



LCOG SOLICITATION NO. 2021-0004
Eugene-Florence Link Lane Bus Route

SAMPLE CONTRACT

This Contract is made and entered into this ____ day of _____, 2021 (“Effective Date”) between LANE COUNCIL OF GOVERNMENTS (“LCOG”), an independent public agency and a political subdivision of the State of Oregon, and [INSERT NAME] (“____” or “CONTRACTOR”), a corporation organized pursuant to the laws of the _____. LCOG and Contractor may hereinafter from time to time be referred to as “Party” or “Parties.”

RECITALS

WHEREAS, LCOG desires to enter into a Contract with CONTRACTOR to provide passenger transportation services as described in LCOG Solicitation No. 2021-0004 (“the solicitation”), fully conformed, and incorporated herein by reference (“Services” or the “Work”); and

WHEREAS, LCOG has selected CONTRACTOR to provide the Services in accordance with its Procurement Policy and Rules Manual; and

WHEREAS, the CONTRACTOR has represented to LCOG that it is sufficiently qualified and experienced to provide those Services detailed in the solicitation, and LCOG has relied on such representations; and

WHEREAS, sufficient authority exists in LCOG’s rules and regulations and state statute, sufficient funds have been budgeted for these purposes and are available, and other necessary approvals have been obtained.

NOW, THEREFORE, in consideration of the mutual understandings and agreements set forth, LCOG and the CONTRACTOR agree as follows:

ARTICLE 1 – SCOPE OF WORK

The required Services are as enumerated and described in Exhibit A – Scope of Work, which document is attached hereto and incorporated herein.

ARTICLE 2 – COMPENSATION AND PAYMENT

The terms for Compensation and Payment are set forth in Exhibit B – Compensation and Method of Payment for Services, attached hereto and incorporated herein. The total value of the Contract, as specified in Exhibit B – Compensation and Method of Payment, may only be

modified by written agreement of both Parties to the Contract in the form of a Contract Amendment as specified in Article 13 below.

Any services not required by the terms of this Contract that are performed without prior written authority from LCOG, will be considered as unauthorized and at the sole expense of Contractor. Services so performed will not be compensated, and no extension in the period of performance will be granted on account thereof.

The Parties agree that LCOG is a governmental entity and that all obligations beyond the current fiscal year are subject to funds being budgeted and appropriated by its Board of Directors. Notwithstanding anything to the contrary contained in this Contract, no charges shall be made to LCOG nor shall any payment be made to the Contractor in excess of the amount for any services provided without prior written approval, and in accordance with a budget adopted by the LCOG Board of Directors.

LCOG's financial obligation under the Contract shall be contingent upon the availability of appropriated funds from which payment for contract purposes can be made.

ARTICLE 3 – CONTRACT TYPE AND TERM

This is a Labor Rate plus Maintenance Expense and Fuel Expense Contract with indefinite delivery, indefinite quantity. The total possible maximum contract period shall not exceed 10 years.

ARTICLE 4 – PERIOD OF PERFORMANCE

- (1) The period of performance under the Contract is for 2 years, commencing on February 1, 2021, and concluding on January 30, 2026 with the potential to extend to January 30, 2031.
- (2) Contractor will not be considered in default in the performance of its obligations with respect to schedule for completion of tasks affected to the extent that the performance of any such obligation is prevented or delayed by an excusable delay. Should Contractor's Services be delayed by an excusable cause, Contractor's schedule for completion of tasks affected by such delay may be extended. Excusable delays may include, but are not limited to, Acts of God or acts or failures to act of government agencies, including LCOG in either their sovereign or contractual capacities; fires, floods, earthquakes, epidemics, quarantine restrictions, strikes, civil disturbances; provided, however, that in every case the failure to perform must be reasonably beyond the control, and without the fault or negligence of, the Contractor. No action or failure to act that is expressly contemplated by this Contract will be deemed an excuse for Contractor's nonperformance.

Within thirty (30) days after the last day of delay, Contractor will furnish LCOG with detailed information concerning the circumstances of the delay, the number of days actually delayed, the appropriate Contract references, and the measures taken to prevent

or minimize the delay. Failure to submit such information in a timely manner will be sufficient cause for denying the delay claim.

- (3) The selected Contractor will be required to perform until the end of the contract period.
- (4) At the termination or expiration of the contract, whichever applies, the Contractor agrees to continue providing the same level of service to LCOG during a transitional period of 120 days. Contractor will hold to rates in effect at the termination of the contract, while the new contract, also in force, is being mobilized.

ARTICLE 5 – CONTRACT AND CONTRACT DOCUMENTS

The Contract consists of the following documents:

- (1) Contract between LCOG and Contractor
- (2) Exhibit A – Scope of Work
- (3) Exhibit B – Compensation and Method of Payment for Services
- (4) Exhibit C – LCOG Request for Proposals No. 2021-0004, fully conformed and inclusive of all addenda to the RFP (by reference)
- (5) Exhibit D – Contractor’s Proposal in response to RFP No. 2021-0004
- (6) Exhibit E – Vehicle Lease Agreement

In addition, all modifications to the Contract after contract execution shall be made in the form of Contract Amendments in accordance with Article 13 below and shall be incorporated into and made part of the Contract.

The documents specified in the paragraph above form the Contract between LCOG and Contractor. This Contract represents the entire and integrated agreement between the Parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Contract Amendment as defined in Article 13 below.

ARTICLE 6 – ORDER OF PRECEDENCE OF THE CONTRACT DOCUMENTS

In the event of inconsistency between provisions of the Contract Documents, the inconsistency will be resolved by giving precedence in the following order:

- (1) Contract Amendments
- (2) Contract between LCOG and Contractor
- (3) Exhibit A – Scope of Work
- (4) Exhibit B – LCOG Solicitation No. 2021-0004, fully conformed and inclusive of all addenda to the RFP

ARTICLE 7 – PROJECT AUTHORIZATION AND PERFORMANCE

- (1) Following contract execution, LCOG will issue a purchase order which shall act as a Notice to Proceed to Contractor, and which shall authorize and direct Contractor to begin work on the Contract. The Contractor shall begin work no later than February 1, 2022.

- (2) Standard of Performance. Contractor will perform and require its subcontractors to perform the Services in accordance with the requirements of this Contract and in accordance with professional standards of skill, care, and diligence adhered to by firms recognized for their expertise, experience and knowledge in performing services of a similar nature. Contractor will be responsible for the professional quality, technical accuracy, completeness, and coordination of the Services, it being understood that LCOG will be relying upon such professional quality, accuracy, completeness, and coordination in utilizing the Services. The foregoing obligations and standards will constitute the "Standard of Performance" for purposes of this Contract.
- (3) All workers will have sufficient skill and experience to perform the work assigned to them. LCOG will have the right, in its sole and absolute discretion, to require the removal of Contractor's personnel at any level assigned to the performance of the Services at no additional cost to LCOG, if LCOG considers such removal necessary in its best interests and requests such removal in writing. Further, an employee who is so removed will not be re-employed on this Contract.

ARTICLE 8 – CONTRACT MANAGER AND KEY PERSONNEL

- (1) The LCOG Contract Manager for this Contract is Kelly Clarke, with Kate Wilson as back-up, with LCOG's transportation planning staff, unless otherwise designated in writing by the LCOG Executive Director.
- (2) Contractor's Key Personnel. The following are the key personnel assigned to perform the Services and their roles under this Contract: _____
 - a. Contractor will not reassign such key personnel to other projects without LCOG's prior written approval and until a satisfactory replacement has been approved by LCOG. Contractor will secure the prior written approval of LCOG for any change or reassignment of key personnel, submitting written documentation of the new individuals' qualifications.
 - b. Contractor's General Manager will supervise and direct the Services and have overall responsibility for the Services in accordance with this Contract. Contractor will be solely responsible for implementation of all services, means, methods, techniques, sequences and procedures and for coordination of all portions of the Service under this Contract.

ARTICLE 9 – INDEPENDENT CONTRACTOR

The Contractor is not an officer, employee, or agent of LCOG or the State of Oregon as those terms are used in the State Tort Claims Act (ORS 30.265).

Contractor shall perform the Services required under this Contract as an Independent Contractor, not as an agent or employee of LCOG. Contractor has no authority to make any statement, representation, or commitment of any kind or to take any action binding upon LCOG, without LCOG's written authorization. LCOG is only interested in the results achieved by the

Services performed by the Contractor; the manner of legally achieving those results is the responsibility of the Contractor.

All of the Services required by this Contract shall be performed by Contractor or under its supervision, and all personnel engaged in the Services shall be fully qualified.

Furthermore, it is understood that LCOG will not provide insurance or benefits of any nature to the Contractor, its employees, or subcontractors.

The Contractor agrees that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its Services hereunder. The Contractor further agrees that in the performance of the Contract, no person having any such interests shall be employed.

ARTICLE 10 – INVOICING AND PAYMENT

LCOG will pay Contractor, as full and complete compensation, for completion of the Services pursuant to the Contract, and costs assuming all duties, responsibilities, and obligations under the Contract.

- (1) Contractor shall submit to LCOG's Contract Manager complete, properly supported and audit-worthy invoices for the Services performed in the preceding month by not later than the 20th day of each month. Contractor may submit no more than one (1) invoice to LCOG for every thirty (30) calendar days of the Term of Contract.
- (2) Invoices shall be sent electronically to KClarke@lcog.org and PayAdmin@lcog.org in PDF format.
- (3) Payment terms are net 30 calendar days following receipt of a correct and audit-worthy invoice by LCOG. A correct and audit-worthy invoice shall include the following:
 - a. Applicable purchase order number and LCOG contract number
 - b. Total invoice amount (including itemized amounts charged for labor and materials)
 - c. Total number of labor hours expended and labor billing rates
 - d. Invoice billing period
 - e. Description of the Services performed during the invoice billing period (including completed Deliverables)
 - f. Monthly broker report
 - g. Data that is required for reporting to the National Transit Database (NTD). Data shall include accident, incident, and operations data for the previous month.
 - h. Any other information that LCOG may reasonably require
- (4) The presentation of invoices by Contractor to LCOG constitutes an express warranty and representation by Contractor to LCOG that the Services have progressed to the point indicated and that the quality of the Services is in accordance with this Contract.
- (5) No approval of any invoice, nor any payment, final or otherwise, nor any use or approval of deliverables by LCOG shall itself constitute Acceptance of the Services.

- (6) LCOG may withhold all or part of any amounts due Contractor to protect LCOG from a loss, including but not limited to, losses caused by the following:
- a. Failure of Contractor to make proper payments to its subcontractors for Services;
 - b. Failure of Contractor to carry out and/or remedy the Services in accordance with the Contract;
 - c. Contractor's breach of warranties.
- (7) Contractor shall maintain books and records supporting all amounts invoiced to LCOG. Contractor shall preserve such books and records for the duration of this Contract and for seven (7) years thereafter, during which time LCOG and its representatives shall have access to such books and records and shall have the right to make any copies thereof for the purpose of auditing or verifying invoices or for any other reasonable business purpose.

Contractor warrants and represents that all books and records specified above shall be complete and accurate and that LCOG may rely on such records and books for any purposes. If Contractor becomes aware that such records are inaccurate or incomplete, Contractor will promptly notify LCOG in writing.

ARTICLE 11 – EMPLOYMENT OF DISTRICT'S PERSONNEL

The Contractor shall not employ any person or persons in the employ of LCOG for any work required by the terms of this Contract without the written permission of LCOG, except as may otherwise be provided for herein.

ARTICLE 12 – REVIEW OF WORK

Authorized representatives of LCOG may, at all reasonable times review and inspect the Services, financial reports, and data collected under the terms of this Contract and any amendments thereto. All reports, drawings, studies, specifications, estimates, maps, and computations prepared by or for the Contractor pursuant to this Contract, shall be available to authorized representatives of LCOG for inspection and review at all reasonable times. Acceptance shall not relieve the Contractor of its professional obligation to correct, at its expense, any of its negligent errors in the work.

ARTICLE 13 – CHANGES

- (1) LCOG shall have the right, without additional consent from Contractor and without invalidating the Contract, to add, delete, or change the required Services.
- (2) Contract Amendments. LCOG shall issue Contract Amendments to make additions, deletions, or changes to the required Services. To initiate a Contract Amendment, LCOG shall send Contractor a Request for Contract Amendment. Upon receipt, Contractor shall prepare an estimate of the effects of the change on the Contract Budget and/or Term of Contract. Upon agreement between Contractor and LCOG on the effects of the change,

LCOG will issue a Contract Amendment specifying any change to the Contract Budget or the Term of Contract.

- (3) The Contract Budget and/or Term of Contract shall be subject to adjustment only by Contract Amendment(s).

ARTICLE 14 – SUBSTANTIAL CHANGES

If, prior to the satisfactory completion of the Services required under this Contract, LCOG materially alters the scope, character, complexity, or duration of the Services from those required under the Contract, a Contract Amendment may be executed between the Parties.

Minor changes in the Services which do not involve increased compensation, extensions of time or changes in the goals and objectives of the Services may be made by written notification of such change by either LCOG or the Contractor with written approval by the other Party.

ARTICLE 15 – ERRORS AND OMISSIONS

No advantage shall be taken by the Contractor in the omission of any part or detail which goes to make the execution of the service complete even though such part or detail is not named in the Scope of Service. Contractor will carefully study this Contract; will verify all figures in these contract documents before performing the Services; will promptly notify LCOG of all errors, inconsistencies, and/or omissions that it discovers; and, in instances where such nonconformities are discovered, will obtain specific instructions in writing from LCOG before proceeding with the Services. Any Services affected which are performed prior to LCOG decision will be at Contractor's risk.

LCOG will be entitled to make such corrections therein and interpretations thereof as it may deem necessary for the fulfillment of the intent of this Contract. Omissions or erroneous descriptions of any Services that are manifestly necessary to carry out the intent of this Contract, or that are customarily performed, will not relieve Contractor from performing such Services at no additional expense and/or delay, and such Services will be performed as if fully and correctly set forth in this Contract.

ARTICLE 16 – INDEMNIFICATION

- (1) Professional Liability. The Contractor shall exercise in its performance of the Services the standard of care normally exercised by nationally recognized organizations engaged in performing comparable services. The Contractor shall be liable to LCOG for any loss, damages or costs incurred by LCOG for the repair, replacement or correction of any part of the project or services to be rendered which is deficient or defective as a result of any failure of the Contractor to comply with this standard.
- (2) Indemnification. To the fullest extent permitted by law and except for all professional liability claims, damages, losses and expenses, the Contractor shall indemnify, defend, and hold harmless LCOG and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of

or resulting from the performance of the Services, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the project itself) including the loss of use resulting there from, but only to the extent caused by the negligent act or omission of, or breach of contract by, the Contractor, any subcontractor of the Contractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

Such obligations shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Contract. LCOG may, if it so desires, withhold the payments due the Contractor so long as shall be reasonably necessary to indemnify LCOG on account of such injuries.

In any and all claims against LCOG or any of its agents or employees by any employee of the Contractor, any subcontractor of the Contractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligations under this Contract shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor.

The Parties agree that nothing contained herein waives or is intended to waive any other rights, protections, immunities, defenses or limitations on liability provided by law, and subject to any applicable provisions of the Oregon Constitution and applicable laws.

ARTICLE 17 – INSURANCE

- (1) CONTRACTOR shall procure and maintain, until all of its obligations under this Contract have been discharged, including until any warranty periods under this Contract are satisfied, the following types of insurance coverage and limits of liability. These insurance requirements and the obligations of the indemnification agreement that is part of this contract shall apply to anyone hired by CONTRACTOR to work under this agreement. CONTRACTOR shall procure and maintain in effect the following types of insurance at least as broad and with limits of liability not less than those stated below.
- (2) Within ten (10) days of awarding this contract, the CONTRACTOR shall furnish LCOG's Procurement Manager with Certificates of Insurance indicating the correct insurance coverage has been obtained and is in full force and effect through the next date of notification.
- (3) Types of Insurance and Minimum Limits. The Contractor agrees that it will, at all times during the term of the agreement, keep in force a tort liability insurance policy (policies), issued by a company authorized to transact business in the State of Oregon.

The insurance requirements herein are minimum requirements for this contract. LCOG in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of its performance of the Services under this

Contract. The Contractor is free to purchase such additional insurance as it may determine necessary.

a. Workers' Compensation Insurance. Contractor shall provide Workers' Compensation benefits for persons performing work under this contract in accordance with applicable state and federal laws.

b. Commercial General Liability Insurance.
Per Occurrence \$2,000,000
Aggregate \$4,000,000

c. Commercial Auto Liability Insurance. In addition, the Contractor shall carry both Collision and Comprehensive coverage on all vehicles covering all owned, non-owned, and hired vehicles used in connection with the work as specified in the Contract.

Combined Single Limit \$2,000,000

d. The Contractor shall secure an Umbrella or Excess Liability policy of \$1,000,000.

(4) CONTRACTOR's insurance shall apply as primary and will not seek contribution from any insurance or self-insurance maintained by, or provided to, the additional insureds listed below.

a. The CONTRACTOR shall add LCOG and its directors, officers, representatives, agents, and employees as additional insureds with respect to work or operations connected with the contract (excluding Workers' Compensation policies).

(5) Waiver of Subrogation. CONTRACTOR and LCOG waive all rights against the following:

a. Each other and any of their CONTRACTORS, agents, and employees, each of the other; and

b. LCOG, separate CONTRACTORS, and any of their CONTRACTORS, subcontractors, agents, and employees for damages caused by fire or other perils to the extent covered by property insurance provided under the Contract or other property insurance applicable to the work, except such rights as they may have to proceeds of such insurance held by the LCOG as fiduciary.

CONTRACTOR shall require their agents and employees, by appropriate agreements, written where legally required for validity, similar waivers in favor of other parties enumerated herein. The policies, except for Workers' Compensation, shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.

(6) Special Provisions.

- a. If CONTRACTOR fails to procure and maintain such insurance, CONTRACTOR will be in breach of the Contract and LCOG shall have the right to proceed with Termination of the Contract and whatever judicial remedies may be appropriate.
- b. Maintenance of the foregoing insurance coverage shall in no way be interpreted as relieving the CONTRACTOR of any responsibility hereunder. The CONTRACTOR may secure, at its own expense, such additional insurance as the CONTRACTOR deems necessary.
- c. Insurance coverage carried by the CONTRACTOR shall not be subject to limitations, conditions, or restrictions reasonably deemed by LCOG to be inconsistent with the intent of the Insurance Requirements to be fulfilled by CONTRACTOR under this Article.
- d. All policies are to be written through companies duly entered and authorized to transact that class of insurance in the state in which the project is located. The insurance companies must have an A.M. Best rating of A:XI or better in most recent Best's Key Rating Guide.
- e. Approval, disapproval, or failure to act by LCOG regarding insurance supplied by the CONTRACTOR shall not relieve the CONTRACTOR of full responsibility or liability pursuant to Article 16 for damages. Neither shall be the bankruptcy, insolvency or denial or liability by the insurance company exonerate the CONTRACTOR from liability.
- f. Separations of Insureds. If the liability policies do not contain the standard ISO separation of insured provision, or a substantially similar clause, they shall be endorsed to provide a Separation of Insureds provisions.
- g. CONTRACTOR shall make no request for special payments for any insurance that the CONTRACTOR may be required to carry as identified under this Article; all are included in the Contract price and in the Contract unit prices.
- h. LCOG shall have the right, but not the obligation, of prohibiting CONTRACTOR or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by LCOG.
- i. Contractor and Subcontractors. CONTRACTOR shall require all of its subcontractors to provide the aforementioned coverage at levels that the CONTRACTOR and its subcontractors may consider necessary and any deficiency in the coverage or policy limits of the subcontractors will be the sole responsibility of CONTRACTOR. CONTRACTOR shall furnish copies of certificates of insurance evidencing coverage for each subcontractor when required by LCOG.

- j. Deductibles and Self-Insured Retention. All deductibles and/or self-insured retention amounts must be declared to LCOG.
- k. Certificates of Insurance. Before commencing performance on the Contract, CONTRACTOR must furnish certificate(s) of insurance (using ACORD form or equivalent) to LCOG evidencing the following:
 - i. Insurance coverage in accordance with this Article 17 – Insurance
 - ii. Signature by person authorized by insurer to bind coverage on its behalf
 - iii. Effective expiration dates of policies
 - iv. LCOG must be given thirty (30) days written notice, in accordance with policy terms, or all cancellation, non-renewal, or material changes in policy by either Insurer or CONTRACTOR.
 - v. LCOG is added as Additional Insured party on the Commercial General Liability.
 - vi. A waiver of subrogation endorsement applies on the General Liability.
 - vii. Any deductible and/or self-insured retention
 - viii. Certificate of Insurance title block format is as follows: Lane Council of Governments, 859 Willamette Street, Suite 500, Eugene OR 97405.

Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of the Contract.

ARTICLE 18 – PERFORMANCE BOND

(Intentionally Omitted)

ARTICLE 19 – SUBLETTING, ASSIGNMENT, OR TRANSFER

The Contractor remains fully responsible for the performance of any and all subcontractors and shall not be relieved of any responsibility for the performance of its duties under the contract, regardless of any subcontract entered into by the Contractor. Subcontractors must comply with the same terms and conditions, provide the same assurances, and meet the same standards of service required of the Contractor.

The Contractor, acting as LCOG's agent, must maintain service agreements relative to the provision of the operation of the Florence/Yachats Connector Pilot Project through other providers or arrange for the coordination of services.

ARTICLE 20 – TERMINATION

- (1) Termination for Convenience. LCOG may terminate this Contract for its convenience at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least 120 calendar days before the effective date of such termination. If this contract is terminated, LCOG shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination. Partially completed tasks will be compensated for based on a signed

statement of completion to be submitted by the Contractor which shall itemize each task element and briefly state what work has been completed and what work remains to be done. The Contractor shall promptly submit its termination claim to LCOG to be paid the Contractor. If the Contractor has any property in its possession belonging to LCOG, the Contractor will account for the same, and dispose of it in the manner LCOG directs.

- (2) Termination for Default. If the Contractor fails to perform in the manner called for in this Contract or if the Contractor fails to comply with any other provisions of this Contract, LCOG may terminate this Contract for cause. Termination shall be effected by serving a notice of termination on the Contractor setting forth the manner in which the Contractor has breached or is in default. The Contractor will only be paid the contract price for services performed in accordance with the manner of performance set forth in this Contract.

If this contract is terminated while the Contractor has possession of LCOG goods, the Contractor shall, upon direction of LCOG, protect and preserve the goods until surrendered to LCOG or its agent. The Contractor and LCOG shall agree on payment for the preservation and protection of goods. Failure to agree on an amount will be resolved under the Article 22 – Breaches and Dispute Resolution.

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

- (3) Opportunity to Cure. LCOG in its sole discretion may, in the case of a termination for cause, allow the Contractor an appropriate period of time to cure the breach or default. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions. If the Contractor fails to remedy to LCOG's satisfaction the breach or default, LCOG shall have the right to terminate this Contract without any further obligation to the Contractor. Any such termination for breach or default shall not in any way operate to preclude LCOG from also pursuing all available remedies against the Contractor and its sureties for said breach or default.
- (4) Waiver of Remedies for any Breach. In the event that LCOG elects to waive its remedies for any breach by Contractor of any covenant, term or condition of this Contract, such waiver by LCOG shall not limit LCOG's remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.

ARTICLE 21 – APPLICABLE LAWS AND VENUE

This Contract shall be governed by the laws of the State of Oregon. This Contract shall be deemed entered into in Lane County, Oregon. At LCOG's option, the location for settlement of any and all claims, controversies and disputes arising out of or related to this Contract or any breach thereof, whether by alternative dispute resolution or litigation, shall be proper only in this county.

ARTICLE 22 – CLAIMS AND DISPUTES

- (1) Definition. A claim is a demand or assertion by one of the Parties seeking, as a matter of right, adjustment of contract terms, payment of money, extension of time, or other relief with respect to the terms of the Contract. The term "claim" also includes other disputes between LCOG and the Contractor arising out of or relating to the Contract. Claims must be made by written notice. The responsibility to substantiate claims shall rest with the party making the claim.
- (2) Time Limits on Claims. Claims by Contractor must be made within 21 days after occurrence of the event giving rise to such claim or within 21 days after the claimant first recognizes, or reasonably should have recognized, the condition giving rise to the claim, whichever is the later. An additional claim made after the initial claim has been resolved will not be considered unless submitted in a timely manner.
- (3) Rights and Remedies. The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights, and remedies otherwise imposed or available by law. No action or failure to act by LCOG or Contractor shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.
- (4) Continuing Contract Performance. Pending final resolution of a claim, including litigation, unless otherwise directed by LCOG in writing, the Contractor shall proceed diligently with performance of the Contract and LCOG shall continue to make payments in accordance with the Contract.
- (5) Waiver of Claims: Final Payment. The making and acceptance of Final Payment shall constitute a waiver of claims by LCOG except those arising from:
 - a. Liens, claims, security interests, or encumbrances arising out of the Contract and unsettled;
 - b. Failure of the Work to comply with the requirements of the Contract;
 - c. Terms of special warranties required by the Contract; or
 - d. Faulty or defective work appearing after Final Completion.

ARTICLE 23 – RESOLUTION OF CLAIMS AND DISPUTES

- (1) Negotiation. The parties will attempt in good faith to resolve promptly through negotiation any claim or controversy arising out of or relating to this Contract. If a controversy or claim should arise, LCOG's Contract Manager and Contractor's principal contact with LCOG (herein referred to as "Contractor's Field Representative") will meet at least once and will attempt in good faith to resolve the dispute. For such purpose, either may request the other to meet within seven (7) days, at a mutually agreed upon time and place.

If LCOG's Contract Manager and Contractor's Field Representative are not able to resolve the dispute within seven (7) days after their first meeting (or such longer period of time as may be mutually agreed upon), either party may request that LCOG and the

Contractor's Management Representative meet at least once to attempt in good faith to resolve the dispute.

If LCOG and Contractor's Management Representative are not able to resolve the dispute within fourteen (14) days after the first meeting of LCOG's Contract Manager and Contractor's Field Representative (or such longer period of time as may be mutually agreed upon), LCOG will notify the Contractor's Management Representative in writing that the LCOG's Executive Director shall render a decision within seven (7) days, which decision shall be considered advisory only and not binding in the event of litigation in respect of the claim.

Upon expiration of such time period, the GM will render to the parties LCOG's written decision relative to the claim, including any change in the Contract Sum or Contract Time or both. If there is a surety and there appears to be a possibility of a Contractor's default, LCOG may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy. Contractor shall, within seven (7) days after the effective date of this Contract, designate to LCOG its Field Representative and Management Representative, the latter of whom shall be an executive level individual with authority to settle disputes. LCOG and Contractor may each change the designation of its Field Representative and Management Representative, but shall maintain at all times during the term of this Contract both a designated Field Representative and a designated Management Representative.

- (2) Mediation. If the dispute has not been resolved within twenty-one (21) days after the first meeting of LCOG's Contract Manager and Contractor's Field Representative (or such longer period of time as may be mutually agreed upon), either party may refer the claim or controversy to non-binding mediation by sending a written mediation request to the other party. In the event that such a request is made, the parties agree to participate in the mediation process. Non-binding mediation of claims or controversies under this Contract shall be conducted by a professional mediator that is mutually acceptable to and agreed upon by both parties (herein referred to as the "Mediator"). The parties and the Mediator may join in the mediation any other party necessary for a mutually acceptable resolution of the dispute. Should the Mediator be unable or unwilling to continue to serve, the parties shall select a successor Mediator. The mediation procedure shall be determined by the Mediator in consultation with the parties. The fees and expenses of the Mediator shall be borne equally by the parties.
- (3) Litigation. If the dispute is not resolved within fifteen (15) days after the commencement of mediation, or if no mediation has been commenced within thirty (30) days after the first meeting between LCOG's Contract Manager and Contractor's Field Representative (or such longer period of time as may be mutually agreed upon), either party may commence litigation to resolve the dispute in any Oregon state court of competent jurisdiction in Lane County or in the United States District Court for the State of Oregon to the extent said Court shall have jurisdiction over the matter.
- (4) In addition to the requirements of Article 27 in this Contract entitled "Notices", a copy of any written notices, appeals, and documents pertaining to a contract dispute under this

Article shall also be delivered to Anne Davies, LCOG’s Principal Attorney and Brendalee Wilson, LCOG’s Executive Director.

(5) Contractor agrees that the economic loss rule shall not serve as a limitation on LCOG’s right to pursue tort remedies in addition to other remedies it may have against Contractor. Such rights and remedies shall survive the project or any termination of this Contract.

a. Oregon Torts Limits (Effective as of July 1, 2016). Below are the most recently published tort limits based on required statutory methodology identified in Oregon Revised Statute 30.271(4), 30.272(4), and 30.273(3) to calculate the annual adjustment to the limitations on liability of state and local public bodies for personal injury, death, and property damage or destruction. Based on these calculations, the limitations are adjusted as shown in this table:

Public Body	Claimant(s)	Claim	Adjusted Limit
State	Single	Injury or death	\$ 2,073,600
State	Multiple	Injury or death	\$ 4,147,100
Local	Single	Injury or death	\$ 691,200
Local	Multiple	Injury or death	\$ 1,382,300
State or Local	Single	Property damage or destruction	\$ 113,400
State or Local	Multiple	Property damage or destruction	\$ 566,900

ARTICLE 24 – FORCE MAJEURE

(1) Neither party hereto shall be deemed to be in default of any provision of this Contract, or for any failure in performance, resulting from acts or events beyond the reasonable control of such party. For purposes of this Contract, such acts shall include, but not be limited to, acts of God, civil or military authority, civil disturbance, war, strikes, fires, other catastrophes, or other "force majeure" events beyond the parties' reasonable control; provided, however, that the provisions of this Section shall not preclude LCOG from canceling or terminating this Contract (or any order for any product included herein), as otherwise permitted hereunder, regardless of any force majeure event occurring to Contractor.

(2) Notification by Contractor. Contractor shall notify LCOG in writing as soon as Contractor knows, or should reasonably know, that a force majeure event (as defined in the Contract Documents) has occurred that will delay completion of the Scope of Work. Said notification shall include reasonable proofs required by LCOG to evaluate any Contractor request for relief under the Contract Documents. LCOG shall examine Contractor's notification and determine if the Contractor is entitled to relief. LCOG shall notify the

Contractor of its decision in writing. LCOG's decision regarding whether or not the Contractor is entitled to force majeure relief shall be final and binding on the parties.

- (3) Losses. Contractor is not entitled to damages, compensation, or reimbursement from LCOG for losses resulting from any "force majeure" event.

ARTICLE 25 – SEVERABILITY

If any provision of this Contract is held to be invalid, illegal, or unenforceable for any reason, the validity, legality, and enforceability of the remaining provisions of this Contract will not be adversely affected.

ARTICLE 26 – ASSIGNABILITY

The covenants herein contained shall, except as otherwise provided, accrue to the benefit of and be binding upon the successors and assigns of the parties hereto.

ARTICLE 27 – NOTICES

- (1) All official notices and communications under this Contract shall be in writing and shall be deemed to have been duly given (i) on the date of delivery if delivered personally to the party to whom notice is given, or (ii) at the date of actual receipt if mailed by U.S. Postal Service, postage prepaid, return receipt requested.
- (2) Notices and other communications shall be directed to the parties at the addresses listed below:

Notice to Contractor:

Successful Proposer
123 Main Street
Anywhere, US 0000
Attn: maincontact@proposer.com

Notice to LCOG:

Lane Council of Governments
859 Willamette Street
Eugene, OR 97401
Attn: Kelly Clarke
Copy: Brendalee Wilson, Executive
Director

Telephonic and electronic mail communications and facsimile transmittals may be used to expedite communications, but neither shall be considered official communications under this Contract unless and until confirmed in writing in accordance with this Article 22, paragraph (1) above.

Either party may change its representation or address by notice given to the other in accordance with this Article.

ARTICLE 28 – OWNERSHIP OF DOCUMENTS

The Contractor agrees that all reports, drawings, computer disks, specifications, survey notes, estimates, maps, computations, and other data prepared by or for it under the terms of this Contract shall be delivered to, become, and remain the property of LCOG upon termination or completion of the work. LCOG shall have the right, at its sole risk, to use the same without restriction or limitation and without compensation to the Contractor other than that provided for in this Contract. In the event of reuse by LCOG, LCOG shall indemnify, defend and hold harmless Contractor from any and all claims or demands arising from such reuse by LCOG. The Contractor shall not have the right to use same for sale or other benefit without express written permission from LCOG, which permission shall not be unreasonably withheld. Contractor shall be allowed to retain a copy of the same for its records and as may be required by law.

ARTICLE 29 – RIGHTS IN TECHNICAL DATA

- (1) All documents and materials prepared or developed by Contractor and its subcontractor pursuant to this Contract will become the property of LCOG without restriction or limitation on their use and will be made available upon request, to LCOG at any time. Original copies of such will be delivered to LCOG upon completion or termination of the Services. Contractor will be permitted to retain copies of such items for the furtherance of its technical proficiency; however, publication or dissemination of this material is subject to the prior written approval of LCOG.
- (2) No material or technical data prepared by Contractor under this Contract is to be released by Contractor to any other person or agency except as necessary for the performance of the Services.
- (3) LCOG will have the right to use, duplicate, modify or disclose the technical data and the information conveyed therein, in whole or in part, in any manner whatsoever, and to have or permit others to do so.
- (4) Contractor grants LCOG and its subsidiaries, officers, agents, representatives and employees, acting within the scope of their official duties, a royalty-free, perpetual license to publish, translate, reproduce, deliver and use as they deem fit all technical data covered by copyright supplied for this Contract. No copyrighted matter will be included in technical data furnished hereunder without the written permission of the copyright owner for LCOG to use such in the manner herein described.
- (5) Contractor warrants that the processes, design, equipment, materials or devices used in providing the Services will be delivered free of any rightful claim of any third party for infringement of any United States patent or copyright. If a suit or proceeding based on a claimed infringement of a patent or copyright is brought against LCOG, Contractor will, at its own expense, defend or settle any such suit or proceeding if authorized to do so in writing by LCOG, and indemnify and hold harmless LCOG, its subsidiaries, officers, agents, representatives and employees from all liability, costs and expenses associated therewith, including, without limitation, defense costs and attorneys' fees.

ARTICLE 30 – COPYRIGHTING

The Contractor and LCOG agree that any papers, interim reports, forms, and any other material which are part of the Work under this Contract are to be deemed a “work for hire,” as such term is defined in the Copyright Laws of the United States. As a “work made for hire,” all copyright interests in said works will vest in LCOG upon creation of the copyrightable work. If any papers, interim reports, forms, or other material which are a part of work under this Contract are deemed by law not to be a “work for hire,” any copyright interests of the Contractor are hereby assigned completely and solely to LCOG. Publication rights to any works produced under this Contract are reserved by LCOG.

ARTICLE 31 – PUBLICATION AND PUBLICITY

Articles, papers, bulletins, data, studies, statistics, interim or final reports, oral transmittals, or any other materials reporting the plans, progress, analyses, results, or findings of work conducted under this Contract shall not be presented publicly or published without prior written approval by LCOG.

All releases of information, findings, and recommendations shall include a disclaimer provision and all published reports shall include that disclaimer on the cover and title page in the following form:

"The contents of this publication reflect the views of the author(s), who is (are) responsible for the facts and accuracy of the data presented herein. The opinions, findings, and conclusions in this publication are those of the author(s) and do not necessarily reflect the official views or policies of those of the Lane Council of Governments or the Federal Transit Administration. This publication does not constitute a standard, specification, or regulation."

If any information concerning the Services, their conduct, results, or data gathered or processed should be released by the Contractor without prior approval from LCOG, the release of same shall constitute grounds for termination of this Contract without indemnity to the Contractor. In addition, the Contractor shall indemnify and hold harmless LCOG, its officers, employees, and agents from any liability arising from such unauthorized release of data.

Any request for information directed to the Contractor, pursuant to the Oregon Open Records Act, by the public shall be immediately redirected to LCOG for handling. LCOG shall be responsible for providing the response to requests under the Oregon Open Records Act. The Contractor acknowledges and agrees that all records of the Services and the work, including records of the Contractor and its subcontractors are subject to the Oregon Open Records Act.

ARTICLE 32 – COVENANT AGAINST CONTINGENT FEES

The Contractor shall comply with all relevant requirements of all Federal, State, and local laws. The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Contract. For

breach or violation of this warranty, LCOG shall have the right to annul this Contract without liability, or in its discretion, to deduct from the Contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

ARTICLE 33 – CONFLICTS OF INTEREST

LCOG employees and directors are bound by the LCOG Code of Ethics and Standards of Conduct. The LCOG Code of Ethics and Standards of Conduct prohibits LCOG employees and directors engaged in the award and administration of contracts, or any person acting on their behalf, from accepting, directly or indirectly, any gift with a value of more than a nominal amount, including meals or tickets to sporting events, from any person with whom the employee interacts on official LCOG business. Therefore, Contractor, or its subcontractors or suppliers, may not make gifts or favors to any LCOG employee or director. It is a violation of the LCOG Code of Ethics and Standards of Conduct for any LCOG employee to accept any such gift or favor.

ARTICLE 34 – WARRANTIES

The Contractor shall exercise in its performance of the Services the standard of care normally exercised by nationally recognized organizations engaged in performing comparable services. Contractor further warrants and agrees that it, and any persons assigned by Contractor, shall perform this Contract in compliance with all relevant requirements of federal, state, and local laws, statutes, acts, ordinances, rules, regulations, codes, or standards.

ARTICLE 35 – NONWAIVER

No failure or waiver or successive failures or waivers on the part of either Party, its successors or permitted assigns, in the enforcement of any condition, covenants, or article of this Contract shall operate as a discharge of any such condition, covenant, or article nor render the same invalid, nor impair the right of either Party hereto, their successors or permitted assigns, to enforce the same in the event of any subsequent breaches by the other Party hereto, its successors or permitted assigns.

ARTICLE 36 – MERGER

This Contract constitutes the entire agreement of the Parties, all prior discussions, representations, and agreements being merged herein. The Contract may not be changed, modified, extended, or amended, nor any provision thereof waived, except by a written amendment executed by duly authorized representatives of the respective parties. The captions in this Contract are for convenience only and shall not affect the substantive meaning of any provision herein.

ARTICLE 37 – NO THIRD-PARTY RIGHTS

Except as expressly set forth herein, the representations, warranties, terms, and provisions of this Contract are for the exclusive benefit of the Parties hereto and no other person or entity shall

have any right or claim against either Party by reason of any of these terms and provisions or be entitled to enforce any of these terms and provisions against either Party.

ARTICLE 38 – ATTACHMENTS

Any attachment or exhibit to this Contract will be incorporated into and made a part of this Contract. In the event of a conflict between the provisions contained in the body of this Contract and any attachment or exhibit, the terms in the body of this Contract will control.

ARTICLE 39 – SEPARATE COUNTERPARTS

This Contract may be executed in one or more counterparts, each of which, when so executed, shall be deemed to be an original. Such counterparts shall together constitute and be one and the same instrument.

ARTICLE 40 – FOREIGN CONTRACTOR REPORT TO DEPARTMENT OF REVENUE (ORS 279A.120)

The following provision is applicable to all contracts with a contract price exceeding \$10,000 if the Contractor is not domiciled in or registered to do business in the state of Oregon:

Where a public contract is awarded to a foreign Contractor and the contract price exceeds \$10,000, the Contractor shall promptly report to the Department of Revenue, on forms provided by the Department of Revenue, the total contract price, terms of payment, length of contract, and such other information as the Department of Revenue may require. The Contractor shall provide LCOG with copies of all forms provided to the Department of Revenue before final payment will be made on the contract.

ARTICLE 41 – REGULATORY COMPLIANCE

The work to be performed as the Services under this Contract may be financed, in part, by grants provided under programs of the Federal Transit Act, as amended, and as such is subject to the Terms and Conditions set forth in the grant agreements. Contractor understands that Federal laws, regulations, policies, and related administrative practices applicable to the Contract may be modified from time to time. Contractor acknowledges that the most recent of such Federal requirements will govern the Contract at any particular time, unless the Federal Government determines otherwise. Likewise, new Federal laws, regulations, policies, and administrative practices may be established after the Contract is executed and may apply to the Contract. The laws and regulations detailed in this Contract include, but are not limited to, those that will be applicable to the Contract. To the extent applicable, Contractor shall comply with the Federal, State, and LCOG imposed requirements contained in this Contract.

ARTICLE 42 – CONFIDENTIAL INFORMATION

Access to government records is governed by the Oregon Open Records Act, ORS 192.440. Except as otherwise required by the Oregon Open Records Act, LCOG will exempt from disclosure proprietary information, trade secrets and confidential commercial and financial

information submitted or disclosed during the term of the Contract. Any such proprietary information, trade secrets or confidential commercial and financial information that the Contractor believes should be exempted from disclosure shall be specifically identified and marked as such. Blanket-type identification by designating whole pages or sections as containing proprietary information, trade secrets or confidential commercial and financial information will not ensure confidentiality. The specific proprietary information, trade secrets or confidential commercial and financial information must be clearly identified as such. Notwithstanding the Contractor's claim of or designation of information as proprietary, confidential or a trade secret, the determination whether it is or not will be determined by LCOG under Oregon state law.

Any request for information directed to the Contractor, pursuant to the Oregon Open Records Act, by the public shall be immediately redirected to LCOG for handling. LCOG shall be responsible for providing the response to requests under the Oregon Open Records Act. The Contractor acknowledges and agrees that all records of the Services and the work, including records of the Contractor and its subcontractors are subject to the Oregon Open Records Act, ORS 192.440, et. seq.

This Confidentiality section shall survive the termination or expiration of the Contract.

ARTICLE 43 – OREGON RECIPROCAL PREFERENCE (ORS 279A.120)

In determining the lowest responsible bidder, a public contracting agency shall, for the purpose of awarding the contract, add a percent increase on the bid of a nonresident bidder equal to the percent, if any, of the preference given to that bidder in the state in which the bidder resides.

The Oregon Department of Administrative Services, on or before January 1 of each year, shall publish a list of states that give preference to in-state bidders with the percent increase applied in each such state. The public contracting agency may rely on the names of states and percentages so published in determining the lowest responsible bidder without incurring any liability to any bidder.

ARTICLE 44 – CONDITIONS CONCERNING PAYMENT, CONTRIBUTIONS, LIENS, WITHHOLDING (ORS 279B.220)

Every public contract shall contain a condition that the contractor shall:

- (1) Make payment promptly, as due, to all persons supplying to the contractor labor or material for the performance of the work provided for in the contract.
- (2) Pay all contributions or amounts due the Industrial Accident Fund from the contractor or subcontractor incurred in the performance of the contract.
- (3) Not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.
- (4) Pay to the Department of Revenue all sums withheld from employees under ORS 316.167.

ARTICLE 45 – RESERVED

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ARTICLE 46 – RESERVED

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ARTICLE 47 – CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

The Contractor agrees to comply with the following, in accordance with the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 3701–3708) and U.S. Department of Labor regulations (29 C.F.R. part 5):

- (1) Overtime Requirements. No Contractor or subcontractor contracting for any part of the contract work that may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any work week in which he or she is employed on such work to work in excess of eight (8) hours in any calendar day or in excess of forty (40) hours in such work week, 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 eight (8) hours in any calendar day or in excess of forty (40) hours in such work week.
- (2) Violation; Liability for Unpaid Wages; Liquidated Damages. In the event of any violation of the clause set forth in subparagraph (b) (1) of 29 CFR, Section 5.5, the Contractor or any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such district or to such territory) 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 subparagraph (b) (1) of 29 CFR, Section 5.5, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of eight (8) hours or in excess of the standard work week of forty (40) hours without payment of the overtime wages required by the clause set forth in subparagraph (b) (1) of 29 CFR, Section 5.5.
- (3) Withholding for Unpaid Wages and Liquidated Damages. The Department of Transportation (DOT) or LCOG 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 monies 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 any 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 wages and liquidated damages as provided in the clause set forth in subparagraph (b) (2) of 29 CFR, Section 5.5.

- (4) Non-construction Grants. The Contractor or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three (3) years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. Further, LCOG shall require the Procurement Manager to insert in any such contract a clause providing that the records to be maintained under this paragraph shall be made available by the Contractor or subcontractor for inspection, copying, or transcription by authorized representatives of DOT and the Department of Labor, and the Contractor or subcontractor will permit such representatives to interview employees during working hours on the job.
- (5) Subcontracts. The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph 1 through 5 of this paragraph 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 subparagraphs 1 through 5 of this paragraph.

ARTICLE 48 – CONTRACTOR’S COMPLIANCE WITH TAX LAWS

- (1) Contractor must, throughout the duration of this Contract and any extensions, comply with all tax laws of this state and all applicable tax laws of any political subdivision of this state. For the purposes of this Section, “tax laws” includes all the provisions described in the required **Contractor’s Representations and Warranties Certification**, included as part of this Contract.
- (2) Any violation of subsection 1 of this section shall constitute a material breach of this Contract. Further, any violation of the conditions specified in the **Contractor’s Representations and Warranties Certification**, concerning the Contractor’s compliance with the tax laws of this state and the applicable tax laws of any political subdivision of this state also shall constitute a material breach of this Contract. Any violation shall entitle LCOG to terminate this Contract, to pursue and recover any and all damages that arise from the breach and the termination of this Contract, and to pursue any or all of the remedies available under this Contract, at law, or in equity, including but not limited to:
 - a. Termination of this Contract, in whole or in part;
 - b. Exercise of the right of setoff, and withholding of amounts otherwise due and owing to Contractor, in an amount equal to State’s setoff right, without penalty; and
 - c. Initiation of an action or proceeding for damages, specific performance, declaratory or injunctive relief. LCOG shall be entitled to recover any and all damages suffered as the result of Contractor's breach of this Contract, including but not limited to

direct, indirect, incidental and consequential damages, costs of cure, and costs incurred in securing [replacement Services/replacement Goods/a replacement contractor].

These remedies are cumulative to the extent the remedies are not inconsistent, and LCOG may pursue any remedy or remedies singly, collectively, successively, or in any order whatsoever.

ARTICLE 49 – RESERVED

(Intentionally Left Blank)

ARTICLE 50 – NO GOVERNMENT OBLIGATION TO THIRD PARTIES

- (1) LCOG and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to LCOG, Contractor, or any other party (whether or not a party to that Contract) pertaining to any matter resulting from the underlying Contract.
- (2) The Contractor agrees to include the above clause 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.

ARTICLE 51 – PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS

- (1) The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801–3812 and U.S. DOT regulations “Program Fraud Civil Remedies,” 49 C.F.R. part 31, apply to its actions pertaining to this contract. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.
- (2) The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under authority of 49 U.S.C. § 5307,

the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

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

ARTICLE 52 – ACCESS TO RECORDS AND REPORTS

The following access to records requirements apply to this Contract:

- (1) Where the Purchaser (LCOG) is the FTA Recipient or a sub grantee of the FTA Recipient in accordance with 49 CFR 18.36(i), the Contractor agrees to provide the Purchaser (LCOG), the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any 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.
- (2) 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.
- (3) The Contractor agrees to maintain all books, records, accounts, and reports required under this Contract for a period of not less than three (3) years after the date of termination or expiration of this Contract, except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case Contractor agrees to maintain same until the Purchaser (LCOG), the FTA Administrator, the Comptroller General, 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).
- (4) FTA does not require the inclusion of these requirements in subcontracts.

ARTICLE 53 – FEDERAL CHANGES

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures, and directives, including without limitation those listed directly or by reference in the Master Agreement (FTA MA (22) dated October 2015) between Purchaser (LCOG) 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. The Contractor agrees to include a substantially similar provision in its contracts with subcontractors.

ARTICLE 54 – CIVIL RIGHTS REQUIREMENTS

The Contractor agrees to the following, and also agrees to include substantially similar provisions in its contracts with subcontractors:

Civil Rights Requirements. The Contractor agrees that it must comply with applicable federal

civil rights laws, regulations, requirements, and guidance, and follow applicable federal guidance, except as the Federal Government determines otherwise in writing. Therefore, unless a Recipient or a federal program, including the Tribal Transit Program or the Indian Tribe Recipient, is specifically exempted from a civil rights statute, FTA requires compliance with that civil rights statute, including compliance with equity in service.

Nondiscrimination in Federal Public Transportation Programs. The Contractor agrees that it will:

1. Prohibit discrimination based on the basis of race, color, religion, national origin, sex, disability, or age.
2. Prohibit the:
 - a. Exclusion from participation in employment or a business opportunity for reasons identified in 49 U.S.C. § 5332,
 - b. Denial of program benefits in employment or a business opportunity identified in 49 U.S.C. § 5332, or
 - c. Discrimination, including discrimination in employment or a business opportunity identified in 49 U.S.C. § 5332.
3. Follow:
 - a. The most recent edition of FTA Circular 4702.1, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients," to the extent consistent with applicable federal laws, regulations, requirements, and guidance, and other applicable federal guidance that may be issued, but
 - b. FTA does not require an Indian Tribe to comply with FTA program-specific guidelines for Title VI when administering its Underlying Agreement supported with federal assistance under the Tribal Transit Program.

Nondiscrimination – Title VI of the Civil Rights Act. The Contractor agrees that it will:

1. Prohibit discrimination based on race, color, or national origin,
2. Comply with:
 - a. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d et seq.,
 - b. U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964," 49 C.F.R. part 21, and
 - c. Federal transit law, specifically 49 U.S.C. § 5332, and
3. Follow:
 - a. The most recent edition of FTA Circular 4702.1, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients," to the extent consistent with applicable federal laws, regulations, requirements, and guidance,
 - b. U.S. DOJ, "Guidelines for the enforcement of Title VI, Civil Rights Act of 1964," 28 C.F.R. § 50.3, and

All other applicable federal guidance that may be issued.

Equal Employment Opportunity.

1. Federal Requirements and Guidance. The Contractor agrees that it will prohibit discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin, and:
 - A. Comply with Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e et seq.,
 - B. Facilitate compliance with Executive Order No. 11246, “Equal Employment Opportunity” September 24, 1965, 42 U.S.C. § 2000e note, as amended by any later Executive Order that amends or supersedes it in part and is applicable to federal assistance programs,
 - C. Comply with federal transit law, specifically 49 U.S.C. § 5332
 - D. FTA Circular 4704.1, “Equal Employment Opportunity Program Guidelines for Grant Recipients,” July 26, 1988, and
 - E. Follow other federal guidance pertaining to Equal Employment Opportunity laws, regulations, and requirements, and prohibitions against discrimination on the basis of disability,
2. Specifics. The Contractor Agrees that it will:
 - a. Prohibited Discrimination. As provided by Executive Order No. 11246, as amended by any later Executive Order that amends or supersedes it, and as specified by U.S. Department of Labor regulations, ensure that applicants for employment are employed and employees are treated during employment without discrimination on the basis of their race, color, religion, national origin, disability, age, sexual orientation, gender identity, or status as a parent,
 - b. Affirmative Action. Take affirmative action that includes, but is not limited to:
 - i. Recruitment advertising, recruitment, and employment,
 - ii. Rates of pay and other forms of compensation,
 - iii. Selection for training, including apprenticeship, and upgrading, and
 - iv. Transfers, demotions, layoffs, and terminations, but
 - c. Indian Tribe. Recognize that Title VII of the Civil Rights Act of 1964, as amended, exempts Indian Tribes under the definition of “Employer,” and
3. Equal Employment Opportunity Requirements for Construction Activities. Comply, when undertaking “construction” as recognized by the U.S. Department of Labor (U.S. DOL), with:
 - a. U.S. DOL regulations, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor,” 41 CFR Chapter 60, and
 - b. Executive Order No. 11246, “Equal Employment Opportunity in Federal Employment,” September 24, 1965, 42 U.S.C. § 2000e note, as amended by any later Executive Order that amends or supersedes it, referenced in 42 U.S.C. § 2000e note.

ARTICLE 55

(Intentionally Left Blank)

ARTICLE 56 – DRUG AND ALCOHOL TESTING AND USE CONTROL

The Contractor agrees to establish and implement a drug and alcohol testing program that complies with 49 CFR Parts 653 and 654, produce any documentation necessary to establish its compliance with Parts 653 and 654, and permit any authorized representative of the United States Department of Transportation or its operating administrations, the State Oversight Agency of Oregon, or LCOG, to inspect the facilities and records associated with the implementation of the drug and alcohol testing program as required under 49 CFR Parts 653 and 654 and review the testing process. The contractor agrees further to certify annually its compliance with Parts 653 and 654 and to submit the Management Information System (MIS) reports in a timely manner. To certify compliance the contractor shall use the "Substance Abuse Certifications" in the "Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements," which is published annually in the Federal Register.

ARTICLE 57 – ENERGY CONSERVATION

The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. §§ 6321–6327; 49 CFR Part 622 Subpart C). The Contractor also agrees to include a substantially similar provision in its contracts with subcontractors.

ARTICLE 58 – GOVERNMENT-WIDE DEBARMENT AND SUSPENSION

Contractor agrees to comply with the following requirements of 2 C.F.R. part 180, subpart C, as adopted and supplemented by U.S. DOT regulations at 2 CFR Part 1200:

- 1) It will not enter into any arrangement with a subcontractor that is debarred or suspended except as authorized by law;
- 2) It will review the U.S. GSA "System for Award Management (SAM)," <https://www.sam.gov>, if required by U.S. DOT regulations, 2 CFR Part 1200, in order to verify that none of the contractor, its principals, as defined at 2 CFR § 180.995, or affiliates, as defined at 2 CFR § 180.905, are excluded or disqualified as defined at 2 CFR §§ 180.940, 180.935
- 3) It will include similar provisions in its contracts with Subcontractors and include Subcontractors to include similar provisions in their contracts with lower-tier Subcontractors; and
- 4) By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

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

ARTICLE 59 – BUY AMERICA REQUIREMENTS

(Intentionally Omitted)

ARTICLE 60 – FLY AMERICA REQUIREMENTS

(Intentionally Omitted)

SAMPLE CONTRACT

ARTICLE 61 – TITLE VI

During the performance of this Contract, the Contractor, for itself, its assignees and successors in interest agrees as follows:

- (1) Compliance with Regulations. The Contractor shall comply with the regulations relative to non-discrimination in federally assisted programs of the United States Department of Transportation (“DOT”) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (the “Regulations”), which are herein incorporated by reference and made a part of this Contract.
- (2) Non-discrimination. The Contractor, with regard to the Work performed by it during the Contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the Contract covers a program set forth in Appendix B of the Regulations.
- (3) Solicitations for Subcontracts, including procurements of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the Contractor for Work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor’s obligations under this Contract and the Regulations relative to non-discrimination on the grounds of race, color, or national origin.
- (4) Information and Reports. The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by LCOG or the Federal Transit Administration (“FTA”) to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to LCOG, or the FTA as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) Sanctions for Noncompliance. In the event of the Contractor’s non-compliance with non-discrimination provision of this Contract, LCOG shall impose contract sanctions as it or the FTA may determine to be appropriate, including but not limited to:
 - (a) Withholding of payments to the Contractor under the Contract until the Contractor complies; and/or
 - (b) Cancellation, termination, or suspension of the Contract, in whole or in part.
- (6) Incorporation of Provisions. The Contractor shall include the provisions of paragraphs (1) through (6) of this Article in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as LCOG or the FTA may direct as a means of enforcing such provisions

including sanctions for non-compliance provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request LCOG enter into such litigation to protect the interests of LCOG, and, in addition, the Contractor may request the United States federal government to enter into such litigation to protect the interest of the United States.

ARTICLE 62 – CHARTER BUS REQUIREMENTS

The contractor agrees to comply with 49 U.S.C. 5323(d), 5323(r), and 49 C.F.R. part 604, which provides that recipients and subrecipients of FTA assistance are prohibited from providing charter service using federally funded equipment or facilities if there is at least one private charter operator willing and able to provide the service, except as permitted under:

1. Federal transit laws, specifically 49 U.S.C. § 5323(d);
2. FTA regulations, “Charter Service,” 49 C.F.R. part 604;
3. Any other federal Charter Service regulations; or
4. Federal guidance, except as FTA determines otherwise in writing.

The contractor agrees that if it engages in a pattern of violations of FTA’s Charter Service regulations, FTA may require corrective measures or impose remedies on it. These corrective measures and remedies may include:

1. Barring it or any subcontractor operating public transportation under its Award that has provided prohibited charter service from receiving federal assistance from FTA;
2. Withholding an amount of federal assistance as provided by Appendix D to part 604 of FTA’s Charter Service regulations; or
3. Any other appropriate remedy that may apply.

The contractor should also include the substance of this clause in each subcontract that may involve operating public transit services.

ARTICLE 63 – SCHOOL BUS REQUIREMENTS

The contractor agrees to comply with 49 U.S.C. 5323(f), and 49 CFR Part 604, and not engage in school bus operations using federally funded equipment or facilities in competition with private operators of school buses, except as permitted under:

1. Federal transit laws, specifically 49 U.S.C. § 5323(f);
2. FTA regulations, “School Bus Operations,” 49 CFR Part 605;
3. Any other Federal School Bus regulations; or
4. Federal guidance, except as FTA determines otherwise in writing.

If Contractor violates this School Bus Agreement, FTA may:

1. Bar the Contractor from receiving Federal assistance for public transportation; or
2. Require the contractor to take such remedial measures as FTA considers appropriate.

When operating exclusive school bus service under an allowable exemption, the contractor may not use federally funded equipment, vehicles, or facilities.

The Contractor should include the substance of this clause in each subcontract or purchase under this contract that may operate public transportation services.

ARTICLE 64 - PUBLIC TRANSPORTATION EMPLOYEE PROTECTIVE ARRANGEMENTS

The Contractor agrees to comply with the following employee protective arrangements of 49 U.S.C. § 5333(b):

1. U.S. DOL Certification. Under this Contract or any Amendments thereto that involve public transportation operations that are supported with federal assistance, a certification issued by U.S. DOL is a condition of the Contract.
2. Special Warranty. When the Contract involves public transportation operations and is supported with federal assistance appropriated or made available for 49 U.S.C. § 5311, U.S. DOL will provide a Special Warranty for its Award, including its Award of federal assistance under the Tribal Transit Program. The U.S. DOL Special Warranty is a condition of the Contract.
3. Special Arrangements. The conditions of 49 U.S.C. § 5333(b) do not apply to Contractors providing public transportation operations pursuant to 49 U.S.C. § 5310. FTA reserves the right to make case-by-case determinations of the applicability of 49 U.S.C. § 5333(b) for all transfers of funding authorized under title 23, United States Code (flex funds), and make other exceptions as it deems appropriate, and, in those instances, any special arrangements required by FTA will be incorporated herein as required.

SAFE OPERATION OF MOTOR VEHICLES

In compliance with Federal Executive Order No. 13043, "Increasing Seat Belt Use in the United States," April 16, 1997, 23 U.S.C. Section 402 note, FTA encourages each third-party contractor to adopt and promote on-the-job seat belt use policies and programs for its employees and other personnel that operate company owned, rented, or personally operated vehicles, and to include this provision in each third party subcontract involving the project. Additionally, recipients are required by FTA to include a Distracted Driving clause that addresses distracted driving, including text messaging in each of its third party agreements supported with Federal assistance.

Seat Belt Use

The Contractor is encouraged to adopt and promote on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company-rented vehicles, or personally operated vehicles. The terms "company-owned" and "company-leased" refer to vehicles owned or leased either by the Contractor or AGENCY.

Distracted Driving

The Contractor agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while using an electronic device supplied by an employer, and driving a vehicle the driver owns or rents, a vehicle Contractor owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the work performed under this agreement.

ARTICLE 65 – ENVIRONMENTAL REQUIREMENTS

- (1) General. The Contractor agrees to comply with all applicable environmental and resource use laws, regulations, requirements, and guidance, now in effect or that may become effective in the future, including state and local laws, ordinances, regulations, requirements and guidance. The Contractor also agrees to include substantially similar provisions in its contracts with subcontractors.
- (2) National Environmental Policy Act. An Award of federal assistance requires the full compliance with applicable environmental laws, regulations, requirements, and guidance. Accordingly, the Contractor will:
 - a. Comply and facilitate compliance with federal laws, regulations, and requirements, including, but not limited to:
 - (a) Federal transit laws, such as 49 U.S.C. § 5323(c)(2), and 23 U.S.C. § 139,
 - (b) The National Environmental Policy Act of 1969 (NEPA), as amended, 42 U.S.C. §§ 4321 *et seq.*, as limited by 42 U.S.C. § 5159, and CEQ's implementing regulations 40 C.F.R. part 1500-1508,
 - (c) Joint FHWA and FTA regulations, "Environmental Impact and Related Procedures," 23 C.F.R. part 771 and 49 C.F.R. Part 622,
 - (d) Executive Order No. 11514, as amended, "Protection and Enhancement of Environmental Quality," March 5, 1970, 42 U.S.C. § 4321 note, and
 - (e) Other federal environmental protection laws, regulations, and requirements applicable to the Recipient or the Award, the accompanying Underlying Agreement, and any Amendments thereto.
 - b. Follow the federal guidance identified herein to the extent that the guidance is consistent with applicable authorizing legislation:
 - (a) Joint FHWA and FTA final guidance, "Interim Guidance on MAP-21 Section 1319 Accelerated Decision making in Environmental Reviews," January 14, 2013,
 - (b) Joint FHWA and FTA final guidance, "SAFETEA-LU Environmental Review Process (Pub. L. 109-59)," 71 *Fed. Reg.* 66576, November 15, 2006, and
 - (c) Other federal environmental guidance applicable to the Recipient or the Award, the accompanying Underlying Agreement, and any Amendments thereto.
- (3) Environmental Justice. The Contractor agrees to promote environmental justice by following:
 - a. Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," February 11, 1994, 42 U.S.C. § 4321 note, as well as facilitating compliance with that Executive Order,
 - b. U.S. DOT Order 5610.2, "Department of Transportation Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," 62 *Fed. Reg.* 18377, April 15, 1997, and
 - c. The most recent edition of FTA Circular 4703.1, "Environmental Justice Policy Guidance for Federal Transit Administration Recipients," August 15, 2012, to the

extent consistent with applicable federal laws, regulations, requirements, and guidance.

- (4) Other Environmental Federal Laws. The Contractor agrees to comply with all applicable federal laws, regulations, executive orders, and guidance, including, but not limited to, the Clean Air Act, Clean Water Act, Wild and Scenic Rivers Act of 1968, Coastal Zone Management Act of 1972, the Endangered Species Act of 1973, Magnuson Stevens Fishery Conservation and Management Act, Resource Conservation and Recovery Act, Comprehensive Environmental Response, Compensation, and Liability Act, and Executive Order Nos. 11988 and 13690 relating to “Floodplain Management.”
- (5) Use of Certain Public Lands. The Contractor with U.S. DOT laws, specifically 49 U.S.C. § 303 (often referred to as “section 4(f)”), and joint FHWA and FTA regulations, “Parks, Recreation Areas, Wildlife and Waterfowl Refuges, and Historic Sites,” 23 C.F.R. Part 774, and referenced in 49 C.F.R. Part 622.
- (6) Historic Preservation. The Contractor agrees to:
 - a. Comply with U.S. DOT laws, including 49 U.S.C. § 303 (often referred to as “section 4(f)”), which requires certain findings be made before an Award involving the use of any land from a historic site that is on or eligible for inclusion on the National Register of Historic Places may be undertaken.
 - b. Encourage compliance with the federal historic and archaeological preservation requirements of section 106 of the National Historic Preservation Act, as amended, 54 U.S.C. § 306108.
 - c. Comply with the Archeological and Historic Preservation Act of 1974, as amended, 54 U.S.C. § 312501 *et seq.*
 - d. Comply with U.S. Advisory Council on Historic Preservation regulations, “Protection of Historic Properties,” 36 C.F.R. Part 800.
 - e. Comply with federal requirements and follow federal guidance to avoid or mitigate adverse effects on historic properties.
- (7) Indian Sacred Sites. The Contractor agrees to facilitate compliance with federal efforts to promote the preservation of places and objects of religious importance to American Indians, Eskimos, Aleuts, and Native Hawaiians, and facilitate compliance with the American Indian Religious Freedom Act, 42 U.S.C. § 1996, and Executive Order No. 13007, “Indian Sacred Sites,” May 24, 1996, 42 U.S.C. § 3161 note.
- (8) Mitigation of Adverse Environmental Effects.
 - a. The Contractor agrees that it will comply with all environmental mitigation measures that may be identified as conditions that the Federal Government might impose in finding of no significant impact or record of decision or commitments in the environmental documents that apply to the Award, such as environmental assessments, environmental impact statements, categorical exclusions, memoranda of agreement, documents required under 49 U.S.C. § 303, and other environmental documents.

b. The Contractor agrees that:

- (a) Any mitigation measures agreed on will be incorporated by reference and made part of the Underlying Agreement and any Amendments thereto,
- (b) Any deferred mitigation measures will be incorporated by reference and made part of the Underlying Agreement and any Amendments thereto as soon as agreement with the Federal Government is reached, and
- (c) Any mitigation measures agreed on will not be modified or withdrawn without the written approval of the Federal Government.

The Contractor agrees to include substantially similar provisions in its contracts with subcontractors.

ARTICLE 66 – LOBBYING

The Contractor agrees that it will not use federal assistance to influence any officer or employee of a federal agency, member of Congress or an employee of a member of Congress, or officer or employee of Congress on matters that involve the Underlying Agreement, including any extension or modification, according to the following:

(1) Laws, Regulations, Requirements, and Guidance.

- a. The Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352, as amended,
- b. U.S. DOT regulations, “New Restrictions on Lobbying,” 49 C.F.R., Part 20, to the extent consistent with 31 U.S.C. § 1352, as amended, and
- c. Other applicable federal laws, regulations, requirements, and guidance prohibiting the use of federal assistance for any activity concerning legislation or appropriations designed to influence the U.S. Congress or a state legislature, and

(2) Exception. If permitted by applicable federal law, regulations, or guidance, such lobbying activities described above may be undertaken through proper official channels.

(3) The Contractor agrees to include a substantially similar provision in its contracts with subcontractors.

ARTICLE 67 – RECYCLED PRODUCTS

The contractor agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. § 6962), including but not limited to the regulatory provisions of 40 C.F.R. Part 247, as they apply to the procurement of the items designated in Subpart B of 40 C.F.R. Part 247. The Contractor agrees to include a substantially similar provision in its contracts with subcontractors.

ARTICLE 68 – FREEDOM OF INFORMATION ACT

- (1) The Contractor agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 U.S.C. § 552a. Among other things, the Contractor agrees to obtain the express consent of the Federal Government before the Contractor or its employees operate a

system of records on behalf of the Federal Government. The Contractor understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract.

- (2) The Contractor also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA.
- (3) The Contractor also agrees to comply with other federal laws, regulations, requirements, and guidance concerning access to records pertaining to the contract.

ARTICLE 69 – AMERICANS WITH DISABILITIES ACT (ADA)

The Contractor agrees to comply with all applicable requirements of the Americans with Disabilities Act of 1990 (ADA), as amended, 42 U.S.C. § 12101 et seq.; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794; 49 C.F.R. Part 27; and any implementing requirements FTA may issue. These regulations provide that no individual with disabilities, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity included in or resulting from this Agreement.

In accordance with Section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112 and Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, the Contractor agrees that it will comply with the requirements of U.S. Department of Transportation regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 C.F.R. Part 37; and U.S. Department of Transportation regulations, "Americans with Disabilities Accessibility Specifications for Transportation Vehicles," 36 C.F.R. Part 1192 and 49 C.F.R. Part 38, pertaining to facilities and equipment to be used in public transportation. In addition, the Contractor agrees to comply with the requirements of 49 U.S.C. § 5301 (b)(6), which expresses the Federal policy that the elderly and persons with disabilities have the same right as other persons to use mass transportation services and facilities, and that special efforts shall be made in planning and designing those services and facilities to implement transportation accessibility rights for elderly persons and persons with disabilities. Contractor also agrees to comply with any implementing requirements FTA may issue.

In addition to the above, the Contractor agrees to comply with the following federal prohibitions against discrimination on the basis of disability:

1. Federal laws, including:
 - a. The Architectural Barriers Act of 1968, as amended, 42 U.S.C. § 4151 et seq., which requires that buildings and public accommodations be accessible to individuals with disabilities,
 - b. Federal transit law, specifically 49 U.S.C. § 5332, which now includes disability as a prohibited basis for discrimination, and

- c. Other applicable federal laws, regulations and requirements pertaining to access for seniors or individuals with disabilities.
2. Federal regulations, including:
 - a. U.S. DOT regulations, "Transportation for Individuals with Disabilities: Passenger Vessels," 49 C.F.R. Part 39,
 - b. U.S. DOJ regulations, "Nondiscrimination on the Basis of Disability in State and Local Government Services," 28 C.F.R. Part 35,
 - c. U.S. DOJ regulations, "Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities," 28 C.F.R. Part 36,
 - d. U.S. EEOC, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630,
 - e. U.S. Federal Communications Commission regulations, "Telecommunications Relay Services and Related Customer Premises Equipment for Persons with Disabilities," 47 C.F.R. Part 64, Subpart F,
 - f. U.S. ATBCB regulations, "Electronic and Information Technology Accessibility Standards," 36 C.F.R. Part 1194, and
 - g. FTA regulations, "Transportation for Elderly and Handicapped Persons," 49 C.F.R. Part 609, and
 - h. Other applicable federal civil rights and nondiscrimination guidance.

Contractor understands that it is required to include this article in all subcontracts. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as the Authority deems appropriate.

ARTICLE 70 – COMPLIANCE WITH ALL FEDERAL, STATE, AND LOCAL REGULATIONS

The Contractor must comply with all federal, state, and local regulations relative to wages, taxes, social security, workers' compensation, nondiscrimination, licenses, registration requirements, etc. Failure or neglect on the part of the Contractor to comply with any or all such regulations shall not relieve the Contractor of these obligations nor of the requirements of this contract.

Upon request of LCOG or FTA, Contractor shall provide evidence of the steps it has taken to ensure its compliance with the FTA requirements, as well as evidence of the steps it has taken to ensure subcontractor performance, and/or submit evidence of subcontractor's compliance, at all tiers.

The Contractor also agrees to include a substantially similar provision in its contracts with subcontractors.

ARTICLE 71 – INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION 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 March 18, 2013, 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 City Utilities requests which would cause City Utilities to be in violation of the FTA terms and conditions. The Contractor agrees to include a substantially similar provision in its contracts with subcontractors.

(Signature page to follow)

SAMPLE CONTRACT

IN WITNESS WHEREOF, said Parties have hereunto set their hand and affixed their seals the day and year above first written.

SUCCESSFUL PROPOSER

LANE COUNCIL OF GOVERNMENTS

By:

By:

Name
Title

Brendalee Wilson
Executive Director

Address:
123 Main Street
Anywhere, USA 00000

Address:
859 Willamette Street, Suite 500
Eugene, Oregon 97401

E-mail:

SAMPLE CONTRACT

EXHIBIT A SCOPE OF WORK

A. PROJECT DESCRIPTION AND OVERVIEW OF SERVICES

Lane Council of Governments (LCOG) is an independent public agency that is established and supported by its member agencies to coordinate and provide high-quality public services within Lane County, Oregon.

The Eugene-Florence Link Lane bus route has been operating between Florence, Oregon (pop. ~8,500) and Eugene, Oregon (pop. ~168,000) since February 2020. LCOG (“Agency”) administers this route with Statewide Transportation Improvement Fund (STIF) grant funding from the State of Oregon Department of Transportation (ODOT).

Agency is issuing this Request for Proposal for a qualified transportation contractor to operate this route as described at <https://link-lane.org/>.

Agency anticipates the award of one Contract from this RFP.

The initial term of the Contract is anticipated to be five (5) years with options to renew for additional time as determined by Agency. The full contract term will be dependent upon continued and uninterrupted funding through the Statewide Transportation Improvement Fund and/or federal sources. The maximum total length of this contract and any additional extensions will not exceed ten (10) years.

PROJECT HISTORY AND OVERVIEW

Link Lane is a public transportation service provided by the Agency. The Eugene-Florence Bus Route is one of two Link Lane transit routes. The route is 120 miles round-trip between Eugene and Florence on Highway 126. Its schedule includes two round trips per day, seven days per week. It does not operate on federal holidays: New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day. Tickets are sold on board on the bus and through Amtrak online ticketing.

The original service commenced February 2020 as a pilot route funded through the Statewide Transportation Improvement Fund (STIF). It has operated through COVID-19 conditions since its first full month of service and will continue to until restrictions are lifted. Ridership trends are starting to emerge as the route continues operation with peaks in June, July, August, and September. November, December, January, and February are lower ridership months. So far monthly ridership in 2021 is comparatively higher than in 2020.

The route is vital to ensuring that residents within these communities have full access to services that otherwise would not be available to them, provides visitors between the Oregon Coast and the

Willamette Valley a non-car dependent travel option, and is an important link in the overall statewide transit network. Agency has received STIF funding to operate it as a sustainable service outside of the pilot definition.

The route begins and ends at the Eugene Amtrak Station. Stops are: downtown Eugene (11th Avenue and Willamette Street), Veneta (at the LTD stop on Broadway between 2nd Street and Territorial Highway), Mapleton, Three Rivers Casino, Old Town Florence, and the Grocery Outlet in Florence.

Agency provides the route vehicles. The vehicles currently serving this route are a 2016 Chevy 4500 Glaval Titan II bus and a 2012 Ford E450 bus. Through a governmental agreement, Lane County Public Works provides maintenance and service, and the buses are stored at the County's Delta Highway lot in north Eugene when not in use.

More information about the service can be found at <https://link-lane.org/>.

General Expectations:

Contractor commits to:

- Providing labor
- Maintaining all applicable licensing and insurance requirements
- Consistently operating 2 daily round-trip routes, 7 days per week as it currently is scheduled (with the potential to add a 3rd mid-day round-trip 4 days per week)
- Performing assigned work with a high-level of customer service and passenger awareness
- Collecting fares from customers upon boarding
- Tallying customers upon boarding for passenger counts
- Providing customer service by responding to phone calls and emails during regular business hours.
- Producing monthly reports detailing passenger counts, farebox revenue, vehicle maintenance costs, etc. Contractor will also be responsible for providing reports as required by Oregon Department of Transportation (ODOT) and the National Transportation Database (NTD)
- Conducting pre-trip and post-trip vehicle assessments
- Arranging preventative maintenance on the provided vehicle to ensure that the service remains consistent and dependable
- Reporting any service disruptions, passenger injuries, or liability issues to the Contract Manager

Acronyms and Definitions

"Agency" or "LCOG"	means the Lane Council of Governments
"Driver(s)"	means Contractors' bus drivers
"FTA"	means the U.S. Department of Transportation Federal Transit Administration
"GTFS"	means General Transit Feed Specification
"Interline Agreement"	means an agreement between Contractor and Interline Partner

“Interline Partner” means Greyhound, Amtrak, or other transit servicer

B. STANDARDS AND GENERAL REQUIREMENTS

1. Licenses, Registrations and Qualifications

1.1. Contractor shall have, maintain, and fully pay for during the term of the Contract any permits, licenses, and registrations required by law for Contractor to conduct its business and perform the Services under this Contract. These shall include, but not be limited to, all appropriate operating certificates from the State and/or Federal Motor Carrier branches.

2. General Requirements

- 2.3 Agency’s Project Manager (APM), or such other individual identified in specific tasks or as designated in writing to Contractor, is the primary contact on behalf of Agency for this project.
- 2.4 To the extent possible, all transmittals from Contractor to Agency must include bus route name.
- 2.5 Contractor shall represent project and Agency in an appropriate and professional manner in public.

3. Routing, Schedule, and Service Changes

Contractor shall operate the Eugene-Florence Connector bus route to accept and discharge passengers at the following stops between Eugene and Florence:

a.

Morning schedule from Eugene to Florence:

Where to Catch the Bus	Departure Time
Eugene Amtrak Station	7:25 AM
Downtown Eugene (11th and Willamette on Willamette in front of Chase Bank)	7:32 AM
Veneta (at the LTD stop on Broadway between 2nd St. and Territorial Hwy.)	7:42 AM
Mapleton (at Banner Bank)	8:39 AM
Three Rivers Casino	8:59 AM
Old Town Florence (Old Town Gazebo Park at the intersection of Bay St. and Laurel St.)*	9:16 AM
Grocery Outlet Florence	Arrive at 9:23 AM

*Please note this stop is only made outbound.

SAMPLE

Morning schedule from Florence to Eugene:

Where to Catch the Bus	Departure Time
Grocery Outlet Florence	9:26 AM
Three Rivers Casino	9:32 AM
Mapleton (at Banner Bank)	9:50 AM
Veneta (at the LTD stop on Broadway between 2nd St. and Territorial Hwy.)	10:30 AM
Downtown Eugene (11th and Willamette on Willamette in front of Chase Bank)	10:57 AM
Eugene Amtrak Station	Arrive at 11:05 AM

SAMPLE COPY

Afternoon schedule from Eugene to Florence:

Where to Catch the Bus	Departure Time
Eugene Amtrak Station	3:30 PM
Downtown Eugene (11th and Willamette on Willamette in front of Chase Bank)	3:37 PM
Veneta (at the LTD stop on Broadway between 2nd St. and Territorial Hwy.)	4:04 PM
Mapleton (at Banner Bank)	4:44 PM
Three Rivers Casino	5:04 PM
Old Town Florence (Old Town Gazebo Park at the intersection of Bay St. and Laurel St.)*	5:21 PM
Grocery Outlet Florence	Arrive at 5:28 PM

*Please note this stop is only made outbound.

SAMPLE

Afternoon schedule from Florence to Eugene:

Where to Catch the Bus	Departure Time
Grocery Outlet Florence	5:31 PM
Three Rivers Casino	5:37 PM
Mapleton (at Banner Bank)	5:55 PM
Veneta (at the LTD stop on Broadway between 2nd St. and Territorial Hwy.)	6:35 PM
Downtown Eugene (11th and Willamette on Willamette in front of the Chase Bank)	7:02 PM
Eugene Amtrak Station	Arrive at 7:09 PM

- 3.1. Contractor shall utilize the most efficient travel path between each of these stops. Agency expects the total mileage per run not to exceed 126 miles.
- 3.2. Contractor shall commence service under this Contract by maintaining the time-points indicated on the Link Lake schedules page on the Link Lane website and as provided by Agency. Contractor shall stop only at stops identified in this Contract or as designated by Agency. Other stops may not be served without advance written approval from Agency. Contractor shall regularly and proactively communicate with Agency in order to hit time-points and maintain schedule.
- 3.3. Agency reserves the right to change stops and modify the schedule in any way at any time and for any reason. Conditions under which Agency may elect to do so include but are not limited: the planned bus schedule or routing does not adequately reflect operating conditions or needs; schedule changes occurring on other transit service which the service connects to; emergency road conditions or natural disasters; other reasons deemed appropriate by Agency. In the event such a change increases the number of miles per day beyond the base mileage, all additional miles will be priced at the same base rate per mile specified in this contract.
- 3.4. Except for emergencies, implementing schedule deviations or other changes of any kind without approval from Agency will result in Contractor’s forfeiture of reimbursement payments for the period in which the violation(s) occurred and may result in Contract termination at Agency’s

discretion.

4. Interlining with Amtrak

Agency is entered in an Interline Agreement with Amtrak to facilitate common ticketing and easy exchange of passengers and baggage between the route and Agency's Florence-Yachats Connector Bus Route.

4.1. Contractor shall honor tickets purchased through the Amtrak online platform.

4.2. Agency shall administer tickets purchased through Amtrak.

5. Primary Service Requirements

5.1. **Vehicle Availability.** Contractor shall be responsible for ensuring that a bus is available to meet scheduled departure times for each run. Buses must be present at the originating stop in clean, working order and ready for service and passenger boarding at least 10 minutes prior to scheduled departure times.

5.2. **On-time Performance and Late Buses.** Buses must arrive at designated stops at the scheduled time. Buses will be considered late when arriving to a designated stop more than 10 minutes after a scheduled arrival time (i.e., a time-point). Common reasons for failing to meet a time-point could be heavy traffic, severe weather, maintenance issues, dispatch problems, or equipment failure. Contractor's inability to maintain a 90% on-time performance rate each month across all runs and stops will constitute inability to meet service requirements. If Contractor fails to maintain a 90% on-time performance rate each month for more than six consecutive months across all runs, Agency reserves the right to reduce monthly reimbursement payments to Contractor by up to 10% until a 90% rate is achieved, or terminate the Contract due to inability to meet service requirements. Contractor will not be held responsible or penalized for failing to meet a time-point when it is the result of severe weather or holding for delayed connecting service when directed to do so by Agency. Contractor shall be expected to anticipate and properly prepare for all other situations which could negatively impact on-time performance.

5.3. **Crashes.** Contractor shall notify Agency via email of all crashes involving an injury, or necessitating the submission of a DMV or police accident report, or requiring vehicles to be towed from an accident, or involving an injury, ADA or other civil rights complaints, or involving any lawsuits related to Contractor's provision of service. Notification shall occur via email within 24 hours of Contractor's knowledge of the event. Contractor shall provide detailed documentation of events including, but not limited to, written reports, photos, video, audio recording, and web links. Contractor shall provide copies of police reports and completed incident reports for each collision or applicable incident. Contractor shall follow any additional reporting requirements concerning such events as required by Agency or local, State, and Federal law.

5.4. **Drug and Alcohol Testing.** Contractor shall follow applicable FMCSA and FTA Drug and Alcohol testing protocols. Depending on Contractor circumstances, some employees may be subject to Drug and Alcohol testing under FTA 49 CFR part 655 protocols, while other employees may fall under FMCSA 49 CFR part 382 protocols. Contractor may request technical assistance from Agency on these matters.

- 5.5. **ADA.** Contractor shall agree to comply with all applicable requirements of the American with Disabilities Act of 1990), as amended, 42 U.S.C. § 12101 et seq.; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794; 49 C.F.R. Part 27; and any implementing requirements FTA may issue. These regulations provide that no individual with disabilities, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity included in or resulting from this Agreement.
- 5.6. **Fleet.** Agency shall provide to Contractor the primary vehicle for route service.
- 5.7. **Preventative Maintenance.** Contractor shall establish a regular preventive maintenance program to ensure that all buses used for Link Lane’s Eugene-Florence Connector Bus Route meet the safety standards required by the U.S. Surface Transportation Board, USDOT Motor Carrier, ODOT Motor Carrier, and are in compliance with the laws of the State of Oregon. Contractor shall perform preventive maintenance per manufacturer’s specifications. Contractor shall keep a record of preventive maintenance findings and actions for each vehicle and shall provide this record to Agency upon request.
- 5.8. **Interior Appearance and Condition.** The interior appearance and condition of each bus used for service must be demonstrative of a high-quality, customer-oriented public transit service. Each bus interior must be clean and neat, with both upholstery and floor covering in good condition. All equipment and amenities (both standard and aftermarket) must be maintained at excellent condition and be in good working order at all times. Bus interiors must be cleaned daily, or more frequently as needed. Scented air-fresheners and strongly scented cleaning products shall not be used inside buses. A trash receptacle must be provided for passengers at the front of the bus. Contractor shall provide current photos and documentation of vehicle interiors for Agency’s inspection upon Agency’s request. Agency reserves the right to reject unfit buses for service at any time.
- 5.9. **Driver Conduct and Appearance.** Each Driver shall be clean, friendly, and capable of providing a professional, high-quality transportation experience for passengers. Drivers shall perform their duties in a safe and courteous manner at all times and fulfill all requirements and obligations specified in this contract.
- 5.9.1. Drivers shall announce the name of each stop upon arrival.
- 5.9.2. Drivers shall keep passengers abreast of service delays by making other regular announcements and courteously responding to passenger questions to the best of their ability.
- 5.10. **Ticketing.** Drivers shall accept exact change for tickets upon passenger boarding and shall accept tickets purchased online through Amtrak or through the Agency’s office.
- 5.11. **Passenger Conduct.** Drivers must be willing and able to enforce all Federal, State and local laws and regulations as well as uphold company and Agency expectations with regard to passenger behavior and safety. This includes any of the following and more: enforcing smoking, alcohol, and drug use restrictions on the bus; ensuring passenger safety by deescalating situations involving violent or aggressive passengers; ensuring passenger safety in the event of an earthquake or other natural disaster; ensuring passenger safety in the event of terrorist or active shooter situations.
- 5.12. **Driver Training.** In addition to the required ADA training outlined in Section 5.5, all regularly assigned Drivers for this service shall attend a Driver orientation, conducted by Contractor, which instructs Drivers on policies and procedures required to perform duties. Training must cover drug and alcohol requirements and all other topic areas needed to ensure delivery of a high-quality,

public transportation service. Agency or their designated representative may participate in orientation training. The training must be in conjunction with startup activities, and conducted periodically as new drivers rotate into assignment. All Drivers shall be required to participate in Passenger Assistance Training which will be provided by Agency in coordination with Contractor. Agency reserves the right to arrange additional training for Contractor management staff and drivers as deemed necessary.

6. Billing and Reporting.

Contractor shall invoice Agency each month for the amount due to Contractor for the previous service month. Contractor shall provide Agency with ridership, revenue, and on-time performance reports each month along with supporting documentation sufficient to summarize the service period and justify the reimbursement amount being requested. Contractor shall email invoices and supporting documentation to Agency.

All required reports and supporting documents must be submitted to Agency with the invoice. Contractor shall provide copies of any service-related report or document upon Agency request. Agency reserves the right to modify the billing and reporting process and requirements at any time as needed.

7. Communication and Coordination with Agency

Contractor shall be proactive in communicating with Agency regarding all matters pertaining to the operation, planning and administration of the service. Contractor shall promptly and professionally respond to communications (e.g., email, phone, etc.) from Contract Administrator, and other Agency staff.

8. Communication and Coordination with the Public

Contractor shall be proactive in providing exceptional customer service to current, prospective, and former passengers or any other member of public. Contractor shall maintain an actively staffed phone number for each business day the bus service operates by which any member of the public may call for assistance in planning a trip or make any other relevant inquiry.

9. Coordination with other Transit Service

Contractor communication with partner agencies is of utmost importance for the success of this service. Contractor shall actively communicate with transportation partners in order to maintain passenger transfers, coordinate schedules, notify transit agencies of service disruptions and delays, notify partners of schedule changes, and notify transit agencies of any other critical information. Contractor shall maintain an up-to-date partner contact List that includes, at minimum, email and phone contacts of all relevant public transit contacts. An initial set of contacts will be provided by Agency. Contractor shall immediately notify partners when there is a major service disruption or major delay (i.e., 30 minutes or more) which directly impacts partners' service or passengers. Contractor shall notify partners at least 3 weeks prior to a schedule change.

10. Passenger Surveys

Upon Agency request, the Contractor shall assist in conducting passenger surveys. Agency will provide the survey instrument to the Contractor, analyze the survey results, and provide results and analysis to the Contractor. Surveys will be used to assess overall service quality and performance, user satisfaction, Contractor performance, and more. Contractor shall make every effort to ensure surveys are successful and achieve maximum participation. Contractor shall not conduct surveys without Agency permission.

**EXHIBIT B
 COMPENSATION AND METHOD OF PAYMENT**

I. Total Compensation. This is a **Labor Rate plus Maintenance Expense and Fuel Expense Contract with indefinite delivery, indefinite quantity.** It is understood by both Parties that the maximum compensation under this Contract shall not exceed **(Amount to be determined) (\$XXX,XXX.XX).** The breakdown of compensation by program is as follows:

Any services not required by the terms of this Contract that are performed without prior written authority from LCOG, will be considered as unauthorized and at the sole expense of CONTRACTOR. Services so performed will not be compensated, and no extension in the period of performance will be granted on account thereof.

II. CONTRACTOR shall be paid in accordance with the Rate Schedule identified in Exhibit D of this Contract.

III. Payment Provisions: Invoices for hours worked shall contain the following information:

A. Payment for Hours Worked Presented in this format

Labor Category	Hours Worked	Burdened Labor Rate	Amount Billed
		\$	\$
EXAMPLE			

B. Fuel usage shall be supported by actual receipts for each vehicle.

C. Maintenance and Repair costs of LCOG-owned vehicles shall be identified and reimbursed at cost; expenses shall be accompanied by required documentation and receipts.

IV. Partial Payment. Payment for Services performed under the Contract shall be made based on actual services completed and substantiated by detailed invoices and other such documentation that LCOG may reasonably require. Such invoices and other documentation will be verified by LCOG, and payment will be made by LCOG to the CONTRACTOR in the full amount of the actual services completed, less the total of all previous payments, up to the amounts identified in Section II, above.

V. Pricing and Rates. LCOG will pay Contractor the Firm, Fixed Prices and Rates/Fee identified below for the performance of the Services provided herein. LCOG will pay all properly documented and executed invoices submitted by Contractor Net 30 days upon receipt. In no event will Contractor exceed the authorized “not-to-exceed” amount of the Contract without the express written consent of LCOG.

BASE YEAR (CONTRACT TERM)

<u>Hourly Rate</u>	X	<u>8 Hours/Day</u>	X	<u>261 Weekday Service Days</u>	<u>Total</u>
<u>Hourly Rate</u>	X	<u>4 to 8 Hours/Day</u>	X	<u>104 Weekend Service Days</u>	<u>Total</u>
<u>Hourly Rate</u>	X	<u>48 to 56 Hours/Week</u>	X	<u>365 Service Days</u>	<u>Total</u>

Not less than 120 days prior to the expiration of the base term or an option year, Contractor may request an increase in its rates. In no case will the increase in the cost of performing service for an option year (vs. the previous year), holding the number of trips constant, exceed the year-over-year change in the U.S. Department of Commerce, Bureau of Labor Statistics’ Consumer Price Index for Portland-Salem, Oregon. The permissible maximum increase will be calculated based upon the average of the change for the three (3) months immediately preceding the month in which the negotiations for a rate increase are completed.

LCOG shall have the option of accepting the price change or rebidding the contract. LCOG will indicate whether a request for price change has been granted within ten (10) business days following receipt of such request.

VI. Partial Payment. Payment for Services performed under the Contract shall be made based on actual services completed and substantiated by detailed invoices and other such documentation that LCOG may reasonably require. Such invoices and other

documentation will be verified by LCOG, and payment will be made by LCOG to the Contractor in the full amount of the actual services completed, less the total of all previous payments, up to the amounts identified in Section I, above.

VII. Final Payment. Upon completion, delivery, and acceptance of all work contemplated under the Contract, the Contractor shall submit one (1) final invoice statement for the balance of the work performed.

The Contractor agrees that acceptance of this final payment for the Contract shall be full and final settlement of all claims arising against LCOG for work done, materials furnished, costs incurred, or otherwise arising out of this Contract and shall release LCOG from any and all further claims of whatever nature, whether known or unknown, for and on account of said Contract, and for any and all work done and labor and materials furnished, in connection with same.

SAMPLE CONTRACT

EXHIBIT C
LCOG REQUEST FOR PROPOSALS NO. 2021-0004, FULLY CONFORMED AND
INCLUSIVE OF ALL ADDENDA TO THE RFP (BY REFERENCE)

SAMPLE CONTRACT

**EXHIBIT D
CONTRACTOR'S PROPOSAL IN RESPONSE**

SAMPLE CONTRACT

EXHIBIT E Vehicle Lease Agreement

EFFECTIVE DATE: DATE

BETWEEN: Lane Council of Governments, a municipal corporation organized and operating under the laws of the State of Oregon (hereinafter “LCOG”)

AND: TBD (hereinafter “Lessee”)

RECITALS

- A. On _____, LCOG authorized the award of a contract (the “Contract”) to Lessee for the work specified identified in Exhibit A to this Contract.
- B. LCOG desires to lease to Lessee and Lessee desires to lease from LCOG the LCOG-owned vehicle on the terms and conditions set forth in this Vehicle Lease Agreement (the “Vehicle Lease”).

AGREEMENT

The Recitals above being expressly incorporated herein, the Parties agree as follows:

Section 1. Lease of Vehicle and Occupancy

- 1.1 **Lease.** LCOG hereby leases to Lessee, and Lessee hereby leases from LCOG, the LCOG-owned vehicle, comprised of the vehicle set forth, attached hereto and incorporated herein.
- 1.2 **Original Term.** The term of this Vehicle Lease shall be until September 3, 2021, unless sooner terminated as hereinafter provided.
- 1.3 **Possession.** Lessee’s right to possession and obligations under this Vehicle Lease shall commence as of the close of business on the Effective Date.

Section 2. Rent

- 2.1 **Base Rent.** During the original term, Lessee shall pay to LCOG the sum of **\$50.00**. Rent shall be payable on the Effective Date.
- 2.2 **Additional Rent.** All taxes, insurance costs, depreciation, and any charges the Lessee is required to pay by this Lease, and any other sum that Lessee is required to pay LCOG or third parties shall be in addition to the Base Rent.
- 2.3 **Renewal Terms.** [None]
- 2.4 **Where Paid.** Payment of rent and any other sums due LCOG from Lessee hereunder shall be mailed to Accounts Receivable, Lane Council of Governments; 859 Willamette Street, Suite 500; Eugene, Oregon 97401.

- 2.5 Late Fee.** If the rent, including any additional amounts due (e.g., taxes), is not paid on or before the tenth (10th) day of the month in which due, Lessee agrees to pay LCOG, as a late fee, additional rent equal to 1 percent of the term rent for each day between the date of payment and the tenth (10th) day of the month for which the rent is due. For example, if Lessee does not pay the rent until the twenty-first (21st) day of the month, a late fee equal to 11 percent of the rent amount shall be due and payable concurrently with the rent. LCOG's acceptance of such late charge shall not constitute a waiver of Lessee's default or of Lessee's obligation to pay future rent when due.

Section 3. Authorized Operators

All persons authorized by the Lessee to operate the vehicles shall be appropriately trained and licensed to do so. A record check must be conducted, through the Department of Motor Vehicles ("DMV"), on each driver and indicate a clear driving record prior to operating a vehicle.

Section 4. Records and Reporting

The Lessee shall accurately maintain information on the leased vehicle, throughout the duration of the Vehicle Lease as follows:

- (1) A full description of the vehicle;
- (2) An identification number, such as the manufacturer's serial number;
- (3) Maintenance, repair, and service records including all servicing required to maintain vehicle warranty; and
- (4) Location, use, odometer reading, and condition of the equipment and the date the information was reported.

The Lessee shall provide quarterly vehicle condition reports using the Oregon Department of Transportation ("ODOT") guidelines for accurately reporting vehicle conditions. Reporting shall also be in compliance with applicable State and federal laws, and any grant requirements for state, federal, and grant funding to LCOG or Lessee, which shall include but not be limited to the Special Transportation Fund (ORS 391.800-391.830).

Section 5. Repairs and Maintenance

- 5.1 Lessee's Obligations.** Lessee shall be responsible for and shall provide all registration, licensing, fuel, maintenance, and servicing for the vehicle and any wheelchair lift(s) during the period of this Vehicle Lease and any renewal term utilizing, at a minimum, a manufactured-approved maintenance and service schedule. Lessee shall also be responsible for any and all repairs needed to the vehicle during the period of this Vehicle Lease and any renewal term.

- 5.2 Reimbursement for Repairs Assumed.** If Lessee fails or refuses to perform and provide the registration, licensing, fuel, maintenance, servicing, or repairs that are required by this Section, LCOG may do so and charge the actual costs to Lessee. Such expenditures by LCOG shall be reimbursed by Lessee on demand together with interest at the rate of 9 percent (9%) per annum from the date of expenditure by LCOG. Except in an emergency creating an immediate risk of personal injury or property damage, LCOG shall not perform repairs which are the obligation of Lessee and charge Lessee for the resulting expense unless at least 10 calendar days before work is commenced, and Lessee is given notice in writing outlining with

reasonable particularity the repairs required, and Lessee fails within that time to initiate such repairs in good faith.

- 5.3 Alterations Prohibited.** Other than as set forth in Paragraphs 5.1 and 5.2, Lessee shall make no improvements or alterations to the vehicle of any kind without first obtaining LCOG's written consent. All alterations shall be made in a good and workmanlike manner, and in compliance with applicable laws, rules, and codes.

Section 6. Insurance

- 6.1 Insurance Required.** Lessee shall keep the Premises insured at Lessee's expense against fire and other risks covered by a standard fire insurance policy with an endorsement for extended coverage. Lessee shall provide LCOG with a certificate of insurance at the time this Lease is signed by Lessee and Lessee shall, every six (6) months, continue to provide to LCOG a certificate of insurance showing the insurance is in full force and effect. Lessee shall make certain the policies of insurance provide for at least 30 calendar days advanced notice before the policies may be amended, altered, reduced, revised, or cancelled. If Lessee receives any notice of such an event Lessee shall provide a copy of the notice to LCOG within 24 hours of Lessee's receipt of such notice. Lessee shall include LCOG as a named insured on all policies.
- 6.2 Liability Insurance.** Before going into possession of the vehicle, Lessee shall procure and thereafter during the term of the Lease shall continue to carry the following insurance at Lessee's cost: commercial general liability policy (occurrence version) in a company acceptable to LCOG with coverage for bodily injury and property damage liability, personal and advertising injury liability, and medical payment with a general aggregate limit of not less than \$3 million and a per occurrence limit of not less than \$2 million. Such insurance shall cover all risks arising directly or indirectly out of Lessee's activities on or any condition of the Premises. Such insurance shall protect Lessee against the claims of LCOG on account of the obligations assumed by Lessee under Section 10.2, and shall name LCOG as an additional insured. Certificates evidencing such insurance and proof that such policy or policies require at least 30 calendar days' written notice to Lessee prior to any change or cancellation shall be furnished to LCOG prior to Lessee's occupancy of the property. Lessee is required to provide to LCOG, within 24 hours of Lessee's receipt of such, any notice regarding amendment, alteration, reduction, revision, cancellation, or any other similar event.
- 6.3 Maximum Deductible/Self-Retention.** Any deductible or self-retention must be disclosed on the certificate of insurance, and no deductible or retention may exceed \$25,000 without the prior written consent of LCOG.
- 6.4 Primary Coverage.** All insurance carried by Lessee must be primary to and non-contributory with any insurance carried by LCOG or self-insurance of LCOG. Lessee shall include LCOG as an additional insured under the above commercial general liability policy.
- 6.5 Waiver of Subrogation.** Neither Party shall be liable to the other (or to the other's successors or assigns) for any loss or damage caused by fire or any of the risks enumerated in a standard fire insurance policy with an extended coverage endorsement, and in the event of insured loss, neither Party's insurance company shall have a subrogated claim against the other. This waiver shall be valid only if the insurance policy in question expressly permits waiver of subrogation or if the insurance company agrees in writing that such a waiver will not affect coverage under the policies. Each Party agrees to use best efforts to obtain such an agreement from its insurer if the policy does not expressly permit a waiver of subrogation.

Section 7. Liability and Indemnity

7.1 Liens.

- (1) Except with respect to activities for which LCOG is responsible, Lessee shall pay as due all claims for work done on and for services rendered or material furnished to the vehicle, and shall keep the vehicle free from any liens. If Lessee fails to pay any such claims or to discharge any lien, LCOG may do so and collect the cost as additional rent. Any amount so added shall bear interest at the rate of 9 percent (9%) per annum from the date expended by LCOG and shall be payable on demand. Such action by LCOG shall not constitute a waiver of any right or remedy which LCOG may have on account of Lessee's default.
- (2) Lessee may withhold payment of any claim in connection with a good-faith dispute over the obligation to pay, as long as LCOG's property interests are not jeopardized. If a lien is filed as a result of nonpayment, Lessee shall, within ten (10) calendar days after knowledge of the filing, secure the discharge of the lien or deposit with LCOG cash or sufficient corporate surety bond or other surety satisfactory to LCOG in an amount sufficient to discharge the lien plus any costs, attorney fees, and other charges that could accrue as a result of a foreclosure or sale under the lien.

7.2 Indemnification. Lessee shall defend, indemnify, and hold LCOG harmless from and against any and all claims, actions, damages, liability, and expense in connection with loss of life, personal injury, or damage to property arising from or out of any occurrence involving or related to the vehicle, or the occupancy or use by Lessee of the vehicle or any part thereof, or occasioned wholly or in part by any act or omission of Lessee, its agents, officers, contractors, employees, or servants, including any and all claims, actions, damages, liability, and expense arising from or relating to Lessee's selling, keeping, maintaining, using, or disposing of any hazardous substance in or about the vehicle. In case LCOG shall, without fault on its part, be made a party to any litigation commenced by or against Lessee, then Lessee shall protect and hold LCOG harmless therefrom and shall pay all costs, expenses, and reasonable attorney fees incurred or paid by LCOG in connection with such litigation. Lessee also shall pay all costs, expenses, and reasonable attorney fees that may be incurred or paid by LCOG in enforcing the covenants and agreements in this Paragraph. Additionally, Lessee shall pay all costs associated with hazardous substance remedial action and cleanup resulting from Lessee's use of the vehicle.

Section 8. Assignment and Subletting

Lessee shall not assign, mortgage, sublease, nor confer on any third party, by any other means, a right of use of any portion of the leased vehicle, without the prior written consent of LCOG, which may be withheld in LCOG's sole discretion. This provision shall apply to all transfers by operation of law. If Lessee is a corporation, Limited Liability Company, trust, or partnership, this provision shall apply to any transfer of a majority voting interest in stock or ownership interest of Lessee. No consent in one instance shall prevent the provision from applying to a subsequent instance. Any assignee approved by LCOG must assume this Vehicle Lease and agree to strictly abide by all its terms. LCOG's consent shall not relieve Lessee of its obligations under this Vehicle Lease.

Section 9. Default

The following shall be events of default:

- 9.1 Default in Rent.** Failure of Lessee to pay any rent or other charge within ten (10) calendar days after it is due.
- 9.2 Default in Other Covenants.** Failure of Lessee to comply with any term or condition or fulfill any obligation of the Vehicle Lease (other than the payment of rent or other charges) within twenty (20) calendar days after written notice by LCOG specifying the nature of the default with reasonable particularity. If the default is of such a nature that it cannot be completely remedied within the twenty (20) calendar day period, this provision shall be complied with if Lessee begins correction of the default within the twenty (20) calendar day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable. Lessee shall be entitled to only one (1) such notice in each Vehicle Lease year and subsequent defaults of any condition or obligation of the Vehicle Lease shall permit LCOG to proceed with all available remedies without further notice to Lessee being required.
- 9.3 Default in Other Contracts.** Failure of Lessee to comply with any term or condition, or to fulfill any obligation of, the Contract, Lease, Business Associate Agreement, or any other agreement between the Parties, or to cure such breach within the time set forth in the applicable contract, shall be considered an event of default under this Vehicle Lease.
- 9.4 Insolvency.** Insolvency of Lessee; an assignment by Lessee for the benefit of creditors; the filing by Lessee of a voluntary petition in bankruptcy; an adjudication that Lessee is bankrupt or the appointment of a receiver of the properties of Lessee; the filing of any involuntary petition of bankruptcy and failure of Lessee to secure a dismissal of the petition within thirty (30) calendar days after filing; attachment of or the levying of execution on the leasehold interest and failure of Lessee to secure discharge of the attachment or release of the levy of execution within ten (10) calendar days shall constitute a default. If Lessee consists of two (2) or more individuals, trusts, and/or business entities, the events of default specified in this Section shall apply to each individual, trust and/or business entity unless within ten (10) calendar days after an event of default occurs, the remaining individuals produce evidence satisfactory to LCOG that they have unconditionally acquired the interest of the one causing the default. If the Lease has been assigned, the events of default so specified shall apply only with respect to the one then exercising the rights of Lessee under the Lease.
- 9.5 Abandonment.** Failure of Lessee for ten (10) calendar days or more to occupy the Premises for one (1) or more of the purposes permitted under this Lease, unless such failure is excused under other provisions of this Lease.

Section 10. Remedies on Default

- 10.1 Termination.** In the event of a default the Vehicle Lease may be terminated at the option of LCOG upon ten (10) days' written notice to Lessee. Whether or not the Vehicle Lease is terminated by the election of LCOG or otherwise, LCOG shall be entitled to recover damages from Lessee for the default, and LCOG may reenter, take possession of the vehicle, and remove any persons or property by legal action or by self-help with the use of reasonable force and without liability for damages and without having accepted a surrender.
- 10.2 LCOG's Right to Cure Defaults.** If Lessee fails to perform any obligation under this Lease, LCOG shall have the option to do so after thirty (30) calendar days' written notice to Lessee. All of LCOG's expenditures to correct the default shall be reimbursed by Lessee on demand with interest at the rate of 9 percent (9%) per annum from the date of expenditure by LCOG. Such action by LCOG shall not waive any other remedies available to LCOG because of the default.

- 10.3 Remedies Cumulative.** The foregoing remedies shall be in addition to and shall not exclude any other remedy available to LCOG under applicable law.

Section 11. Surrender at Expiration

Upon expiration of the Vehicle Lease term or earlier termination, Lessee shall return the vehicle to LCOG in good and operating condition given reasonable wear and tear for the age of the vehicle.

Section 12. Termination

- 12.1 Termination of Contract; Effect on Vehicle Lease.** This Vehicle Lease shall terminate upon the effective date of the termination of the Contract.
- 12.2 Termination for Convenience.** This Vehicle Lease may be terminated by either Party, for any reason, on sixty (60) days' written notice to the other Party. Termination under this Paragraph shall be effective upon delivery of written notice of termination to LCOG or Lessee.
- 12.3 Termination for Default.** LCOG may terminate this Lease for default, for the reasons set forth in Paragraph 9 and in the manner set forth in Paragraph 10.

Section 13. Notice

Any notice permitted or required under this Vehicle Lease may be delivered personally or by United States mail, postage prepaid, address to Lessee at the Premises or to LCOG at the address provided below. Such notice shall be deemed delivered on the day of personal delivery or on the day following the date of deposit in the United States mail, as the case may be.

LCOG: Kelly Clarke
Lane Council of Governments
859 Willamette Street, Suite 500
Eugene, OR 97401
E-mail: kclarke@lcog.org

LESSEE: TBD
TBD (company name)
TBD (address)
TBD (city)
TBD (contact information)

Section 14. 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 Lessee agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability.

Section 15. Miscellaneous

- 15.1 Nonwaiver.** Waiver by either Party of strict performance of any provision of this Vehicle Lease shall not be a waiver of or prejudice the Party's right to require strict performance of the same provision in the future or of any other provision.

- 15.2 Severability.** The provisions of this Vehicle Lease are severable. If any term or its application to any person or circumstances shall be invalid or unenforceable, the remainder of this Vehicle Lease shall not be affected thereby.
- 15.3 Attorney Fees.** If suit or action, including an arbitration, is commenced in connection with any controversy arising out of this Lease, the prevailing Party shall be entitled to recover in addition to costs such sum as the court may adjudge reasonable as attorney fees at trial, on petition for review, and on appeal.
- 15.4 Succession.** Subject to the above-stated limitations on transfer of Lessee's interest, this Vehicle Lease shall be binding on and inure to the benefit of the Parties and their respective successors and assigns.
- 15.5 Entry for Inspection.** LCOG shall have the right to enter upon the Premises at any time to determine Lessee's compliance with this Vehicle Lease, or to show the vehicle to any prospective Lessee or purchaser.
- 15.6 Time of Essence.** Time is of the essence of the performance of each of Lessee's obligations under this Vehicle Lease.
- 15.7 Recitals.** The Recitals listed above are hereby incorporated into this Vehicle Lease.
- 15.8 Authority.** The representatives signing on behalf of the Parties certify that they are duly authorized by the Party for whom they sign to execute this Agreement.

STATE OF OREGON CONTRACTOR'S REPRESENTATIONS AND WARRANTIES CERTIFICATION

Contractor hereby represents and warrants to Lane Council of Governments (LCOG) that:

1. Contractor has the power and authority to enter into and perform this Contract.
2. This Contract, when executed and delivered, is a valid and binding obligation of Contractor, enforceable in accordance with its terms.
3. Contractor (to the best of Contractor's knowledge, after due inquiry), has never knowingly or intentionally failed to comply with (as provided in ORS 305.385(6)):
 - i. All tax laws of this state, including but not limited to ORS 305.380(4), ORS 305.620 and ORS chapters 316, 317, and 318;
 - ii. Any tax provisions imposed by a political subdivision of this state that applied to Contractor, to Contractor's property, operations, receipts, or income, or to Contractor's performance of or compensation for any work performed by Contractor;
 - iii. Any tax provisions imposed by a political subdivision of this state that applied to Contractor, or to goods, services, or property, whether tangible or intangible, provided by Contractor; and
 - iv. Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

4. Any goods and/or services to be provided to LCOG, in the performance of Contractor's obligations under this Contract, shall be provided to LCOG free and clear of any and all restrictions on or conditions of use, transfer, modification, or assignment, and shall be free and clear of any and all liens, claims, mortgages, security interests, liabilities, charges, and encumbrances of any kind.

Contractor Name: _____

Signature of Authorized Representative: _____

Printed Name: _____

Title/Position: _____

SAMPLE CONTRACT