

The Maintenance Plan shall provide safe, reliable, and efficient transit service to the public in well-maintained vehicles with minimal disruptions to service due to maintenance and repair. County transit services will be safe, convenient, efficient, and reliable, as well as compliant with all applicable federal, state, and local laws, statutes, and regulations. Vehicle cleanliness, operator safety, on-time performance, and courtesy are of great significance to ensure efficient use and maintain the useful life of all revenue and non-revenue vehicles in support of County transit services.

1. Vehicle Maintenance Plan (VMP) Requirements

Contractor shall have a vehicle maintenance addressing tracking and compliance with preventative and unscheduled maintenance and warranty management.

VMP shall include:

- 1.1. Plans for maintaining the Revenue Vehicles and Non-Revenue Vehicles, including the details of its preventative maintenance program, such as levels of inspections, intervals, and the types of inspections and/or components serviced at each interval.
- 1.2. Staffing for the maintenance department and required qualifications and experience of the supervisors and the mechanics (including the classes of mechanics to be supplied and their certifications). This should include job descriptions.
- 1.3. Plans for inventory and controls, scheduled and unscheduled repair items, air conditioning and wheelchair lift parts and materials, method of control, and whether the parts will be supplied by original equipment manufacturers (OEM) or aftermarket suppliers. Contractors should note that the Draft Agreement requires that approval must be received from County prior to the use of any after-market non-OEM parts and supplies by the Contractor.
- 1.4. Pre-inspection and post-trip vehicle inspection process, specifically including the Contractor's plan for utilizing technology to satisfy vehicle inspection requirements and to implement the vehicle inspection process, and the Contractor's plan for handling operator-reported defects prior to Revenue Vehicles being returned to service.
- 1.5. Road call procedures and the procedures for other unscheduled maintenance repairs/services.
- 1.6. Process of repairing/rebuilding major components (i.e., engines/drive motors and transmissions). The description shall include whether the repairs will be performed on-site or by Contractor or vendor. The use of OEM parts and manufacturer certified vendors is recommended.
- 1.7. Heating and air conditioning (HVAC) maintenance describing how the Contractor shall maintain and conduct seasonal preventative maintenance campaigns to ensure properly working HVAC systems. All HVAC repairs and maintenance shall be performed according to established laws, regulations and procedures regarding air conditioning or heating service. Contractor shall describe by brand name and model number of the refrigerant recycling system(s) proposed for use on the transit revenue and non-revenue vehicles and whether this system is currently in use by the Contractor or will be purchased because of this Contract.

TRANSIT OPERATIONS

- 1.8. Method of accident repairs and painting and graffiti removal, including an assurance that County graphic standards will be strictly adhered to.
- 1.9. Proposed fueling, including daily fueling procedures, daily, weekly, and monthly interior and exterior cleaning schedules, extermination schedules, and fare removal process. County reserves the right to inspect vehicles and/or maintenance facilities currently operated by the Contractor, and to consider the results of such inspections in the evaluation process.
- 1.10. Fleet information and inventory management system (IMS) to provide complete, accurate, and up to date maintenance record-keeping on all transit revenue vehicles and ancillary equipment provided under the ensuing Contract. If Contractor's system must be able to provide all records in a format approved by the County. The IMS record-keeping shall be kept by individual transit revenue vehicle unit as well as by vehicle type and for the fleet collectively and shall provide for both an electronic and hard copy (paper) unit/fleet file and records presentable on a cumulative, daily, weekly, monthly, and annual basis. Contractor shall provide sufficient staff and resources to input cost, labor, parts, and work data into the system to fully track and manage the repair and maintenance work as noted here and throughout this solicitation consistent with Federal Transit Administration (FTA) guidelines.
- 1.11. Maintenance reporting procedures which will meet County, FTA, FDOT, FTDC, DOT and Americans with Disabilities (ADA) Act regulations and requirements as well as a sample set of reports.
- 1.12. Farebox maintenance procedures to address farebox issues in the field as quickly as possible, ensure that buses are probed every day, and ensure that fares are secured between the buses (where they are collected) and the point that they are processed for bank deposit.
- 1.13. Technologies maintenance plan to include Automated Vehicle Location (AVL) systems, on-board cameras, head signs and other electronic and data-based (cloud) technology hardware and software, address trouble-shooting any loss of service, signals, and data for all vehicles. See Exhibit A6 – Technologies for more information on County technology systems.
- 1.14. Bus Cleaning Program and any additional enhancements based on County fleet composition and operations. Sample cleaning forms should be included that convey Contractor oversight of interior and exterior vehicle cleaning. Cleaning program shall be in accordance with the standards outlined in the Transit Cooperative Research Program (TCRP) and in accordance with the Center for Disease Control (CDC).
- 1.15. Written warranty recovery program to include ancillary equipment. Contractor shall act as the County's agent for all warranty work required on the assigned transit revenue and non-revenue vehicles. County will supply Contractor with all applicable warranty provisions and dealer/OEM service information for each type of assigned transit revenue vehicle. A management report detailing claims and recoveries is to be submitted to County monthly. Contractor shall in no way jeopardize or invalidate the current warranty on any assigned transit revenue vehicle and ancillary equipment due to actions, inactions, work and/or inability to perform scheduled maintenance or repairs.
- 1.16. Vehicle towing management, in cases of on-road failure, accident, or any other similar cause whatsoever, must be provided by Contractor or a third party engaged by Contractor.

Contractor shall be responsible for providing personnel, vehicle(s) and equipment for this purpose beyond those provided and funded by the County, as needed.

- 1.17. Regular towing services are defined as being performed during LakeXpress and Lake County Connection service hours, M-F, 3:30 a.m. to 9:30 p.m. (the hours where vehicles are preparing for pull-out and returning from revenue service.) In addition to Regular towing services, Contractors may be requested to provide emergency towing services for vehicles outside of revenue service hours to include Monday through Sunday, 24 hours per day. Emergency towing services would be defined as towing services outside normal business hours from any location within the County. Contractor shall arrange for towing and repair of all vehicles that may experience failure outside the service area (distances of more than 50 miles from the maintenance facility). In such cases, County will not be responsible for additional expenses incurred by Contractor.
- 1.18. A description of all training to be provided to maintenance personnel. Contractor shall have an ongoing training program which shall, at a minimum, include:
 - 1.18.1. Training on computer and technology equipment. This will include all after-market software and hardware systems customarily utilized in public transit that may be acquired for the County's transit system (Automatic Vehicle Locator (AVL) Systems, scheduling systems (Route Match).
 - 1.18.2. Participation in the ASE Certification Program.
 - 1.18.3. Maintenance Safety Program.
 - 1.18.4. Annual OSHA training complying with all local, state, and federal standards and requirements.
 - 1.18.5. All mechanics shall receive a minimum of 16 hours of mechanical/refresher training annually.
 - 1.18.6. Brake training as required by state law; and
 - 1.18.7. Air conditioning training.

2. Maintenance Service Requirements

- 2.1. All maintenance and repairs of vehicles shall be performed by Contractor in accordance with County specified standards (i.e., in accordance with original manufacturer's specifications), whether performed by Contractor or authorized subcontractors. Maintenance of County vehicles shall be done at a time that will ensure maximum availability of vehicles for service. It is not the intent of this requirement to preclude necessary maintenance during normal hours; it is only to ensure that the maximum number of vehicles will be available for service during the service day.
- 2.2. County may inspect (unannounced and announced) vehicles at any time either at the Contractor's location or while the vehicle is in service. Contractor shall maintain vehicles in such a way as to, at all times, protect the County's investment. This requires prompt response to ensure that repairs are done at the point where they will require the least expenditure.

2.3. Vehicle Cleanliness and Aesthetics Requirements

- 2.3.1. To facilitate customer service and improve vehicle life, it is imperative vehicles remain clean and free from body damage (other than minor scratches). If vehicles are inspected by County and found noncompliant with vehicle cleanliness/aesthetic requirements, Contractor will be subject to specified penalties.
- 2.3.2. Contractor is expressly prohibited from using any pest control product, or application procedure for such product, that would be hazardous to the health and well-being of the passengers and employees.
- 2.3.3. Vehicle interior cleaning will be done daily to maintain cleanliness and include, at minimum:
 - 2.3.3.1. Clean inside of all windows, removing all dust, fingerprints, and handprints.
 - 2.3.3.2. Remove all dust from seats, dashboards, wheel wells, rails, ledges.
 - 2.3.3.3. Sweep all floor areas and mop all liquid spills.
 - 2.3.3.4. Ensure bus is free of all paper, gum, and debris, etc.
 - 2.3.3.5. Repair all damaged seats.
 - 2.3.3.6. Removal/repair of graffiti.
 - 2.3.3.7. Cleaned and disinfected with products approved by the EPA for COVID-19.
 - 2.3.3.8. Kept free of roaches, other insects, and rodents and kept free of noxious odors from cleaning products, pest control products, exhaust fumes, and other sources.
- 2.3.4. The bus exterior shall be washed weekly, or more frequently as necessary while ensuring that all windows remain free of spotting. The vehicle rims must be cleaned as often as necessary to maintain the vehicle in a clean and professional appearance.

2.4. Daily Pre-Op Inspection and Daily Vehicle Inspection Cards

- 2.4.1. Each driver shall inspect vehicles daily before pulling out of the yard in accordance with state requirements. If there are any defects, the driver must enter the defects on a Daily Vehicle Inspection Card (or similar Contractor provided and approved document) as required. Even if there are no defects, the driver must sign, date the Daily Vehicle Inspection card prior to leaving the yard. Original/remaining Daily Vehicle Inspection cards shall remain with the vehicle for the duration of the day and shall be replaced daily.
- 2.4.2. Vehicles with Daily Vehicle Inspection cards showing defects must be inspected and appropriate action taken on items noted on the card. After repairs are performed, the mechanic must sign the Daily Vehicle Inspection card, and the information must be transferred to the Shop Work Order or similar document.

2.4.3. Daily Vehicle Inspection cards showing defects must be dated at the upper right front corner and filed in chronological order for inspection and verification purposes. Once this is completed, the Daily Vehicle Inspection card becomes a permanent record in the vehicle file for that vehicle and must be available for review/inspection at all times.

2.5. Preventative Maintenance

2.5.1. A comprehensive Preventative Maintenance Inspection (PMI) program shall be included in the Contractor's Preventive Maintenance plan (as a part of its proposal submittal). Preventive maintenance on all vehicles must be performed in accordance with vehicle manufacturer's recommended intervals and the approved PMI. Contractor is to use manufacturer-recommended materials when doing any repairs to the vehicles. The lubricants used shall meet or exceed the standards required by the manufacturer.

2.5.2. Contractor shall develop and shall maintain records which detail the work performed for each vehicle inspection. These records must be available for review by the County.

2.5.3. Vehicles not in good repair and/or working order shall not be used in revenue service. Contractor should be prepared to schedule and coordinate inspections with an outside professional, third party Contractor of County choosing.

2.6. Maintenance Repair Procedures

2.6.1. Contractor shall perform all necessary and required maintenance and repair work to County-owned vehicles as recommended by the manufacturer. All repairs will be recorded and tracked electronically.

2.6.2. Contractor shall be responsible for all costs of preventive and regular maintenance to County vehicles.

2.6.3. All costs for major component repair/replace are the responsibility of Contractor. The responsible person for Contractor maintenance program shall review and verify all work performed and labor utilized and will make sure that all information needed has been entered onto the work order.

2.6.4. Contractor shall ensure that all work orders are readily available for review by County.

2.7. Parts and Materials

Contractor shall ensure that all mechanical parts and materials meet or exceed O.E.M. specifications. These parts and materials shall be purchased by Contractor or through outside sub-contractors and shall provide a written guarantee to County of the ability to deliver within seven (7) calendar days, transmissions and/or engines for each type of transit revenue or non-revenue vehicle supplied by County. Such purchases shall be consistent with the FDOT, FTA's Best Practices Procurement Manual, CFR 4220.1F and the Federal Acquisition Regulation (FAR).

2.8. Body Repairs

Contractor shall repair, within five (5) calendar days of learning of the occurrence of minor body damage, any minor body damage done to assigned transit revenue and non-revenue vehicles during day-to-day operations so that assigned transit revenue and vehicles maintain a clean and new look free from exterior and interior body damage, dents, breaks, rips, or deformation. Minor body damage as used herein shall be defined as any interior or exterior body work costing \$2,500 or less. County shall be notified by Contractor within 24 hours of any accident or incident necessitating major repair work. Major body repair work is defined as any interior or exterior body work costing more than \$2,500. Contractor shall initiate or cause the repair of any major body repair work to assign vehicles or equipment within five (5) calendar days of notice to County. All repairs made relative to such damage shall be performed by competent repair facilities capable of restoring the damaged vehicles or ancillary equipment back to their original configuration, appearance, and structural integrity.

2.9. Vehicle Tires

Tires for service vehicles shall be supplied by the Contractor.

2.10. Vehicle and Component Warranty Maintenance

2.10.1. Contractor shall be responsible for all warranty work on County vehicles assigned to Contractor and the administration of all warranty paperwork with manufacturer.

2.10.2. Contractor shall obtain manufacturer authorization to perform warranty maintenance or shall transport vehicles at Contractor cost to an authorized warranty service provider.

2.10.3. Such purchases should be made consistent with the FDOT, FTA's Best Practices Procurement Manual, CFR 4220.1F and the Federal Acquisition Regulation (FAR).

2.11. Inspection Discrepancy Sheets

When Inspection Discrepancy Sheets are submitted to Contractor by County, all noted open repair items shall be completed within 30 days or at the next PMI, whichever occurs first, unless repair item(s) are safety related, for which the vehicle shall not be permitted to re-enter revenue service until completed. The completed discrepancy sheet shall be returned to County upon completion. The PMI will be incomplete if items listed on discrepancy sheets are not fixed within the prescribed period. Upon notification from County of a deficient PMI, any revenue hours operated by a vehicle with an incomplete PMI will not be reimbursed.

2.12. Road Calls

In the event of a vehicle failure while in service, scheduled passengers of the failed vehicle must be transported as expeditiously as possible. Time is of the essence. Contractor shall develop a plan that results in minimal service disruption to ensure service and on-time performance. The failed vehicle must be repaired or removed from the street within two hours of the request for the road call.

2.13. Auditing Program

TRANSIT OPERATIONS

- 2.13.1. Contractor will implement its own maintenance auditing program to verify on an on-going basis that all service performed follows the Contract.
- 2.13.2. Audit reports will be presented to the County monthly and will, at a minimum, will include regular audits of technician-performed work including:
 - 2.13.2.1. Monthly Hub Odometer Report by vehicle as of the last day of the month.
 - 2.13.2.2. Number of major mechanical system failures as defined by the National Transit Database (NTD) as failures that prevents the revenue vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns.
 - 2.13.2.3. Number of other mechanical system failures as defined by the NTD as failures of some other mechanical element of the revenue vehicle that, because of local agency policy prevents the revenue vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip even though the vehicle is physically able to continue in revenue service (i.e., wheelchair lift inoperable).
 - 2.13.2.4. Finished Jobs report.
 - 2.13.2.5. Monthly Fluid Report detailing number of quarts added by vehicle. Fluids include fuel, oil, coolant, and transmission.
 - 2.13.2.6. Number of road calls between miles and reasons for road calls.
 - 2.13.2.7. Random inspection reports by the General Manager of at least ten percent (10%) of vehicles after regularly scheduled, HVAC, and wheelchair/ramp PMs have been completed.
 - 2.13.2.8. Random repairs re-inspection reports by the Maintenance Manager of at least five percent (5%) of the repairs each month.
 - 2.13.2.9. On-site, semi-annual reviews of maintenance program performance by a senior corporate maintenance manager.
 - 2.13.2.10. Audit results will be reported to the County. In-house audit reports will be presented monthly and will, at a minimum, include number of defects found per bus, trend analyses by functional category and severity code (as defined in the maintenance auditor's report) and by technician; corrective remedial actions will also be included. Corporate audits will minimally include a written narrative of findings, trend analyses, and corrective remedial actions.
- 2.14. Maintenance Support for Emergencies and Miscellaneous Items
 - 2.14.1. Potential emergencies range from chemical spills, fires, explosions, natural disasters, and criminal incidents. History indicates the County will likely experience a weather-

TRANSIT OPERATIONS

related natural disaster (i.e. hurricane, tropical storm, tornado, etc.) of uncertain duration. For these events, County has been called upon to evacuate vulnerable populations to transport to shelter locations. Contractor is expected to annually review all relevant and related emergency plans (County, state and local, etc.) and coordinate with the County Emergency Operations and Public Safety Divisions to meet these expectations as outlined in various local and regional emergency plans. County will pay for reasonable costs associated with implementing activities requested by County in response to emergencies. A proposed emergency response plan shall be submitted in proposals that pertain to Contractor support of County's maintenance program. This emergency response plan shall include a labor rate and per diem rate or methodology for calculating such a rate.

2.14.2. Upon request, Contractor shall provide labor for miscellaneous maintenance-related activities such as installing brochure holders, first aid kits, relocating fareboxes, changing seat spacing and other similar activities. The Contractor shall invoice the County for labor based on the hourly rates submitted in its proposal.

2.15. County Authority

2.15.1. County shall always have the necessary authority to inspect any assigned transit revenue vehicle components and ancillary equipment being utilized by Contractor for LakeXpress and LCC with or without notice. That authority shall include the ability to direct Contractor to immediate repair and/or withdrawal from service of any assigned transit revenue and non-revenue vehicles or replacement of equipment determined to be unsafe to transport the traveling public. Such determination shall be made solely at the discretion of the County. Contractor shall have three calendar days to initiate or effect any repairs required. Contractor shall have no unilateral right to withdraw any assigned transit revenue or non-revenue vehicle(s) permanently or temporarily from service without County prior consent. Should Contractor believe that vehicle condition is such that it must be removed from service, then Contractor shall supply in writing (electronic or hard copy) to County what conditions exist warranting vehicle removal and a plan of action to address and/or repair said conditions. County may engage the services of an independent third-party firm to verify the need for removal of the vehicle(s) from service and the proposed repair. Irrespective of Contractor documentation of vehicle condition, County has exclusive right to determine if the vehicle is to be removed from service or repaired at Contractor expense.

2.15.2. Contractor failure to provide any maintenance work for any reason will grant the right to County to have all repairs performed by a company of County choosing and subsequently invoice Contractor for the cost of repairs and a five (5%) percent administrative fee. This amount will be deducted as a penalty assessment from current monies owed to Contractor

2.15.3. Contractor failure to provide any of the maintenance reports, schedules, and information required will grant County the right to secure and provide any such information using County forces and outside contractor. Any costs associated with

such work shall be invoiced to Contractor in addition to a five (5%) percent administrative fee.

3. Provision of Facilities

- 3.1. Contractor will be responsible for providing the facility(ies) in which the operations, maintenance, and administrative activities of LakeXpress and LCC shall be housed. These activities may be housed in a consolidated, multi-function, multi-service facility or multiple locations that meet the requirements of the contract. Contractor should propose their own selection of operations and maintenance sites based on the best practice for service operations to support the requirements of this Contract and the schedule of operations.
- 3.2. Contractor shall enter into and assume the costs associated with the lease for use of all necessary facilities to perform the requirements of this Contract.
- 3.3. Contractor shall be responsible for the repair of all damages to the facility or grounds caused by Contractor and/or subcontractors' personnel and/or operations. Such costs will be the responsibility of Contractor. Contractor will be responsible for day-to-day maintenance and security of assigned areas and grounds.
- 3.4. Contractor must provide all project equipment necessary to perform work as described in the solicitation and the resultant contract. Project equipment is defined as personal property not supplied by County. Project equipment includes, but is not limited to, tools, portable lifts, computer diagnostic devices, repair order systems, point of sale systems, telecommunications and office equipment and furniture.
- 3.5. Contractor shall be responsible for daily cleaning and janitorial services in the offices, dispatch and drivers' areas, restrooms and storage rooms including sweeping, mopping, dusting, wiping, emptying of garbage/refuse containers. Contractor shall be responsible for immediate cleanup of spills in all areas for all leased facilities.
- 3.6. Current maintenance of revenue and non-revenue service vehicles are provided by the Incumbent Contractor (Incumbent) in Tavares. All Fixed-Route, Paratransit and support vehicles assigned to the Incumbent are maintained and stored for daily service/pull-out/in at this facility.
- 3.7. Facilities include:
 - 3.7.1. Operations and Administrative Offices.
 - 3.7.2. Management Office space
 - 3.7.3. Maintenance office and administrative space
 - 3.7.4. Dispatch
 - 3.7.5. Customer Service
 - 3.7.6. Scheduling
 - 3.7.7. File Storage

- 3.7.8. Driver's room
- 3.7.9. Training/Conference Room
- 3.7.10. Lost and found secured storage area
- 3.7.11. Employee lockers, mailboxes, restrooms, and break rooms
- 3.7.12. Secure room for counting fares and preparing deposits
- 3.8. Maintenance Building.
 - 3.8.1. Maintenance bays with vehicle lifts and lube/fluid stations to maintain the entire transit operation and accommodate vehicles up to 45'.
 - 3.8.2. Parts and tire storage areas.
 - 3.8.3. Engine wash.
 - 3.8.4. Shop manager's office.
 - 3.8.5. Mechanic locker room and lunch area.
 - 3.8.6. Electronics and other work areas.
 - 3.8.7. Bus Wash. If not subcontracted, Contractor must supply a facility that has a bus wash system capable of sufficiently cleaning the buses.
 - 3.8.8. Employee Parking. Contractor facility shall provide adequate parking for all Contractor employees in a designated area.
 - 3.8.9. Mechanic-owned Tools. Contractor facility shall provide space for such tools, including mechanic-owned toolboxes.
- 3.9. Computer Equipment & Software. Contractor is required to supply and maintain sufficient computer equipment, including diagnostic equipment required for buses, automobiles, and other miscellaneous equipment necessary to support the maintenance and operations. Diagnostic equipment may include, but is not limited to, equipment that supports specific vehicle types and brands, audio, visual and automated fare collection support systems. Costs for the replacement of diagnostic equipment due to technology, upgrades, age, vehicle type or brand shall be the responsibility of Contractor. On a case-by-case basis, grant revenues to support transit services computer equipment will be considered based on fund availability and County priority. All Software utilized must meet County Information Technology thresholds for firewalls and data integrity to ensure the security of Personally Identifiable Information (PII) and other security parameters of County. Contractor hardware and software must consist of the latest software versions for all systems utilized including, but not limited to, Adobe Acrobat Reader, Microsoft Office Suite, Route Match, Route Shout, on-board security cameras by Seon, Java, Internet Explorer, Google and Fox Fire, and other software and hardware systems.
- 3.10. Communications. Contractor shall provide the following on-site at its facility(ies):

- 3.10.1. Internet. All management personnel should have internet access. County will provide required minimum internet security standards. Should Contractor uses some other site for operations management, call-in, or dispatch, Contractor is responsible for any costs.
- 3.10.2. Email. Contractor shall establish email addresses for all management personnel. Should some other site be used for operations management, call-in, or dispatch, the Contractor is responsible for any costs.
- 3.10.3. Telephone. Contractor shall provide phone service to key management positions and all facilities. Should some other site be used for operations management, call-in, or dispatch, Contractor is responsible for all associated costs and recurring fees.
- 3.10.4. Cellular service. Contractor shall at its own expense provide cellular service for, at a minimum, all management personnel and provide such numbers to County, Emergency Operations and other departments and individuals and State and Federal sponsoring agencies deemed necessary in support of transit services.
- 3.10.5. Safety/Security Plan. Contractor shall submit a safety/security plan for operations. The plan shall be subject to County approval and shall address policies, procedures, access, and the management of information. Contractor facility shall be equipped with an access control system, security cameras, and video recorders, fencing and lighting.

4. Fuel

Contractor shall purchase fuel and invoice the County for the total cost of fuel including taxes, additives, and fees. Contractor shall maintain such records as may be necessary to document the pricing. County will provide the billed rates for both diesel and gasoline fuel and the fuel units for the non-revenue vehicles for the prior fiscal year upon request.

5. Revenue and Non-Revenue Service Vehicle Fleet

- 5.1. County will provide all transit revenue and non-revenue service vehicles required for the provision of LakeXpress and LCC services. Existing and new vehicles will be provided to Contractor and receipt confirmed via a written list of assigned transit revenue and non-revenue service vehicles. Contractor will accept existing transit revenue and non-revenue vehicles in an “as is” condition; therefore, Contractor is solely responsible for inspecting and knowing the condition of each existing vehicle provided by County on the initial fleet allocation so that it may properly budget for maintenance. Contractor shall have no right to decline to accept new vehicles due to their style, make, configuration or the absence of or type of components supplied with the new vehicles per the bill of lading, rolling stock agreement, etc.
- 5.2. Contractor shall ensure that County has available and maintains a 20% revenue service vehicle spare ratio based upon peak period vehicle requirements for both fixed-route and paratransit services. The current number of buses operated at maximum service for fixed route and paratransit is 10 and 25 respectively. Should the peak period spare ratio not be

TRANSIT OPERATIONS

achieved because of service changes, Contractor shall advise County in writing. Contractor shall maintain all vehicles supplied.

- 5.3. Contractor must provide all other rolling stock beyond the current County-provided vehicles used for maintenance support service such as road supervision and service vehicles.

6. Equipment

- 6.1. Contractor must provide all equipment necessary to perform services. Equipment is defined as personal property not supplied by the County. Equipment includes, but is not limited to, most tools, portable lifts, computer diagnostic devices, repair order system(s), point-of-sale system(s), telecommunications and office equipment, and furniture.
- 6.2. Contractor shall provide all labor, maintenance equipment, tools, parts, and incidentals necessary to maintain all transit revenue and non-revenue service vehicles, which shall be the responsibility of Contractor's and/or the subcontractor's mechanics/technicians. Contractor shall also provide all maintenance shop supplies and expendables such as cleaning materials, rags, paper towels nuts and bolts, wires, fittings, lights, uniforms, personal and facility safety gear, etc.
- 6.3. All maintenance equipment and tools supplied by the County shall remain the property of the County. Contractor will be responsible for the safe operation of any County-owned equipment provided and for training Contractor personnel on the correct operation of equipment.
- 6.4. Contractor shall be responsible for ensuring that any required safety inspections and/or certifications are completed on equipment used by Contractor personnel. Contractor shall also be responsible for the safe operation of County-owned equipment and for training Contractor personnel on the correct operation of the equipment.
- 6.5. Additional project equipment includes:
 - 6.5.1. Ancillary Equipment. Contractor shall be responsible for the proper use, care, and maintenance of all transit revenue and non-revenue vehicles and all ancillary equipment assigned. Ancillary equipment on transit revenue vehicles shall be defined to include: manual fareboxes, electronic destination signs, display boards, radios, AVL units, tablets, mobile data units, voice annunciation equipment, security cameras, information boards, and any other equipment provided on transit revenue and non-revenue vehicles which is not necessary to operate the vehicle, but is required or provided to make the vehicle complete for transit operations, federal compliance and is supplied and/or funded by County to Contractor for the operation of LakeXpress and LCC services. Contractor shall provide all facilities and all heavy maintenance and component equipment, personal maintenance tools and carts.
 - 6.5.2. Fare Collection Equipment. County shall provide all revenue collection equipment required for LakeXpress and LCC including spare fareboxes, revenue collection vaults, and revenue collection counting and/or audit unit(s). Contractor shall be responsible for all maintenance and upkeep costs of County revenue collection equipment supplied. At County direction, Contractor shall be prepared to install any

TRANSIT OPERATIONS

new revenue collection equipment desired by County. Costs for any new registering revenue equipment purchased or installed by Contractor shall be paid by County as direct charges on Contractor monthly invoice. Contractor shall be responsible for all subsequent maintenance of new registering revenue collection equipment. County ITS Contractor shall train County and Contractor operating, maintenance, management, and utility personnel on the use and of any new farebox equipment supplied by the County. All revenue collection equipment supplied by County to Contractor shall remain County property. Title to and ownership of all revenue equipment procured by Contractor for County shall be transferred to County immediately upon delivery.

7. National Pollutant Discharge Elimination System Permit (NPDES)

Contractor must ensure that all repair work for assigned transit revenue and non-revenue vehicles and ancillary equipment is performed by Contractor maintenance personnel who have demonstrated the necessary experience, certifications, and skills in the work to be performed. All maintenance and vehicle cleaning work shall be performed in accordance with accepted Best Management Practices and in conformance with National Pollutant Discharge Elimination System Permit (NPDES) permit requirements. This requirement is in addition to any other requirements of Local, State or Federal agencies that may have jurisdiction. Contractor will be required to provide proof of NPDES Industrial Activity Multi-Sector Generic Permit coverage or a permit exemption termination from the Florida Department of Environmental Protection. Additional guidance regarding Florida NPDES permitting requirements can be found at the following link: <https://floridadep.gov/water/stormwater/content/industrial-activity-msgp-nex>.