

**CITY CLERK
ORIGINAL**

C-7675-1
07/13/2011

**AGREEMENT FOR
BUS SHELTER INSTALLATION AND REPAIR
City of Glendale Solicitation No. 11-46**

This Agreement for bus shelter installation and repair ("Agreement") is effective and entered into between CITY OF GLENDALE, an Arizona municipal corporation ("City"), and SOUTHWEST FABRICATION, LLC, an Arizona limited liability company, (the "Contractor"), as of the 31st day of May, 2011.

RECITALS

- A. City intends to undertake a project for the benefit of the public and with public funds that is more fully set forth in Exhibit A, pursuant to Solicitation No. 11-46 (the "Project");
- B. City desires to retain the services of Contractor to perform those specific duties and produce the specific work as set forth in the Project attached hereto;
- C. City and Contractor desire to memorialize their agreement with this document.

AGREEMENT

In consideration of the Recitals, which are confirmed as true and correct and incorporated by this reference, the mutual promises and covenants contained in this Agreement, and other good and valuable consideration, City and Contractor agree as follows:

1. Key Personnel; Sub-contractors.

1.1 Services. Contractor will provide all services necessary to assure the Project is completed timely and efficiently consistent with Project requirements, including, but not limited to, working in close interaction and interfacing with City and its designated employees, and working closely with others, including other contractors or consultants, retained by City.

1.2 Project Team.

(A) Project Manager.

- (1) Contractor will designate an employee as Project Manager with sufficient training, knowledge, and experience to, in the City's option, complete the project and handle all aspects of the Project such that the work produced by Contractor is consistent with applicable standards as detailed in this Agreement;
- (2) The City must approve the designated Project Manager; and
- (3) To assure the Project schedule is met, Project Manager may be required to devote no less than a specific amount of time as set out in Exhibit A.

(B) Project Team.

- (1) The Project manager and all other employees assigned to the project by Contractor will comprise the "Project Team."
- (2) Project Manager will have responsibility for and will supervise all other employees assigned to the project by Contractor.

(C) Discharge, Reassign, Replacement.

- (1) Contractor acknowledges the Project Team is comprised of the same persons and roles for each as may have been identified in the response to the Project's solicitation.
- (2) Contractor will not discharge, reassign or replace or diminish the responsibilities of any of the employees assigned to the Project who have been approved by City without City's prior written consent unless that person leaves the employment of Contractor, in which event the substitute must first be approved in writing by City.
- (3) Contractor will change any of the members of the Project Team at the City's request if an employee's performance does not equal or exceed the level of competence that the City may reasonably expect of a person performing those duties or if the acts or omissions of that person are detrimental to the development of the Project.

(D) Sub-contractors.

- (1) Contractor may engage specific technical contractor (each a "Sub-contractor") to furnish certain service functions.
- (2) Contractor will remain fully responsible for Sub-contractor's services.
- (3) Sub-contractors must be approved by the City, unless the Sub-contractor was previously mentioned in the response to the solicitation.
- (4) Contractor shall certify by letter that contracts with Sub-contractors have been executed incorporating requirements and standards as set forth in this Agreement.

2. **Schedule.** The services will be undertaken in a manner that ensures the Project is completed timely and efficiently in accordance with the Project.

3. **Contractor's Work.**

3.1 **Standard.** Contractor must perform services in accordance with the standards of due diligence, care, and quality prevailing among contractors having substantial experience with the successful furnishing of services for projects that are equivalent in size, scope, quality, and other criteria under the Project and identified in this Agreement.

3.2 **Licensing.** Contractor warrants that:

- (A) Contractor and Sub-contractors will hold all appropriate and required licenses, registrations and other approvals necessary for the lawful furnishing of services ("Approvals"); and
- (B) Neither Contractor nor any Sub-contractor has been debarred or otherwise legally excluded from contracting with any federal, state, or local governmental entity ("Debarment").
 - (1) City is under no obligation to ascertain or confirm the existence or issuance of any Approvals or Debarments or to examine Contractor's contracting ability.
 - (2) Contractor must notify City immediately if any Approvals or Debarment changes during the Agreement's duration and the failure of the Contractor to notify City as required will constitute a material default under the Agreement.

3.3 **Compliance.** Services will be furnished in compliance with applicable federal, state, county and local statutes, rules, regulations, ordinances, building codes, life safety codes, and other standards and criteria designated by City.

3.4 Coordination; Interaction.

- (A) For projects that the City believes requires the coordination of various professional services, Contractor will work in close consultation with City to proactively interact with any other professionals retained by City on the Project ("Coordinating Project Professionals").
- (B) Subject to any limitations expressly stated in the Project Budget, Contractor will meet to review the Project, Schedule, Project Budget, and in-progress work with Coordinating Project Professionals and City as often and for durations as City reasonably considers necessary in order to ensure the timely work delivery and Project completion.
- (C) For projects not involving Coordinating Project Professionals, Contractor will proactively interact with any other contractors when directed by City to obtain or disseminate timely information for the proper execution of the Project.

3.5 Work Product.

- (A) Ownership. Upon receipt of payment for services furnished, Contractor grants to City, and will cause its Sub-contractors to grant to the City, the exclusive ownership of and all copyrights, if any, to evaluations, reports, drawings, specifications, project manuals, surveys, estimates, reviews, minutes, all "architectural work" as defined in the United States Copyright Act, 17 U.S.C § 101, *et seq.*, and other intellectual work product as may be applicable ("Work Product").
 - (1) This grant is effective whether the Work Product is on paper (e.g., a "hard copy"), in electronic format, or in some other form.
 - (2) Contractor warrants, and agrees to indemnify, hold harmless and defend City for, from and against any claim that any Work Product infringes on third-party proprietary interests.
- (B) Delivery. Contractor will deliver to City copies of the preliminary and completed Work Product promptly as they are prepared.
- (C) City Use.
 - (1) City may reuse the Work Product at its sole discretion.
 - (2) In the event the Work Product is used for another project without further consultations with Contractor, the City agrees to indemnify and hold Contractor harmless from any claim arising out of the Work Product.
 - (3) In such case, City shall also remove any seal and title block from the Work Product.

4. Compensation for the Project.

- 4.1 Compensation.** Contractor's compensation for the Project, including those furnished by its Sub-contractors will not exceed \$27,000, as specifically detailed in **Exhibit B** (the "Compensation").
- 4.2 Change in Scope of Project.** The Compensation may be equitably adjusted if the originally contemplated scope of services as outlined in the Project is significantly modified.
 - (A) Adjustments to the Compensation require a written amendment to this Agreement and may require City Council approval.
 - (B) Additional services which are outside the scope of the Project contained in this Agreement may not be performed by the Contractor without prior written authorization from the City.

5. Billings and Payment.

5.1 Applications.

- (A) Contractor will submit monthly invoices (each, a "Payment Application") to City's Project Manager and City will remit payments based upon the Payment Application as stated below.
- (B) The period covered by each Payment Application will be one calendar month ending on the last day of the month or as specified in the solicitation.

5.2 Payment.

- (A) After a full and complete Payment Application is received, City will process and remit payment within 30 days.
- (B) Payment may be subject to or conditioned upon City's receipt of:
 - (1) Completed work generated by Contractor and its Sub-contractors; and
 - (2) Unconditional waivers and releases on final payment from Sub-contractors as City may reasonably request to assure the Project will be free of claims arising from required performances under this Agreement.

5.3 Review and Withholding. City's Project Manager will timely review and certify Payment Applications.

- (A) If the Payment Application is rejected, the Project Manager will issue a written listing of the items not approved for payment.
- (B) City may withhold an amount sufficient to pay expenses that City reasonably expects to incur in correcting the deficiency or deficiencies rejected for payment.

6. Termination.

6.1 For Convenience. City may terminate this Agreement for convenience, without cause, by delivering a written termination notice stating the effective termination date, which may not be less than 30 days following the date of delivery.

- (A) Contractor will be equitably compensated for Service and Repair furnished prior to receipt of the termination notice and for reasonable costs incurred.
- (B) Contractor will also be similarly compensated for any approved effort expended and approved costs incurred that are directly associated with project closeout and delivery of the required items to the City.

6.2 For Cause. City may terminate this Agreement for cause if Contractor fails to cure any breach of this Agreement within seven days after receipt of written notice specifying the breach.

- (A) Contractor will not be entitled to further payment until after City has determined its damages. If City's damages resulting from the breach, as determined by City, are less than the equitable amount due but not paid Contractor for Service and Repair furnished, City will pay the amount due to Contractor, less City's damages, in accordance with the provision of § 5.
- (B) If City's direct damages exceed amounts otherwise due to Contractor, Contractor must pay the difference to City immediately upon demand; however, Contractor will not be subject to consequential damages of more than \$1,000,000 or the amount of this Agreement, whichever is greater.

7. **Conflict.** Contractor acknowledges this Agreement is subject to A.R.S. § 38-511, which allows for cancellation of this Agreement in the event any person who is significantly involved in initiating, negotiating, securing, drafting, or creating the Agreement on City's behalf is also an employee, agent, or consultant of any other party to this Agreement.

8. **Insurance.**

8.1 **Requirements.** Contractor must obtain and maintain the following insurance ("Required Insurance"):

- (A) Contractor and Sub-contractors. Contractor, and each Sub-contractor performing work or providing materials related to this Agreement must procure and maintain the insurance coverages described below (collectively referred to herein as the "Contractor's Policies"), until each Party's obligations under this Agreement are completed.
- (B) General Liability.
 - (1) Contractor must at all times relevant hereto carry a commercial general liability policy with a combined single limit of at least \$1,000,000 per occurrence and \$1,000,000 annual aggregate for each property damage and contractual property damage.
 - (2) Sub-contractors must at all times relevant hereto carry a general commercial liability policy with a combined single limit of at least \$1,000,000 per occurrence.
 - (3) This commercial general liability insurance must include independent contractors' liability, contractual liability, broad form property coverage, XCU hazards if requested by the City, and a separation of insurance provision.
 - (4) These limits may be met through a combination of primary and excess liability coverage.
- (C) Auto. A business auto policy providing a liability limit of at least \$1,000,000 per accident for Contractor and \$1,000,000 per accident for Sub-contractors and covering owned, non-owned and hired automobiles.
- (D) Workers' Compensation and Employer's Liability. A workers' compensation and employer's liability policy providing at least the minimum benefits required by Arizona law.
- (E) Notice of Changes. Contractor's Policies must provide for not less than 30 days' advance written notice to City Representative of:
 - (1) Cancellation or termination of Contractor or Sub-contractor's Policies;
 - (2) Reduction of the coverage limits of any of Contractor or and Sub-contractor's Policies; and
 - (3) Any other material modification of Contractor or Sub-contractor's Policies related to this Agreement.
- (F) Certificates of Insurance.
 - (1) Within 10 business days after the execution of the Agreement, Contractor must deliver to City Representative certificates of insurance for each of Contractor and Sub-contractor's Policies, which will confirm the existence or issuance of Contractor and Sub-contractor's Policies in accordance with the provisions of this section, and copies of the endorsements of Contractor and Sub-contractor's Policies in accordance with the provisions of this section.

(2) City is and will be under no obligation either to ascertain or confirm the existence or issuance of Contractor and Sub-contractor's Policies, or to examine Contractor and Sub-contractor's Policies, or to inform Contractor or Sub-contractor in the event that any coverage does not comply with the requirements of this section.

(3) Contractor's failure to secure and maintain Contractor Policies and to assure Sub-contractor policies as required will constitute a material default under the Agreement.

(G) Other Contractors or Vendors.

(1) Other contractors or vendors that may be contracted with in connection with the Project must procure and maintain insurance coverage as is appropriate to their particular contract.

(2) This insurance coverage must comply with the requirements set forth above for Contractor's Policies (e.g., the requirements pertaining to endorsements to name the parties as additional insured parties and certificates of insurance).

(H) Policies. Except with respect to workers' compensation and employer's liability coverages, City must be named and properly endorsed as additional insureds on all liability policies required by this section.

(1) The coverage extended to additional insureds must be primary and must not contribute with any insurance or self insurance policies or programs maintained by the additional insureds.

(2) All insurance policies obtained pursuant to this section must be with companies legally authorized to do business in the State of Arizona and reasonably acceptable to all parties.

8.2 Sub-contractors.

(A) Contractor must also cause its Sub-contractors to obtain and maintain the Required Insurance.

(B) City may consider waiving these insurance requirements for a specific Sub-contractor if City is satisfied the amounts required are not commercially available to the Sub-contractor and the insurance the Sub-contractor does have is appropriate for the Sub-contractor's work under this Agreement.

(C) Contractor and Sub-contractors must provide to the City proof of the Required Insurance whenever requested.

8.3 Indemnification.

(A) To the fullest extent permitted by law, Contractor must defend, indemnify, and hold harmless City and its elected officials, officers, employees and agents (each, an "Indemnified Party," collectively, the "Indemnified Parties"), for, from, and against any and all claims, demands, actions, damages, judgments, settlements, personal injury (including sickness, disease, death, and bodily harm), property damage (including loss of use), infringement, governmental action and all other losses and expenses, including attorneys' fees and litigation expenses (each, a "Demand or Expense"; collectively, "Demands or Expenses") asserted by a third-party (i.e. a person or entity other than City or Contractor) and that arises out of or results from the breach of this Agreement by the Contractor or the Contractor's negligent actions, errors or omissions (including any Sub-contractor or other person or firm employed by Contractor), whether sustained before or after completion of the Project.

(B) This indemnity and hold harmless provision applies even if a Demand or Expense is in part due to the Indemnified Party's negligence or breach of a responsibility under this Agreement, but in

that event, Contractor shall be liable only to the extent the Demand or Expense results from the negligence or breach of a responsibility of Contractor or of any person or entity for whom Contractor is responsible.

- (C) Contractor is not required to indemnify any Indemnified Parties for, from, or against any Demand or Expense resulting from the Indemnified Party's sole negligence or other fault solely attributable to the Indemnified Party.

9. Immigration Law Compliance.

- 9.1 Contractor, and on behalf any subcontractor, warrants, to the extent applicable under A.R.S. §41-4401, compliance with all federal immigration laws and regulations that relate to their employees as well as compliance with A.R.S. §23-214(A) which requires registration and participation with the E-Verify Program.
- 9.2 Any breach of warranty under subsection 9.1 above is considered a material breach of this Agreement and is subject to penalties up to and including termination of this Agreement.
- 9.3 City retains the legal right to inspect the papers of any Contractor or subcontractor employee who performs work under this Agreement to ensure that the Contractor or any subcontractor is compliant with the warranty under subsection 9.1 above.
- 9.4 City may conduct random inspections, and upon request of City, Contractor shall provide copies of papers and records of Contractor demonstrating continued compliance with the warranty under subsection 9.1 above. Contractor agrees to keep papers and records available for inspection by the City during normal business hours and will cooperate with City in exercise of its statutory duties and not deny access to its business premises or applicable papers or records for the purposes of enforcement of this section.
- 9.5 Contractor agrees to incorporate into any subcontracts under this Agreement the same obligations imposed upon Contractor and expressly accrue those obligations directly to the benefit of the City. Contractor also agrees to require any subcontractor to incorporate into each of its own subcontracts under this Agreement the same obligations above and expressly accrue those obligations to the benefit of the City.
- 9.6 Contractor's warranty and obligations under this section to the City is continuing throughout the term of this Agreement or until such time as the City determines, in its sole discretion, that Arizona law has been modified in that compliance with this section is no longer a requirement.
- 9.7 The "E-Verify Program" above means the employment verification program administered by the United States Department of Homeland Security, the Social Security Administration, or any successor program.

10. Foreign Prohibitions. Contractor certifies under A.R.S. §§ 35-391 *et seq.* and 35-393 *et seq.*, that it does not have, and during the term of this Agreement will not have, "scrutinized" business operations, as defined in the preceding statutes, in the countries of Sudan or Iran.

11. Notices.

- 11.1 A notice, request or other communication that is required or permitted under this Agreement (each a "Notice") will be effective only if:
 - (A) The Notice is in writing; and
 - (B) Delivered in person or by private express overnight delivery service (delivery charges prepaid), certified or registered mail (return receipt requested); and
 - (C) Notice will be deemed to have been delivered to the person to whom it is addressed as of the date of receipt, if:

- (1) Received on a business day, or before 5:00 p.m., at the address for Notices identified for the Party in this Agreement by U.S. Mail, hand delivery, or overnight courier on or before 5:00 p.m.; or
- (2) As of the next business day after receipt, if received after 5:00 p.m.
- (D) The burden of proof of the place and time of delivery is upon the Party giving the Notice; and
- (E) Digitalized signatures and copies of signatures will have the same effect as original signatures.

11.2 **Representatives.**

- (A) Contractor. Contractor's representative (the "Contractor's Representative") authorized to act on Contractor's behalf with respect to the Project, and his or her address for Notice delivery is:

Southwest Fabrication, LLC
 c/o Kyle Presler
 22233 N 23rd Avenue
 Phoenix, AZ 85027

- (B) City. City's representative ("City's Representative") authorized to act on City's behalf, and his or her address for Notice delivery is:

City of Glendale
 c/o Cathy Foland
 6829 N 58th Dr, Suite 202
 Glendale, Arizona 85301
 623-930-██████

With required copy to:

City Manager
 City of Glendale
 5850 West Glendale Avenue
 Glendale, Arizona 85301

City Attorney
 City of Glendale
 5850 West Glendale Avenue
 Glendale, Arizona 85301

- (C) Concurrent Notices.

- (1) All notices to City's representative must be given concurrently to City Manager and City Attorney.
- (2) A notice will not be deemed to have been received by City's representative until the time that it has also been received by City Manager and City Attorney.
- (3) City may appoint one or more designees for the purpose of receiving notice by delivery of a written notice to Contractor identifying the designee(s) and their respective addresses for notices.

- (D) Changes. Contractor or City may change its representative or information on Notice, by giving Notice of the change in accordance with this section at least ten days prior to the change.

12. **Financing Assignment.** City may assign this Agreement to any City-affiliated entity, including a non-profit corporation or other entity whose primary purpose is to own or manage the Project.

13. **Entire Agreement; Survival; Counterparts; Signatures.**

- 13.1 **Integration.** This Agreement contains, except as stated below, the entire agreement between City and Contractor and supersedes all prior conversations and negotiations between the parties regarding the Project or this Agreement.
- (A) Neither Party has made any representations, warranties or agreements as to any matters concerning the Agreement's subject matter.
 - (B) Representations, statements, conditions, or warranties not contained in this Agreement will not be binding on the parties.
 - (C) The solicitation, any addendums and the response submitted by the Contractor are incorporated into this Agreement as if attached hereto. Any Contractor response modifies the original solicitation as stated. Inconsistencies between the solicitation, any addendums and the response or any excerpts attached as Exhibit A and this Agreement will be resolved by the terms and conditions stated in this Agreement.

13.2 **Interpretation.**

- (A) The parties fairly negotiated the Agreement's provisions to the extent they believed necessary and with the legal representation they deemed appropriate.
- (B) The parties are of equal bargaining position and this Agreement must be construed equally between the parties without consideration of which of the parties may have drafted this Agreement.
- (C) The Agreement will be interpreted in accordance with the laws of the State of Arizona.

13.3 **Survival.** Except as specifically provided otherwise in this Agreement each warranty, representation, indemnification and hold harmless provision, insurance requirement, and every other right, remedy and responsibility of a Party, will survive completion of the Project, or the earlier termination of this Agreement.

13.4 **Amendment.** No amendment to this Agreement will be binding unless in writing and executed by the parties. Any amendment may be subject to City Council approval. Electronic signature blocks do not constitute execution.

13.5 **Remedies.** All rights and remedies provided in this Agreement are cumulative and the exercise of any one or more right or remedy will not affect any other rights or remedies under this Agreement or applicable law.

13.6 **Severability.** If any provision of this Agreement is voided or found unenforceable, that determination will not affect the validity of the other provisions, and the voided or unenforceable provision will be deemed reformed to conform to applicable law.

13.7 **Counterparts.** This Agreement may be executed in counterparts, and all counterparts will together comprise one instrument.

14. **Term.** The term of this Agreement commences upon the effective date and continues for a one year initial period. The City may, at its option and with the approval of the Contractor, extend the term of this Agreement an additional ~~four~~ ^{*five} years, renewable on an annual basis. Contractor will be notified in writing by the City of its intent to extend the Agreement period at least 30 calendar days prior to the expiration of the original or any renewal Agreement period. Price adjustments will only be reviewed during the Agreement renewal period. There are no automatic renewals of this Agreement.

15. **Dispute Resolution.** Each claim, controversy and dispute (each a "Dispute") between Contractor and City will be resolved in accordance with Exhibit C. The final determination will be made by the City.

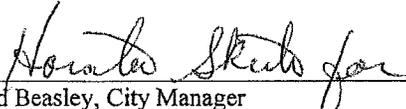
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16. **Exhibits.** The following exhibits, with reference to the term in which they are first referenced, are incorporated by this reference.

Exhibit A	Project
Exhibit B	Compensation
Exhibit C	Dispute Resolution

The parties enter into this Agreement as of the effective date shown above.

City of Glendale,
an Arizona municipal corporation



Ed Beasley, City Manager

ATTEST:



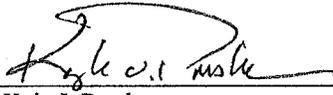
City Clerk (SEA)

APPROVED AS TO FORM:



City Attorney

Southwest Fabrication, LLC,
an Arizona limited liability company



By: Kyle J. Presler
Its: Controller

EXHIBIT A

BUS SHELTER INSTALLATION AND REPAIR

PROJECT

1.1 SCOPE

- 1.1.1 Several of Glendale's bus stops have shelters, benches, trash receptacles and/or other amenities. Each of these bus stops has varying degrees of maintenance needs. Some sites are high-volume locations.
- 1.1.2 The City of Glendale has made a commitment to the maintenance of clean and comfortable bus stops for its transit users. This Agreement is to address shelter refurbishment, installation, removal and repair of regional and custom shelters and furniture.

1.2 GENERAL SPECIFICATIONS

- 1.2.1 The City agrees to pay for products and materials recommended by the Contractor and pre-approved by the contract administrator that are necessary to maintain satisfactory operation of the bus shelters. Parts and labor required to repair and/or install such furniture shall be paid in accordance with Exhibit B to this Agreement, and the costs involved will be itemized on the invoice separately from the labor repair.
- 1.2.2 Contractor shall perform work activities at times that shall maximize safety and minimize disruption to the community, transit passengers and transit operators. For example, whenever possible, avoid morning rush hour, evening rush hour and excessive noise, and assure that vehicles do not impede passenger boarding areas, etc.
- 1.2.3 Contractor's vehicles shall not impede normal traffic flow and shall adhere to the City of Phoenix Barricade Manual. The Contractor shall notify the contract administrator, 24 hours in advance, if lane closure is required.
- 1.2.4 Upon completion of any installation, repair or refurbishment, the contractor shall clean any soiled spots and remove all excess garbage. All trash, scraps, wrappers, tools, and any other miscellaneous materials introduced to the job site shall be removed by the Contractor and, where appropriate, disposed of in a legal and environmentally safe manner.
- 1.2.5 Contractor shall immediately inform the contract administrator of all incidents that may result in a citizen complaint to the City.

1.3 REPAIRS

- 1.3.1 Routine repairs may include, but are not limited to:
 - 1.3.1.1 Replacing bus stop logos on shelters
 - 1.3.1.2 Securing loose or damaged perforated panels
 - 1.3.1.3 Securing and tightening bolts on furniture/shelter/trash can
 - 1.3.1.4 Repairing metal mesh on benches, trashcans, or shelters
 - 1.3.1.5 Repairing or replacing parts of the shelter, bench, trashcan or solar lighting system
- 1.3.2 Contractor shall be required to perform various repairs on-site, as assigned by the contract administrator. Minor repairs shall be completed within three (3) days of assignment. Complex repairs shall be completed with seven (7) days.
- 1.3.3 Replacement materials shall be of equal or greater quality than existing materials.

1.4 REFURBISHMENT

- 1.4.1 The City's goal is to refurbish a portion of the shelter and transit furniture sites annually. All regional-style shelters and furniture may be required to be painted in a powder-coated finish. Contractor shall be responsible for: all painting whether powder-coated or standard type paint is required by the contract administrator, removal, transport and retrieval of the painted shelter or furniture from the painter's shop. Contractor shall install replacement furniture immediately upon removal of units designated for powder-coat painting. The City will supply replacement furniture. Custom-style furniture shall be refurbished on-site.
- 1.4.2 All regional shelters and furniture are to be refurbished off-site; refurbishment is to reflect the appearance of being new. All regional-style shelters and furniture (except the copper roofs) shall be powder-coat painted with color: RAL 6004 unless otherwise specified by the contract administrator. Work may include metalwork, welding, cutting, grinding, and replacing pieces and parts to make the product to look as though it is new. The roof shall either be copper-coated or if fiberglass will be painted per sections 1.9, 1.10, and 1.11 to match the powder-coat finish.
- 1.4.3 All custom-style shelters and furniture are to be refurbished to reflect the appearance of being new. Custom shelter shall be required to be refurbished on-site. This may include metalwork, welding, cutting, grinding, and replacing pieces and parts, brickwork, woodwork, stuccowork and painting to make the shelter to look as though it is new. All regional-style furniture shall need to be painted to color: RAL 6004 unless otherwise requested by the contract administrator. Refurbishing and repairing shall be made per sections 1.9, 1.10, 1.11 and 1.12.
- 1.4.4 The City shall provide a list of shelters to be refurbished. The Contractor shall prepare a work schedule within 14 days of receipt of the list for contract administrator approval.
- 1.4.5 As shelters are being refurbished, the Contractor shall prepare a report to email to the contract administrator defining the work performed. The report shall be received on a weekly basis by 4:00 p.m. each Monday, and clearly indicate work completed the previous week as compared to the schedule.

1.5 FURNITURE INSTALLATION

- 1.5.1 Contractor shall install, remove and/or relocate transit furniture at locations to be determined by the contract administrator. Regional-style shelters require a crane truck for removal and installation.
- 1.5.2 Tasks may include, but not be limited to:
- 1.5.2.1 Furniture installation and securement to concrete slab
 - 1.5.2.2 Transportation of transit furniture to a designated bus stop site
 - 1.5.2.3 Preparation of transit pad (countersink bolts, furniture leveling, etc.)
 - 1.5.2.4 Removal of existing furniture to restore transit pad
 - 1.5.2.5 Transport furniture to other locations (secure sight—no hazards such as bolts sticking up, etc.)
 - 1.5.2.6 Furniture relocation and re-installation

1.6 SOLAR LIGHTING INSTALLATION

- 1.6.1 Contractor shall install solar power lighting units on City-owned transit shelters as directed by the contract administrator.
- 1.6.2 Tasks may include, but not be limited to:
- 1.6.2.1 Cutting hole in roof for light fixture and drilling mounting holes for fixture and solar panel
 - 1.6.2.2 Mounting solar unit box and components with tamper proof bolts and fastening solar panels
 - 1.6.2.3 Wiring solar unit and caulk entire fixture

- 1.6.2.4 Making sure system works properly
- 1.6.2.5 Refinishing roof area as needed
- 1.6.2.6 Disposing of Shelters and Furniture

1.7 INVENTORY

- 1.7.1 On occasion, the Contractor may need to store City-owned furniture for a short period of time, such as, but not limited to, in-between installations or refurbishments. Contractor may be required to submit a monthly inventory report showing City inventory on-hand and what items have been moved each month. No inventory is to be used without written approval from the contract administrator. No costs for storage will be charged.

1.8 PAINTING

- 1.8.1 Custom-style shelters are painted on-site. For these shelters, the following guidelines shall be used:

- 1.8.1.1 Use industrial maintenance enamel-gloss finish. Paint in strict accordance with the manufacturer's recommendation. The following paint manufacturers have been approved for use: Frazee Deer-O Paints, Sherwin Williams, Dunn Edwards, The Valspar Corporation, and Universal Paints.
- 1.8.1.2 Provide the best quality grade of the various types of coatings as regularly manufactured by one of the approved paint manufacturers. Materials not displaying the manufacturer's identification as a standard, best-grade product will not be accepted. Materials provided by the Contractor shall CONTAIN NO LEAD or lead products as required under applicable Federal laws and regulations.
- 1.8.1.3 Provide undercoat paint and thinners produced by the same manufacturer as the finish coat as part of a unified system of paint finish.
- 1.8.1.4 Color selection, unless otherwise specified by the City, shall be teal, Tiger Drylac RAL #6004, or equivalent, for all surfaces.

- 1.8.2 If required, the Contractor shall prepare panels for finish and color in advance, with the materials specified.

1.9 SURFACE PREPARATION

1.9.1 General

- 1.9.1.1 Examine surfaces to determine and locate conditions that will adversely affect the permanence and quality of the completed work. Repair as needed to provide a smooth surface for application of the paint coating.
- 1.9.1.2 Clean all surfaces scheduled to receive new paint coatings from all dirt, dust, oxidized paint film, loose and unsound paint coatings, and other foreign matter.
- 1.9.1.3 Schedule cleaning and painting so that dust and other contaminants from the cleaning process will not fall onto wet, newly painted surfaces.

1.9.2 Metal Surfaces

- 1.9.2.1 Thoroughly clean surfaces to be free from dirt, oil and grease, loose and unsound paint coatings and other surface contaminants, which may impair the adhesion of the new paint coating.
- 1.9.2.2 Allow furniture to dry thoroughly before application of paint.

1.10 APPLICATION

- 1.10.1 Use equipment and materials as is recommended for application by the product manufacturer and ensure that integrity of the finish will not be jeopardized by use of the proposed equipment.

- 1.10.2 Provide finish coats that are compatible with prime paints used. Provide barrier coats over incompatible primers, or remove the primer and reapply as required.
- 1.10.3 Upon request, furnish information on the characteristics of the specific finish materials to ensure that compatible prime coats are used.
- 1.10.4 Provide paint finishes of even, uniform color, free from cloudy or mottled appearance. Promptly correct all non-complying work.
- 1.10.5 Touch up prime coats that have been damaged and touch up bare areas prior to start of finish coats application.
- 1.10.6 Allow sufficient drying time between coats, modifying periods as recommended by the material manufacturer to suit adverse weather conditions.

1.11 TECHNICAL SPECIFICATIONS

1.11.1 The following methods and procedures shall be used to refurbish shelters.

1.11.2 Stucco

1.11.2.1 Examine and locate all areas requiring stucco repair.

1.11.2.2 Repair stucco per City of Glendale Standard Details G-408 Design Guidelines to match existing stucco, prior to painting.

Portland Cement:	ASTM C150-86, Type I
Hydrated Lime:	ASTM C206-84, (1988) Type S
Aggregate:	ASTM C897-88, clean, natural
Finish Coat Aggregate:	Fine silica sand
Reinforcement:	Provide ½" long Owens-Corning fiberglass strands, alkali resistant.
Finish Coat:	Portland Cement by Western Stucco as accepted by the City of Glendale.
Portland Cement Plaster: (each coat)	One part cement to three parts sand. Hydrated lime may be added for plasticity in amount of 10% by weight or 25% volume.
First two (2) coats:	Include 1-½ pounds of fiberglass reinforcement per sack of cement.
Finish coat:	Use fine, screened sand as aggregate.
Color and Finish:	As approved by the City.
Application:	Apply in three coats to total thickness of 1", comply with ASTM C926.

1.11.3 Wood Surfaces

1.11.3.1 Shelters that are to be painted on-site shall be painted in accordance with the following guidelines. The contractor shall:

1.11.3.2 Clean wood surfaces until free from dirt, oil, unsound paint coatings, and other surface contaminants that may impair the adhesion of new paint coatings.

- 1.11.3.3 Smooth finished wood surfaces exposed to view, using the proper sandpaper. Where required, use varying degrees of coarseness to provide a uniformly smooth and unmarred wood surface. Sand sharp edges of paint film to a smooth feathered edge.
- 1.11.3.4 Fill, sand, and otherwise repair as needed, to provide a smooth surface for application of the new coating.

1.12 RESPONSE TIMES

- 1.12.1 Regular Response. Contractor shall respond to all calls for service in accordance with the established schedule negotiated between the Contractor and the contract administrator.
- 1.12.2 Emergency Response.
 - 1.12.2.1 On rare occasions when in an emergency situation that present a danger to transit passengers, pedestrians or traffic flow, the Contractor shall respond to the location within four (4) hours whenever needed. The Contractor shall be expected to secure, make the job site safe and evaluate what repairs are necessary. The Contractor shall have 24 to 48 hours (depending on the situation as defined by the City contract administrator) to make the necessary repairs. In addition to the contract administrator, other police or fire staff may call in an emergency situation.
 - 1.12.2.2 The four-hour period begins when the phone call is placed. The Contractor shall be responsible to respond within the correct time even in the event that an answering service or answering machine receives the call. If the Contractor does not respond in the time allocated, the City shall have the right to call another service vendor and the cost shall be passed along to the Contractor for payment. All invoices received from the Contractor may be held until the service vendor has been paid.
 - 1.12.2.3 Pricing for emergency callouts shall be paid in accordance with the information set forth in Exhibit B, and the costs involved will be itemized on the invoice separately from any regular labor repairs. The 24 to 48 hour repairs shall be priced within the Regular Response rates.
- 1.12.3 Unusual Response. On even more rare occasions, a situation may occur where the job site may require unusual means and/or equipment as specified by the contract administrator. When these occasions occur, the contract administrator shall contact the Contractor. The Contractor shall visit the site and determine what action and/or special equipment may be necessary. The Contractor shall email a quotation to the contract administrator with any unusual equipment required to complete the job. The Contractor may proceed only after approval from the contract administrator.

1.13 PERSONNEL REQUIREMENTS

- 1.13.1 Contractor shall furnish all necessary trained personnel, supervision, scheduling, equipment, tools, maintenance, cleaning supplies, paint and other consumables and accessories required to perform the services designated in this RFP. All work shall be performed in strict accordance with the conditions, provisions, standards and specifications described herein.
- 1.13.2 Contractor shall provide an employee uniform, shirt or vest bearing the contractor's name and/or logo. This attire must include fluorescent yellow or red with reflective stripes for visibility to traffic and for personnel safety.
- 1.13.3 Contractor shall not employ staff that does not have legal status to work in the United States to perform services under this contract.
- 1.13.4 The contractor shall provide a 24-hour phone number to fulfill the requirements stipulated in Section 1.13, Emergency Response.

1.14 ADDITIONAL SERVICES

1.14.1 Additional tasks and services may be required for events and situations associated with providing comprehensive bus stop and passenger facilities maintenance. Additional services may include temporary placement of transit furniture.

1.15 INSPECTIONS

1.15.1 Contract administrator and Contractor shall conduct joint inspections of areas after the repair. The City shall decide all questions that may arise as to the quality and acceptability of any work performed under the Agreement.

1.16 PROPERTY DAMAGE

1.16.1 Contractor shall be responsible for repair of any damage to City property and restoration of any facility damage, beyond normal wear and tear, caused by Contractor's activities. Repair and restoration shall be to the satisfaction of the transit supervisor. Any repair/restoration of these damages shall be performed at no cost to the City.

1.17 SAMPLES/DEMONSTRATIONS

1.17.1 Contractor may be required to furnish a sample of the goods and/or demonstration of the services provided. Any sample submitted and/or demonstration performed shall create an express warranty that the whole of the goods and/or services shall conform to the sample demonstration. All samples become the property of the City unless designated otherwise by the Contractor.

1.18 SECURITY

1.18.1 The Contractor shall provide adequate facilities to conduct business and storage of furniture, inventory and supplies, as well as space for repair work. Such facilities shall be adequate in size and shall be sure to protect furniture and inventory items.

1.18.2 The City does not assume any responsibility, at any time, for the protection of or loss of Contractor's materials, from the time the Agreement commences until the end of the Agreement.

1.19 STORM WATER REQUIREMENTS

1.19.1 The Contractor shall comply with all Federal, state and local environmental requirements. The Contractor must adhere to the City of Glendale's Storm Water Best Management Practices for painting, etc. If the Contractor has questions or concerns regarding the City's Storm Water Best Management Practices, or to obtain a copy of the practices, call the Office of Environmental Resources at (623) 930-2580.

1.20 SUBCONTRACTORS AND SUPPLIERS

1.20.1 Contractor shall identify and provide a list of all subcontractors and suppliers who will perform various specialized tasks, with the proposal.

1.21 BILLING

1.21.1 The Contractor shall submit invoices by project or projects per location completed.

EXHIBIT B

BUS SHELTER INSTALLATION AND REPAIR

COMPENSATION

METHOD AND AMOUNT OF COMPENSATION

Progress payments for services received.

NOT-TO-EXCEED AMOUNT

The total amount of compensation paid to Contractor for full completion of all work required by the Project during the entire term of the Project must not exceed \$27,000.00.

DETAILED PROJECT COMPENSATION

CUSTOM-STYLE SHELTERS

ITEM	COST	ITEM	COST
Refurbish:*		Removal:	
Custom Unit**		Metal Bench	\$75
Metal Bench	\$600	Trash Can	\$62
Trash Can	\$350	Cement Bench	\$95
Bike Rack	\$250	Old Style Shelter	\$430
		Bike Rack	\$80
Installation:		Relocation:	
Metal Bench	\$91	Metal Bench	\$166
Trash Can	\$74	Trash Can	\$136
Solar Unit	\$395	Cement Bench	\$290
Wood Bench	\$215	Old Style Shelter	\$880
Bike Rack	\$95	Bike Rack	\$175

REGIONAL-STYLE SHELTERS

ITEM	COST	ITEM	COST
Refurbish:*		Removal:	
Regional Unit	\$3,500	Regional Unit	\$267
Metal Bench	\$600	Metal Bench	\$75
Trash Can	\$350	Trash Can	\$62
Bike Rack	\$250	Cement Bench	\$95
		Bike Rack	\$80
Installation:		Relocation:	
Regional Unit	\$360	Regional Unit	\$627
Metal Bench	\$91	Metal Bench	\$166
Trash Can	\$74	Trash Can	\$136
Solar Unit	\$395	Cement Bench	\$290
Bike Rack	\$95	Old Style Unit	\$880
		Bike Rack	\$175

ADDITIONAL PRICING INFORMATION

Cost and Installation of a New Solar Unit
(Per unit cost.) \$395

Labor rate for Emergency Callout \$75 per hour.

Labor rate for additional services \$55 per hour.

* Refurbish prices are listed as "not to exceed" prices. Southwest Fabrication will quote each refurbish unit based on the extent of materials and labor required to refurbish.

** Southwest Fabrication will refurbish the custom units on a cost plus basis for minor repairs. For major repairs to custom shelters, Southwest Fabrication will email quotes prior to performing work.

EXHIBIT C

BUS SHELTER INSTALLATION AND REPAIR

DISPUTE RESOLUTION

1. Disputes.

- 1.1 Commitment. The parties commit to resolving all disputes promptly, equitably, and in a good-faith, cost-effective manner.
- 1.2 Application. The provisions of this Exhibit will be used by the parties to resolve all controversies, claims, or disputes ("Dispute") arising out of or related to this Agreement-including Disputes regarding any alleged breaches of this Agreement.
- 1.3 Initiation. A party may initiate a Dispute by delivery of written notice of the Dispute, including the specifics of the Dispute, to the Representative of the other party as required in this Agreement.
- 1.4 Informal Resolution. When a Dispute notice is given, the parties will designate a member of their senior management who will be authorized to expeditiously resolve the Dispute.
 - (A) The parties will provide each other with reasonable access during normal business hours to any and all non-privileged records, information and data pertaining to any Dispute in order to assist in resolving the Dispute as expeditiously and cost effectively as possible;
 - (B) The parties' senior managers will meet within 10 business days to discuss and attempt to resolve the Dispute promptly, equitably, and in a good faith manner, and
 - (C) The Senior Managers will agree to subsequent meetings if both parties agree that further meetings are necessary to reach a resolution of the Dispute.

2. Arbitration.

- 2.1 Rules. If the parties are unable to resolve the Dispute by negotiation within 30 days from the Dispute notice, and unless otherwise informal discussions are extended by the mutual agreement, the parties may agree, in writing, that the Dispute will be decided by binding arbitration in accordance with Commercial Rules of the AAA, as amended herein. Although the arbitration will be conducted in accordance with AAA Rules, it will not be administered by the AAA, but will be heard independently.
 - (A) The parties will exercise best efforts to select an arbitrator within 5 business days after agreement for arbitration. If the parties have not agreed upon an arbitrator within this period, the parties will submit the selection of the arbitrator to one of the principals of the mediation firm of Scott & Skelly, LLC, who will then select the arbitrator. The parties will equally share the fees and costs incurred in the selection of the arbitrator.
 - (B) The arbitrator selected must be an attorney with at least 10 years experience, be independent, impartial, and not have engaged in any business for or adverse to either Party for at least 10 years.
- 2.2 Discovery. The extent and the time set for discovery will be as determined by the arbitrator. Each Party must, however, within ten (10) days of selection of an arbitrator deliver to the other Party copies of all documents in the delivering party's possession that are relevant to the dispute.
- 2.3 Hearing. The arbitration hearing will be held within 90 days of the appointment of the arbitrator. The arbitration hearing, all proceedings, and all discovery will be conducted in Glendale, Arizona unless otherwise agreed by the parties or required as a result of witness location. Telephonic hearings and other reasonable arrangements may be used to minimize costs.

- 2.4 Award. At the arbitration hearing, each Party will submit its position to the arbitrator, evidence to support that position, and the exact award sought in this matter with specificity. The arbitrator must select the award sought by one of the parties as the final judgment and may not independently alter or modify the awards sought by the parties, fashion any remedy, or make any equitable order. The arbitrator has no authority to consider or award punitive damages.
- 2.5 Final Decision. The Arbitrator's decision should be rendered within 15 days after the arbitration hearing is concluded. This decision will be final and binding on the Parties.
- 2.6 Costs. The prevailing party may enter the arbitration in any court having jurisdiction in order to convert it to a judgment. The non-prevailing party shall pay all of the prevailing party's arbitration costs and expenses, including reasonable attorney's fees and costs.
3. **Services to Continue Pending Dispute.** Unless otherwise agreed to in writing, Contractor must continue to perform and maintain progress of required services during any Dispute resolution or arbitration proceedings, and City will continue to make payment to Contractor in accordance with this Agreement.
4. **Exceptions.**
- 4.1 Third Party Claims. City and Contractor are not required to arbitrate any third-party claim, cross-claim, counter claim, or other claim or defense of a third-party who is not obligated by contract to arbitrate disputes with City and Contractor.
- 4.2 Liens. City or Contractor may commence and prosecute a civil action to contest a lien or stop notice, or enforce any lien or stop notice, but only to the extent the lien or stop notice the Party seeks to enforce is enforceable under Arizona Law, including, without limitation, an action under A.R.S. § 33-420, without the necessity of initiating or exhausting the procedures of this Exhibit.
- 4.3 Governmental Actions. This Exhibit does not apply to, and must not be construed to require arbitration of, any claims, actions or other process filed or issued by City of Glendale Building Safety Department or any other agency of City acting in its governmental permitting or other regulatory capacity.