

City, State, Zip

Award Date / End Date

Contact Name

() ()
Telephone Fax

Contact Title

Email

Term and Status of Contract: _____

Other: _____

By signing this Form entitled, I affirm that all information provided herein is true and accurate.

Signature

Date

Name

Title

Note: *please complete this form for each reference provided.*

DBE Forms

1. Is your firm a registered Disadvantaged Business Enterprise (DBE)?

Yes _____ No _____

If the answer is “Yes”, please fill in your DBE Certification Number: _____

2. Does your firm plan to subcontract any of the work or services required under this contract to any subcontractors or sub-consultants, or procure items from suppliers?

Yes _____ No _____

If the answer is “Yes”, please continue with completing this questionnaire.

If the answer is “No”, you may stop here and you do not need to continue to Question 3. Please sign and submit this page and return the *Designation of Sub-consultants and Sub-bidders* form marked “No Sub-consultants”.

3. Describe briefly how your firm solicited small businesses, including DBEs, to participate on this contract.

4. Identify the portion(s) of the work or service that were selected for subcontracting and explain why these portions of work were selected:

5. Explain the reasons for rejecting bids and accepting the bids from the selected subcontractor, sub-consultant or supplier:

6. Describe any efforts your firm made to assist small businesses, including DBEs, in obtaining (1) adequate information about this solicitation, and (2) necessary equipment, supplies, bonding, or insurance, among other requirements, to perform this contract:

7. Describe any other steps your firm used to encourage or select small businesses, including DBEs:

The undersigned certifies that the above narrative is true and accurate and may be relied upon by the Agency in evaluating the Proposer’s compliance with the proposal requirements.

Signature of Owner or Authorized Representative

Title

Date

Designation of Sub-consultants and Sub-proposers

Proposer's Name: _____

Is your firm a Disadvantaged Business Enterprise: Yes _____ No _____

Address: _____

Firm's Annual Gross Receipts: _____ Age of Firm: _____

Phone: () _____ Fax: () _____

Instructions: Proposer MUST provide information below for ALL subcontractors/subconsultants/suppliers ("sub-bidders") that provided Proposer a bid, quote, or proposal for work, services or supplies associated with this contract. This information shall be provided for all sub-bidders regardless of tier for both DBEs and non-DBEs alike. Include all bid acceptance(s) AND rejection(s). Please state "None" if there are no sub-bids, sign and return this form.

Subcontractor/Subconsultant/Supplier Firm Name/Address/Phone/Fax/Contact Person		DBE? (Yes/No)	Description of Work, Services, or Supplies	Dollar Amount of Work, Services, or Supplies	Bid/Quote Accepted? (Yes/No)
1					
2					
3					
4					
5					

Note: Do not indicate more than one "Yes" in the column "Bid/Quote Accepted" for alternative subcontractors for the same work. Use additional sheets if necessary.

The undersigned will enter into a formal agreement with the subcontractor(s), subconsultant(s) and/or supplier(s) whose bid/quote was accepted conditioned upon execution of a contract with the AGENCY. The undersigned certifies that any DBE listed whose quote was accepted will be performing a commercially useful function on the contract. I certify under penalty of perjury that the information included on this form is accurate and true.

Signature of Owner or Authorized Representative

Print Name

Date

CALIFORNIA LEVINE ACT STATEMENT

California Government Code Section 84308, commonly referred to as the "Levine Act," prohibits any San Mateo County Transit District (District) Board Member from participating in any action related to a contract if he or she receives any political contributions totaling more than \$250 within the previous twelve months, and for three months following the date a final decision concerning the contract has been made, from the person or company awarded the contract. The Levine Act also requires a member of the District Board who has received such a contribution to disclose the contribution on the record of the proceeding.

The District's 2010 Board Members are:

Omar Ahmad	Zoe Kersteen-Tucker
Mark Church	Arthur L. Lloyd
Jerry Deal	Karyl Matsumoto
Rose Guilbault	Adrienne Tissier
Shirley Harris	

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than \$250 to any District Board Member in the 12 months preceding the date of the submission of your proposals or the anticipated date of any Board action related to this contract?

 YES NO

if yes, please identify the Board Member(s): _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contribution of more than \$250 to any District Board Member in the three months following any Board action related to this contract?

 YES NO

if yes, please identify the Board Member(s): _____

Answering yes to either of the two questions above does not preclude the District from awarding a contract to your firm or any taking any subsequent action related to the contract. It does, however, preclude the identified Board Member(s) from participating in any actions related to this contract.

Date

Signature of authorized individual

Type or write name of authorized individual

Type or write name of company

DISCLOSURE OF GOVERNMENT POSITIONS

The PROPOSER hereby discloses that the following officers and employees of the PROPOSER's firm currently hold the following positions with the identified governmental agency or held such position in the past 12 months.

<u>Name of Owner/Employee</u>	<u>Name of the Governmental Agency</u>	<u>Complete Address of Gov't Agency</u>	<u>Governmental Position</u> (e.g. Director, Officer, or Employee)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature: _____

Title: _____

Firm: _____

Date: _____

ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS

Included in the Grand Total Bid Price is full compensation for the requirements set forth in Section 00860, INSURANCE REQUIREMENTS of the Contract Documents, including:

A. **Workers' Compensation:**

Workers Compensation with Statutory Limits, as required by Section 3700 et seq. of the California Labor Code, or any subsequent amendments or successor acts thereto governing the liability of employers to their employees.

B. **Employers' Liability Insurance** coverage of not less than:

One Million Dollars (\$1,000,000).

C. **Commercial General Liability** coverage for bodily injury and property damage with policy limits of not less than:

One Million Dollars (\$1,000,000) combined single limit per occurrence or claim;
and
Two Million Dollars (\$2,000,000) general aggregate.

Policy will also contain either a Cross Liability endorsement or Severability of Interests Clause.

D. **Business Automobile Liability Insurance** coverage of not less than:

One Million Dollars (\$1,000,000) combined single limit occurrence.

E. **Property Insurance:**

As specified in Appendix A, Section 13, Subsection 1.E.

F. **Professional Liability Insurance** coverage for errors and omissions and resulting damages including, but not limited to, economic loss to the District with policy limits of not less than :

One Million Dollars (\$1,000,000) combined single limit per occurrence or claim;
and
One Million Dollars (\$1,000,000) general aggregate.

Name of Business Organization

Signature¹

Title

Printed Name

Date

Signature¹

Title

Printed Name

Date

¹*NOTE: If the Contractor is a corporation, two corporate officers must sign on behalf of the corporation as follows: (1) Chairman of the Board, President or Vice President; and, (2) the Secretary, Assistant Secretary, Chief Financial Officer, Assistant CFO, Treasurer or Assistant Treasurer. In the alternative, this Agreement may be executed by a single officer or a person other than an officer provided that evidence satisfactory to the District is provided demonstrating that such individual is authorized to bind the corporation (e.g. a copy of a certified resolution from the corporation's board or a copy of the corporation's by-laws)*

EXHIBITS

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SAMTRANS REVENUE VEHICLES

FIXED-ROUTE							
NORTH BASE		SOUTH BASE		MV TRANSPORTATION		TOTAL	
Bus No.'s	Bus Count	Bus No.'s	Bus Count	Bus No.'s	Bus Count		
119 - 136	18	100 - 118	19	137 - 154	18	55	Fixed Route 2002 NABI 60'
300 - 331	32	332 - 359	28			60	Fixed Route 2003 GILLIG 40'
400 - 431	32					32	Fixed Route 2009 GILLIG 40'
600 - 620	21	621 - 672	51			72	Fixed Route 1998 GILLIG 40'
700 - 741	42	742 - 757	16			58	Fixed Route 1993 GILLIG 35'
758 - 762	5					5	Fixed Route 1993 GILLIG 35'
				933 - 972	40	40	Fixed Route 1993 GILLIG 40'
Fixed-Route	Subtotal	150	114		58	322	

SAM-COAST & ROUTE 17							SAM-COAST 2003 El Dorado Aerotech Ford 22' ROUTE 17 2009 GILLIG 29'
NORTH BASE		SOUTH BASE		MV TRANSPORTATION		TOTAL	
Bus No.'s	Bus Count	Bus No.'s	Bus Count	Bus No.'s	Bus Count		
		2240 - 2242	3			3	
		2900 - 2903	4			4	
SAM-COAST & ROUTE 17	Subtotal	0	7		0	7	

Redi-Wheels									
NORTH BASE		SOUTH BASE		MV TRANSPORTATION		TOTAL			
Bus No.'s	Bus Count	Bus No.'s	Bus Count	Bus No.'s	Bus Count				
200 - 213	14	220 - 238	19			14	Redi-Wheels	2008	El Dorado Amerivan / Chev Uplander 17'
240 - 249	10					10	Redi-Wheels	2005	El Dorado Aerotech Cut-Away 22'
250 - 259	10					29	Redi-Wheels	2007	El Dorado Amerivan / Minivan 17'
260 - 269	10					10	Redi-Wheels	2009	El Dorado Aerotech Cut-Away 22'
Redi-Wheels	Subtotal	44	19		0	63			

OTHER (EQ, CONTINGENCY)							
NORTH BASE		SOUTH BASE		MV TRANSPORTATION		TOTAL	
Bus No.'s	Bus Count	Bus No.'s	Bus Count	Bus No.'s	Bus Count		
930 - 932	3					3	Fixed Route 1993 GILLIG 35' (to be retired Feb. 2010)
500	1	852	1			1	Prototype 2009 GILLIG 40'
						1	Contingency 1984 GILLIG 40'
EQ1	1					1	EQ1 1977 AMG Metropolitan 35'
		EQ2	1			1	EQ2 1977 AMG Metropolitan 35'
763	1					1	Contingency 1993 GILLIG 35'
Other	Subtotal	6	2		0	8	

GRAND TOTALS					
NORTH BASE		SOUTH BASE		MV TRANSPORTATION	
	Bus Count		Bus Count		Bus Count
Grand Totals	200		142		58
					400

SAMTRANS Revenue Vehicle List - sample

Asset ID	Category	Descr	In Service	Location	Cond	Serial ID
1 000000001994	BUSES	2003 EI DORADO AEROTECH 2241	2003-09-25	22-NB	GOOD	1FDWE45FX3HA62670
2 000000001995	BUSES	2003 EI DORADO AEROTECH 2242	2003-09-25	22-NB	GOOD	1FDWE45F03HA90428
3 000000002033	BUSES	2002 NABI - 60' 147	2003-07-01	24	GOOD	1N94361032A140485
4 000000002034	BUSES	2002 NABI - 60' 120	2003-07-01	24	GOOD	1N94361062A140125
5 000000002035	BUSES	2002 NABI - 60' 149	2003-07-01	24	GOOD	1N94361072A140487
6 000000002036	BUSES	2002 NABI - 60' 124	2003-07-01	24	GOOD	1N94361032A140129
7 000000002037	BUSES	2002 NABI - 60' 127	2003-07-01	24	GOOD	1N94361032A140132
8 000000002038	BUSES	2002 NABI - 60' 129	2003-07-01	24	GOOD	1N94361072A140134
9 000000002039	BUSES	2002 NABI - 60' 142	2003-07-01	24	GOOD	1N94361042A140480
10 000000002040	BUSES	2002 NABI - 60' 144	2003-07-01	24	GOOD	1N94361082A140482
11 000000002041	BUSES	2002 NABI - 60' 145	2003-07-01	24	GOOD	1N943610X2A140483
12 000000002042	BUSES	2002 NABI - 60' 138	2003-07-01	24	GOOD	1N94361082A140143
13 000000002043	BUSES	2002 NABI - 60' 140	2003-07-01	24	GOOD	1N94361062A140478
14 000000002044	BUSES	2002 NABI - 60' 143	2003-07-01	24	GOOD	1N94361062A140481
15 000000002045	BUSES	2002 NABI - 60' 135	2003-07-01	24	GOOD	1N94361022A140140
16 000000002046	BUSES	2002 NABI - 60' 136	2003-07-01	24	GOOD	1N94361042A140141
17 000000002047	BUSES	2002 NABI - 60' 137	2003-07-01	24	GOOD	1N94361062A140142
18 000000002048	BUSES	2002 NABI - 60' 146	2003-07-01	24	GOOD	1N94361012A140484
19 000000002049	BUSES	2002 NABI - 60' 150	2003-07-01	24	GOOD	1N94361092A140488
20 000000002050	BUSES	2002 NABI - 60' 151	2003-07-01	24	GOOD	1N94361002A140489
21 000000002051	BUSES	2002 NABI - 60' 154	2003-07-01	24	GOOD	1N94361002A140492
22 000000002052	BUSES	2002 NABI - 60' 100	2003-07-01	24	GOOD	1N94361002A140105
23 000000002053	BUSES	2002 NABI - 60' 130	2003-07-01	24	GOOD	1N94361092A140135
24 000000002054	BUSES	2002 NABI - 60' 152	2003-07-01	24	GOOD	1N94361072A140490
25 000000002055	BUSES	2002 NABI - 60' 153	2003-07-01	24	GOOD	1N94361092A140491
26 000000002056	BUSES	2002 NABI - 60' 148	2003-07-01	24	GOOD	1N94361052A140486
27 000000002057	BUSES	2003 GILLIG LOW FLOOR - 40 300	2003-08-01	24	GOOD	15GGD201631074019
28 000000002058	BUSES	2003 GILLIG LOW FLOOR - 40 301	2003-10-01	24	GOOD	15GGD201231074020
29 000000002059	BUSES	2003 GILLIG LOW FLOOR - 40 302	2003-10-01	24	GOOD	15GGD201431074021
30 000000002060	BUSES	2003 GILLIG LOW FLOOR - 40 303	2003-10-01	24	GOOD	15GGD201631074022
31 000000002061	BUSES	2003 GILLIG LOW FLOOR - 40 304	2003-10-01	24	GOOD	15GGD201831074023
32 000000002062	BUSES	2003 GILLIG LOW FLOOR - 40 305	2003-10-01	24	GOOD	15GGD201X31074024
33 000000002063	BUSES	2003 GILLIG LOW FLOOR - 40 306	2003-10-01	24	GOOD	15GGD201131074025
34 000000002064	BUSES	2003 GILLIG LOW FLOOR - 40 307	2003-10-01	24	GOOD	15GGD201331074026
35 000000002065	BUSES	2003 GILLIG LOW FLOOR - 40 308	2003-10-01	24	GOOD	15GGD201531074027
36 000000002066	BUSES	2003 GILLIG LOW FLOOR - 40 309	2003-10-01	24	GOOD	15GGD201731074028
37 000000002067	BUSES	2003 GILLIG LOW FLOOR - 40 310	2003-10-01	24	GOOD	15GGD201931074029
38 000000002068	BUSES	2003 GILLIG LOW FLOOR - 40 311	2003-10-01	24	GOOD	15GGD201531074030
39 000000002069	BUSES	2003 GILLIG LOW FLOOR - 40 312	2003-10-01	24	GOOD	15GGD201731074031
40 000000002070	BUSES	2003 GILLIG LOW FLOOR - 40 326	2003-11-01	24	GOOD	15GGD201731074045
41 000000002071	BUSES	2003 GILLIG LOW FLOOR - 40 313	2003-11-01	24	GOOD	15GGD201331074032
42 000000002072	BUSES	2003 GILLIG LOW FLOOR - 40 314	2003-11-01	24	GOOD	15GGD201031074033
43 000000002073	BUSES	2003 GILLIG LOW FLOOR - 40 315	2003-11-01	24	GOOD	15GGD201231074034
44 000000002074	BUSES	2003 GILLIG LOW FLOOR - 40 316	2003-11-01	24	GOOD	15GGD201431074035
45 000000002075	BUSES	2003 GILLIG LOW FLOOR - 40 317	2003-11-01	24	GOOD	15GGD201631074036
46 000000002076	BUSES	2003 GILLIG LOW FLOOR - 40 318	2003-11-01	24	GOOD	15GGD201831074037
47 000000002077	BUSES	2003 GILLIG LOW FLOOR - 40 334	2003-12-01	24	GOOD	15GGD201631074053
48 000000002078	BUSES	2003 GILLIG LOW FLOOR - 40 357	2004-01-01	24	GOOD	15GGD201541074076
49 000000002079	BUSES	2003 GILLIG LOW FLOOR - 40 358	2004-01-01	24	GOOD	15GGD201741074077
50 000000002080	BUSES	2003 GILLIG LOW FLOOR - 40 359	2004-01-01	24	GOOD	15GGD201941074078
51 000000002085	BUSES	2003 GILLIG PHANTOM - 40' 800	2003-09-01	24	GOOD	15GCD201631111911
52 000000002086	BUSES	2003 GILLIG PHANTOM - 40' 801	2003-09-01	24	GOOD	15GCD201831111912
53 000000002087	BUSES	2003 GILLIG PHANTOM - 40' 802	2003-09-01	24	GOOD	15GCD201X31111913
54 000000002088	BUSES	2003 GILLIG PHANTOM - 40' 803	2003-09-01	24	GOOD	15GCD201131111914

SAMTRANS NON- REVENUE VEHICLES & SUPPORT EQUIPMENT

# OF VEHS	VEHICLE DESCRIPTION	YEAR
1	BUICK LUCERNE	2006
2	CHEVY ASTRO VAN	2000
1	CHEVY MALIBU	2000
4	DODGE 2500 - Ram Van	1997
10	DODGE CARVANS	2007
11	DODGE STRATUS	1999
1	ENVIROSAVER TRAILER	1991
1	FORD 550-SUPERBOY	2009
1	FORD E250 VAN	2009
3	FORD E350 VAN	2006
1	FORD E450	1997
1	FORD F-350 FLATBED	2008
6	FORD F350 PICK-UP	2008
1	FORD F650 TRUCK	2000
2	HONDA MOTORCYCLE	1991
2	HYSTER H80XM FORKLIFT	2001
3	HYSTER J30XMT2 ELEC. FORK LIFT W/CHARGER	2001
1	JACOBSEN TRAILER FOR POWER SWEEPER	2001
4	JEEP CHEROKEE	1998
5	JEEP CHEROKEE	2000
	MILLER ARC WELDER GENERATOR W/TRAILER	1983
5	PONTIAC GRAND PRIX	2007
2	TAYLOR DUNN ELECTRIC PWRD CARGO CARRIER	2001
1	TENNANT POWER SWEEPER	2001
4	TENNANT T5 FLOOR SCRUBBER	2008
21	TOYOTA PRIUS	2009
2	UNITED TRACTOR TOW TRACTOR- TUG	2000
96	TOTAL VEHICLES & EQPT.	

SAMTRANS Non-Revenue Vehicles List - sample

Asset ID	Category	Descr	In Service	Location	Cond	Serial ID
00000073	CTE	1999 DODGE STRATUS	1999-11-01	22-NB	GOOD	1B3EJ56H9XN642146
00000074	CTE	1999 DODGE STRATUS	1999-11-01	22-NB	GOOD	1B3EJ56H4XN642149
00000076	CTE	1999 DODGE STRATUS	1999-11-01	22-NB	GOOD	1B3EJ56H9XN642132
00000077	CTE	1999 DODGE STRATUS	1999-11-01	22-NB	GOOD	1B3EJ56H3XN642143
00000078	CTE	1999 DODGE STRATUS	1999-11-01	22-NB	GOOD	1B3EJ56H5XN642144
00000079	CTE	1999 DODGE STRATUS	1999-11-01	22-NB	GOOD	1B3EJ56H2XN642148
00000080	CTE	1999 DODGE STRATUS	1999-11-01	22-NB	GOOD	1B3EJ56H2XN642151
00000081	CTE	1999 DODGE STRATUS	1999-11-01	22-NB	GOOD	1B3EJ56H7XN642131
00000082	CTE	1999 DODGE STRATUS	1999-11-01	22-NB	GOOD	1B3EJ56H1XN642142
00000087	CTE	1999 DODGE STRATUS	1999-11-01	22-NB	GOOD	1B3EJ56H2XN642134
00000088	CTE	1999 DODGE STRATUS	1999-11-01	22-NB	GOOD	1B3EJ56H6XN642136
00000093	CTE	1999 DODGE STRATUS	1999-11-01	22-NB	GOOD	1B3EJ56HXXN642141
00000094	CTE	1999 DODGE STRATUS	1999-11-01	22-NB	GOOD	1B3EJ56H8X1642137
00000095	CTE	1999 DODGE STRATUS	1999-11-01	22-NB	GOOD	1B3EJ56H7X1642145
00000229	CTE	2000 JEEP CHEROKEE	2000-05-01	22-NB	GOOD	1J4FF28S4YL225679
00000230	CTE	2000 JEEP CHEROKEE	2000-05-01	22-NB	GOOD	1J4FF28S6YL225683
00000231	CTE	2000 JEEP CHEROKEE	2000-05-01	22-NB	GOOD	1J4FF28S9YL225676
00000377	CTE	2000 JEEP CHEROKEE	2000-06-01	22-NB	GOOD	1J4FF28S4YL225682
00000435	CTE	2000 JEEP CHEROKEE	2000-03-01	20	GOOD	1J4FF28S0YL225680
00000436	CTE	2000 JEEP CHEROKEE	2000-03-01	20	GOOD	1J4FF28S2YL225681
00000437	CTE	2000 JEEP CHEROKEE	2000-03-01	20	GOOD	1J4FF28S0YL225677
00000438	CTE	2000 JEEP CHEROKEE	2000-03-01	20	GOOD	1J4FF28S2YL225678
000000002523	CTE	2006 FORD E350 VAN	2005-08-01	22-NB	GOOD	1FTSE34P16HA42514
000000002524	CTE	2006 FORD E350 VAN	2005-08-01	22-NB	GOOD	1FTSE34P56HA42516
000000002525	CTE	2006 FORD E350 VAN	2005-08-01	22-NB	GOOD	1FTSE34P36HA42515
000000003008	AUTO	2007 PONTIAC GRAND PRIX	2006-08-17	NORTH BASE	GOOD	2G2WP552671118022
000000003009	AUTO	2007 PONTIAC GRAND PRIX	2006-08-17	NORTH BASE	GOOD	2G2WP552571117413
000000003010	AUTO	2007 PONTIAC GRAND PRIX	2006-08-17	NORTH BASE	GOOD	2G2WP552371118334
000000003011	AUTO	2007 PONTIAC GRAND PRIX	2006-08-17	NORTH BASE	GOOD	2G2WP552171118672
000000003018	AUTO	2007 DODGE CARAVAN	2006-09-23	22-NB	GOOD	1D4GP24R07B111339
000000003019	AUTO	2007 DODGE CARAVAN	2006-09-23	22-NB	GOOD	1D4GP24R77B111340
000000003020	AUTO	2007 DODGE CARAVAN	2006-09-23	22-NB	GOOD	1D4GP24R97B111341
000000003021	AUTO	2007 DODGE CARAVAN	2006-09-23	22-NB	GOOD	1D4GP24R47B111344
000000003022	AUTO	2007 DODGE CARAVAN	2006-09-23	22-NB	GOOD	1D4GP24R67B111345
000000003023	AUTO	2007 DODGE CARAVAN	2006-09-23	22-NB	GOOD	1D4GP24RX7B111347
000000003024	AUTO	2007 DODGE CARAVAN	2006-09-23	22-NB	GOOD	1D4GP24R17B11134B
000000003025	AUTO	2007 DODGE CARAVAN	2006-09-23	22-NB	GOOD	1D4GP24R27B111343
000000003026	AUTO	2007 DODGE CARAVAN	2006-09-23	22-NB	GOOD	1D4GP24R07B111342
000000003027	AUTO	2007 DODGE CARAVAN	2006-09-23	22-NB	GOOD	1D4GP24R87B111346
000000003716	CTE	Ford F350 4x2 Regular Cab	2007-10-17	22	GOOD	1FDWF36RX8EC53823
000000003717	CTE	Ford F350 4x2 Regular Cab	2007-10-17	22	GOOD	1FDWF36R18EC53824
000000003718	CTE	Ford F350 4x2 Super Cab	2007-10-17	22	GOOD	1FDWF36R18EC53825
000000003719	CTE	Ford F350 4x2 Super Cab	2007-10-21	22	GOOD	1FDWF36R18EC53826
000000003720	CTE	Ford F350 4x2 Super Cab	2007-10-17	22	GOOD	1FDWF36R18EC53827
000000003721	CTE	Ford F350 4x2 Regular Cab	2007-10-17	22	GOOD	1FDWF36R88EC53822
000000003722	CTE	Ford F350 4x2 Super Cab	2007-11-27	22	GOOD	1FDSX34R28EC76947
E9E91	CTE	1991 HONDA MOTORCYCLE	1991-06-01	20	GOOD	JH2MD2211MK000646



San Mateo County Transit District

Bus Stop Amenity Inventory - sample

District Shelters: 156
CBS Shelters: 48
Trash Receptacles: 259
Benches: 173

City	Stop ID	Route Street	Cross Street	Direction	District Shelters	CBS Shelters	Shelter Type	Trash Receptacle	Benches	
San Francisco	SF.44	Lake Merced Blvd.	Font Blvd.	SB					1	
San Francisco	SF	Mission St.	7th St.	WB				2		
San Francisco	SF.06	19th Ave.	Winston Drive	SB	2		Columbia	1		
Inventory of SAN FRANCISCO					2	0		3	1	
Daly City	DC.48	Brunswick St.	Templeton Ave.	EB	1		Columbia			
Daly City	DC.348	Templeton Ave.	Brunswick St.	EB					1	
Daly City	DC.519	Edgeworth Ave.	90th St.	SB	1		Columbia	1	1	
Daly City	DC.518	Edgeworth Ave.	90th St.	NB	1		Columbia		1	
Daly City	DC.107	Gellert Blvd.	Serramonte Blvd.	SB	1		Columbia	1		
Daly City	DC.111	Gellert Blvd.	Hickey Blvd.	NB	1		Concrete	1	1	
Daly City	DC.604	Hickey Blvd.	Kaiser Hosp	EB	1		Columbia			
Daly City	DC.155	Hillside Blvd.	Brunswick St.	SB	1		Columbia	1		
Daly City	DC.164	Hoffman St.	Lausanne	EB	1		Columbia			
Daly City	DC.166	John Daly Blvd	Dorchester Dr.	EB	1		Columbia			
Daly City	DC.169	John Daly Blvd	Lake Merced Blvd.	WB	1		Columbia	1		
Daly City	DC.169	John Daly Blvd	Lake Merced Blvd.	EB	1		Columbia			
Daly City	DC.165	John Daly Blvd	Cliffside Drive	WB				1		
Daly City	DC.172	John Daly Blvd	Park Plaza	EB	1		Columbia	1		
Daly City	DC.173	John Daly Blvd	Poncetta Drive	EB	1		Columbia	1		
Daly City	DC.170	John Daly Blvd	Mission St.	EB	1		Columbia	1		
Daly City	DC.184	Junipero Serra Blvd.	School St.	NB				1		
Daly City	DC.178	Junipero Serra Blvd.	87th	SB				1		
Daly City	DC.186	Junipero Serra Blvd.	Serramonte Blvd.	NB	1		Columbia		1	

SAMTRANS Bus Equipment List - sample

Asset ID	Category	Descr	Acq Date	Location	Cond	Serial ID
00000022	BEQUI	FRONT BUMPER BIKE RACKS	1999-07-01	22-SB	GOOD	
00000622	BEQUI	WHEELCHAIR LIFT MODEL #L9371B	1999-08-01	22-NB	GOOD	
00000744	BEQUI	FAREBOX MODEL E-5 W/VAULT LOCK	2001-04-05	22-NB	GOOD	
00001497	BEQUI	Recording Equipment	2002-07-01	22-NB	GOOD	
000000002029	BEQUI	Kalatel Camera	2003-07-01	22-NB	GOOD	
000000002030	BEQUI	Kalatel Camera	2003-07-01	22-NB	GOOD	
000000002031	BEQUI	Spare Differential Carrier	2003-07-01	22-SB	GOOD	
000000002251	BEQUI	Claire Longview-SAMTRANS	2004-08-16	22-NB	GOOD	
000000002252	BEQUI	Claire Longview-SAMTRANS	2004-08-16	22-NB	GOOD	
000000002253	BEQUI	Claire Longview-SAMTRANS	2004-08-16	22-NB	GOOD	
000000002254	BEQUI	Claire Longview-SAMTRANS	2004-08-16	22-NB	GOOD	
000000002255	BEQUI	Claire Longview-SAMTRANS	2004-08-16	22-NB	GOOD	
000000002256	BEQUI	Claire Longview-SAMTRANS	2004-08-16	22-NB	GOOD	
000000002257	BEQUI	Claire Longview-SAMTRANS	2004-08-16	22-NB	GOOD	
000000002334	BEQUI	Gillig Carrier ASM, 71163	2004-04-06	22-SB	GOOD	
000000002605	BEQUI	LVJX-601A LongView Samtrans	2005-08-26	22-NB	GOOD	
000000002606	BEQUI	LVJX-601A LongView Samtrans	2005-08-26	22-NB	GOOD	
000000002607	BEQUI	LVJX-601A LongView Samtrans	2005-08-26	22-NB	GOOD	
000000002608	BEQUI	LVJX-601A LongView Samtrans	2005-08-26	22-NB	GOOD	
000000002609	BEQUI	LVJX-601A LongView Samtrans	2005-08-26	22-NB	GOOD	
000000002610	BEQUI	LVJX-601A LongView Samtrans	2005-08-26	22-NB	GOOD	
000000002624	BEQUI	LVJX-601A LongView Samtrans	2005-08-26	22-NB	GOOD	
000000002625	BEQUI	LVJX-601A LongView Samtrans	2005-08-26	22-NB	GOOD	
000000002626	BEQUI	LVJX-601A LongView Samtrans	2005-08-26	22-SB	GOOD	
000000002627	BEQUI	LVJX-601A Installation Kits	2005-07-29	22-SB	GOOD	
000000002628	BEQUI	LVJX-601A Installation Kits	2005-07-29	22-SB	GOOD	
000000002729	BEQUI	Install Claire Longview Systm	2005-09-29	22-NB	GOOD	
000000002730	BEQUI	Install Claire Longview Systm	2005-09-29	22-NB	GOOD	
000000002816	BEQUI	Claire Nox Device Installatio	2005-09-29	22-NB	GOOD	
000000002865	BEQUI	Kalatel Mobileview Dvr Upgrade	2005-11-08	22-NB	GOOD	
000000002866	BEQUI	Kalatel Mobileview Dvr Upgrade	2005-11-08	22-NB	GOOD	
000000003043	BEQUI	LIFT ASM.	2006-09-22	NORTH BASE	GOOD	
000000003049	BEQUI	DUAL LAZY SUSAN TILT	2006-10-30	NORTH BASE	GOOD	
000000003107	BEQUI	Bus Catalyst Longview System	2007-03-07	22-NB	GOOD	
000000003108	BEQUI	Bus Catalyst Longview System	2007-03-07	22-NB	GOOD	
000000003653	BEQUI	Wheel Chair Lift Assembly	2007-09-24	NORTH BASE	GOOD	3516001
000000003654	BEQUI	Wheelchair Ramp Lift Assembly	2007-09-24	NORTH BASE	GOOD	3227021
000000003705	BEQUI	Wheel Chair Lift Assembly	2008-01-09	NORTH BASE	GOOD	
000000003710	BEQUI	Wheel Chair Lift Assembly	2008-01-09	NORTH BASE	GOOD	
000000003713	BEQUI	Inition & Door Locks Keys	2008-01-16	22-NB	GOOD	
L9BE808	BEQUI	DDR 536500 READER - N. FLYER	1990-10-01	22-NB	GOOD	
L9BE809	BEQUI	MTU PROGRAMMER	1991-03-01	22-NB	GOOD	
M3BE1642	BEQUI	16GFI FAREBOXES 84748-84763	1993-09-01	22-NB	GOOD	
M3BE1643	BEQUI	16MOTOROLA RADIOS 82-11604-00/	1994-01-01	22-NB	GOOD	
M3BE1646	BEQUI	5MTU PROGRAMMERMATRIX MAX SIGN	1994-01-01	22-NB	GOOD	

SAMTRANS Maintenance Equipment List - sample

Asset ID	Category	Descr	Acq Date	Location	Cond	Serial ID
00000026	NMEQU	PAKPRESS 1-PPK-E W/ VERSA VAC	2000-02-01	22-SB	GOOD	
00000224	NMEQU	GROVESNOR MET III INSTL-BUS986	1999-12-01	22-NB	GOOD	
00000430	NMEQU	BUS WASHER (DRIVE THRU) SYSTEM	1999-09-01	22-NB	GOOD	
00000483	NMEQU	LINCOLN 10T AIR/HYD JACK	2000-08-01	22-NB	GOOD	
00000665	NMEQU	LISTA WORKBENCH	2001-01-01	22-NB	GOOD	
00000704	NMEQU	Gillig Dolly ASM Eng/Transsmis	2001-02-09	22-NB	GOOD	
00000716	NMEQU	FABRICATE 3 SUSPN. FIXTURE W/P	2001-02-15	22-SB	GOOD	
00000717	NMEQU	FABRICATE FUEL & AIR TANKS CRD	2001-02-22	22-SB	GOOD	
00000738	NMEQU	BRAKE LATHE #505D-BX, PARTS	2001-01-10	22-NB	GOOD	
00000753	NMEQU	GRAY HI-RISE JACK W/DIFF ADAPT	2001-01-25	22-NB	GOOD	
00000780	NMEQU	10 HP DIESEL DRIVE COMPRESSOR	2001-02-22	22-SB	GOOD	
00000795	NMEQU	HYDRAULIC LIFT TRUCK FOOT OPER	2001-04-27	22-SB	GOOD	2666T1
00000815	NMEQU	DOLLY ASM ENG/TRANSM POWER MOD	2001-05-15	22-NB	GOOD	040231403
00000816	NMEQU	HARD WIRE TWO BATTERY CHARGERS	2001-05-29	22-NB	GOOD	
00000823	NMEQU	RIGID NAME PLATE STAMPNG PRESS	2001-06-19	22-NB	GOOD	SETONM1754DP5F
00000849	NMEQU	SEFAC TRANS JACKS DFM6115	2001-05-01	22-SB	GOOD	S0104
00000850	NMEQU	SEFAC TRANS JACK DFM6115	2001-05-01	22-SB	GOOD	S0105
00000927	NMEQU	M1754 RIGID NAME PLATE PRESS	2001-05-03	22-NB	GOOD	49455
00000971	NMEQU	M810-POWER SWEEPER, RIDER	2001-06-29	20	GOOD	810-3130
00001314	NMEQU	KONI MOBILE LIFT	1997-12-06	20	GOOD	
00001441	NMEQU	Sterkil-24 Mobile Lifts-10 YR	2002-09-30	20	GOOD	
00001544	NMEQU	Diesel Fuel Dispenser	2003-06-30	20	GOOD	
000000002318	NMEQU	Municipal Bus Simulator	2002-01-31	22-NB	GOOD	
000000002447	NMEQU	10 Ton Air/Hydraulic Jack	2005-02-28	22-NB	GOOD	
000000003083	NMEQU	ENERPAC 50-TON HYDRAULIC PRESS	2007-01-23	22-NB	GOOD	
000000003084	NMEQU	OBERG OIL FILTER PRESS	2007-01-23	22-NB	GOOD	
000000003085	NMEQU	OBERG OIL FILTER PRESS	2007-01-23	22-NB	GOOD	
000000003089	NMEQU	Flange Brush Mounting 56 units	2007-01-22	NORTH BASE	GOOD	
000000003090	NMEQU	Curtain Roof Mop Kit	2007-01-22	NORTH BASE	GOOD	
000000003092	NMEQU	Impact wrench gun - 2 units	2007-03-29	22-NB	GOOD	
000000003093	NMEQU	Portable Pressure Washer	2007-03-29	22-NB	GOOD	
000000003165	NMEQU	Brake Shoe Fixture	2007-03-06	22-NB	GOOD	
000000003167	NMEQU	Dual Cylinder Scale	2007-03-06	22-NB	GOOD	
000000003177	NMEQU	Welding Machine Sycrowav 250DX	2007-03-21	22-NB	GOOD	
000000003178	NMEQU	Plasma Cutter Powermax 600	2007-03-21	22-NB	GOOD	
000000003207	NMEQU	Oil tank testing & part replac	2006-11-30	22-NB	GOOD	
000000003246	NMEQU	20-Ton Hydraulic Jack	2007-04-12	22-NB	GOOD	
000000003269	NMEQU	Lift Pump Replacement	2007-06-11	22-NB	GOOD	
000000003276	NMEQU	Trailer Rehab	2007-04-25	22-NB	GOOD	
000000003277	NMEQU	Lift Repair & Seal Replacement	2006-08-22	22	GOOD	
000000003290	NMEQU	Steam Pit Doors Rehab	2006-06-28	22	GOOD	
000000003631	NMEQU	TENNANT FLOOR SCRUBBER T5	2008-01-22	22	GOOD	T5-10372516
000000003634	NMEQU	TENNANT FLOOR SCRUBBER	2008-01-23	22	GOOD	T5-10372517
000000003659	NMEQU	Battery Load Tester	2007-12-11	22	GOOD	000606
000000003738	NMEQU	Emco Wheaton Posi Lock Nozzle	2008-03-07	22	GOOD	
000000003881	NMEQU	5 Ton Package Unit	2008-06-06	22	GOOD	
0000430B	NMEQU	N/B BUS WASHER	1999-09-01	20	GOOD	
C8NM97	NMEQU	HEAVY DUTY HOT PART WASHER MR.	1986-04-01	22	GOOD	
E4NM180	NMEQU	BUS WASHER	1988-11-01	22	GOOD	
E8NM258	NMEQU	2 SETS OF 4 PORTABLE BUS LIFTS	1990-10-01	22	GOOD	
F3NM380	NMEQU	2 REFRIGERANT RECLAIM SYSTEMS	1994-05-01	22	GOOD	

San Mateo County Transit District Office Equipment List - sample

Asset ID	Category	Descr	In Service	Cond	Serial ID
00000066	OE	MINOLTA DI520 DIGITAL COPIER	2000-01-01	GOOD	3519526
000000002198	OE	DI5510 Digital Printer/Copier	2004-09-27	GOOD	
000000002199	OE	C350 Color Printer (HD-501)	2005-03-29	GOOD	
000000002200	OE	C350 Color Printer (HD-501)	2005-03-29	GOOD	
000000002692	COMPU	Poweredge 2850 Server	2005-10-11	GOOD	
000000002931	COMPU	HP LJ4350N Laserjet	2006-03-20	GOOD	
000000002945	COMPU	Dell Latitude D620	2006-05-15	GOOD	9YSKZ91
000000002946	COMPU	Dell Latitude D620	2006-05-15	GOOD	93TKZ91
000000002947	COMPU	Dell Latitude D620	2006-05-15	GOOD	
000000002974	COMPU	Dell Latitude D620	2006-04-26	GOOD	39PNV91
000000002975	COMPU	Optplex GX 620 - B30XY91	2006-05-09	GOOD	B30XY91
000000003014	COMPU	OPTIPLEX GX620	2006-09-21	GOOD	
000000003015	COMPU	OPTIPLEX GX620 & LATITUDE D620	2006-08-21	GOOD	
000000003016	COMPU	LATITUDE D620	2006-08-21	GOOD	
000000003017	COMPU	OPTIPLEX GX620	2006-10-03	GOOD	
000000003045	COMPU	LCD RACK	2006-10-09	GOOD	USA308318
000000003046	COMPU	APC NETSHELTER SX42U	2006-10-02	GOOD	
000000003047	COMPU	SERVER REPLACEMENT	2006-10-02	GOOD	
000000003048	COMPU	COMPUTER SOFTWARE	2006-10-03	GOOD	
000000003054	COMPU	LATITUDE	2006-11-03	GOOD	
000000003055	COMPU	OPTIPLEX GX620	2006-10-18	GOOD	
000000003058	COMPU	DELL EXCHANGE POWEREDGE	2006-12-14	GOOD	
000000003059	COMPU	DELL EXCHANGE POWEREDGE	2006-12-14	GOOD	
000000003060	COMPU	DELL EXCHANGE POWEREDGE	2006-12-14	GOOD	
000000003061	COMPU	COMPUTER EQUIPMENT	2007-02-15	GOOD	
000000003062	COMPU	OPTIPLEX 745 MINITOWER	2007-02-15	GOOD	
000000003078	COMPU	DELL PRECISION DESKTOP	2007-02-06	GOOD	
000000003079	COMPU	Cisco Wi-Fi Components 4 units	2007-03-14	GOOD	
000000003081	OE	Amano Time Recorders - 6 units	2006-12-14	GOOD	
000000003133	COMPU	Disk Array Enclosure	2007-04-24	GOOD	
000000003134	COMPU	Dell PowerEdge 1955	2007-04-24	GOOD	
000000003135	COMPU	Dell PowerEdge 1955	2007-04-24	GOOD	
000000003136	COMPU	Dell PowerEdge 1955	2007-04-24	GOOD	
000000003137	COMPU	Cisco Wi-Fi Components 2 units	2007-04-12	GOOD	
000000003138	COMPU	Dell Optiplex Computer	2006-12-14	GOOD	
000000003152	COMPU	Cisco Switch - 4 units	2006-12-07	GOOD	
000000003153	COMPU	Dell PowerEdge 2950 3GHz	2007-04-05	GOOD	
000000003154	COMPU	Dell PowerEdge 2950 3GHz	2007-04-05	GOOD	
000000003236	OE	Printer HP M4345 Laser Jet	2007-04-27	GOOD	
000000003498	OE	Printers Lease Biz Hub FY07	2007-02-02	GOOD	
000000003572	OE	MINOLTA BizHub 350	2007-09-28	GOOD	
000000003742	OE	Shure ULX Wireless Mic System	2008-04-10	GOOD	