

TUCSON TRANSIT MANAGEMENT LLC
dba
SUN TRAN
REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NUMBER: 26-27-01
PROPOSAL DUE DATE: April 15, 2026 @ 2 P.M. Local AZ Time
PROPOSAL SUBMITTAL LOCATION: Sun Tran Main Lobby
3920 N. Sun Tran Blvd., Tucson, AZ 85705

MATERIAL OR SERVICE: Non-Revenue Vehicle Maintenance ST, SV, SL

PRE-PROPOSAL CONFERENCE DATE: March 18, 2026

TIME: 11:30 AM (Tucson Time)

LOCATION: Microsoft Teams Meeting:

Join:

<https://teams.microsoft.com/meet/27049509086870?p=tEVDXZ30vCeLesorqL>

Meeting ID: 270 495 090 868 70

Passcode: T4Gk6L9c

SENIOR BUYER: Gina.Fields
TELEPHONE NUMBER: (520) 206-8813
EMAIL: Gina.fields@tucsonaz.gov

A copy of this solicitation and possible future amendments may be obtained from our internet site at: <http://www.suntran.com> by selecting the Opportunities link, click on Procurement, then click on Current Solicitations and finally the associated solicitation number. Sun Tran does not mail out Notices of available solicitations via the U.S. Postal Service. Email notifications are sent to those interested offerors who are registered with us and who have selected email as their preferred delivery method. To register, please visit www.suntran.com, click on the Opportunities link, then click on Procurement and finally Vendor Registration. To update an existing record, use the same process as if registering. You may also call (520) 206-8813 or email Gina.fields@tucsonaz.gov if you have questions.

Competitive sealed proposals for the specified material or service shall be received by Sun Tran, 3920 N. Sun Tran Blvd., Tucson, Arizona 85705, until the date and time cited.

Proposals must be in the actual possession of the Department of Procurement at the location indicated, on or prior to the exact date and time indicated above. Late proposals shall not be considered. The prevailing clock shall be Sun Tran's Department of Procurement clock.

Proposals must be submitted in a sealed envelope. The Request for Proposal number and the offeror's name and address should be clearly indicated **on the outside** of the envelope. All proposals must be completed in ink or typewritten. Questions must be addressed to the Senior Buyer listed above.

PUBLISH DATE: March 11, 2026

THIS PROPOSAL IS OFFERED BY: _____

INTRODUCTION AND BACKGROUND

Tucson Transit Management (dba) Sun Tran, Sun Van, and Tucson Streetcar (dba) Sun Link supply, fare-free, public transportation options for the City of Tucson. In addition to our fleet of buses, vans, and streetcars, we utilize approximately 51 **Support Vehicles** across all three modes. These vehicles play a vital role in providing essential operational support such as field supervision, detour assistance, and operator transport. Sun Tran, Sun Van, and Sun Link (hereinafter referred to as Sun Tran) are seeking proposals from reputable firms to supply:

Non-Revenue Vehicle Maintenance ST, SV, SL

The successful Offeror must be able to perform preventative maintenance and repair services to the specifications listed herein. The support fleet is located across four (4) maintenance facilities. Their locations are as follows:

- NW-BMF (North-West Bus Maintenance Facility) 3920 N Sun Tran Blvd. Tucson, AZ. 85705
- SY-BMF (South Yard Bus Maintenance Facility) 4220 S Park Ave. Tucson, AZ 85714
- Sun Van 3401 E Ajo Way. Tucson, AZ 85713
- Sun Link 290 E 8th St. Tucson, AZ. 85705

SCOPE OF WORK

GENERAL REQUIREMENTS

Contractor shall provide everything necessary to include but not limited to: all tools, equipment, parts, personnel, fluids, supplies, and accessories to complete the tasks presented in this scope of work. All parts, supplies, fluids, and accessories shall meet or exceed OEM requirements.

- A.** The Contractor shall ensure that parts for vehicle repair and PMI (Preventative Maintenance Inspection) services are stocked at appropriate levels or available through local sources, in order to maximize PMI functions and minimize vehicle downtime. Parts should be accessible during all shifts.
- B.** Sun Tran shall designate a Contract Representative (CR) for each location, and they will be the main point of contact for the Contractor.
- C.** Contractor shall perform maintenance and repairs, including all labor and parts which may be required to keep vehicles in good and safe operating condition, with the exception of tires, collision damage and windshield repair/replacement.
- D.** Contractor shall perform scheduled mechanical preventive maintenance inspections (PMI). Please refer to Attachment C: Sun Tran Preventative Maintenance Inspection Intervals.
- E.** Contractor shall act as an authorized warranty agent and report all warranty repairs monthly.
- F.** Contractor shall be responsible for picking up vehicles requiring service/repair from Sun Tran and returning vehicles to Sun Tran when service/repair is complete. Designated Sun Tran personnel may drop off and/or pick up vehicles in lieu of Contractor when designated personnel is available.
- G.** Contractor must provide service during normal business hours Monday through Friday, 8:00 a.m. to 5:00 p.m. Contractor's site manager or shop foreman will be accessible to Sun Tran during this time.

- H. Contractor personnel will wear a distinct uniform identifying them as maintenance personnel when on Sun Tran property.
- I. The Contractor will provide monthly service reports to Sun Tran Director of Maintenance and Facilities or designee.
- J. Sun Tran reserves the right to prioritize maintenance services in emergencies or periods of unusually high vehicle demand.
- K. The Contractor's maintenance facility shall be located within a twenty (20) mile radius of the Tucson Metropolitan area.
- L. Sun Tran vehicles must be kept in a secure location if they are kept overnight.
- M. Any damage incurred to Sun Tran property, while in possession of the Contractor, is the sole responsibility of the Contractor.
- N. If a vehicle needs to be towed to the Contractor's facility the Contractor is responsible for the arrangements. Contractor shall pay for the cost of the tow and bill Sun Tran when invoicing for that vehicle. Tow receipts shall be made available upon request.
- O. Fleet inventory is provided in Attachment B. Fleet inventory is subject to change at any time with no prior notice under this contract.

PREVENTATIVE MAINTENANCE & REPAIR: Perform scheduled preventive maintenance inspections (Attachment C) in accordance with manufacturer recommendations and Sun Tran requirements to ensure reliability and extend vehicle life.

- A. The use of a computerized vehicle maintenance information system and printer is required. A means by which vehicle PMI's and service intervals (by mileage and date) shall be identified and tracked daily, capable of producing monthly reports.
- B. Maintenance records shall be maintained in such a manner that the following information will be available to Sun Tran. The data must be available for each individual vehicle and may be requested as needed.
 - a. PMI service(s) performed
 - b. Oil Consumption
 - c. Unscheduled repairs
 - d. Road calls
 - e. Mileage
- C. A Preventive Maintenance Inspection (PMI) form shall be used at every scheduled service.
- D. PMI service must be completed within twenty-four (24) hours of Contractor receiving the vehicle
- E. Sun Tran staff will provide, by email, when a vehicle is due for service or repair. The Contractor will provide an estimate for additional findings and/or repairs, if any, to Sun Tran CR for approval.
- F. A repair order form shall be used to record all vehicle repairs.
- G. Contractor is responsible for maintaining vehicle fluid levels
 - a. Contractor agrees to be responsible for properly checking engine oil, engine coolant, and all other fluids for all contract vehicles.
 - b. Contractor shall not charge extra to top off Sun Tran vehicle fluids.
 - c. Contractor will be responsible for repairs due to excessive fluid use between PM intervals.

MAINTENANCE TECHNICIAN QUALIFICATIONS:

- A.** All technicians performing diagnostic and repair on our fleet must be knowledgeable in vehicle repair procedures and must be Automotive Service Excellence (ASE) certified. Technicians must have experience in the following technologies:
 - a.** Computerized engine management systems
 - b.** Computerized transmission management systems
 - c.** Electronic system
 - d.** Fuel injection systems
 - e.** OEM emission packages
 - f.** Heating/Air Conditioning Systems
 - g.** Current certification for refrigerants of all types
 - h.** Air bag technology
 - i.** Anti-lock brake technology
 - j.** Vehicle body construction and related systems

PARTS AND MATERIALS MANAGEMENT: Supply and manage parts, fluids, and materials necessary to complete maintenance and repair activities, ensuring use of OEM or Sun Tran-approved equivalent components.

- A.** Contractor shall be responsible for purchasing all parts, maintaining part inventory, and handling all warranty and core return procedures.
- B.** Contractor shall be responsible for coordinating all warranty repairs with OEM.

ENVIRONMENTAL, COMPLIANCE, AND SAFETY

Ensure all work is performed in accordance with OSHA, RCRA, EPA, DOT, and other applicable standards, and maintain a clean and safe work environment.

- A.** Contractor shall comply with all current state, county, and city environmental rules and regulations.
- B.** Contractor shall have a documented procedure for disposing of all hazardous waste including but not limited to old batteries, solvents, used oil, oil filters, engine coolant, refrigerant, and parts. This is the sole responsibility of the Contractor.

PERFORMANCE STANDARDS

Contractor shall perform all services in a timely, efficient, and professional manner to ensure the availability and reliability of the support vehicle fleet. The following performance standards shall apply:

A. Response Time:

The Contractor shall respond to service calls within two (2) hours of notification for vehicles that are disabled or require immediate attention in the field.

B. Repair Turnaround:

Routine repairs shall be completed within two (2) business days of vehicle delivery, unless parts availability or the nature of the repair requires additional time, in which case the Contractor shall promptly notify the CR.

C. Preventive Maintenance Compliance:

Preventive maintenance shall be performed within 10% of the scheduled mileage or time interval to ensure compliance with manufacturer and Sun Tran standards. Preventative maintenance inspections shall be performed within a 24-hour time frame.

D. Quality of Work:

All maintenance and repairs shall be performed to industry standards using qualified personnel, proper tools, and Sun Tran-approved materials and parts.

E. Safety and Environmental Compliance:

All work shall comply with applicable federal, state, and local safety and environmental regulations, including OSHA and EPA requirements.

F. Communication and Reporting:

The Contractor shall provide clear and timely communication regarding vehicle status, repair progress, and any issues affecting service.

GENERAL MULTI-POINT INSPECTION:

A General Inspection is a multi-point inspection and shall be performed every time a vehicle is brought in for PMI or repair. A General Multi-Point Inspection Form shall be used for this check. The inspection shall include:

- A. Tires-visual check, front and rear
- B. Drive shaft joint boots
- C. Condition of struts
- D. Condition of rear shock absorbers
- E. Emergency brake adjustment
- F. Clutch adjustment
- G. Clutch hydraulic system/ fluid and leak check
- H. Condition of muffler/exhaust pipes
- I. Condition of drive belts
- J. A/C, P/S, and alternator pulley noise
- K. Condition of radiator/coolant
- L. Condition of heater and radiator hoses
- M. Heater operation
- N. Condition of spark plugs/wires
- O. Condition of air filter
- P. Lights- check directional signals, headlights, and brake lights for proper operation
- Q. Wipers-visual check for wiper damage
- R. Battery-check fluid levels (if applicable), check for corrosion on terminals, check cables and hold down apparatus.
- S. Fluids-check fluid levels to include but not limited to, oil, transmission, power steering, differential, brake, coolant, windshield washer, and top off as needed
- T. Brakes-inspect brake line hoses, pads, and rotors, report estimate of remaining life on pads and rotors
- U. Engine compartment-visual inspection of all components and hoses.
- V. Air Conditioning – verify cold air output and inspect for leaks

INVOICING REQUIREMENTS

- A. PMI invoicing shall be for that service alone. If additional services are required for that vehicle, it shall be billed separately. PMI invoicing shall have an invoice number, vehicle identifier, PMI service provided, mileage of vehicle, and notes containing any recommendations for that vehicle.
- B. Invoicing for non-scheduled service or repair shall include:

- An invoice number and associated quote number
- Vehicle identifier (number)
- Mileage of vehicle
- Parts used for the repair listed by part number and cost associated with each part.
- Labor charges calculated by the hour
- If charging a flat fee for shop supplies please list all shop supplies used
- Towing charges if applicable
- A brief delineation of the repair process to include troubleshooting, end results, and any recommendations

INSTRUCTIONS TO OFFERORS

1. DEFINITION OF KEY WORDS USED IN THE SOLICITATION:

For purposes of this solicitation and subsequent Contract, the following definitions shall apply:

Sun Tran: Sun Tran Tucson, Arizona

Sun Van: Sun Van Tucson, Arizona

Sun Link: Sun Link Tucson, Arizona

Contract: The legal agreement executed between Sun Tran and the Contractor/Consultant. The Contract shall include this RFP document incorporated herein by reference, all terms, conditions, specifications, Scope of Work, Amendments, the Contractor's offer and negotiated items as accepted by Sun Tran.

Contractor/Consultant: The individual, partnership, or corporation who, as a result of the competitive solicitation process, is awarded a contract by Sun Tran.

Contract Representative: Sun Tran employee or employees who have specifically been designated to act as a contact person or persons to the Contractor and is responsible for monitoring and overseeing the Contractor's performance under this Contract.

Director of Procurement: The contracting authority for Sun Tran authorized to sign contracts and amendments thereto on behalf of Sun Tran.

May: Indicates something that is not mandatory but permissible.

Offeror: The individual, partnership, or corporation who submits a proposal in response to a solicitation.

Shall, Will, Must: Indicates a mandatory requirement. Failure to meet these mandatory requirements, if they constitute a substantive requirement, may, at Sun Tran's sole discretion, result in the rejection of a proposal as non-responsive.

Should: Indicates something that is recommended but not mandatory. If the Offeror fails to provide recommended information, Sun Tran may, at its sole option, ask the Offeror to provide the information or evaluate the proposal without the information.

2. **PRE-PROPOSAL MEETING:** A Pre-Proposal Meeting will be held at the date and time stated on the cover page of this solicitation, if such a date and time is provided. Attendance at this meeting is not mandatory, but written minutes and/or notes regarding the meeting will NOT be provided, so attendance is encouraged. The purpose of this meeting will be to clarify the contents of this solicitation in order to prevent any misunderstanding of Sun Tran's position.

3.

4. **INQUIRIES:** Any questions related to this solicitation shall be directed to the Senior Buyer whose name appears above. An Offeror shall not contact or ask questions of the department for whom the requirement is being procured. The Senior Buyer may require any and all questions be submitted in writing. Offerors are encouraged to submit written questions via electronic mail, at least five days prior to the proposal due date. Any correspondence related to a solicitation should refer to the appropriate Request for Proposal number, page and paragraph number. An envelope containing questions should be identified as such, otherwise it may not be opened until after the official proposal due date and time. Oral interpretations or clarifications will be without legal effect. Only questions answered by a formal written Amendment to the Request for Proposal will be binding.

5. **AMENDMENT OF REQUEST FOR PROPOSAL:** The Offeror shall acknowledge receipt of a Request for Proposal Amendment by signing and returning the document by the specified due date and time.

6. **FAMILIARIZATION OF SCOPE OF WORK:** Before submitting a proposal, each Offeror shall familiarize themselves with the Scope of Work, laws, regulations and other factors affecting Contract performance. The Offeror shall be responsible for fully understanding the requirements of the subsequent Contract and otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of Contract requirements. The submission of a proposal will constitute a representation of compliance by the Offeror. There will be no subsequent financial adjustment, other than that provided by the subsequent Contract, for lack of such familiarization.

7. PREPARATION OF PROPOSAL:

- A. All proposals shall be on the forms provided in this Request for Proposal package. It is permissible to copy these forms as required. Facsimiles or electronic mail proposals shall not be considered.
- B. At a minimum, your proposal should include the signed Offer and Acceptance form, signed copies of any solicitation amendments (if applicable), completed Price Page and your response to **all** Evaluation Criteria.
- C. The Offer and Acceptance page shall be signed by a person authorized to submit an offer. An authorized signature on the Offer and Acceptance page, Proposal Amendment(s), or cover letter accompanying the proposal documents shall constitute an irrevocable offer to sell the good and/or service specified herein. Offeror shall submit any additional requested documentation, signifying intent to be bound by the terms of the agreement.
- D. The authorized person signing the proposal shall initial erasure, interlineations or other modifications on the proposal.
- E. In case of error in the extension of prices in the proposal, unit price shall govern when applicable.
- F. Periods of time, stated as a number of days, shall be in calendar days.
- G. It is the responsibility of all Offerors to examine the entire Request for Proposal package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing a proposal confers no right of withdrawal after due date and time.
- H. Sun Tran shall not reimburse the cost of developing, presenting, submitting or providing any response to this solicitation.
- I. Offeror must list any subcontractors to be utilized in the performance of the services specified herein. For each subcontractor, details on respective qualifications must be included.

8. PAYMENTS: Payment terms are Net 45 Days after receipt of invoice.

9. TAXES: Sun Tran is not tax exempt for this Contract.

10. PROPOSAL/SUBMITTAL FORMAT: An original of each proposal should be submitted on the forms and in the format specified in the RFP. Offerors shall also submit one electronic copy of the proposal on a USB Flash Drive in MS Office or .pdf format. The electronic copy of the completed price page must be in .xlsx format. Any confidential information shall be submitted on a separate USB flash drive. The original copy of the proposal should be clearly labeled "Original" and shall be single-sided, three hole punched and in a binder. The material should be in sequence and related to the RFP. **The sections of the submittal should be tabbed, clearly identifiable and should include a minimum of the following sections: the completed Offer and Acceptance Form, all signed Amendments if applicable), FTA certifications (if applicable), a copy of this RFP document and the Offeror's response to the Evaluation Criteria including the completed Price Page.** Failure to include the requested information may have a negative impact on the evaluation of the Offeror's proposal.

11. EXCEPTIONS TO CONTRACT PROVISIONS: A response to any Request for Proposal is an offer to contract with Sun Tran based upon the contract provisions contained in Sun Tran's Request for Proposal, including but not limited to, the specifications, Scope of Work and any terms and conditions. Offerors who wish to propose modifications to the Contract provisions must clearly identify the proposed deviations and any proposed substitute language. The provisions of the Request for Proposal cannot be modified without the express written approval of the Director or his designee. If a proposal or offer is returned with modifications to the contract provisions that are not expressly approved in writing by the Director or his designee, the contract provisions contained in Sun Tran's Request for Proposal shall prevail.

12. PUBLIC RECORD: All proposals submitted in response to this Request for Proposal shall become the property of Sun Tran/ City of Tucson and may become a matter of public record available for review subsequent to the award notification.

13. CONFIDENTIAL INFORMATION: If an Offeror believes that any portion of a proposal, offer, specification, protest or correspondence contains information that should be withheld, a statement advising the Senior Buyer of this fact should accompany the submission and the information shall be so identified wherever it appears. Sun Tran shall review all requests for confidentiality and may provide a written determination to designate specified documents confidential, or

the request may be denied. Price is not confidential and will not be withheld. If the confidential request is denied, such information may be disclosed as public information, unless the Offeror submits a formal written objection.

- 13. CERTIFICATION:** By signature on the Offer and Acceptance page, solicitation Amendment(s), or cover letter accompanying the submittal documents, Offeror certifies:
- A. The submission of the offer did not involve collusion or other anti-competitive practices.
 - B. The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal or State law.
 - C. The Offeror has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, meal or service to a public servant in connection with the submitted offer.
 - D. The Offeror hereby certifies that the individual signing the submittal is an authorized agent for the Offeror and has the authority to bind the Offeror to the Contract.
- 14. WHERE TO SUBMIT PROPOSALS:** In order to be considered, the Offeror must complete and submit their proposal to Sun Tran's Administration Building at the location indicated, prior to or at the exact date and time indicated on the Notice of Request for Proposal page. The Offeror's proposal shall be submitted in a sealed envelope. The words "SEALED PROPOSAL" with the REQUEST FOR PROPOSAL TITLE, REQUEST FOR PROPOSAL NUMBER, PROPOSAL DUE DATE AND TIME and OFFEROR'S NAME AND ADDRESS shall be written on the envelope/package(s).
- 15. LATE PROPOSALS:** Late proposals will not be considered.
- 16. OFFER AND ACCEPTANCE PERIOD:** In order to allow for an adequate evaluation, Sun Tran requires an offer in response to this solicitation to be valid and irrevocable for ninety (90) days after the proposal due date and time.
- 17. WITHDRAWAL OF PROPOSAL:** At any time prior to the specified solicitation due date and time, an offeror may formally withdraw the proposal by a written letter or electronic mail from the Offeror or a designated representative. Telephonic or oral withdrawals shall not be considered.
- 18. DISCUSSIONS:** Sun Tran reserves the right to conduct discussions with Offerors for the purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal in order to clarify an offer and assure full understanding of, and responsiveness to, solicitation requirements.
- 19. CONTRACT NEGOTIATIONS:** Exclusive or concurrent negotiations may be conducted with responsible Offeror(s) for the purpose of altering or otherwise changing the conditions, terms and price of the proposed Contract unless prohibited. Offerors shall be accorded fair and equal treatment in conducting negotiations and there shall be no disclosure of any information derived from proposals submitted by competing Offerors. Exclusive or concurrent negotiations shall not constitute a Contract award nor shall it confer any property rights to the successful Offeror. In the event Sun Tran deems that negotiations are not progressing, Sun Tran may formally terminate these negotiations and may enter into subsequent concurrent or exclusive negotiations with the next most qualified firm(s).
- 20. VENDOR APPLICATION:** Prior to the award of a Contract, the successful Offeror shall register with Sun Tran's Department of Procurement. Registration can be completed at <http://www.suntran.com/> by clicking on Opportunities, then Procurement and finally, Vendor Registration. Please note that email notifications of newly published solicitations and amendments will be provided to those vendors that select email as their preferred delivery method in their vendor record.
- 21. CITY OF TUCSON BUSINESS LICENSE:** It is the responsibility of the Contractor to have a City of Tucson Business License throughout the life of this Contract or a written determination from the City's Business License Section that a license is not required. At any time during the Contract, Sun Tran may request the Contractor to provide a valid copy of the business license or a written determination that a business license is not required. Application for a City Business License can be completed by calling the City's Business License Section at (520) 791-4566 or email at tax-license@tucsonaz.gov.

22. UPON NOTICE OF INTENT TO AWARD: The apparent successful Offeror shall sign and file with Sun Tran, within five (5) days after Notice of Intent to Award, all documents necessary to the successful execution of the Contract.

23. AWARD OF CONTRACT: Notwithstanding any other provision of the Request for Proposal, Sun Tran reserves the right to:

- (1) Waive any immaterial defect or informality; or
- (2) Reject any or all proposals, or portions thereof; or
- (3) Reissue the Request for Proposal.

A response to this Request for Proposal is an offer to Contract with Sun Tran based upon the terms, conditions and Scope of Work contained in Sun Tran's Request for Proposal. Proposals do not become Contracts unless and until they are executed by Sun Tran's Director of Procurement and General Manager. A Contract has its inception in the award, eliminating a formal signing of a separate Contract. All of the terms and conditions of the Contract are contained in the Request for Proposal, unless any of the terms and conditions are modified by a Request for Proposal Amendment, a Contract Amendment, or by mutually agreed terms and conditions in the Contract documents.

24. PROPOSAL RESULTS: Results are not given in response to telephone or electronic mail inquiries. A tabulation of the results will be available to all Proposers after evaluation and award. This tabulation is on file with the Sun Tran Procurement Department located at 3920 N Sun Tran Blvd by appointment only.

25. PROTESTS: A protest shall be in writing and shall be filed with the Director of Procurement. A protest of a Request for Proposal shall be received at the Department of Procurement not less than five (5) working days before the Request for Proposal due date. A protest of a proposed award or of an award shall be filed within ten (10) days after issuance of notification of award or issuance of a notice of intent to award, as applicable. A protest shall include:

- A. The name, address, and telephone number of the protestant
- B. The signature of the protestant or its representative
- C. Identification of the Request for Proposal or Contract number
- D. A detailed statement of the legal and factual grounds of protest including copies of relevant documents; and
- E. The form of relief requested.

TUCSON TRANSIT MANAGEMENT LLC
dba SUN TRAN
3920 N. SUN TRAN BLVD. TUCSON, AZ 85705
FAX: (520) 293-3442

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SENIOR BUYER: GINA FIELDS
PH: (520) 206-8813

**ATTACHMENT A
PRICE PAGE**

Please refer to the Excel Spreadsheet Attachment A

ATTACHMENT B
Vehicle Fleet Information

SUN TRAN NW-BMF 3920 N SUNTRAN BLVD 85705

| Vehicle # | Vin # | Plate # | Year | Mileage 1-10-2026 | Vehicle Type |
|-----------|-------------------|---------|------|-------------------|---------------------------------|
| 1337 | 1FAHP2D89GG136712 | G309HP | 2016 | 64476 | Ford Taur - 4 Door Sedan |
| 1355 | 1FAHP2D86FG142501 | G725HC | 2015 | 81720 | Ford Taur - 4 Door Sedan |
| 1356 | 1FAHP2D88FG142502 | G726HC | 2015 | 57745 | Ford Taur - 4 Door Sedan |
| 2587 | 1FTEX1C55MKE95370 | CAA80G | 2021 | 92650 | Ford F250 |
| 2588 | 1FTEX1C57MKE95371 | M4A6DG | 2021 | 86088 | Ford F250 |
| 2646 | 1FTBF2A60DEB47109 | G144GR | 2013 | 152752 | Ford F250 |
| 2649 | 1FTBF2A60DEB47112 | G651GR | 2021 | 85123 | Ford F250 |
| 3134 | 1FBZX2ZM5KKB47379 | G742JK | 2019 | 57662 | Ford Transit Van - 15 Passenger |
| 3716 | 1FT7W2A61NEF64729 | LCA 7NS | 2022 | 25847 | Ford F250 |
| 4756 | 1FTFX1E57MKF06919 | CCA20G | 2021 | 80855 | Ford F250 |
| 4757 | 1FTFX1E53MKF06920 | M3A5DG | 2021 | 70635 | Ford F250 |
| 2648 | 1FTBF2A69DEB47111 | G148GR | 2021 | 76557 | Ford F250 |
| 3918 | 1FDAF56S94ED13061 | G747EA | 2004 | | Ford F550 - Flat Bed |
| 602 | 1FMZK1CMXKKB42848 | G770JK | 2019 | 94669 | Ford Transit Van - 150 |
| 600 | 1FMZK1CM6KKB42846 | G772JK | 2019 | 111403 | Ford Transit Van - 150 |
| 601 | 1FMZK1CM8KKB42847 | G771JK | 2019 | 113274 | Ford Transit Van - 150 |
| 603 | 1FMZK1CM1KKB42849 | G769JK | 2019 | 112315 | Ford Transit Van - 150 |
| 604 | 1FMZK1CM8KKB42850 | G768JK | 2019 | 110408 | Ford Transit Van - 150 |
| 629 | 1FMZK1CM2KKB47431 | G773JK | 2019 | 81732 | Ford Transit Van - 150 |

| | | | | | |
|------|-------------------|--------|------|---------------|--------------------------|
| 630 | 1FMZK1CM4KKB47432 | G774JK | 2019 | 80576 | Ford Transit Van - 150 |
| 1334 | 1FAHP2D89GG136709 | G306HP | 2016 | 177618 | Ford Taur - 4 Door Sedan |

| | | | | | |
|------|-------------------|---------|------|---------------|-----------------------------|
| 4157 | 1FMCU49339KA42732 | G337FR | 2009 | 128974 | Ford Escape Hybrid |
| 4026 | 1FMCU0MN1PUA07514 | OVA 68S | 2023 | 43938 | Ford Escape Sport Utility |
| 4046 | 1FMCU0MN2PUA07358 | OWA 38S | 2023 | 34453 | Ford Escape Sport Utility |
| 4137 | 1FMSK7BH5PGA32809 | LAA 6NS | 2023 | 25919 | Ford Explorer Sport Utility |
| 4152 | 1FMCU0MN1PUA07506 | ZJS 40S | 2023 | 34711 | Ford Escape Sport Utility |
| 4153 | 1FMCU0MN0PUA07407 | ZJA 90S | 2023 | 36564 | Ford Escape Sport Utility |
| 4156 | 1FMCU0MN0PUA07424 | ZJA 70S | 2023 | 38471 | Ford Escape Sport Utility |
| 4159 | 1FMCU0MN0PUA07519 | OWA 58S | 2023 | 45961 | Ford Escape Sport Utility |
| 3404 | 1FDTF4GY0FED30324 | G681HG | 2015 | 173592 | Ford F450 Service Truck |
| 3510 | 1FDUF46Y3CEC99053 | G157GM | 2012 | 78437 | Ford F450 Service Truck |

SUN TRAN SOUTH 4220 S PARK AVE 85714

| Vehicle # | Vin # | Plate # | Year | Mileage 1-10-2026 | Vehicle Type |
|-----------|-------------------|---------|------|-------------------|------------------------|
| 605 | 1FMZK1CMXKKB42851 | G767JK | 2019 | 110127 | Ford Transit Van - 150 |
| 606 | 1FMZK1CM1KKB42852 | G766JK | 2019 | 111245 | Ford Transit Van - 150 |
| 607 | 1FMZK1CM3KKB42853 | G765JK | 2019 | 119411 | Ford Transit Van - 150 |
| 608 | 1FMZK1CM5KKB42854 | G764JK | 2019 | 118830 | Ford Transit Van - 150 |
| 609 | 1FMZK1CM7KKB42855 | G763JK | 2019 | 122142 | Ford Transit Van - 150 |
| 622 | 1FMZK1CM9KKB47426 | G750JK | 2019 | 105586 | Ford Transit Van - 150 |
| 626 | 1FMZK1CM4KKB47429 | G746JK | 2019 | 105851 | Ford Transit Van - 150 |
| 627 | 1FMZK1CM5KKB42868 | G745JK | 2019 | 88731 | Ford Transit Van - 150 |

| | | | | | |
|------|-------------------|---------|------|---------------|---------------------------------|
| 628 | 1FMZK1CM0KKB47430 | G744JK | 2019 | 86817 | Ford Transit Van - 150 |
| 1338 | 1FAHP2D80GG136713 | G310HP | 2016 | 159822 | Ford Taur - 4 Door Sedan |
| 1341 | 1FAHP2D86DG232423 | G147GR | 2013 | 167980 | Ford Taur - 4 Door Sedan |
| 3133 | 1FBZX2ZM1KKB47380 | G743JK | 2019 | 113518 | Ford Transit Van - 15 Passenger |
| 4035 | 1FMCU0MN1PUA07408 | OWA 08S | 2023 | 30844 | Ford Escape Sport Utility |
| 4138 | 1FMSK7BHXPGA33048 | LDA 2NS | 2023 | 43987 | Ford Explorer Sport Utility |
| 2647 | 1FTBF2A67DEB47110 | G650GR | 2013 | 94113 | Ford F450 Service Truck |
| 3428 | 1FDTF4GY1EEA43301 | G454GX | 2014 | 108241 | Ford F450 Service Truck |
| 3429 | 1FDTF4GY3EEA43302 | G453GX | 2014 | 63441 | Ford F450 Service Truck |
| 3511 | 1FDUF4GY5CEC99054 | G158GM | 2012 | 177286 | Ford F450 Service Truck |

SUN VAN 3401 E AJO WAY 85713

| Vehicle # | Vin # | Plate # | Year | Mileage 1-10-2026 | Vehicle Type |
|-----------|-------------------|---------|------|-------------------|--------------------------|
| 1174 | 1FAHP2D82DG232421 | G132GR | 2013 | 104846 | Ford Taur - 4 Door Sedan |
| 1175 | 1FAHP2D8XDG232425 | G133GR | 2013 | 96643 | Ford Taur - 4 Door Sedan |
| 1340 | 1FAHP2D84DG232422 | G145GR | 2013 | 87591 | Ford Taur - 4 Door Sedan |
| 1342 | 1FAHP2D88DG232424 | G149GR | 2013 | 94463 | Ford Taur - 4 Door Sedan |

SUN LINK 290 E 8TH ST 85705

| Vehicle # | Vin # | Plate # | Year | Mileage 1-10-2026 | Vehicle Type |
|-----------|-----------------|---------|------|-------------------|--------------|
| 4068 | 1FMCU 4EUC11400 | G477GX | 2014 | 95968 | Ford Escape |
| 4069 | 1FMCU 6EUC11401 | G478GX | 2014 | 96112 | Ford Escape |

ATTACHMENT C

PREVENTATIVE MAINTENANCE INSPECTION INTERVALS

| Miles | Type | Description of Inspection |
|--------|---------|-----------------------------------------------------------------------------------------|
| 3000 | A | General Multi Point Inspection, oil change |
| 6000 | A | General Multi Point Inspection, oil change |
| 9000 | A | General Multi Point Inspection, oil change |
| 12000 | A+B | Includes "A Inspection plus additional inspection items, plus fuel, PCV, and air filter |
| 15000 | A | General Multi Point Inspection, oil change |
| 18000 | A | General Multi Point Inspection, oil change |
| 21000 | A | General Multi Point Inspection, oil change |
| 24000 | A+B+C | Includes "A" and "B" inspection plus transmission service |
| 27000 | A | General Multi Point Inspection, oil change |
| 30000 | A | General Multi Point Inspection, oil change |
| 33000 | A | General Multi Point Inspection, oil change |
| 36000 | A+B | Includes "A Inspection plus additional inspection items, plus fuel, PCV, and air filter |
| 39000 | A | General Multi Point Inspection, oil change |
| 42000 | A | General Multi Point Inspection, oil change |
| 45000 | A | General Multi Point Inspection, oil change |
| 48000 | A+B+C | Includes "A" and "B" inspection plus transmission service |
| 51000 | A | General Multi Point Inspection, oil change |
| 54000 | A | General Multi Point Inspection, oil change |
| 57000 | A | General Multi Point Inspection, oil change |
| 60000 | A+B | Includes "A Inspection plus additional inspection items, plus fuel, PCV, and air filter |
| 63000 | A | General Multi Point Inspection, oil change |
| 66000 | A | General Multi Point Inspection, oil change |
| 69000 | A | General Inspection, oil change |
| 72000 | A+B+C+D | Includes "A", "B", and "C" inspection plus differential service |
| 75000 | A | General Multi Point Inspection, oil change |
| 78000 | A | General Multi Point Inspection, oil change |
| 81000 | A | General Multi Point Inspection, oil change |
| 84000 | A+B | Includes "A Inspection plus additional inspection items, plus fuel, PCV, and air filter |
| 87000 | A | General Multi Point Inspection, oil change |
| 90000 | A | General Multi Point Inspection, oil change |
| 93000 | A | General Multi Point Inspection, oil change |
| 96000 | A+B+C | Includes "A" and "B" inspection plus transmission service |
| 99000 | A | General Multi Point Inspection, oil change |
| 102000 | A | General Multi Point Inspection, oil change |
| 105000 | A | General Multi Point Inspection, oil change |
| 108000 | A+B | Includes "A Inspection plus additional inspection items, plus fuel, PCV, and air filter |
| 111000 | A | General Multi Point Inspection, oil change |
| 114000 | A | General Multi Point Inspection, oil change |
| 117000 | A | General Multi Point Inspection, oil change |
| 120000 | A+B+C | Includes "A" and "B" inspection plus transmission service |
| 123000 | A | General Multi Point Inspection, oil change |
| 126000 | A | General Multi Point Inspection, oil change |
| 129000 | A | General Multi Point Inspection, oil change |
| 132000 | A+B | Includes "A Inspection plus additional inspection items, plus fuel, PCV, and air filter |
| 135000 | A | General Multi Point Inspection, oil change |
| 138000 | A | General Multi Point Inspection, oil change |
| 141000 | A | General Multi Point Inspection, oil change |
| 144000 | A+B+C+D | Includes "A", "B", and "C" inspection plus differential service |
| 147000 | A | General Multi Point Inspection, oil change |
| 150000 | A | General Multi Point Inspection, oil change |

SERVICE INFORMATION

TYPE OF SERVICE MILEAGE OR TIME DUE

A - Preventive Maintenance Inspection Every 3,000 miles

A = General Multi Point Inspection, oil change,

B - Preventive Maintenance Inspection Every 12,000 miles

B = Includes "A" Inspection plus additional inspection items plus fuel, PCV and air filter.

C - Preventive Maintenance Inspection Every 24,000 miles

C = Includes A and B Inspection plus transmission service

D - Preventive Maintenance Inspection Every 72,000 miles

D = Includes A, B and C Inspection plus Differential service

A: Preventive Maintenance Inspection

- Oil Change
- General multi-point inspection

B: Preventive Maintenance Inspection

- Oil Change
- General multi-point inspection
- Fuel filter
- PCV Filter
- Air Filter

C: Preventive Maintenance Inspection

- Oil Change
- General multi-point inspection
- Fuel filter
- PCV Filter
- Air Filter
- Transmission Service

D: Preventive Maintenance Inspection

- Oil Change
- General multi-point inspection
- Fuel filter
- PCV Filter
- Air Filter
- Transmission Service
- Differential

A= A
B= A+B
C= A+B+C
D= A+B+C+D

ATTACHMENT E
QUALIFICATIONS QUESTIONNAIRE

COMPANY PROFILE

| | |
|--------------------------------|--|
| Contractor (Business) Name | |
| Physical (Business) Address | |
| Telephone Number | |
| Years in Business | |
| Month and Year Business Opened | |
| | |

HOUR OF OPERATION

| | | |
|-----------|------|------|
| Monday | a.m. | p.m. |
| Tuesday | a.m. | p.m. |
| Wednesday | a.m. | p.m. |
| Thursday | a.m. | p.m. |
| Friday | a.m. | p.m. |
| Saturday | a.m. | p.m. |
| Sunday | a.m. | p.m. |

CONTRACTOR POINT OF CONTACT

| | |
|-----------------------|--|
| Name | |
| Title/Duties | |
| Qualifications | |
| Years with Contractor | |
| Contact Phone Number | |
| After Hours Number | |

PROPOSAL EVALUATION REQUIREMENTS

1. **PROPOSAL EVALUATION CRITERIA** - (listed in relative order of importance)

- A. Experience of Contactor in Fleet Maintenance (30%)
- B. Qualifications of Technicians & Supervisory Staff (30%)
- C. Pricing Schedule (30%)
- D. Environmental, Compliance, and Safety (10%)

2. **REQUIREMENTS SPECIFIC TO EVALUATION CRITERIA** - The narrative portion and the materials presented in response to this Request for Proposal should be submitted in the same order as requested and must contain, at a minimum, the following:

A. Experience of Firm in Fleet Maintenance

1. Offeror shall provide an organizational chart to identify staff members including names and specific roles in the company. Provide a list of their current maintenance staff, including their names and any and all corresponding certificates of competency from training organizations. Please include who will be the point of contact for Sun Tran.
2. Offeror shall provide at least three references and key personnel involved in projects of a similar nature to this solicitation. To include:
 - Customer Name
 - Customer Address
 - Contact Person Name & Phone Number
 - Contract or Non-Contract Work (If Contract includes duration of Contract with dates)
 - Specific work performed for the Customer
 - Key personnel used for the project
3. Offeror shall provide a list of any subcontractors to be used in performing the service, if applicable. For each subcontractor proposed, their specific qualifications should be detailed.
4. Is the Contractor's business located inside Tucson city limits? Where is the business located and how will the location be beneficial in fulfilling this Contract?
5. Offeror shall provide a detailed description of their record-keeping system(s).

B. Qualifications of Technicians & Supervisory Staff

1. Please provide a brief history of the Offeror's business
2. Offeror shall describe the entrance requirements for its maintenance technicians. Include also, if applicable, a detailed description of the Offeror's training/continuing education program.
3. Explain the process when receiving a call to repair a vehicle, including the estimated time to pick up the vehicle from notification.
4. Provide a copy of your General Multi-Point Inspection Form
5. Provide the estimated time to complete the PMI.
6. Please provide a plan/process for handling road calls
7. Provide a sample invoice for a complete brake job on a 2015 Ford Taurus 4-Door Sedan to reflect actual pricing per submitted prices to include pads, rotors and associated hardware.

C. Pricing Schedule Attachment A

D Environmental Compliance and Safety

- 1 Explain how the Contract will dispose of retired batteries, used oil, and other waste fluids. Does the Offeror perform periodic testing of any bulk storage waste materials?
- 2 Does the Offeror have a shop safety plan? Please explain. Does the Offeror promote a Drug Free Workshop Policy? What steps are taken to enforce this policy.
- 3 Does the Offeror comply with EPA and RCRA regulations and policies regarding hazardous waste?

3. GENERAL

- A. Shortlist:** Sun Tran reserves the right to shortlist the Offerors on all the stated criteria. However, Sun Tran may determine that shortlisting is not necessary.
- B. Interviews:** Sun Tran reserves the right to conduct interviews with some or all the Offerors at any point during the evaluation process. However, Sun Tran may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating the stated criteria. Sun Tran shall not reimburse the Vendor for the costs associated with the interview process. The interview may consist of a short presentation by the Offeror after which Sun Tran may ask questions and/or request clarification related to any element of a proposal and its qualifications. Sun Tran may also enter negotiations with the Offeror.
- C. Additional Investigations:** Sun Tran reserves the right to make such additional investigations as it deems necessary to establish the competency and financial stability of any firm submitting a proposal.
- D. Prior Experience:** Experiences with Sun Tran, the City of Tucson, and entities that evaluation committee members represent and that are not specifically mentioned in the solicitation response shall be taken into consideration when evaluating offers.
- E. Best and Final Offer:** The Offeror remaining within the competitive range may be asked to submit a Best and Final Offer (BAFO). For this request, Offerors may be asked to provide additional information, confirm or clarify issues and submit a final price offer. The BAFO's will be scored in the same manner as the original proposals.
- F. Multiple Awards:** To provide adequate Contract coverage, at Sun Tran's sole discretion, multiple contracts may be awarded.

SPECIAL TERMS AND CONDITIONS

1. INSURANCE:

The Contractor agrees to:

- A. Obtain insurance coverage of the types and amount required in this section and keep such insurance coverage in force throughout the life of this Contract. All policies will contain an endorsement providing that written notice be given to Sun Tran at least thirty (30) calendar days prior to termination, cancellation, or reduction in coverage in any policy.
- B. The Commercial General Liability Insurance policy will include Sun Tran as an additional insured with respect to liability arising out of the performance of this Contract. Such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract. The Contractor agrees that the insurance hereunder will be primary, and that any insurance carried by Sun Tran will be excess and not contributing.
- C. Provide and maintain minimum insurance limits as applicable.

| COVERAGE | LIMITS OF LIABILITY |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| I. Commercial General Liability: | |
| Policy shall include Bodily Injury, Property Damage, Personal Injury and Broad Form Contractual Liability | |
| Each Occurrence | \$1,000,000 |
| General Aggregate Per Project | \$2,000,000 |
| Products & Completed Operations Aggregate | \$2,000,000 |
| Personal and Advertising Injury | \$1,000,000 |
| Blanket Contractual Liability | \$1,000,000 |
| II. Commercial Automobile Liability | |
| Policy shall include Bodily Injury and Property Damage, for any owned, Hired, and/or Non-owned vehicles used in the operation, installation and maintenance of facilities under this agreement. | |
| Combined Single Limit | \$1,000,000 |
| III. Workers' Compensation (applicable to the State of Arizona)*1 | |
| Per Occurrence | Statutory |
| Employer's Liability | \$1,000,000 |
| Disease Each Employee | \$1,000,000 |
| Disease Policy Limit | \$1,000,000 |
| IV. Garage Liability & Garage Keepers Liability - In addition to I, II, III | |
| Garage Liability | \$1,000,000 |
| Garage Keeper's Liability – Direct Primary Coverage | |
| Each Auto | \$ 500,000 |
| Each Occurrence | \$1,000,000 |
| V. Garage Legal Liability - In addition to I, II, III, IV | |
| Garage Liability | \$2,000,000 |
| Each Occurrence | \$1,000,000 |

*1 Sole Proprietor/Independent Contractor designation is given to those who desire to waive their rights for workers' compensation coverage and benefits as outlined in ARS§ 23-901 and specifically ARS § 23-961 (O). If applicable, please request the Sole Proprietor/Independent Contractor form from the Senior Buyer listed in the solicitation.

- D. **ADDITIONAL INSURANCE REQUIREMENTS:** All policies shall include, or be endorsed to include the following provisions:
 1. A waiver of subrogation endorsement in favor of Sun Tran, for losses arising from work performed by or on behalf of the Contractor.
 2. The insurance afforded the Contractor shall be primary insurance and that any insurance carried by Sun Tran and its agents, officials or employees shall be excess and not contributory.

3. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

E. NOTICE OF COVERAGE MODIFICATIONS: Any changes material to compliance with this Contract in the insurance policies above shall require (30) days written notice to Sun Tran. Such notice shall be sent directly to the Department of Procurement.

F. ACCEPTABILITY OF INSURERS: Contractors insurance shall have an "A.M. Best" rating of not less than A-VII. Sun Tran in no way warrants that the required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

G. VERIFICATION OF COVERAGE: Contractor shall furnish Sun Tran with certificates of insurance (ACORD form or equivalent approved by Sun Tran) as required by this Contract. The certificates for each insurance policy are to be signed by an authorized representative.

All certificates and endorsements are to be received and approved by Sun Tran before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work and remain in effect for the duration of the contract and two (2) years after completion. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal upon Sun Tran's request, is a material breach of Contract.

All certificates required by this Contract shall be sent directly to the Department of Procurement.

Sun Tran Contract number and Contract description shall be noted on the certificate of insurance. Sun Tran reserves the right to require complete copies of all insurance policies required by this Contract at any time.

H. SUBCONTRACTORS: Contractors' certificate(s) shall include all subcontractors as insureds under their policies or Contractor shall furnish to Sun Tran separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.

I. EXCEPTIONS: In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self- Insurance.

J. CONFIDENTIAL MATERIAL: The Contractor will make all claim reports and files available to legal counsel selected by Sun Tran for the defense of lawsuits. All claim reports and files relating to Sun Tran will be kept strictly confidential and will not be released except at the direction of a court or Sun Tran's Risk Manager.

2. **AWARD:** To provide adequate Contract coverage, at Sun Tran's sole discretion, multiple awards may be made.

3. **TERM AND RENEWAL:** The term of the Contract shall commence upon award and shall remain in effect for one year, unless terminated, canceled or extended as otherwise provided herein. The Contractor agrees that Sun Tran shall have the right, at its sole option, to renew the contract for four (4) additional one-year periods or portions thereof. In the event that Sun Tran exercises such rights, all terms, conditions and provisions of the original contract shall remain the same and apply during the renewal period, with possible exception of price.

4. **PRICE ADJUSTMENT:** The Department of Procurement may review fully documented requests for a price adjustment only after the Contract has been in effect for one (1) year. A price adjustment shall only be considered at the time of a Contract extension and shall be a factor in the extension review process. The Department of Procurement shall determine whether the requested price adjustment or an alternative option is in the best interest of Sun Tran. Any price adjustment will be effective upon the effective date of the Contract extension.

5. **AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR:** Sun Tran's obligation for performance of this Contract is contingent upon the availability of funds from which payment for Contract purposes can be made. No legal liability on the part of Sun Tran for any payment may arise for performance under this Contract until funds are made available for performance of this Contract
6. **BRAND OR TRADE NAMES:** Any manufacturer's names, trade names, brand names or catalog numbers used in the solicitation are for the purpose of describing and/or establishing the quality, design and performance required. Any such reference is not intended to limit or restrict any offer by any vendor but is only listed in order to advise potential Offerors of the requirements of Sun Tran. Any submittal which offers like quality, design or performance will be considered.
7. **CONFLICTS OF INTEREST:** An Offeror responding to this RFP acknowledges that, to the best of its knowledge, information and belief, no person has been employed or retained to solicit or secure a Contract that may be awarded pursuant to this RFP upon a promise of a commission, percentage, brokerage, or contingent fee, and that no member of the City of Tucson Mayor and Council, any employee of the City or Sun Tran has any financial interest in Offeror's firm. In addition, all communications regarding this solicitation shall be directed to the Department of Procurement. Interested Offerors shall refrain from engaging in any communication (written or verbal) regarding this solicitation or the matters involving this solicitation with any other City or Sun Tran staff. Sun Tran reserves the right to disqualify an Offeror from further participation in the RFP process in the event Sun Tran determines that Offeror has an actual or apparent conflict of interest with the purposes of this RFP, or has violated this Conflict of Interest.
8. **CURRENT PRODUCTS:** All products being offered in response to this solicitation shall be in current and ongoing production; shall be formally announced for general marketing purposes; shall be a model or type currently functioning in a user (paying customer) environment and capable of meeting or exceeding all specifications and requirements set forth in this solicitation.
9. **DEFECTIVE PRODUCT:** All defective products shall be replaced and exchanged by the Contractor. The cost of transportation, unpacking, inspection, re-packing, re-shipping or other like expenses shall be paid by the Contractor. All replacement products must be received by Sun Tran within seven (7) days of initial notification.
10. **DELIVERY CONSIDERATION:** Delivery is an important consideration and will be a factor in the determination of an award. Therefore, delivery time after receipt of an order must be stated in definite terms. Should there be variations in delivery time by item, offers must be clear in regard to those variations.
11. **DEVIATIONS:** Any deviations from minimum requirements must be stated in an attached letter. If no deviations are taken, Sun Tran will expect and require complete compliance with the specifications and all conditions of purchase.
12. **DISCOUNTED PRICE:** Prices calculated by the Offeror shall be entered on the price sheet(s) provided. Prices entered shall be computed using the same discount referenced by the Offeror. In the event of Contract award, the Contractor shall furnish all items in the manufacturer's catalog, at the discount offered, using the referenced price list. Additionally, the Contractor must provide, at no cost to Sun Tran, copies of the referenced catalog(s) and price list to all eligible agencies.
13. **EQUIPMENT/RECALL NOTICES:** In the event of any recall notice, technical service bulletin, or other important

notification affecting equipment purchased from this contract, a notice shall be sent to the Contract Representative. It shall be the responsibility of the contractors to assure that all recall notices are sent directly to the agency's Contract Representative.

14. **ESTIMATED QUANTITIES:** The quantities shown are estimates only and Sun Tran reserves the right to increase or decrease amounts as circumstances may require.
15. **SHIPPING:** Contractor agrees to pay all shipping costs.
16. **HAZARDOUS MATERIAL ALTERNATIVES:** Sun Tran will consider alternatives for products containing hazardous materials as defined in OSHA Hazard Communications Regulations 29 CFR Part 29-1910.1200. Offerors are encouraged to submit alternate products that meet the intent of the specifications and do not contain hazardous ingredients.
17. **INSPECTION:** Sun Tran reserves the right to inspect the Contractor's facility at any time during working hours.
18. **INSPECTION OF PREMISES:** Offerors are encouraged to inspect the premises prior to submitting an offer in order to be fully aware of the scope of services required. Failure to do so will in no way relieve the successful Offeror from performing in accordance with the conditions of this solicitation. Arrangements for on-site inspection of premises can be made with the Senior Buyer noted above.
19. **INVENTORY:** Contractor shall maintain a reasonable stock on hand of all items needed to fulfill this contract.
20. **KEY PERSONNEL:** It is essential that the Contractor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Contractor must agree to assign specific individuals to the key positions. The Contractor shall appoint an individual acceptable to Sun Tran to serve as the full time Project Manager through the term of the Contract. This individual shall be responsible for the management and supervision of day-to-day activities under the Contract and shall serve as the primary contact for Sun Tran.
21. **MAINTENANCE FACILITIES:** The equipment specified in this solicitation is dependent upon the availability of prompt professional service. In order to be considered for award, each potential Contractor is required to have existing maintenance facilities with sufficient parts inventory and trained technicians experienced in providing quality service on the equipment specified. Maintenance facilities are subject to inspection by Sun Tran to determine adequacy.
22. **MULTIPLE AWARDS:** To provide adequate Contract coverage, at Sun Tran's sole discretion, multiple contracts may be awarded.
23. **PERFORMANCE:** Contractor agrees that, from and after the date that the applicable services commence, its performance of the Scope of Work will meet or exceed industry best practices, subject to the limitations and in accordance with the provisions set forth in this Contract. If the Scope provided pursuant to this Contract are changed, modified or enhanced (whether by Change Order or through the provision of new Scope), Sun Tran and the Contractor will review the current performance experience and will in good faith determine whether such experience should be adjusted and whether additional services should be implemented or whether services be removed.

24. **RECORDS:** Pursuant to provisions of Title 35, Chapter 1, Article 6, Arizona Revised Statutes, Sect. 35-214 and 35-215, each Contractor shall retain and shall contractually require each subcontractor to retain all books, accounts, reports, files and other records relating to the acquisitions and performance of the Contract for a period of two years after the completion of the Contract. All such documents shall be subject to inspection and audit at reasonable times. Upon request, a legible copy of any or all such documents shall be produced at the offices of Sun Tran's Procurement Department.

25. **REMOVAL OF CONTRACTOR'S PERSONNEL:** The selected Contractor acknowledges that any person assigned to work under this Contract must perform their duties so as to not unduly impair contract performance. By assigning a person to work under this Contract, the Contractor agrees to be responsible for the work and behavior of that person during contract performance.

The Contractor acknowledges that Sun Tran has the right to require the removal of any Contractor's employee that Sun Tran determines at its sole discretion to be negatively effecting performance of work under the Contract. Examples of such behavior include: (1) conduct which poses a threat to the safety of anyone working under the Contract; (2) conduct which is disruptive to Contract performance; (3) careless work.

26. **REPAIRS:** The Contractor will be responsible for the transport of equipment to and from their place of business for repairs until such time as Sun Tran places the equipment in service. Transporting the equipment will not be delayed more than one (1) working day from date of notification.

27. **SAFETY STANDARDS:** The Offeror shall certify that the equipment being offered is designed and includes operating features that comply with the safety standard promulgated under the Federal Occupational Safety and Health Act (OSHA). If the equipment being offered is governed by OSHA regulations the successful Offeror is required to submit a certificate stating that such equipment complies with applicable OSHA standards.

During the term of this Contract, should there be modifications in federal and/or state laws and regulations regarding safety standards or other specifications and marketing procedures for the contracted item(s), Sun Tran reserves the right to amend the Contract to provide for the delivery of items which conform to such changes. As a result, Sun Tran will negotiate any necessary price changes with the Contractor. Should negotiations fail Sun Tran may cancel the Contract for the affected items.

28. **USAGE REPORT:** The Contractor shall provide an electronic copy of a usage report upon request to the Department of Procurement. The report shall be sent after eleven (11) months of the Contract term. The report shall provide complete information on the quantity and description of items purchased under this Contract.

29. **WARRANTY:** Offeror shall warrant that all equipment and parts furnished in their offer are newly manufactured and free from defects in material and workmanship for no less than one (1) year from the date the equipment is delivered or installed. Warranty shall also guarantee accepted trade standards of quality, fitness for the intended uses, and conformance to promises or specified specifications. No other express or implied warranty shall eliminate the vendor's liability as stated herein.

30. **WORKMANSHIP:** The Contractor agrees that all work shall be done by skilled and experienced mechanics and shall be done in a first-class and workmanlike manner.

STANDARD TERMS AND CONDITIONS

1. **ACCEPTANCE:** Mere physical receipt and inspection of goods or services by Sun Tran does not alter or affect the obligations of Contractor to provide goods and services that conform to all specifications of this Contract and Sun Tran may reject goods or services that are later found to be nonconforming.
2. **ADVERTISING:** Contractor shall not advertise or publish information concerning this Contract without prior written consent of Sun Tran's Director of Procurement.
3. **ARBITRATION:** Notwithstanding any other provision in this Contract, no agreement by Sun Tran to arbitrate a dispute is binding unless given expressly and in writing after execution of this Contract. However, if both parties agree, disputes may be resolved through arbitration following the process in A.R.S. § 12-1501, et seq. Contractor must continue to perform under this Contract without interruption, notwithstanding the provisions of this section.
4. **ASSIGNMENT-DELEGATION:** Contractor may not assign its rights or obligations under this Contract without the prior written permission of the Sun Tran's Director of Procurement. Sun Tran will not unreasonably withhold approval for a requested assignment.
5. **COMPLIANCE WITH LAWS:** The parties will comply with all federal, state and local laws, rules, regulations, standards and Executive Orders including, without limitation, the following:
 - A. Americans with Disabilities Act. Contractor will comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101 -- 12213) and applicable Federal regulations under the Act, including 28 CFR Parts 35 and 36.
 - B. Workers' Rights Laws. Contractor will comply with all applicable provisions of Federal and State Child Labor and Workers' Rights laws and agrees if called upon to affirm in writing that they and any subcontractors working under this Contract are in compliance.
 - C. Affirmative Action. Contractor will comply with Chapter 28, Article XII of the Tucson City Code Chapter 28.
6. **GOVERNING LAW AND VENUE:** This Contract is governed by the laws of the State of Arizona and the City and Contractor will have all remedies afforded to each by the Tucson Procurement Code and the laws of the State of Arizona. Any lawsuits regarding this Contract must be brought in a court of competent jurisdiction in Pima County, Arizona.
7. **COMMENCEMENT OF WORK:** Contractor will not commence any billable work or provide any material or service under this Contract until Contractor receives a purchase order or is otherwise directed to do so, in writing, by Sun Tran.
8. **CONFIDENTIALITY OF RECORDS:** Contractor will establish and maintain procedures to ensure that no information contained in its records or obtained from Sun Tran or from others in carrying out its functions under this Contract is used or disclosed by it, its agents, officers, or employees, except as required to efficiently perform its duties under the Contract, and will take appropriate measures to protect any personal identifying information of any individuals.
9. **CONFLICT OF INTEREST:** Sun Tran may terminate this Contract without penalty or further obligation pursuant to A.R.S. § 38-511 if any person significantly involved in initiating, negotiating, securing, drafting, or creating the Contract on behalf of Sun Tran is or becomes, at any time while the Contract or any extension of the Contract is in effect, an employee of, or a contractor to, Contractor with respect to the subject matter of this Contract. Termination will be effective when written notice from Sun Tran's Director of Procurement, or designee, is received by Contractor, unless the notice specifies a later time.
10. **CONTRACT AMENDMENTS; ADDITIONAL WORK:** This Contract may only be amended by a written agreement signed by the parties Sun Tran Procurement Department has the sole authority to initiate the following:
 - A. Amend the Contract or enter into supplemental verbal or written agreements.
 - B. Grant time extensions or Contract renewals.
 - C. Otherwise modify the scope or terms and provisions of the Contract.

Except in the case of a documented emergency, Contractor will not perform any work under this Contract that exceeds the scope of work or contract amount unless a formal amendment or change order has first been approved and executed by Sun Tran Procurement Department.

- 11. ENTIRE CONTRACT; INTERPRETATION:** This Contract, which includes all the conditions and requirements set forth in the Solicitation and all Amendments to the Solicitation, all the Special Terms and Conditions and Standard Terms and Conditions, and all the terms of the Offer submitted by Contractor as finally negotiated and accepted by Sun Tran, constitutes the entire agreement of the parties regarding the services described in the Scope of Work and will prevail over any and all previous agreements, contracts, proposals, negotiations, purchase orders, or master agreements in any form.
- 12. DEFAULT IN ONE INSTALLMENT TO CONSTITUTE TOTAL BREACH:** Contractor shall deliver conforming materials in each installment or lot of this Contract and may not substitute nonconforming materials. Delivery of nonconforming materials, or default of any nature, may constitute breach of the Contract. Noncompliance may be deemed a cause for possible Contract termination.
- 13. DELIVERABLES PROPERTY OF SUN TRAN; NO LIENS:** All services, information, computer program elements, reports and other deliverables created under this Contract are the sole property of Sun Tran and may not be used or released by Contractor except with Sun Tran's prior written permission.

All deliverables supplied to Sun Tran under this Contract will be free of all liens and encumbrances.

- 14. DUPLEXED/RECYCLED PAPER:** Whenever practicable, all printed materials produced by Contractor in the performance of this Contract will be duplexed (two-sided copies), printed on recycled paper, and labeled as such.
- 15. FEDERAL IMMIGRATION LAWS AND REGULATIONS:** Contractor warrants and will require each subcontractor performing work on this Contract to warrant that it will comply with all federal immigration laws and regulations that relate to its employees and with the requirements of A.R.S. § 23-214(A). A breach of this warranty will be deemed a material breach of this Contract that is subject to penalties up to and including termination of this Contract. City may inspect the records of any employee of Contractor or any subcontractor performing work on this Contract to monitor Contractor's and its subcontractors' compliance with this warranty.

16. FINANCIAL RECORDS AND AUDITS:

- A. Financial Controls and Accounting Records. Contractor will exercise internal controls over all financial transactions related to this Contract in accordance with sound fiscal policies. Contractor will maintain books, records, documents, and other evidence directly pertinent to the performance this Contract in accordance with generally accepted accounting principles and practices consistently applied, and other local, state or federal regulations.
- B. Retention Period. Contractor will maintain those records, together with related or supporting documents and information, at all times during the term of this Contract and for a period of 3 years after its expiration or termination.
- C. Audits. Upon written notice from Sun Tran, Contractor will obtain and provide to Sun Tran a contract-specific or general financial audit. The notice from Sun Tran will specify the period to be covered by the audit, the type of audit and the deadline for completion and submission of the audit results to Sun Tran. The audit must be performed by a qualified, independent accounting firm and include Contractor's responses, if any, to any audit findings.
- D. Access to Books and Records. Sun Tran and its authorized representatives may, with advance written notice to Contractor, during the term of this Contract or thereafter during the above retention period, inspect and audit Contractor's books and records that relate to its operations under this Contract as well as those kept by or under the control of its agents, assigns, successors and subcontractors. The Contractor will, at its expense, make such books and records available for such inspection and audit during normal business hours at Contractor's office, place of business, or other agreed-upon location, or will provide copies by mail or electronically. Sun Tran may, as part of its examination, make copies of, or extracts from, all such books and records (in whatever form they may be kept, whether written, electronic, or other).

- E. Result of Audit. If, as a result of such audit, Contractor is liable to Sun Tran for the payment of any sum, Contractor will pay such sum to Sun Tran together with interest thereon at the rate of one percent (1%) per month from the date such sums should have been paid, or the date of any overpayment by Sun Tran or the City of Tucson, within 90 days after presentation of Sun Tran's findings to Contractor. If the audit results in findings of fraud, misrepresentation, or non-performance, Contractor will pay Sun Tran's costs of conducting the audit. Sun Tran's audit rights will survive the expiration or termination of this Contract.
- F. Subcontractors and Assigns. Contractor will include these Section H.31 requirements in every agreement with any agent, assign, successor, and subcontractor who provides construction, professional design services, or other goods or services under this Contract.

17. FORCE MAJEURE: Except for payment of sums due, neither party will be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of Force Majeure. The term "Force Majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Force Majeure does not include late performance by a subcontractor unless the delay arises out of a Force Majeure occurrence.

If either party is delayed at any time in the progress of the work by Force Majeure, the delayed party must notify the other party in writing of the delay as soon as practical, including when the delay commenced and its cause. The notice must make a specific reference to this article to fall within its protection. The delayed party must resume performance as soon as practicable and must notify the other party in writing when it has done so. The parties will modify the Contract to agree upon the period of time by which the excused delay extends any completion dates.

18. GRATUITIES: Sun Tran may, by written notice to the Contractor, terminate this Contract if it finds that gratuities, in the form of entertainment, gifts, meals or otherwise, were offered or given by Contractor or any agent or representative of Contractor, to any officer or employee of Sun Tran or the City of Tucson to influence the award of this Contract or any determinations with respect to the performance of this Contract. In the event this Contract is terminated by Sun Tran pursuant to this provision, Sun Tran will be entitled, in addition to any other rights and remedies, to recover or withhold from Contractor the amount of the gratuity.

19. INDEMNIFICATION: To the fullest extent permitted by law, Contractor, its successors, assigns and guarantors, will indemnify, defend, and hold harmless Sun Tran and its officials, employees, volunteers, and agents, from and against all allegations, demands, proceedings, suits, actions, claims (including but not limited to claims of patent, trademark, or copyright infringement), liability, damages, losses, expenses (including but not limited to attorney fees and court costs, including the cost of appellate proceedings, and all claim-adjusting-and-handling expenses) or disbursements of any kind or nature, that may be asserted against, imposed on, or incurred by any of them, in any way relating to or arising from any actions, errors, mistakes or omissions of Contractor or any subcontractor or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable relating to work, services and/or products provided under this Contract.

Contractor is responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. Contractor agrees to waive all rights of subrogation against Sun Tran, its agents, officials, employees, and volunteers for losses arising from the work performed by Contractor under this Contract.

20. INDEPENDENT CONTRACTOR: Neither party is the agent, employee, partner, joint venture, or associate of the other. No employee or agent of one party will be deemed or construed to be the employee or agent of the other party for any purpose. Neither party will be liable for any debts, accounts, obligations or other liabilities whatsoever of the other, including (without limitation) the other party's obligation to withhold Social Security and income taxes for itself or any of its employees.

21. INSPECTION AND ACCEPTANCE: All materials and services provided to Sun Tran under this Contract are subject to final inspection and acceptance by Sun Tran. Any materials or services failing to conform to the specifications of this

Contract must be promptly replaced or redone at Contractor's cost. Nonconforming goods or services may be deemed a default and result in Contract termination.

22. INTELLECTUAL PROPERTY: If manufacture, sale, or use of any method, process, machine, technique, design, living thing, genetic material, or composition of matter, or any part thereof ("Product") by Contractor in performing its duties under this Contract is determined to constitute infringement and if further manufacture, sale, or use of said Product is enjoined, Contractor will, at its own expense, either procure for Sun Tran the right to continue manufacture, sale, or use of that Product, replace it with an alternative non-infringing Product, or modify it so it becomes non-infringing.

If requested by Sun Tran, Contractor will provide Sun Tran with satisfactory evidence of patent licenses or patent releases covering Sun Tran-specified proprietary materials, equipment, devices or processes.

23. ISRAEL BOYCOTT DIVESTMENTS: If this Contract has a value of \$100,000 or more, Contractor certifies that it is not currently engaged in, and will not during the term of this Contract engage in, a boycott of goods or services from Israel as defined in A.R.S. § 35-393.

24. LICENSES: Contractor will maintain in current status all Federal, State, and local licenses and permits required for the operation of the business conducted by the Contractor as applicable to this Contract. Contractor will, at the request of Sun Tran at any time during the term of this Contract, give Sun Tran a valid copy of its business license or, if it is exempt, a written determination from the City Business License Section that a business license is not required.

25. NO WAIVER: No provision in this Contract acts expressly or by implication as a waiver by either party of any existing or future right and/or remedy available at law in the event of any default or breach of contract. If either party fails to insist upon the other's strict performance of any duty or condition under this Contract or fails to exercise or delays in exercising any right or remedy provided in this Contract or by law, or accepts nonconforming materials or services, that party will not be deemed to have waived its right to insist thereafter upon the strict performance of the Contract.

26. NON-EXCLUSIVE CONTRACT: This Contract is for the sole convenience of Sun Tran, which may obtain like goods or services from other sources.

27. NON-DISCRIMINATION: Contractor will comply with all provisions and requirements of Arizona Executive Order 2009-09, which is hereby incorporated into this Contract, including flow-down of all provisions and requirements to any subcontractors. During the term of this Contract, Contractor will not discriminate against any employee, client, or any other individual in any way because of race, color, religion, ancestry, sex, age, disability, national origin, sexual orientation, gender identity, familial status, and/or marital status.

28. OVERCHARGES BY ANTITRUST VIOLATIONS: To the extent permitted by law, Contractor hereby assigns to Sun Tran any and all claims that Contractor has for overcharges by any subcontractor or supplier of goods or services used by Contractor to fulfill this Contract that relate to antitrust violations.

29. PAYMENT: Sun Tran will issue a Purchase Order and pay subsequent invoices by one of the following payment methods upon receipt of goods or services in good order:

- A. Credit Card: No convenience fees will be reimbursed, and all credit card fees will be incurred by Contractor.
- B. Check
- C. Electronic Funds Transfer: Contractor may sign up for EFT, no charge to Contractor, by submitting an EFT application to the City of Tucson. An application can be provided by Sun Tran upon request.

The payment terms shall apply to all purchases and to all payment methods. The Contractor shall notify Sun Tran of their preferred payment method at least 2 weeks prior to the issuance of an invoice.

Contractor will issue to Sun Tran a separate invoice for each shipment of materials or provision of services under this Contract, and Sun Tran will issue no payment prior to receipt of the goods or services and the related invoice. The invoice may not be dated prior to the receipt of goods or completion of services.

Sun Tran and the City of Tucson will make commercially reasonable efforts to process payments due under this Contract within 45 calendar days after receipt of materials or services and a correct invoice.

30. PROTECTION OF CITY PROPERTY: If this Contract requires Contractor to perform any work on City-owned property, Contractor will use reasonable care to avoid damaging existing buildings, equipment, and vegetation (such as trees, shrubs, and grass) on the property. Contractor will replace or repair any damage caused by Contractor or any employee, agent, or subcontractor of Contractor, at no expense to Sun Tran. If Contractor fails or refuses to make such repair or replacement, Sun Tran will estimate the cost of repair and, upon receiving an invoice from Sun Tran for that estimated cost, Contractor will pay Sun Tran/City of Tucson the invoiced amount. Sun Tran may, at its discretion, instead deduct the amount from any payments due Contractor under this or any other Sun Tran or City of Tucson contract.

Contractor will, during the course of its work on City property, keep the work area, including any storage areas used by the Contractor, free from accumulation of waste material or rubbish. Upon completion of the work, Contractor will leave the work area in a clean and neat condition, free of any debris, and will remove any non-City-owned materials or equipment or other personal property that it has caused to be located on the City property.

31. PROVISIONS REQUIRED BY LAW: This Contract will be deemed to include every provision required by law to be included. If through mistake or otherwise any such provision is not included, or is included incorrectly, then upon request by either party the parties will amend the Contract to insert or correct the required provision.

32. RIGHT TO ASSURANCE: If a party to this Contract has reason to question, in good faith, the other party's intent to perform, the former party may demand that the other party give a written assurance of their intent to perform. In the event that a demand is made and no written assurance is given within 5 business days, the demanding party may treat this failure as a default.

33. RIGHT TO INSPECT: Sun Tran may from time to time during normal business hours, at Sun Tran's expense, inspect the Contractor's or any subcontractor's place of business at which work under this Contract is being performed.

34. SEVERABILITY: The provisions of this Contract are severable. If any provision or application of a provision of this Contract is held to be invalid, that will not affect the validity of any other provision or application of a provision that can remain meaningfully effective without the invalidated provision or application.

35. SUBCONTRACTS: Contractor may not enter into any subcontracts for work under this Contract without the advance written approval of the Sun Tran's Director of Procurement. All subcontracts will incorporate all the terms and conditions of this Contract. Contractor is responsible for contract compliance and quality of work of any subcontractors used.

36. SUSPENSION OF WORK: Sun Tran may order Contractor to suspend, delay, or interrupt all or any part of the work under this Contract for the period of time that Sun Tran determines appropriate for the convenience of Sun Tran. The order must be in writing and signed by the Sun Tran's Director of Procurement or designee.

37. TERMINATION OF CONTRACT:

- A. For Convenience. Sun Tran may terminate this Contract at any time, with or without cause, with 30 days' advance written notice to Contractor. If Sun Tran terminates the Contract, it will be liable only for payment for services rendered and accepted before the effective date of the termination.
- B. For Cause. Sun Tran may terminate this Contract if any Contractor representation or warranty is found to have been inaccurate when made or is no longer accurate, or if Contractor fails to carry out or abide by any term or condition of the Contract and fails to remedy the problem within 10 days after receipt of notice of default from Sun Tran for monetary defaults, or within 30 days after notice if the default is non-monetary.
- C. Non-Appropriation. Each payment obligation of Sun Tran created by this Contract is conditioned upon the availability of funds that are appropriated or allocated for the payment of such obligation. If funds are not appropriated by Sun Tran and available for the continued purchase of the services and/or materials provided under this Contract, this

Contract may be terminated by Sun Tran at the end of the period for which funds are available. Sun Tran will endeavor to notify Contractor if continued service will or may be affected by non-appropriation. No penalty will accrue to Sun Tran in the event this provision is exercised, and Sun Tran will not be liable for any future payments due or for any damages resulting from termination under this paragraph.

38. TITLE AND RISK OF LOSS: The title and risk of loss of any goods provided under this Contract will not pass to Sun Tran until Sun Tran actually receives the goods at the point of delivery and thereafter accepts them. No tender of a bill of lading will operate as a delivery of the materials.

39. PREVENTION OF HEAT-RELATED ILLNESSES AND INJURIES: If Contractor's employees or contract workers will perform work under this Contract in an outdoor environment, Contractor must have and implement a written plan listing the preventative and proactive measures that Contractor will take to protect those employees and contract workers from heat hazards (the "Heat Safety Plan") while performing that work. Sun Tran may request a copy of this Heat Safety Plan and documentation of all heat safety and mitigation efforts currently implemented by Contractor to prevent heat-related illnesses and injuries for work done under this Contract. The Heat Safety Plan must also be posted where it is accessible to employees. At a minimum, the Heat Safety Plan must include each of the following elements as it relates to heat safety:

1. Availability of sanitized cool drinking water free of charge at locations that are accessible to all employees and contract workers.
2. Ability to take regular and necessary breaks as needed and additional breaks for hydration.
3. Access to shaded areas and/or air conditioning.
4. Access to air conditioning in vehicles with enclosed cabs.
5. Effective acclimatization practices to promote the physiological adaptation of employees or contract workers newly assigned or reassigned to work in an outside environment.
6. Training of employees and contract workers, no later than one week prior to being deployed to work in an outdoor environment, on heat illness and injury that focuses on environmental and personal risk factors, prevention, how to recognize and report signs and symptoms of heat illness and injury, how to administer appropriate first aid measures, and how to report heat illness and injury to emergency medical personnel.
7. The posting of signage at the job site that contains information, in both English and Spanish, explaining how to (a) recognize and report signs and symptoms of heat illness and injury; (b) administer appropriate first aid measures, and (c) report heat-related illness and injury to emergency medical personnel. The signage must also include a phone number for reporting heat violations to OSHA/ADOSH.
8. Providing written notification to all employees and contract workers regarding their new worker protections under this provision. This notification shall be provided to existing employees and during the onboarding process for new employees. The notification shall be provided to each worker in the language preferred by that worker and must be posted in the workplace.

Contractor will incorporate this section in all subcontracts with subcontractors or other entities or individuals who may perform work under this Contract, including the requirement that those subcontractors impose the same obligations under any sub-subcontractors. It is the obligation of Contractor to ensure compliance with this provision by its subcontractors. Sun Tran may terminate this Contract for failure to comply with this provision.

OFFER AND ACCEPTANCE

OFFER

TO SUN TRAN:

The Undersigned hereby offers and shall furnish the material or service in compliance with all terms, scope of work, conditions, specifications, and amendments in the Request for Proposal which is incorporated by reference as if fully set forth herein.

For clarification of this offer, contact:

Company Name

Name: _____

Address

Title: _____

City State Zip

Phone: _____

Signature of Person Authorized to Sign

Fax: _____

Printed Name

E-mail: _____

Title

ACCEPTANCE OF OFFER

The Offer is hereby accepted. The Contractor is now bound to sell the materials or services specified in the Contract. This Contract shall be referred to as Contract No. _____.

**TUCSON TRANSIT MANAGEMENT, LLC.
dba SUN TRAN**

Approved as to form this _____ day of _____, 2026.

Awarded this _____ day of _____, 2026.

As Assistant General Manager/GM and not personally

Michele Taylor as Director of Procurement and not personally

**ATTACHMENT F
SUBMITTAL REQUIREMENTS**

1. Detailed response to Scope of Work and Evaluation Criteria:
 - A. Experience of Contactor in Fleet Maintenance (30%)
 - B. Qualifications of Technicians & Supervisory Staff (30%)
 - C. Pricing Schedule (30%)
 - D. Environmental, Compliance, and Safety (10%)
2. Price Page(s)
3. Insurance documents
4. Signed Offer and Acceptance Page
5. Signed Amendment(s) (If applicable)
6. Submittal Format:
 - A. Original copy shall be single-sided, three-hole punched, in a binder and clear labeled "Original"
 - B. The sections of the submittal should be tabbed, clearly identifiable and should include a minimum of the following sections: the completed Offer and Acceptance Form, all signed Amendments, a copy of this RFP document, the response to the Evaluation Criteria and completed Price Page.
 - C. One electronic copy of the proposal on a USB flash drive in MS Office or .pdf format.
 - D. The electronic copy of the completed price page must be in .xlsx format.
 - E. Any confidential information shall be submitted on a separate USB flash drive
 - F. Proposals must be submitted in a sealed envelope or package. The words "SEALED PROPOSAL" with the Request for Proposal Title, Request for Proposal Number, Proposal Due Date and Time and Offeror's Name & Address shall be written on the envelope or package.
 - G. Proposals must be delivered to Sun Tran's Administrative Building 3920 N Sun Tran Blvd Tucson, AZ 85705
7. Any additional submittal requirements indicated in the Scope of Work or Special Terms and Conditions (Reports, Materials, Product Literature, etc.)

REMINDER:

The pre-proposal conference (if applicable) is not a mandatory meeting. However, Sun Tran highly recommends attending as it may give the offeror a better understanding of the solicitation and expectations.