

**AGREEMENT**

**Between**

**GREATER RICHMOND TRANSIT COMPANY**

**And**

**[CONTRACTOR]**

**For**

**TRANSIT AMENITIES:**

**INSTALLATION, RELOCATION AND REMOVALS**

**Effective**

**[DATE]**

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## A G R E E M E N T

This Agreement (“Agreement”), effective as of \_\_\_\_\_, 2015, is by and between Greater Richmond Transit Company, a Virginia corporation with offices at 1301 E Belt Blvd., Richmond, Virginia 23224 (“GRTC”), and [CONTRACTOR NAME], a [STATE OF INCORPORATION] [type of entity] with a place of business at [ADDRESS] (“Contractor”).

### R E C I T A L S

1. GRTC is engaged in the business of providing public transportation service in the Greater Richmond area.
2. In the conduct of its transit service activities, GRTC requires amenity installation and replacement services (“Services”).
3. Contractor is capable of providing Services and any related goods for GRTC.
4. GRTC and Contractor desire to enter into an agreement pursuant to which Contractor shall provide Services and related goods for GRTC’s transit service activities.

**N O W T H E R E F O R E**, the parties agree as follows:

#### 1. DEFINITIONS

**Additional Services** – GRTC-requested services in addition to the Services set forth on Attachment A, but of the same general type as the Services, or the performance of the Services at a facility leased or owned by GRTC but not listed on Attachment A, as defined in Section 4.1.

**Change Order** – written order issued by GRTC, with or without notice to sureties, making changes, additions or deletions to the scope of Services, as defined in Section 8.1.

**Contract Administrator** – the individual designated by GRTC to administer the Agreement and be the Contractor’s primary point of contact. The Contract Administrator will approve orders, receipts, invoices, and document Contractor’s performance, as defined in Section 3.2.

**Contract Year** – a 12-month period beginning on the Effective Date and any anniversary thereof. A Contract Year shall be designated by the calendar year in which the Contract Year begins. (For example, if a Contract Year began on November 1, 2008, such Contract Year would be referred to hereunder as the Contract Year 2008.)

**Contractor** – [•].

**Contractor Personnel** – duly licensed and fully trained and competent personnel or approved subcontractors having a skill level appropriate for the tasks assigned to them, as defined in Section 7.1.

**Effective Date** – [\*]

**Facilities** – GRTC-owned facilities or other sites identified in Attachment A at which Contractor shall perform Services.

**Goods** – materials and supplies necessary for the performance of the Services, but shall not include any small tools or consumables used by Contractor to perform the Services, as defined in Section **Error! Reference source not found.**

**Indemnitees** – as further defined in Article 10, GRTC, and Old Dominion Transit Management Company, their elected officials, officers, officials, agents, and employees.

**Initial Term** – as further defined in Article 2, the first one-year period during which this Agreement shall be in effect, beginning on the Effective Date, as defined in Article 2.

**Renewal Term** – as further defined in Article 2, any 12-month period commencing on the day after the Initial Term or the previous Renewal Term ends, during which this Agreement shall remain in effect.

**Service Order** – as further defined in Section 4.1, GRTC’s written directions to Contractor to perform Additional Services,

**Services** – the services described on Attachment A that are to be performed by Contractor hereunder.

**Term** – the period during which this Agreement shall be in effect, which shall include the Initial Term and any Renewal Term(s), as defined in Article 2.

## **2. TERM**

**2.1.** This Agreement shall be effective as of the Effective Date and, unless earlier terminated or cancelled, shall continue in effect for one Contract Year thereafter (the “Initial Term”).

**2.2.** At the end of the Initial Term, this Agreement shall expire unless GRTC, in its sole discretion, provides written notice to Contractor of its intent to renew this Agreement for an additional period of one Contract Year (a “Renewal Term”). At the end of the first Renewal Term, this Agreement shall expire unless GRTC, in its sole discretion, provides notice to Contractor of its intention to continue this Agreement for an additional Renewal Term.

**2.3.** For the avoidance of doubt, in no event shall the Term hereof exceed three Contract Years.

**2.4.** At the end of the Initial Term and any Renewal Term, GRTC and Contractor may mutually agree upon modifications to Attachment D of this Agreement to be effective in the subsequent Renewal Term.

**2.5.** GRTC’s notice(s) of its intention to continue this Agreement must be provided to Contractor not less than thirty days prior to the expiration of the Initial Term or the then-current Renewal Term, as applicable.

### **3. SERVICES**

**3.1. Performance of Services** - Contractor shall perform the services described in Attachment A hereto (the "Services"). Contractor shall perform the Services on an ongoing basis during the Term, in accordance with the schedule, if any, set forth on Attachment A. Performance hereunder shall be governed by the terms and conditions of this Agreement, and GRTC's or Contractor's use of pre-printed forms for any purpose shall be for administrative convenience only. All Services shall be performed in strict accordance with the terms and conditions of this Agreement, including the schedule, if applicable. GRTC reserves the right, upon reasonable notice to Contractor, to audit and observe Contractor's performance hereunder at the facility where the Services are being performed. Time is of the essence for the performance of all Services.

**3.2. Materials and Equipment** - Contractor shall provide all materials, tools and equipment ("Supplies") that may be necessary for the proper performance of the services, without additional compensation. Contractor shall be responsible for and shall bear the risk of loss or damage to its Supplies, unless such loss or damage results from the gross negligence of GRTC or its employees or agents. Contractor shall require all of its personnel to waive all claims against GRTC for lost or damaged Supplies and shall indemnify GRTC against any claims arising in connection with lost or damaged Supplies belonging to any Contractor personnel. Nothing herein shall require Contractor to indemnify GRTC against any claims demonstrated by Contractor to have resulted solely from GRTC's negligence or willful misconduct.

**3.3. Contract Administrator** - Contractor's performance under this Agreement may be monitored and reviewed by a representative designated by GRTC to administer the Agreement and be the Contractor's primary point of contact ("Contract Administrator"). Reports and data required to be provided by Contractor shall be delivered to the Contract Administrator. Questions by Contractor regarding interpretation of the terms, provisions, and requirements of this Agreement shall be addressed to the Contract Administrator for response.

### **4. ADDITIONAL SERVICES, GOODS AND PURCHASE ORDERS**

#### **4.1. Additional Services**

**4.1.1.** In addition, from time to time during the Term, GRTC may, but is not obligated to, request that Contractor provide services in addition to the Services set forth on Attachment A, but of the same general type as the Services. When GRTC desires Contractor to perform Additional Services, it shall issue a written "Service Order" to Contractor.

**4.1.2.** Upon receipt of a Service Order, Contractor shall promptly prepare a response to such Service Order, indicating the commercial terms and conditions under which Contractor would perform such Additional Services ("Contractor's Offer"). Contractor's Offer shall become a part of this Agreement and Contractor shall be obligated to perform the services described in Contractor's Offer when Contractor receives written acceptance of Contractor's Offer from GRTC. Contractor shall not, however, begin performance unless the acceptance of

Contractor's Offer is delivered by GRTC. Once accepted, Additional Services shall be deemed Services hereunder.

**4.2. Purchase Orders** - GRTC may use its purchase order forms to request Additional Services or facilitate payment for any Services. Any preprinted terms appearing on GRTC's purchase order forms, as distinguished from terms written by hand or typed by GRTC, shall be void and have no force with respect to this Agreement. In accordance with Section 3.1 above, the use of Contractor's forms for any purpose shall be for administrative convenience only and any terms and conditions contained on Contractor's forms shall be void and have no force with respect to this Agreement.

### **4.3. Acceptance of the Work**

**4.3.1. Completion of Services** - GRTC shall be deemed to have accepted the Services as complete upon the satisfaction of all of the following conditions, as applicable:

(a) Any performance tests specified by GRTC shall have been completed by Contractor in conformance with such specifications, the results of which shall have been accepted by GRTC;

(b) The Services shall be 100% complete, unless and to the extent GRTC agrees otherwise in writing;

(c) Contractor shall have delivered to GRTC all documents required to be delivered to GRTC pursuant to this Agreement;

(d) Contractor shall have delivered to GRTC a notice signed by Contractor certifying that all of the preceding conditions set forth in this Section have been satisfied;

(e) There shall exist no event of default, or an event which, with the passage of time or the giving of notice or both, would constitute an event of default pursuant to this Agreement; and

(f) GRTC shall have delivered written notice to Contractor of its acceptance of the Services, as described below.

Upon the satisfaction of all of the conditions set forth in this Section 4.3.1, GRTC shall accept the Services by delivering to Contractor written notice of such acceptance. Upon such acceptance, Contractor shall turn over control and operation of the Services to GRTC, whereupon GRTC shall assume risk of loss for the Services.

**4.3.2. Partial Turnover Prior to Acceptance** - If directed by GRTC or if so provided in Attachment A, Contractor shall turn over to GRTC certain portions of the Services prior to GRTC's acceptance pursuant to Section 4.3.1 above. GRTC shall assume control and custody over, and risk of loss for, such portions of the Services that may be turned over to GRTC pursuant to this Section 4.3.2; provided, however, nothing herein shall be deemed to limit Contractor's liability or otherwise excuse Contractor for any portion of the Services that fails to conform to this Agreement or that is subsequently damaged or destroyed as the result of any

negligent or intentional act or omission of Contractor or its subcontractors or suppliers. A partial turnover of any portion of the Services shall not constitute acceptance of that portion of the Services, or shorten the remedial periods otherwise provided in this Agreement.

## **5. COMPENSATION**

**5.1.** GRTC shall compensate Contractor for the performance of the Services in accordance with the fees and rates set forth on Attachment B (the "Charges").

**5.2.** The Charges represent the full and complete compensation for the proper performance of the Services, and include compensation for all services, labor, supervision, transportation, supplies and equipment necessary for the performance of the Services and for all taxes (except sales and use taxes, if any), fees, fringe benefits, insurance, profit and overhead in connection with Contractor's performance of the Services.

## **6. INVOICES AND PAYMENT**

**6.1. Invoices** - Contractor shall submit an invoice to GRTC, Accounts Payable, each month for the Services performed during the immediately preceding month. No advance payment shall be made or accepted for Services performed by Contractor pursuant to this Agreement. Contractor's invoices shall include the applicable purchase order number and must be accompanied by all required documentation to support all charges, including, but not limited to, originals of GRTC-approved time sheets, and, as applicable, a copy of the Service Order or Contractor's Offer, invoices for subcontractor services. All applicable rebates and discounts shall be identified separately on Contractor's invoice. Any invoice submitted to GRTC in an improper format or without the required information or documentation will be returned unpaid to Contractor for correction and resubmission.

### **6.2. Payment**

**6.2.1.** GRTC shall pay all undisputed portions of properly documented invoices within 30 days after receipt of Contractor's invoice. If GRTC disputes any portion of an invoice, GRTC shall provide written notice to Contractor indicating the reason GRTC is withholding any amount, and GRTC shall pay the undisputed portion of the invoiced amount. Neither the payments made to Contractor, nor the method of such payments, shall be deemed GRTC's acceptance of the Services, nor shall they relieve Contractor of its obligations to perform the Services in strict compliance with the requirements herein.

**6.2.2. Set-Off** - If Contractor breaches any provision of this Agreement or any Service Order for Additional Services, or if any person or entity asserts a claim or lien against GRTC or any of GRTC's property that arises out of this Agreement, GRTC shall have the right to retain out of any payments due or to become due to Contractor hereunder an amount sufficient to protect GRTC completely from all such claims (including costs and attorneys' fees). GRTC shall provide notice to Contractor explaining GRTC's reasons for such retainage. When the claim has been released or resolved to GRTC's satisfaction, GRTC shall release the retained amounts to Contractor, net of any costs GRTC incurred as a result of such claim. GRTC shall also have the right to set-off any costs, damages, expenses or other monies, the payment for which Contractor is responsible, against any amounts that GRTC owes Contractor hereunder.

GRTC's right to withhold monies pursuant to this Section 6.2 shall be in addition to all other rights and remedies available to it under this Agreement, at law or in equity.

## **7. CONTRACTOR PERSONNEL, FACILITY REQUIREMENTS AND SUBCONTRACTORS**

**7.1. Personnel** - Contractor shall provide the Services through duly licensed and fully trained and competent personnel or approved subcontractors having a skill level appropriate for the tasks assigned to them ("Contractor Personnel"). No subcontractor shall perform Services hereunder unless approved in advance by GRTC. Contractor shall use best efforts to ensure the continuity of all Contractor Personnel providing Services. Contractor shall not charge GRTC for the time associated with training any new Contractor Personnel. GRTC, in its sole discretion, shall have the right upon written notice to Contractor to require Contractor to remove any of Contractor's Personnel from the performance of the Services for any reason.

**7.2. Subcontractors** - No approved subcontractor shall perform any Services hereunder without first (a) providing evidence of insurance as required by Article 10.1, and (b) agreeing to indemnify GRTC as provided in Article 10. GRTC, in its sole discretion, shall have the right upon written notice to Contractor to require Contractor to remove any subcontractor from the performance of the Services for any reason. All subcontractors shall act solely as agents of Contractor. Contractor agrees that it is as fully responsible to GRTC for the acts and omissions of any of its subcontractors and of persons either directly or indirectly employed by such subcontractor as it is for the acts and omissions of persons directly employed by Contractor. Nothing herein shall create any contractual or agency relationship between any such subcontractor and GRTC, and GRTC shall have no obligation to pay or ensure the payment of any monies owed by Contractor to any such subcontractor. GRTC reserves the right to review and approve any subcontracts between Contractor and its subcontractors relating to this Agreement.

**7.3.** In procuring Services from a subcontractor hereunder, where possible, Contractor should actively seek to qualify new subcontractors to obtain the best overall value for GRTC. If the Services being subcontracted are of the type typically performed by Contractor or within Contractor's expertise, Contractor's charge for such Services must be the lesser of the actual amount paid by Contractor to such subcontractor or the amount that would have been charged by Contractor to GRTC for such Services pursuant to Attachment B had Contractor performed the Services itself.

## **8. MODIFICATIONS, EQUITABLE ADJUSTMENTS AND SUSPENSION**

**8.1. Change Orders** - GRTC may at any time, by written notice to Contractor from the Contract Administrator, make changes in, additions to or deletions from the scope of the Services by issuing a written change order ("Change Order"). Contractor shall perform the Services as so changed. Contractor shall not honor any oral request for a change and shall not be entitled to an equitable adjustment with respect to any work that is not authorized by a Change Order from GRTC's Contract Administrator. All Services performed pursuant to a Change Order shall be subject to all the applicable terms and conditions herein.



## **8.2. Equitable Adjustments**

**8.2.1.** If any Change Order results in an increase or decrease in the Charges or time required to perform the Services, an equitable adjustment will be made, at the sole discretion of GRTC, to the Charges, schedule or both, and the Agreement will be modified in writing accordingly. Every Change Order may require a cost analysis to determine the reasonableness of the proposed change.

**8.2.2.** All changes to the Agreement that are a result of legislation or regulations that become effective after the date of proposal and prior to final completion, which might require an adjustment to the Charges, upward or downward, shall be evaluated by both parties. An adjustment to the Charges shall be negotiated between the Contract Administrator and the designated representative of Contractor.

**8.2.3.** Any claim by Contractor for an equitable adjustment under this Section 8.2 must be asserted within 14 calendar days from the date of receipt by Contractor of the notification of change. The request for equitable adjustment must be in writing and state the general nature and monetary extent of the claim. The Contract Administrator may require additional supporting documents and cost or price analysis to determine the validity of the claim.

**8.2.4.** No claim by Contractor for an equitable adjustment hereunder will be allowed if asserted after final payment under this Agreement. No claim will be allowed for any costs incurred more than 20 calendar days before Contractor gives written notice, as required in this section.

**8.2.5.** Contractor shall continue to perform the Services in accordance with this Agreement, without delay or interruption, during any period that GRTC is considering a request for an equitable adjustment and during the pendency of any dispute over an equitable adjustment. GRTC shall notify Contractor of its decision regarding the equitable adjustment in writing. Failure by GRTC and Contractor to agree upon an equitable adjustment shall not constitute a basis for Contractor to suspend performance of the Services but shall be resolved pursuant to Article 18, Dispute Resolution.

**8.3. Suspension** - Upon oral or written notice from GRTC, Contractor shall suspend all or any part of its performance hereunder for such time as GRTC may direct. Any oral notice of suspension shall be confirmed in writing. GRTC shall not be liable for the cost of any unauthorized work performed by Contractor during any period of suspension, and upon receipt of GRTC's suspension notice, Contractor shall neither place further orders nor enter into further subcontracts relating to the suspended performance. A suspension by GRTC pursuant to this Section 8.3 shall be considered a change by GRTC for which Contractor may be entitled to an equitable adjustment in the Charges in accordance with the procedures in Section 8.2.

## **9. WARRANTIES**

**9.1. Warranties** - Contractor warrants that it has experience and expertise in performing services of the type required herein and that the Services performed hereunder shall (a) be performed in strict accordance with all conditions and requirements herein, (b) be performed in strict accordance with all applicable laws and regulations, (c) be performed in a

diligent and workmanlike manner by qualified and skilled personnel appropriately supervised and (d) reflect the highest level of care, skill, knowledge and judgment required or reasonably expected of providers of comparable services.

**9.2. Remedies** - If GRTC discovers that any Services either prior to or after acceptance by GRTC performed by Contractor fail to conform to the above warranties, then Contractor shall, at GRTC's option and at no cost to GRTC, promptly correct or re-perform such non-conforming Services so that they conform to the above warranties. The re-performed Services shall be subject to the same warranties as the original Services. Without limiting the generality of the preceding sentence, Contractor shall provide all labor, engineering, supervision, equipment, tools and materials necessary to remedy the nonconformity and shall bear all expenses in connection therewith. Contractor shall perform its remedial obligations hereunder in a timely manner consistent with GRTC's reasonable requirements. If Contractor fails or is unable to do so, GRTC may remedy the nonconforming Services and Contractor shall reimburse GRTC for any remedial costs and expenses (including GRTC internal costs) GRTC may incur.

## **10. INDEMNITY**

**10.1. Indemnification** - To the greatest extent permitted by law, Contractor shall indemnify and hold harmless GRTC, Old Dominion Transit Management Company, their elected officials, officers, officials, agents, and employees (each, an "Indemnitee"), from and against any and all claims, actions, causes of action, losses, liabilities, damages (including punitive damages), costs and expenses, including reasonable attorneys' fees, arising out of a claim or claims an Indemnitee may incur in connection with this Agreement or any of the Services supplied hereunder, whether such claims arise in contract, tort or otherwise. This indemnification obligation shall include, but is not limited to, all claims against GRTC by Contractor's subcontractors or suppliers, or an employee or former employee of Contractor or its subcontractors; and Contractor, by mutual negotiation, expressly waives all immunity and limitation on liability, as respects to GRTC only, under any industrial insurance act, other Worker's Compensation act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim. This indemnification obligation shall also obligate Contractor to protect, indemnify, defend, and save harmless the Indemnitees from any and all claims or lawsuits alleging a violation of a third party's copyright or patent rights arising out of or in connection with Contractors provision of Services and Goods under this Agreement. Notwithstanding anything provided in this section, GRTC retains the right to provide its own defense against any suits, claims, or actions, and to assess any costs of such defense to Contractor, including attorney's fees, expert witness fees, and court costs.

**10.2. Assumption of Defense** - Contractor shall, at GRTC's option, assume the defense of the Indemnitees in all legal or claim proceedings arising out of, in connection with, or incident to the indemnification obligation set forth in Section 10.1 above and shall pay all defense expenses, including reasonable attorney's fees, expert fees, and costs incurred by the Indemnitee on account of such litigation or claims.

**10.3. Right to Defense** - Notwithstanding anything provided in this Article 10, the Indemnitees retain the right to provide their own defense against any suits, claims, or actions, and to assess any costs of such defense to Contractor, including reasonable attorney's fees, expert witness fees, and court costs.

## **11. INSURANCE**

**11.1.** Contractor shall obtain, pay for and keep in force during the Term hereof, and thereafter as provided, the coverages in the amounts listed in Attachment D. All insurance policies shall be written with a company or companies licensed to conduct business within the Commonwealth of Virginia and holding a current Best's Key Rating of A- VII or better. Contractor shall name GRTC, and Old Dominion Transit Management Company, as additional insured's on General, Business Automobile and Excess or Umbrella liability policies by endorsement to the policies. Insurance policies shall be endorsed to give GRTC 30 days written notice (10 days in case of Workers Compensation) of cancellation for any reason, non-renewal or material change in coverage or limits. In case of non-payment of premium by Contractor, GRTC retains the right, but is not obligated, to pay any premiums and deduct such amounts from any payments due Contractor.

**11.2.** There shall be no exclusions for punitive damages in the General or Business Automobile policies.

**11.3.** Complete, certified copies of all insurance policies applicable to this Agreement shall be sent to GRTC within 60 days of each inception or anniversary date, so that these insurance policies may be reviewed by GRTC. Until copies of policies are received, Evidence of Coverage in the form of an original Certificate of Insurance shall be submitted to GRTC. Contractor also agrees to have deficiencies in the insurance policies amended as per the directions of GRTC or its representatives.

**12. INTELLECTUAL PROPERTY** - Contractor shall, at its expense, indemnify, hold harmless and defend any suit or proceeding brought against GRTC based in whole or in part on an allegation that any process or material employed by Contractor during performance of the Services hereunder, constitutes an infringement of any method or patent, trademark, trade secret or copyright, provided GRTC notifies Contractor in writing in a timely manner and gives Contractor authority, information and assistance (such assistance to be administrative, not financial) for the defense of the suit or proceeding. Contractor shall (a) pay all damages and costs (including reasonable attorneys' fees) awarded in any suit or proceeding so defended as well as the cost and fees associated with the defense of such a suit or proceeding and (b) indemnify GRTC against any expenses incurred by GRTC in providing information and assistance to Contractor for the defense of the suit or proceeding. The provisions for indemnity set forth in Article 10 shall apply to Contractor's indemnity obligations under this Article 12.

## **13. CONFIDENTIALITY**

**13.1. Confidential Information** - Contractor shall employ practices no less than those used for Contractor's protected information, to maintain the confidentiality of information regarding GRTC's licensed technology, software, documentation, drawings, schematics, manuals, data or other materials marked "Confidential," "Proprietary," or "Business Secret" (collectively "Confidential Information"), and shall not disclose such Confidential Information without the prior written consent of GRTC, to any person or entity not a party hereto. Upon obtaining such consent from GRTC, Contractor may disclose Confidential Information only to those entities (a) who need it in connection with subcontracts to perform portions of the Services

and (b) who have agreed in writing to be bound by the terms of this Article 13. Contractor shall provide GRTC a copy of an executed confidentiality agreement for each such entity. Notwithstanding the foregoing, if Contractor is required to disclose this Agreement or any of its terms and conditions by law, a court or agency order or a proper discovery request, Contractor shall (a) use its best efforts to make such disclosure on a confidential basis and (b) in the case of disclosure required as the result of any court or agency order or proper discovery request, give GRTC prompt notice so that GRTC may, if it so chooses, assert any rights it may have to maintain confidentiality or obtain relief from public disclosure.

**13.2. Public Release** - Contractor shall not release any Confidential Information concerning this Agreement for publication, advertising or any other purpose without GRTC's prior consent. Contractor shall require all subcontractors to agree that no information concerning this Agreement or any agreement between Contractor and its subcontractors relating to this Agreement shall be released for publication, advertising or any other purpose without GRTC's prior consent.

#### **14. PUBLIC DISCLOSURE REQUESTS**

**14.1. Public Documents** - GRTC Agreements shall be considered public documents and, with exceptions provided under public disclosure laws, will be available for inspection and copying by the public.

**14.2. Contractor's Confidential Information** - If a Contractor considers any portion of any documents which may be delivered to GRTC pursuant to this Agreement to be protected under the law, Contractor shall clearly identify each such item with words such as "Confidential," "Proprietary," or "Business Secret." If a request is made for disclosure of any such document, GRTC will determine whether the document should be made available under the law. If the document or parts thereof are determined by GRTC to be exempt from public disclosure, GRTC will not release the exempted document. If the document is not exempt from public disclosure law, GRTC will notify Contractor of the request and allow Contractor five days to take whatever action it deems necessary to protect its interests. If Contractor fails or neglects to take such action within said period, GRTC will release the document deemed subject to disclosure. By signing this Agreement, Contractor assents to the procedure outlined in this Article 14 and shall have no claim against GRTC on account of actions taken under such procedure.

#### **15. COMPLIANCE WITH LAWS; NONDISCRIMINATION; FINES**

**15.1. General** - Contractor shall comply with all foreign and United States (federal, state and local) laws, rules, regulations and ordinances applicable to the performance of its obligations under this Agreement. In addition, Contractor shall obtain, maintain in good standing and be liable for all taxes, fees, governmental licenses, permits and approvals necessary for the operation of Contractor's Facility required in the performance of Contractor's obligations under this Agreement. Upon request, Contractor shall furnish to GRTC certificates of compliance with all such laws, rules, regulations, and ordinances.

**15.2. Compliance with Federal Transit Administration Requirements** - Contractor shall comply with all requirements of the Federal Transit Administration (“FTA”), attached hereto in Attachment E. If a conflict shall arise between the provisions of this Agreement and any FTA requirement in Attachment E, the FTA requirement shall take precedence and be controlling.

**15.3. Business Conduct and Conflicts of Interest** - No member, officer, or employee of GRTC during their tenure or for two years thereafter shall have any financial interests, direct or indirect, in this Agreement or the proceeds thereof. Contractor shall notify GRTC’s Contract Administrator of current or former GRTC employees who may become involved in the Agreement at any time during the term of the Agreement.

**15.4. Fines and Fees** - Any fines, legal costs or other penalties incurred by Contractor or its agents or employees for noncompliance with any laws, rules, regulations or ordinances with which compliance is required herein shall not be reimbursed by GRTC, but shall be the sole responsibility of Contractor. If fines, penalties or legal costs are assessed against GRTC by any government authority or court due to noncompliance by Contractor or its agents or employees with any laws, rules, regulations or ordinances, or if GRTC’s operations or any part thereof is delayed or stopped by order of any government authority or court due to Contractor’s noncompliance or the noncompliance of Contractor’s agents or employees, Contractor shall indemnify and hold harmless GRTC against any and all losses, liabilities, damages, claims and costs (including reasonable attorneys’ fees) suffered or incurred because of the failure of Contractor or its agents or employees to comply therewith.

## **16. RECORDS; REPORTS; AUDITS**

**16.1. Records** - During the Term of this Agreement, Contractor shall keep and maintain (a) complete and accurate records, in accordance with Generally Accepted Accounting Principles (GAAP), books of account, reports and other data necessary for the proper administration of this Agreement, including all rebate programs and any other special pricing program extended to Contractor by any subcontractors in connection with the Agreement and (b) all data, documents, reports, contracts and supporting materials relating to this Agreement as the Federal Government may require. Contractor shall retain such records and all other written materials prepared by Contractor, during the Term of this Agreement and for three years after the expiration, termination or cancellation of this Agreement and for any additional time required by governmental authorities with jurisdiction over Contractor.

**16.2. Reports** - Contractor agrees to provide to the FTA those reports required by U.S. DOT’s grant management rules and any other reports the Federal Government may require. In addition, Contractor shall, upon request, provide GRTC with satisfactory reports and documentation of Contractor’s compliance with the Agreement

**16.3. Right to Audit** - Federal, state, local or GRTC designated auditors shall have the right, upon reasonable notice to Contractor, during the Term of this Agreement and for three years following the expiration, termination or cancellation hereof, to audit and inspect Contractor’s books, records and other materials as described in Section 16.1 with respect to Compensation and Services. Contractor shall require its subcontractors to agree to allow GRTC

to audit and inspect such subcontractors' books and records pertaining to Compensation and Services during the Term of this Agreement and for three years following the expiration, termination or cancellation of this Agreement or any agreement between Contractor and such subcontractor. If any audit or inspection reveals an error or irregularity in the Compensation payable to Contractor hereunder or a breach of the warranty set forth in Section 9.1 hereof, an appropriate adjustment shall be made (a) by Contractor within 30 days after the conclusion of the audit or inspection or (b) at GRTC's option, by GRTC to amounts properly due Contractor hereunder. Contractor shall permit GRTC, and if federally funded, the FTA and the Comptroller General of the United States, or a duly authorized representative, to inspect all work, materials, payrolls, and other data and records involving the Agreement at Contractor's facility.

## **17. TERMINATION AND CANCELLATION**

**17.1. GRTC Rights of Termination** - GRTC may terminate this Agreement at its sole discretion and for any or no reason upon 30 days' prior written notice to Contractor. This Agreement is subject to financial assistance provided by the U.S. Department of Transportation, the Virginia Department of Rail and Public Transportation, and the City of Richmond. If expected or actual funding is withdrawn, reduced, or limited in any way during the Term of this Agreement, GRTC may, upon written notice to Contractor, terminate this Agreement in whole or in part.

### **17.2. Right to Cancel for Default**

**17.2.1.** Either party may cancel this Agreement effective immediately upon written notice to the other in the case of the bankruptcy, insolvency or appointment of custodian, receiver, trustee or liquidator of the other party, or a breach by the other party of any of the terms and conditions of this Agreement, without prejudice to any other rights or remedies the non-breaching party may have, provided the breaching party fails to remedy such breach within 30 days of receiving notice of such breach.

**17.2.2.** In the event either party shall engage the services of an attorney or other professional due to the default of the other party, the defaulting (non-prevailing) party shall pay all legal costs and fees, including reasonable attorney fees, incurred by the non-defaulting (prevailing) party in enforcing its rights.

### **17.3. Effect of Termination or Cancellation**

**17.3.1.** When Contractor receives notice of termination or cancellation, it shall (a) discontinue its performance of the Services in accordance with GRTC's instructions, (b) not place further orders or enter into further subcontracts relating to the terminated Services, (c) to the extent possible, terminate all existing orders with its suppliers and any subcontractors, and (d) settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the consent of the GRTC's Contract Administrator (as defined in Section 3.3) or other expressly designated representative.

**17.3.2.** After termination or cancellation, GRTC shall have no further liability other than to pay for Services performed and conforming Goods delivered prior to the effective date of termination or cancellation.

**17.3.3.** Neither termination nor cancellation shall affect any rights either party may have with respect to any Goods delivered or Services performed prior to termination or cancellation, any pending dispute, or any rights either party may have with respect to any breach occurring prior to termination or cancellation.

## **18. DISPUTE RESOLUTION**

**18.1. Intent** - It is the intention of the parties to make a good faith effort to resolve, without resort to litigation, any dispute, controversy or claim arising out of or relating to this Agreement or any breach hereof (a "Dispute") according to the procedures set forth in this Article 18; provided, however, that the procedures set forth herein shall not preclude either party from exercising any right of termination or cancellation of the Agreement as provided herein or as available at law or in equity.

**18.2. Procedure** - Contractor shall address any question or claim arising from this Agreement in writing to the Contract Administrator within ten calendar days of the date in which Contractor discovers or has reason to discover the question or claim. Unless Contractor receives a written notification with the determination of the Contract Administrator prior to the tenth day following the Contract Administrator's receipt of the question or claim, such question or claim is denied. In the event Contractor disagrees with any determination or decision of the Contract Administrator, Contractor may, within five calendar days of the date of such determination or decision, appeal the determination or decision in writing to the Chief Executive Officer of GRTC (the "CEO"). Such written notice of appeal shall include all documents and other information necessary to substantiate the appeal. The CEO shall review the appeal and transmit a decision or determination in writing. The decision will be considered final. Appeal to the CEO shall be a condition precedent to litigation hereunder.

**18.3. Mediation and Arbitration** - If a Dispute cannot be settled through direct discussions, the parties shall first endeavor to settle the dispute in an amicable manner by mediation. Thereafter, any unresolved controversy or claim arising out of or relating to this Agreement, or breach thereof, may be settled by arbitration, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The parties may seek to resolve disputes pursuant to arbitration, but are not required to do so. Nothing in this Section 18.3 precludes any party from seeking further relief once the required alternative dispute resolution efforts have failed.

**18.4. Performance During Dispute** - Subject to the rights of the parties to cancel this Agreement or suspend their performance as set forth in this Agreement, Contractor shall continue to perform its obligations under this Agreement during the pendency of any Dispute; provided, however, that GRTC may seek preliminary and permanent injunctive relief, including specific performance or other interim or permanent relief, if the Dispute involves (a) threatened or actual breach by Contractor of the confidentiality provisions of Article 13 hereof or the terms and conditions of the Parties' Confidentiality Agreement set forth in Attachment D or (b) risk to the safety or security of persons or property, if in GRTC's judgment such relief is necessary to prevent injury or damage; provided further, that despite any such action by GRTC, the parties shall continue to proceed in good faith in the dispute procedures outlined herein.

## **19. FORCE MAJEURE**

**19.1. Events of Force Majeure** - Neither GRTC nor Contractor shall be liable for its failure to perform or for any delay in performance of its obligations hereunder to the extent that such performance is delayed or prevented by circumstances beyond its reasonable control, without its fault or negligence and that despite its reasonable efforts is unable to overcome (a "Force Majeure Event"). Either party's right to be excused pursuant to the preceding sentence shall be conditioned upon the party experiencing the Force Majeure Event providing prompt written notice to the other party of the occurrence of the Force Majeure Event. This written notification shall give a full and complete explanation of the Force Majeure Event and its cause, the status of the Force Majeure Event, and the actions the party is taking and proposes to take to overcome the Force Majeure Event. Subject to the foregoing conditions, events that may constitute Force Majeure Events include acts of God; unusually severe weather conditions; war; riots; requirements, actions or failures to act on the part of governmental authorities; inability despite due diligence to obtain required licenses, permits or approvals; fire; damage to or breakdown of necessary facilities; or unusual transportation delays or accidents. Strikes and other labor difficulties are not Force Majeure Events. The party experiencing the Force Majeure Event shall exercise due diligence to overcome any Force Majeure Event.

**19.2. Force Majeure Procedure** - The party experiencing the Force Majeure shall exercise due diligence in endeavoring to overcome and mitigate any resulting delay in, or prevention of, its performance. If Contractor is experiencing the Force Majeure, it shall, in addition to the above actions, implement any applicable contingency plan. The party experiencing the Force Majeure shall also give prompt written notification to the other party, which notice shall include a full and complete explanation of the Force Majeure and its cause, the status of the Force Majeure, and the actions such party is taking and proposes to take to overcome and mitigate any resulting delay in, or prevention of, its performance.

**19.3. Termination for Extended Force Majeure** - If Contractor's ability to perform hereunder is delayed or prevented, in whole or in part, for a period of 30 consecutive days as a result of an event of Force Majeure, GRTC shall have the right, at its sole option, to terminate this Agreement, in whole or in part, by giving written notice of termination to Contractor. Such termination shall be effective no earlier than 10 days after Contractor's receipt of such notice and without regard to whether the event of Force Majeure ends prior to the date on which the termination becomes effective.

**20. WAIVER OF LIENS** - To the maximum extent permitted by law, Contractor waives, and shall require its suppliers and subcontractors of any tier to waive, all liens and claims, and the right to file and enforce or otherwise assert any liens and claims, against GRTC's facilities or any other GRTC property (real or personal) in connection with the Goods delivered and Services performed hereunder.

**21. INDEPENDENT CONTRACTOR** - Contractor is an independent contractor for all purposes in connection with this Agreement and is solely responsible for workers' compensation, unemployment compensation, social security, payroll taxes and all similar obligations affecting its employees. This Agreement is not intended to be one of hiring under the provisions of any workers' compensation or other laws and shall not be so construed. None of Contractor's



employees shall be deemed to be a GRTC employee for any purpose, nor shall GRTC be in any way responsible for delegating responsibility between Contractor and its subcontractors. Nothing herein shall be deemed to constitute a partnership or joint venture between the parties. Contractor shall keep all necessary employment-related records and make all necessary payments to its employees.

## **22. ASSIGNMENT**

**22.1. Assignment by Contractor** - This Agreement and each and every covenant, term and condition hereof, shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and permitted assigns. Contractor shall not assign, subcontract or otherwise delegate any interest, right or obligation, whether by assignment or novation, hereunder without GRTC's prior written consent. Any such assignment without GRTC's consent shall be void. If GRTC consents to the assignment in writing, this Agreement shall be binding upon and inure to the benefit of the successors of Contractor. This provision shall not prevent Contractor from pledging any proceeds from this Agreement as security to a lender. An assignment may be conditioned upon the posting of bonds, securities and the like by the assignee, and the assignee must assume this Agreement and be responsible for the obligations and liabilities of Contractor, known and unknown, under this Agreement and applicable law.

**22.2. Assignment by GRTC** - GRTC may assign its rights and obligations under the Agreement to any successor to the rights and functions of GRTC or to any governmental agency to the extent required by applicable laws or governmental regulations, or to the extent GRTC deems necessary or advisable under the circumstances.

**23. GOVERNING LAW AND VENUE** - This Agreement, and any Orders or other contracts resulting therefrom, shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia. For the adjudication of any disputes arising under this Agreement, all actions shall be filed in the City of Richmond.

**24. NOTICES** - All notices sent under this Agreement shall be in writing and (a) hand delivered; (b) transmitted by legible telecopy with a copy sent concurrently by certified mail, return receipt requested; or (c) delivered by prepaid priority delivery service. Notices shall be sent to the following representatives or such other representatives as the parties may subsequently provide.

**Notices to Contractor:**

**Notices to GRTC:**

Greater Richmond Transit System  
Attn: David Green, CEO  
301 E. Belt Blvd  
Richmond, VA 23224

**With a copy to:**

Greater Richmond Transit System  
Attn: Director of Procurement

**25. ORDER OF PRECEDENCE** - All attachments, policies and rules referenced herein are hereby incorporated by reference and made a part of this Agreement. If there is a discrepancy or conflict between or among the handwritten or typed information in a purchase order, the Articles of this Agreement or the Attachments and policies and rules referenced herein, they shall be given precedence in the following order:

- (a) The FTA Requirements, set forth in Attachment E.
- (b) Handwritten or typed information contained on the front of an Order.
- (c) The provisions of this Agreement and any amendments hereto.
- (d) All Attachments, which shall each be given precedence over each other in the order in which they are attached, with the exception of Attachment E.

**26. OTHER PROVISIONS**

**26.1.** All warranties, remedial obligations, indemnities, and confidentiality rights and obligations provided herein shall survive the cancellation, expiration or termination hereof.

**26.2.** Where remedies for breach of contract are provided herein, those remedies are in addition to all other available remedies in the Agreement, at law or in equity, unless otherwise expressly provided herein. Where no specific remedy for a breach of contract is specified, the non-breaching party shall be entitled to pursue all available remedies in this Agreement, at law or in equity.

**26.3.** No amendment, modification or waiver of any term hereof shall be effective unless set forth in a writing signed by both parties.

**26.4.** The failure of either party to demand strict performance of the terms hereof or to exercise any right conferred hereby shall not be construed as a waiver or relinquishment of its rights to assert or rely on any such term or right in the future.

**26.5.** In the event that any provision of this Agreement is deemed as a matter of law to be unenforceable or null and void, such provision shall be deemed severable from the Agreement and the rest of the Agreement shall continue in full force and effect.

**26.6.** Headings set forth herein are inserted for convenience and shall have no effect on the interpretation or construction of this Agreement.

**27. ENTIRE AGREEMENT** - This Agreement, which includes this cover contract, the attachments, policies and rules referenced herein, and any purchase orders issued by GRTC for

Goods, constitutes the entire agreement of the parties with respect to the subject matter herein and supersedes any prior or contemporaneous agreements or understandings between the parties with respect to such subject matter. No course of dealing, usage of trade or course of performance shall be used to, or be deemed to, amend, supplement or explain any term or condition of this Agreement.

**[Signatures Appear on the Following Page.]**

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WITNESS the signatures of the authorized representatives of the parties.

**Greater Richmond Transit Company**

[ \_\_\_\_\_ ]

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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**ATTACHMENT A**  
**SCOPE OF SERVICES**

**GRTC FACILITIES**

**Services**

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**ATTACHMENT B**  
**COMPENSATION**

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## ATTACHMENT C

### SUPPLEMENTAL TERMS AND CONDITIONS FOR GOODS PURCHASES

**1. Inconsistent Terms** - Notwithstanding Article 25 of the Agreement, in the event of any inconsistency or conflict among an purchase order issued pursuant to the Agreement, the Agreement, or this Attachment, the inconsistency or conflict shall be resolved by using the following order of precedence: (1) the terms and conditions on the face of such purchase order, (2) the FTA Requirements set forth in Attachment E, (3) the terms and conditions of the Agreement, and (4) the terms and conditions of this Attachment C.

**2. Variations in Quantities** - Any variation between the quantities specified and the quantities accepted by GRTC shall not constitute a failure by GRTC to comply with the Agreement, a purchase order or this Attachment provided the variation does not exceed [•] percent of the quantities specified. Payment shall be adjusted accordingly.

**3. Right to Inspect** - Payment before inspection of Goods shall not constitute acceptance. GRTC may, but need not, inspect the Goods at all reasonable times and places during their manufacture and before and after delivery. Goods shall be subject to final inspection by GRTC and acceptance at destination.

**4. Transportation** - All Goods shall be delivered F.O.B. to the Facility identified on the purchase order. Contractor shall make all arrangements for transportation of Goods to GRTC's designated Facility. Contractor shall bear the risk of damage to or loss of Goods during transportation until the Goods are delivered to GRTC's Facility and accepted by GRTC.

**5. Time of Essence** - All Goods shall be delivered within the time or times specified in a purchase order; provided, however, Contractor shall not be in breach to the extent any delay is due to force majeure as set forth in Article 18 of the Agreement provided Contractor acts in accordance with the obligations contained therein. Time is of the essence.

**6. Packing** - Contractor shall package all shipments in accordance with the requirements specified in each purchase order or, if not specified on an purchase order, in accordance with standard commercial practices. Each shipment must contain a packing list indicating the purchase order number, item numbers and other identifying information as may be directed by GRTC or reasonably necessary to facilitate timely delivery.

**7. Warranties** - Contractor warrants that all Goods supplied hereunder shall (a) be new and shall conform strictly to the description and specifications, if any, contained herein and (b) be free from defects in design (unless the design is provided or specified by GRTC or an agent acting on behalf of GRTC), workmanship and Goods.

**8. Insurance** - In addition to the insurance referenced in Article 10.1 of the Agreement, Contractor shall maintain adequate liability, employers' liability and workers' compensation insurance to protect GRTC and its agents, employees and contractors with respect to the indemnity contained in the Agreement. If requested, Contractor shall furnish evidence of such insurance in form and substance satisfactory to GRTC.

**9. Bankruptcy** - Subject to applicable bankruptcy law, in the event of any proceeding by or against Contractor in bankruptcy, reorganization or insolvency or for the appointment of a receiver or any assignment for the benefit of creditors, GRTC may terminate the purchase order without further liability except for conforming deliveries previously made.

**10. Title and Security Interests** - Title to Goods shall transfer from Contractor to GRTC at GRTC's Facility. If full or partial payment is made to Contractor prior to the delivery of all Goods hereunder, title to all Goods shall pass to GRTC, and Contractor shall be deemed a bailee of all Goods remaining in its possession, but in no event shall the risk of loss pass to GRTC until the Goods are delivered to the destination specified herein and accepted by GRTC. Additionally, Contractor grants to GRTC a security interest in all such Goods, which security interest shall be in addition to all other rights of GRTC under any purchase order or applicable law, and Contractor agrees to execute financing statements or such other documents as GRTC may reasonably require to perfect and protect that interest.

**11. Invoices and Payment** - If freight charges are to be paid by GRTC, they shall be shown as a separate item on the invoice and the paid freight bill or receipt must be attached. Delay in receiving accurate invoices shall be considered cause for withholding payment without loss of cash discount privilege. Discount periods shall begin when invoices are received at GRTC's address indicated herein or on the face of a purchase order issued pursuant to the Agreement. Payment for Goods shall not constitute acceptance of defective Goods.

**12. Miscellaneous** - Payment of any sum to Contractor by GRTC with knowledge of any breach shall not be deemed to be a waiver of such breach or any other breach.



**ATTACHMENT D**  
**INSURANCE**

Contractor agrees to provide the following insurance coverage:

- A. **Commercial General Liability** (Occurrence Form), either singly or in combination with Excess or Umbrella Liability Insurance policy **covering all operations** with the following limits:

Each Occurrence (Bodily Injury, Property Damage)	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$1,000,000
Products and Completed Operations Aggregate Limit	\$1,000,000
Fire Damage Limit	\$50,000
Medical Payments – Any One Person	\$5,000

- B. **Business Automobile Policy** either singly or in combination with Excess or Umbrella Liability Insurance policy **covering all operations** with the following limits:

Owned, Hired or Non-Owned (Per Accident)	\$1,000,000
Uninsured Motorist (Per Accident)	Minimum State Limits
Medical Payments (Each Person)	\$5,000
Comprehensive (\$5,000 Deductible – Maximum)	Actual Cash Value
Collision (\$5,000 Deductible – Maximum)	Actual Cash Value

In the case of policies that list specific vehicles or specific drivers, proof of coverage is required to be provided to GRTC for each vehicle or driver before it can be used in service. Contractor shall be fully responsible for all physical damage deductibles to GRTC owned vehicles. In addition, Contractor shall be fully responsible for all rental costs and other costs associated with any vehicles that replace any vehicle that sustains any type of physical damage.

- C. **Workers Compensation**

Part A – Statutory

Part B – Employers Liability

Bodily Injury by Accident	\$500,000
Bodily Injury by Disease (Policy Limit)	\$500,000
Bodily Injury by Disease (Each Employee)	\$500,000

All States and Voluntary Compensation endorsements shall be included in the Workers Compensation policy. Workers Compensation shall be provided to all employees of Contractor.

- D. **Excess or Umbrella Liability** (Occurrence Form) covering all operations with the following limits:

Each Occurrence (Bodily Injury, Property Damage, Personal and Advertising Injury)	\$5,000,000
General Aggregate Limit (Other than Products – Completed Operations)	\$5,000,000
Products and Completed Operations Aggregate Limit	\$5,000,000

Excess or Umbrella policies shall list the Vehicle, Commercial General Liability and Employers Liability policies as underlying policies.

**ATTACHMENT E**  
**FEDERAL TRANSIT ADMINISTRATION (FTA) REQUIREMENTS**

**1. Applicability and Federal Grant Contract**

This Agreement between Contractor and GRTC is subject to financial assistance provided by the U.S. Department of Transportation, the Virginia Department of Rail and Public Transportation, and the City of Richmond. Contractor is required to comply with all terms and conditions prescribed in third party contracts in the grant contract between the U.S. Department of Transportation and GRTC.

New federal, state, and local laws, regulations, ordinances, rules, policies, and administrative practices may be established after the date this Agreement is established and may apply to this Agreement. To achieve compliance with changing requirements, Contractor agrees to accept all changed requirements that apply to this Agreement and require subcontractors to comply with revised requirements as well. Changed requirements will be implemented through the Change Order procedures detailed in Section 8.1 of the Cover Agreement.

**2. Interest of Members or Delegates of Congress**

In accordance with 41 U.S.C. Section 22, the Contractor agrees that it will not admit any member of or delegate to the United States Congress to any share or part of its performance under this Agreement or any benefit derived therefrom.

**3. No Federal Government Obligations to Third Parties**

Contractor agrees that, absent the Federal Government's express written consent, the Federal Government shall not be subject to any obligations or liabilities to any subrecipient, any third party Contractor, or any person not a party to the Grant Agreement or Cooperative Agreement in connection with the performance of the Project. Notwithstanding that the Federal Government may have concurred in or approved any solicitation, subagreement, or third party contract, the Federal Government has no obligations or liabilities to any party, including any subrecipient or any third party Contractor.

**4. False or Fraudulent Statements or Claims**

The Contractor acknowledges and agrees as follows:

- A. The Contractor recognizes that the requirements of the Program Civil Remedies Act of 1986, as amended, 31 U.S.C. subsection 3801 *et seq.* and U.S. Department of Transportation regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its activities in connection with this Agreement. Accordingly, by signing the contract, the Contractor certifies or affirms the truthfulness and accuracy of each statement it has made, it makes, or it may make pertaining to the contract. In addition to other penalties that may apply, the Contractor also acknowledges that

if it makes a false, fictitious or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986, as amended, on the Contractor to the extent the Federal Government deems appropriate.

- B. The Contractor also acknowledges that if it makes a false, fictitious or fraudulent claim, statement, submission, or certification to the Federal Government in connection with an urbanized area formula project financed with Federal assistance authorized by 49 U.S.C. section 5307, the Government reserves the right to impose on the Contractor the penalties of 18 U.S.C. section 1001 and 49 U.S.C. section 5307 (n) (1), to the extent the Federal Government deems appropriate.

## **5. Access to Records**

In addition to the requirements of the Cover Agreement, in accordance with 49 U.S.C. Section 5325(a) the Contractor agrees to provide GRTC, the FTA Administrator, the U.S. Secretary of Transportation, the Comptroller General of the United States, or their duly authorized representatives with access to all books, documents, papers and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions.

The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

The Contractor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this Contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Contractor agrees to maintain same until GRTC, the FTA Administrator, the U.S. Secretary of Transportation, the Comptroller General of the United States, or any of their duly authorized representatives have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i)(11).

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

## **6. Changes to Federal Requirements**

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

## 7. Americans with Disabilities Act

Contractor agrees to comply with all applicable requirements of the Americans with Disabilities Act of 1990 (ADA) 42 USC § 11401 et sec: Section 504 of the Rehabilitation Act of 1973, as amended, 19 USC § 792, 49 USC § 5301(d); and the Federal Regulations including any amendments thereto: 49 CFR Part 27, 49 CFR Part 38; 28 CFR Part 35; 28 CFR Part 36; 41 CFR Subpart 101-19; 29 CFR Part 1630; 47 CFR Part 64, Subpart F; and 49 CFR Part 609.

## 8. Civil Rights Requirements

A. Nondiscrimination - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

B. Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:

1) Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq ., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

2) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § § 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against

present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

- 3) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

- C. The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

## **9. Notice of Requirement for Affirmative Action to Ensure EEO**

- A. The Contractor's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Specifications" set forth herein.
- B. The goals and timetables for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:

These goals are applicable to all the Contractor's construction work (whether or not it is Federal or federally assisted) performed in the covered area. If the contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the contractor also is subject to the goals for both its federally involved and nonfederally involved construction.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a), and its efforts to meet the goals. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

- C. The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under

this Agreement. The notification shall list the name, address and telephone number of the subcontractor; employer identification number of the subcontractor; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the subcontract is to be performed.

D. As used in this Notice, and in this Agreement, the “covered area” is City of Richmond, Virginia, County of Henrico, Virginia, and County of Chesterfield, Virginia.

#### **10. Disadvantaged Business Enterprises (DBEs)**

It is the policy of GRTC that DBEs as defined in 49 CFR Part 26 shall have a level playing field to compete fairly for DOT-assisted contracts. Contractor shall take all necessary and reasonable steps to ensure that DBEs have a level playing field to compete for and perform services on the contract, including participation in any subsequent supplemental contracts. If Contractor intends to subcontract a portion of the Services on the project, Contractor is encouraged to contact DBEs to solicit their interest, capability and qualifications.

It is the policy of GRTC to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contracts to make use of these institutions. Therefore, GRTC encourages Contractor to use DBE financial institutions whenever possible.

#### **11. Contract Assurance**

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 shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as GRTC deems appropriate.

#### **12. Prompt Payment**

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty days from the receipt of each payment the prime contractor receives from GRTC. The prime contractor agrees further to return retainage payments to each subcontractor within thirty days after the subcontractor’s work is satisfactorily completed. Any delay or postponement of payment from the above-referenced timeframe may occur only for good cause following written approval of GRTC. This clause applies to both DBE and non-DBE subcontractors.

A. If the prime Contractor fails to pay the subcontractor within thirty days, the prime Contractor must notify GRTC and the subcontractor, in writing, of its intention to

withhold all or a part of the subcontractor's payment with the reason for nonpayment.

- B. The Contractor is obligated to pay interest to the subcontractor on all amounts owed by the Contractor that remain unpaid after thirty days following receipt by the Contractor of payment from GRTC for work performed by the subcontractor under that contract, except for amounts withheld as allowed in paragraph A of this section. Unless otherwise provided under the terms of the contract, interest shall accrue at the rate of one percent per month, except for the amounts withheld. Notification of failure by the Contractor to make prompt payment to the subcontractor hereinbefore provided will result in notification to the Contractor's bonding company by GRTC.
- C. Should either the prime Contractor or subcontractor advise GRTC of a payment issue involving a DBE Contractor, the DBELO officer shall be notified so as to investigate, as appropriate.

### **13. Energy Conservation**

Contractor agrees to comply with the mandatory energy efficiency standards and policies within the applicable State energy conservation plans issued in compliance with the Energy Policy and Conservation Act, 42 U.S.C. Subsection 6321 *et seq.*

### **14. Clean Air**

The Contractor agrees to comply with all applicable regulations, standards or orders implementing the Clean Air Act, as amended, 42 U.S.C. Subsection 7401 *et seq.* In addition:

- A. The Contractor agrees to comply with applicable requirements of U.S. EPA regulations, "Conformity to State or Federal Implementation Plans of Transportation Plans, Programs, and Projects Developed Funded or Approved Under Title 23 U.S.C. or the Federal Transit Act," 40 CFR Part 51 Subpart T; and "Determining Conformity of Federal Actions to State or Federal Implementation Plans," 40 CFR Part 93. To support the requisite air quality conformity finding for the Project, the Contractor agrees to implement each air quality mitigation and control measure incorporated in the Project. The Contractor further agrees that any project identified in an applicable State Implementation Plan (SIP) as a Transportation Control Measure will be wholly consistent with the description of the design concept and scope to the Project described in the SIP.
- B. U.S. EPA also imposes requirements implementing the Clean Air Act, as amended, that may apply to transit operators, particularly operators of large transit bus fleets. Accordingly, the Contractor agrees to comply with the following U.S. EPA regulations to the extent they are applicable to the project: "Control of Air Pollution from Motor Vehicles and Motor Vehicle Engines," 40 CFR Part 85; "Control of Air Pollution from New and In-Use Motor Vehicles and New and In-

Use Motor Vehicle Engines: Certification and Test Procedures,” 40 CFR Part 86; and “Fuel Economy of Motor Vehicles,” 40 CFR Part 600.

- C. Contractor agrees to comply with the notification of violating facilities requirements of Executive Order No. 11738, “Administration of the Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants, or Loans,” 42 U.S.C. § 7606 note.

The Contractor agrees to report and require each subcontractor at any tier to report any violation of these requirements resulting from Project implementation activity of any subcontractor or itself to FTA and the appropriate U.S. EPA office.

## **15. Clean Water**

The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. Subsection 1251 *et seq.* In addition:

- A. The Contractor agrees to protect underground sources of drinking water consistent with the provisions of the Safe Drinking Water Act of 1974, as amended, 42 U.S.C. Subsection 300f *et seq.*
- B. The Contractor agrees to comply with the notification of violating facilities requirements of Executive Order No. 11738, “Administration of the Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants, or Loans,” 42 U.S.C. § 7606 note.
- C. The Contractor agrees to report and require each subcontractor at any tier to report any violation of these requirements resulting from Project implementation activity of any subcontractor or itself to FTA and the appropriate U.S. EPA office.

## **16. Preference for Recycled Products**

To the extent applicable, the Contractor agrees to comply with U.S. Environmental Protection Agency (U.S. EPA) “Comprehensive Procurement Guidelines for Products Containing Recovered Materials,” 40 CFR Part 247, implementing section 6002 of the Resource Conservation and Recovery Act, as amended, 42 U.S.C. Section 6962, and otherwise provide a competitive preference for products and services that conserve natural resources and protect the environment and are energy efficient.

## **17. Debarment, Suspension and Other Responsibility Matters**

- A. Contractor agrees to comply, and assures the compliance of all subcontractors, with Executive Orders Nos. 12549 and 12689, “Debarment and Suspension,” 31 U.S.C. § 6101 note, and U.S. DOT regulations, “Governmentwide Debarment and Suspension (Nonprocurement),” within 49 CFR Part 29.



- B. By signing this Agreement, Contractor provides a signed Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered transactions.
- C. The signed certification is a material representation of fact upon which reliance was placed when GRTC determined to enter into this transaction. If it is later determined that the Contractor knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, GRTC may terminate this transaction for cause of default.
- D. The Contractor shall provide immediate written notice to GRTC if at any time the Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- E. The terms “covered transaction,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.
- F. By signing this Agreement, the Contractor further certifies that all subcontractors are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.
- G. The Contractor further agrees that it and its subcontractors will provide immediate written notice if at any time the Contractor learns that their subcontractor’s certification was erroneous when submitted or has become erroneous because of changed circumstances.
- H. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- I. Except for transactions authorized under Paragraph E of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to all remedies available to the Federal Government, GRTC may terminate this transaction for cause or default.

## **18. Lobbying Activities**

- A. The Contractor agrees that it will not use Federal assistance funds to support lobbying.
- B. Contractor agrees to comply, and assure the compliance of subcontractors, with U.S. DOT regulations, “New Restrictions on Lobbying,” 49 CFR Part 20, modified as necessary by 31 U.S.C. § 1352.
- C. Contractor agrees to comply with Federal statutory provisions to the extent applicable prohibiting the use of Federal assistance funds for activities designed to influence Congress or a State legislature on legislation or appropriations, except through proper, official channels.
- D. No appropriated funds may be expended by the recipient of a federal contract, grant, loan, or cooperative agreement to pay any employee of any agency, member of congress, or an officer or employee of congress in connection with any of the following covered federal actions: the awarding of federal grants; the making of any federal loan; the entering into of any cooperative agreement; the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- E. The Contractor agrees that it has reviewed the above regulations and submitted with its proposal a certification of compliance with federal lobbying regulations. Pursuant to federal regulations, the Contractor is required to have all subcontractors providing more than \$100,000 in services to also complete this certification.

## **19. Buy America**

The Contractor agrees to comply with 49 U.S.C. § 5323(j), with FTA regulations, “Buy America Requirements,” 49 CFR Part 661, and with implementing guidance FTA may issue.

The equipment to be purchased for this Contract is subject to the Federal Transit Administration Buy America Requirements in 49 CFR 661. The Contractor agrees that it has completed the Buy-America Certification made part of the Request for Proposals, and certifies that the products subject to this section used in connection with this Contract will comply with the requirements of Section 165 and the regulation as set forth. The Contractor understands that a false certification is a criminal act and in violation of 18 U.S.C. 1001. Willful refusal to comply with the certification by a Contractor may lead to initiation of debarment proceedings under 49 CFR Part 29.

**20. Fly America**

The Contractor understands and agrees that the Federal Government will not participate in the costs of international air transportation of any persons involved in or property acquired for the project unless that air transportation is provided by U.S.-flag air carriers to the extent service by U.S.-flag air carriers is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, as amended, 49 U.S.C. § 40118, and with U.S. GSA regulations, “Use of United States Flag Air Carriers,” 41 CFR §§ 301-10.131 through 301-10.143.

**21. Cargo Preference – Use of U.S. Flag Vessels or Air Carriers**

The Contractor agrees to comply with U.S. Maritime Administration regulations, “Cargo Preference – U.S.-Flag Vessels,” 46 CFR Part 381, to the extent those regulations apply to the project. The Contractor also agrees:

- A. To utilize privately owned United States Flag Commercial vessels to ship at least 50% of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners and tankers) involved, whenever shipping any equipment, materials, or commodities pursuant to the section, to the extent such vessels are available at fair and reasonable rates to United States Flag Commercial vessels.
- B. To furnish within thirty days following the date of loading for shipments originating within the United States, or within thirty working days following the date of loading for shipment originating outside the United States, a legible copy of a rated, “On Board” Commercial Ocean Bill-of-Lading in English for each shipment of cargo described in paragraph one above to the recipient (through the prime Contractor in case of sub-Contractor Bills-of Lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, 400 7th Street, S.W., Washington, D.C. 20590, marked with appropriate identification of the project.

**22. Disputes, Breaches, Defaults, or Other Litigation**

The Contractor agrees that FTA has a vested interest in the settlement of any dispute, breach, default, or litigation involving the project. Accordingly:

- A. Notification to FTA – GRTC shall notify FTA of any current or prospective major dispute, breach, default, or litigation that may affect the Federal Government’s interests in the project or the Federal Government’s administration or enforcement of Federal laws or regulations. If GRTC seeks to name the Federal Government as a party to litigation for any reason, in any forum, GRTC shall inform FTA before doing so.
- B. Federal Interest in Recovery – The Federal Government retains the right to a proportionate share, based on the percentage of the Federal share awarded for the project, of proceeds derived from any third party recovery, except that GRTC may

return any liquidated damages recovered to its project account in lieu of returning the Federal share to the Government.

- C. Enforcement – GRTC agrees to pursue all legal rights provided within any third party contract.
- D. FTA Concurrence – FTA reserves the right to concur in any compromise or settlement of any claim involving the project and GRTC.
- E. Alternative Dispute Resolution – FTA encourages GRTC to use alternative dispute resolution procedures, as may be appropriate.

### **23. Prevention of Substance Abuse by Safety Sensitive Employees**

- A. Drug Abuse – To the extent that the Contractor, any subcontractor at any tier, or their employees, perform a safety sensitive function under the Project, the Contractor agrees to comply with, and assures the compliance of each affected subcontractor at any tier, and their employees with U.S. DOT regulations, “Drug-Free Workplace Requirements (Grants),” 49 CFR Part 29, Subpart F, as modified by 41 U.S.C. subsection 712 *et seq.*
- B. Alcohol Abuse – To the extent that the Contractor, any subcontractor at any tier, or their employees, perform a safety sensitive function under the Project, the Contractor agrees to comply with, and assures the compliance of each affected subcontractor at any tier, and their employees with FTA regulations, “Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations,” 49 CFR Part 655.

### **24. Davis-Bacon and Copeland Anti-Kickback Acts**

- A. Minimum wages
  - 1. All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (1)(iv) of this section; also, regular contributions

made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR Part 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classifications and wage rates conformed under paragraph (1)(ii) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

2. (A) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

- (1) Except with respect to helpers as defined as 29 CFR 5.2(n)(4), the work to be performed by the classification requested is not performed by a classification in the wage determination; and
- (2) The classification is utilized in the area by the construction industry; and
- (3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination; and
- (4) With respect to helpers as defined in 29 CFR 5.2(n)(4), such a classification prevails in the area in which the work is performed.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(ii) (B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

3. Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.
4. If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.
5. (A) The contracting officer shall require that any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:
  - (1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and
  - (2) The classification is utilized in the area by the construction industry; and
  - (3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination with 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(v) (B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

- B. Withholding - GRTC shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), all or part of the wages required by the contract, GRTC may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

C. Payrolls and basic records

1. Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.
  
2. (A) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to GRTC for transmission to the Federal Transit Administration. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under section 5.5(a)(3)(i) of Regulations, 29 CFR part 5. This information may be submitted in any form desired. Optional Form WH-347 is available for this purpose and may be purchased from the Superintendent of Documents (Federal Stock Number 029-005-00014-1), U.S. Government Printing Office, Washington, DC 20402. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors.  
  
(B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:
  - (1) That the payroll for the payroll period contains the information required to be maintained under section 5.5(a)(3)(i) of Regulations, 29 CFR part 5 and that such information is correct and complete;
  - (2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either



directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

- (3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph 23.C.2.(B) of this section.

(D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

3. The contractor or subcontractor shall make the records required under paragraph 23.C.1. of this section available for inspection, copying, or transcription by authorized representatives of the Federal Transit Administration or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the Federal agency may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

D. Apprentices and trainees

1. Apprentices - Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a State Apprenticeship Agency recognized by the Bureau, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Bureau of Apprenticeship and Training or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the

classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator of the Wage and Hour Division of the U.S. Department of Labor determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Bureau of Apprenticeship and Training, or a State Apprenticeship Agency recognized by the Bureau, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

2. Trainees - Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the

registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

3. Equal employment opportunity - The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.
- E. Compliance with Copeland Act requirements - The contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract.
- F. Subcontracts - The contractor or subcontractor shall insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as the Federal Transit Administration may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.
- G. Contract termination: debarment - A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.
- H. Compliance with Davis-Bacon and Related Act requirements - All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.
- I. Disputes concerning labor standards - Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.
- J. Certification of eligibility
  1. By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).
  2. No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

3. The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

**25. Contract Work Hours and Safety Standards Act**

- A. Overtime Requirements – No Contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- B. Violation; Liability for Unpaid Wages; Liquidated Damages – In the event of any violation of the clause set forth in paragraph A of this section the Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph A of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph A of this section.
- C. Withholding for Unpaid Wages and Liquidated Damage – GRTC shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from any moneys payable on account of work performed by the Contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid damages as provided in the clause set forth in paragraph B of this section.
- D. Subcontracts – The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs A through D of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs A through D of this section.

**26. Seismic Safety**

The contractor agrees that any new building or addition to an existing building will be designed and constructed in accordance with the standards for Seismic Safety required in Department of Transportation Seismic Safety Regulations 49 CFR Part 41 and will

certify to compliance to the extent required by the regulation. The contractor also agrees to ensure that all work performed under this contract including work performed by a subcontractor is in compliance with the standards required by the Seismic Safety Regulations and the certification of compliance issued on this project.

**27. Incorporation of FTA Terms**

The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F, dated November 1, 2008, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any GRTC requests which would cause GRTC to be in violation of the FTA terms and conditions.

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