

BOARD OF DIRECTORS MEETING AGENDA
REDWOOD COAST TRANSIT AUTHORITY



DATE: Monday, October 25, 2021

Time: 5:15pm

PLACE: Zoom Online Meeting: <https://dnco.zoom.us/j/91894842720> Meeting ID: 918 9484 2720

Due to ongoing COVID-19 issues, the Governor of the State of California has issued Executive Orders N-29-20 and Order N-25-20 establishing social distancing measures and suspending provisions of the Brown Act.

PLEASE SUBMIT ANY PUBLIC COMMENTS AHEAD OF TIME IF AT ALL POSSIBLE. Please visit <https://media.co.del-norte.ca.us/> for a public comment form. A link to view the meeting will be posted on <https://media.co.del-norte.ca.us/>. Comment on ALL agenda items as well as general public comment will be taken at the prescribed time for public comment via instructions provided on the website.

-
1. Call Meeting to Order. Roll Call.
 2. Pledge of Allegiance
 3. Public Comment
 4. Consent Calendar
 - 4A. None
 5. Approve the Minutes of the September 27, 2021 RCTA Board Meeting
 6. Transit Maintenance and Operations Request for Proposals – Update on Procurement
 7. 2021 Mini SRTP Update – Award Project to Ronny Kraft Consulting
 8. Approve Termination of Contract for Bus Deep Cleaning – Transition to In-House Duties
 9. Operations Report – First Transit
 10. General Manager’s Report
 11. Announcements
 12. Adjourn – Next RCTA Board Meeting will be on Monday, November 22, 2021 at 5:15pm

Any member of the public may speak on any agenda item for a time period, not to exceed 3 minutes, prior to the Public Agency taking action on that agenda item.

Minutes
Redwood Coast Transit Authority
September 27, 2021 at 5:15 P.M.

PRESENT: Bob Berkowitz (Vice Chairman), Vidette Roberts, Valerie Starkey, Ray Altman (joined at 5:34 P.M.)

ABSENT: Darrin Short (Chairman), Beau Smith

ALSO PRESENT: Joe Rye, Dan Herron, Fernando Hernandez, Nicole Burshem

1. CALL THE MEETING TO ORDER. ROLL CALL.

Vice Chairman Berkowitz called the meeting to order at 5:15 and conducted Roll Call.

2. PLEDGE OF ALLEGIANCE

Vice Chairman Berkowitz led the Pledge of Allegiance.

3. PUBLIC COMMENT

The following person(s) addressed the Board: None

4. CONSENT CALENDAR

4A. NONE

5. APPROVE THE MINUTES OF THE AUGUST 30, 2021, RCTA BOARD MEETING

On a motion by Director Starkey, seconded by Director Roberts, and unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors approved the minutes as presented.

6. TRANSIT MAINTENANCE AND OPERATIONS REQUEST FOR PROPOSALS – APPROVE RELEASE

Discussion was held regarding the Maintenance and Operations Request for Proposals. Mr. Rye reported the board needs to approve its release so that contract companies can put their proposals together with a submittal due date of October 25. Mr. Rye walked through the RFP schedule, which is unmodified from last month. Caltrans is performing their review concurrent with the release of the RFP, and any Caltrans-required changes will be made via addenda during the process, to avoid delay. Fernando Hernandez asked what happens if Caltrans denies the RFP? Mr. Rye responded he doesn't think they will deny the RFP because it would force RCTA to do an extension, which they oppose. If they did deny the RFP, RCTA would have to delay the process to February or March.

On a motion by Director Starkey, seconded by Director Berkowitz, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the Transit Maintenance and Operations Request for Proposals Release.

7. UPDATE ON GREYHOUND HISTORY AND 2015 GREYHOUND INTERLINE PROJECT.
Discussion was held regarding updating the Board on RCTA Greyhound Interline Project. Mr. Rye reported this is an information only item. RCTA launched Route 20 in 2005 after Greyhound eliminated service to Crescent City. Route 20's schedule was setup for Greyhound's scheduled arrival and departure times at the Arcata Transit Center. Unfortunately, prior to the pandemic, Greyhounds arrivals in Arcata have always been late at night or very early in the morning, making it a challenge to meet buses, and suppressing ridership. As envisioned, Route 20 was an extension of Greyhound, but low ridership north of Arcata was no doubt a reason why Greyhound abandoned the segment back in the early 2000s. RCTA ran a low-productive late night trip from 2011 to 2018 that met the late night Greyhound coming into Arcata from the Bay Area. This trip featured little ridership and was an extreme strain on RCTA resources, causing the agency to function nearly 20 hours per day, six days per week.

Since the COVID pandemic, Greyhound has reduced service from two trips/day to one, and dropped service completely on Tuesdays and Wednesdays, further deteriorating RCTA's connections in Arcata. Mr. Rye explained that while Greyhound retrenched further, Amtrak is still running daily service to/from Arcata connecting to trains in Martinez, and the connections with Route 20 work better than Greyhound. The problem with Amtrak is that ancient legislation prohibits the sale of tickets that do not include a train ride segment, thus limiting travel in the far north as the nearest train station is in Martinez. Mr. Rye is aware of legislation to relieve this restriction, and will research the latest and provide an update to the Board in the near future.

Vice Chairman Berkowitz asked if Greyhound could be connected to in Oregon, as an alternative? Mr. Rye responded yes, and noted that the ODOT SW Point bus service runs one round trip a day between Crescent City and Klamath Falls (via Medford and Grants Pass) and this trip connects to both Greyhound and Amtrak. Vice Chairman Berkowitz commented we would get a lot of customers going from here to Medford, and he thinks this would be profitable for us and Amtrak. Mr. Rye responded he agrees but planning must be done in collaboration with ODOT, and likely would require RCTA to apply to Caltrans to seek funding for adding a RCTA trip into Oregon. Director Roberts commented it would be a great thing to get something done with both companies (Amtrak and Greyhound) and work something out. Maybe Greyhound would tweak their hours if RCTA agreed to tweak our hours a little bit. Mr. Rye promised to do further research into Amtrak schedules in both Oregon and Arcata and return to the Board in the future with an update. This issue may also be addressed in the 2021 Mini SRTP.

8. OPERATIONS REPORT – FIRST TRANSIT
Fernando Hernandez reported on employment opportunities, facility updates, buses, and shelter maintenance.

9. GENERAL MANAGER'S REPORT

Mr. Rye reported RCTA and First Transit are happy to be able to reinstate the service that was approved for restoration in the summer, but delayed due to driver shortages. This reinstatement of much of the service cut back in April 2020 (COVID), including Saturdays, will occur on October 9.

10. ANNOUNCEMENTS

The following Directors commented: Vice Chairman Berkowitz is wanting to consider another time/day for the meeting, and asked that this issue be placed on a future agenda for Board action.

11. ADJOURN

Redwood Coast Transit Board of Directors adjourned the meeting at 5:55 P.M. The next meeting will be on Monday, October 25, 2021 at 5:15 P.M.

Joseph Rye, General Manager
Redwood Coast Transit/TMTP/Herron Consulting

October 25, 2021

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager

SUBJECT: RCTA 2021 Operations and Maintenance Request for Proposals Update



RECOMMENDATION:

Appoint two volunteers from the Board to participate in the RFP Selection Committee.

BACKGROUND:

RCTA delivers transit service via a series of contracts, the largest of which is the Operations and Maintenance Contract, which provides all the employees (drivers, dispatch, mechanic, supervisors) that are based at RCTA's Crescent City Operations and Maintenance facility on Williams Drive. RCTA is a rural transit agency receiving federal (FTA) transit funding, which means Caltrans has approval authority over the content and results of the RFP. Caltrans completed its review and approval on October 11, see attachment. Caltrans comments focused mostly on the Disadvantaged Business Enterprise (DBE) aspects of the procurement. Changes required by Caltrans were incorporated via Addendum. RCTA issued two addenda in total.

RCTA is forming a Selection Committee to review and score the proposals received. Staff from the Del Norte Local Transportation and Caltrans have agreed to participate, joining the RCTA General Manager. Staff requests two RCTA Board Members to join the Selection Committee.

The 2021 updated tentative RFP schedule is as follows:

<u>Task</u>	<u>Proposed Date</u>
Draft Request for Proposals (RFP) Distributed to Caltrans & Industry	September 6, 2021
Industry RFP pre-review Comments Due	September 16, 2021
Request for Proposals (RFP) Approved by Caltrans	September 27, 2021
RFP Approved for Release by RCTA Board	September 27, 2021
Pre-Proposal Meeting On-Site in Crescent City (optional)	September 27, 2021
Request for Proposals (RFP) Released & Distributed	September 28, 2021
Last Day for Submittal of Questions	October 7, 2021
Proposals Due	October 25, 2021
Short List and Analysis Report to Selection Committee w/Proposals	November 1, 2021
Interviews with Top Proposers/Selection Committee Recommendation	November 12, 2021
Best and Final Negotiation with Top Proposer	Nov. 12-17, 2021
Award of Contract (begin transition period if necessary)	November 22, 2021
Begin New Contract (end of transition)	January 1, 2022

RECOMMENDATION

Appoint two volunteers from the Board to participate in the Selection Committee.

Attachment: Caltrans Approval Letter of 2021 RCTA Operations and Maintenance RFP 101121

DEPARTMENT OF TRANSPORTATION

DIVISION OF RAIL AND MASS TRANSPORTATION MS 39
1120 N STREET
P. O. BOX 942874
SACRAMENTO, CA 94274-0001
PHONE (916) 654-8811
FAX (916) 654-9366
TTY 711
www.dot.ca.gov



Making Conservation
a California Way of Life.

October 11, 2021

Redwood Coast Transit Authority (RCTA)
Mr. Joseph Rye
900 Northcrest Drive, #134
Crescent City, CA 95531

Dear Rye:

As a recipient of Federal Transit Administration (FTA) Section 5311 funds, the California Department of Transportation (Caltrans) Division of Rail and Mass Transportation (DRMT) is responsible for providing project oversight to maintain compliance with federal statutes and regulations. Therefore, as a subrecipient of this funding, your agency must demonstrate to DRMT that all procurement and third-party contracting activities engaged by your agency comply with:

- 2 CFR Part 1201 – Uniform administrative requirements, cost principles, and audit requirements for federal awards; and
- FTA Circular 4220.1F – Third Party Contracting Guidance

DRMT approves RCTA's *Request for Proposal – Redwood Coast Transit Authority Operations and Maintenance Contract* and independent cost estimate, January 1, 2022 through December 31, 2026, with options for two additional one-year terms through December 31, 2028. The solicitation may be released for proposals. Reference 606.

Before a subrecipient executes a third-party contract, DRMT will need to approve the following information prior to contract award:

- Verification of advertisement
- All solicitation addenda
- Completed DBE forms: Bidders List, ADM-0227F, ADM-0312F, DRMT 9-E
- Proposal selection justification
- Written statement that the contractor was determined to be responsive and responsible

Mr. Rye
October 11, 2021
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- Written statement that the price was determined to be fair and reasonable
- Draft third-party contract

Contract modifications are allowable when the modification does not substantially change the contract scope of work from the original solicitation, competitors could have reasonably anticipated the changes to the contract, the modification would not have had a substantial impact on the field of competition for the original contract award, and the modification does not trigger a material difference or cardinal change to the contract.

Third-party contracts, modifications, and exercising optional periods of performance require DRMT approval prior to implementation. Subrecipient agencies implementing third-party contracts, modifications, or option years without prior approval risk being denied FTA reimbursement.

For questions about this procurement review letter, please contact Daniel Yerushalmi at Daniel.Yerushalmi@dot.ca.gov or (916) 653-3088. This approval is contingent upon meeting FTA 5311 program requirements. For questions about FTA 5311 grant procedures, please contact your FTA 5311 program liaison.

Sincerely,



FRANK NEVITT, Chief
FTA Programs Procurement Oversight Branch
Caltrans Division of Rail and Mass Transportation

C: Cayman Morgan (Caltrans DRMT, 5311)
Daniel Yerushalmi (Caltrans, DRMT FTA Programs Procurement)
Christopher Man (Caltrans, DRMT Civil Rights)

October 25, 2021

MEMO TO: Board of Directors
FROM: Joe Rye, General Manager RCTA
SUBJECT: 2021 Mini-SRTP Update – Award to Ronny Kraft



RECOMMENDATION:

That the Board approve an agreement with Ronny Kraft Consulting to develop the 2021 Mini SRTP Update.

BACKGROUND:

RCTA with assistance from Ronny Kraft Consulting, crafted and adopted a comprehensive five-year Short Range Transit Plan, adopted by the RCTA Board June 2019. In normal times, the SRTP covers a five-year period and is updated every 4-5 years to keep fresh this vital planning document, which guides the agency. Unfortunately, COVID-19 rendered RCTA's 2019 Short Range Transit Plan obsolete very quickly, at least some elements of the SRTP. The vast and evolving impacts from COVID-19 have rendered several chapters of RCTA's 2019 Short Range Transit Plan ineffectual. With the largely unplanned service cuts of 2020 culling most of RCTA's low-producing services, the emergence from the pandemic provides a rare opportunity to strike a balance between reinstatement of previously provided services (regardless of productivity) or the development of new routes or services, or some combination of both. In addition, as noted in the 2019 SRTP, RCTA was and still does face a significant capital funding shortfall, needing to identify a lower level of operations expenditures in order to move some funding previously used for operations into capital. The pandemic has not remedied this.

DISCUSSION:

While some of the 2019 SRTP document is still very applicable, the COVID-19 Pandemic has fundamentally altered the travel environment and the issues facing RCTA. Specifically, the dramatic service cuts of 2020 open a rare window to balance service reinstatement with right sizing operations to protect more funding for increased wages and capital project needs, such as buses, bus stops, facility projects, all Board priorities.

Staff requested consultant proposals to update the following 2019 SRTP Chapters:

- Chapter 3 – Evaluation of RCTA Services Against Adopted Performance Standards
- Chapter 6 – Service Plan, including evaluating potential new routes/services
- Chapter 7 - CTSA Chapter (evaluate budget and potential additional projects)
- Chapter 9 - Financial Plan, including a deep dive into the COVID-19 impacts to RCTA Funding

Three firms were reached out to, and two proposals received. The best and lowest cost proposal came from Ronny Kraft Consulting, the consultant who did the 2019 RCTA SRTP. This makes sense in that all the data is readily available to her team and they can focus all hours directly on the update work at hand. Ronny Kraft submitted a proposal, see attachment, to update these four chapters of the 2019 SRTP for \$18,880.

Recommendation

Approve an agreement with Ronny Kraft Consulting in the amount of \$18,880 for the Mini SRTP Update.

Attachment: Ronny Kraft Consulting Mini-SRTP Update Letter Proposal 072921

RONNY KRAFT CONSULTING

Ronny Kraft
864 Treat Ave #4
San Francisco, CA 94110
415.425.6496

ronny@ronnykraft.com
www.ronnykraft.com

July 29, 2021

Redwood Coast Transit Authority
c/o TMTP Consulting LLC

SUBJECT: **Post COVID-19 Recovery Plan Update to the Short
Range Transit Plan 2019/20 - 2024/25**

Dear Mr. Rye,

Ronny Kraft Consulting is pleased to submit a proposal for a Post COVID-19 Recovery Plan Update to the Short Range Transit Plan 2019/20 - 2024/25 for the Redwood Coast Transit Authority. I will be supported by my subconsultant, Cliff Chambers of Mobility Planners, LLC.

In the proposal I describe our approach to the project scope and associated consultant costs. We are able to start work in November 2021.

Ronny Kraft and Mobility Planners LLC do not have any past, ongoing, or potential conflicts of interest that may impact performing the work on this project.

I will be the primary contact for the proposal correspondence, and I can be reached at ronny@ronnykraft.com or 415.425.6496.

Sincerely,



Ronny Kraft
Owner, Ronny Kraft Consulting

Proposal: Post COVID-19 Recovery Plan Update to the RCTA Short Range Transit Plan 2019/20 - 2024/25

Proposal Date: July 29, 2021

Submitted by: Ronny Kraft Consulting

This proposal is to update the current Short Range Transit Plan (SRTP) in response to the effects of the COVID-19 pandemic on the RCTA system and provides a roadmap for recovery.

The consultant team completed the current SRTP in July 2019. The COVID-19 epidemic and resulting shelter in place order in early 2020 greatly reduced RCTA ridership, which resulted in a necessary reduction of service. The pandemic also disrupted many of the planned elements of the SRTP. This Plan Update is meant to provide an adjusted guide for service delivery for up to two years following adoption, which is projected for Spring 2022.

The following is an outline of proposed tasks for the Plan Update, followed by a cost proposal.

TASKS

A. Assess current conditions and changes made in response to the pandemic, including:

- a. Service levels and ridership
- b. Revenue and expenditures for operations and capital assets
- c. Status of SRTP recommendations
- d. Local demographics and customer needs

B. Update Financial Plan

- a. Revise projections of various funding levels, including TDA, for the next two fiscal years.
- b. Revise the operations budgets, given RCTA's reduced service levels and increased per hour labor costs.
- c. Assess the impact of upcoming operations contract changes.

C. Update Capital Element

- a. Update the SRTP Capital Plan Element based on changed conditions.
- b. Recommend when RCTA must shift its SB-1 State of Good Repair Funds to bus replacement (from bus stops) and project how much annual TDA (or other) funds will be required to meet RCTA's Capital Project funding needs.
- a. Consider projected local match requirements and RCTA's goals of higher per hour labor costs in next operations contract.

D. Update Service Plan Element

- a. Assess the level of and viability of restoration of the transit services that were cut by RCTA in 2020 as a result of the pandemic, which are approved for reinstatement later in 2021.
- b. Evaluate the recommendations from the SRTP Service Plan that were not yet implemented, in consideration of the past and future impacts of the COVID-19 pandemic.
- c. Evaluate the viability of potential transit service adjustments to current services anticipated for restoration.
- d. Explore new innovative and traditional services/projects that could be delivered to best meet the evolving needs of the region, assuming current and anticipated RCTA funds, as determined in the updated Financial and Capital Plans.

E. CTSA Program Analysis

- a. Assess current and future funding levels for CTSA programs.
- b. Review the status and projected costs of the two programs that were implemented in 2019/20, the ADA Eligibility and Travel Training programs, against the current annual CTSA apportionment. Establish how much funding should remain available for additional CTSA Projects.
- c. Explore the viability and effectiveness of the additional programs that were recommended in the CTSA chapter of the SRTP, given the available funding and changing customer needs.

F. Report & Presentation

- a. Provide an administrative draft of the Plan Update combining findings from all the above tasks. Incorporate feedback.
- b. Provide a presentation to the Board over remote video conference
- c. Provide a final report of the Plan Update in Word and PDF formats.

COST PROPOSAL

Tasks	Hours	
	R. Kraft	C. Chambers
A. Assess current conditions and changes made in response to the pandemic	16	6
B. Update Financial Plan	24	10
C. Update Capital Element	20	8
D. Update Service Plan Element	30	8
E. CTSA Program Analysis	30	6
F. Report and Presentation	20	4
Total Hours	140	24
Rate per hour	\$110	\$145
Subtotal Labor	\$15,400	\$3,480

Total Proposal Cost:	\$18,880
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October 25, 2021

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager

SUBJECT: Approve Termination of Bus Deep Cleaning Contract with Palm Industries



RECOMMENDATION:

Approve First Transit to terminate its agreement with Palm Industries for RCTA bus deep cleaning services.

BACKGROUND:

Since the COVID-19 hit the region in March 2020, RCTA reacted by increasing the intensity and frequency of bus interior cleanings. Once it became clear that federal funding would be available to help transit survive the pandemic, RCTA worked with First Transit to engage the services of a local janitorial firm, Palm Industries, to provide nightly bus interior cleaning services. The Board approved this arrangement at the April 2020 meeting. 100% of these expenditures are federally reimbursable under the CARES Act pandemic funding measures.

RCTA and First Transit management worked with Palm Industries since April 2020 to dial in the optimal mix of cleaning strategies. The agreement is between First Transit and Palm, although because the expenditures were unanticipated by First Transit when they bid the RCTA project in 2016, a pass-through arrangement was developed to where Palm bills First Transit, and First Transit “passes through” the Palm costs to RCTA. The original contract called for nightly deep cleanings plus a monthly upholstery deep clean, and the costs were in the \$11,000/month range. Subsequently, RCTA and First negotiated a lower rate (due to reduced numbers of vehicles cleaned per night) and the monthly expenditures dropped into the \$8000/month range. Since the inception of the project, RCTA has added air purification equipment to each bus in its fleet, plus plexiglass barriers protecting drivers, to provide as safe an environment as possible for its passengers and drivers alike.

Discussion

Funding a Full-Time Position versus Contracting with Palm Industries

RCTA continues to firmly believe that the safety of RCTA’s local First Transit staff and RCTA riders is the top priority. However, the pandemic continues to drag on with no end in sight, and 18 months into the battle, RCTA seeks to optimize its cleaning efforts and stretch the federal pandemic funding for as long as possible. The concept of funding a new position within First Transit at RCTA, plus the one-time purchase of disinfecting equipment, emerged as an option to the Palm contract. Staff feels that for the price of Palm monthly, RCTA could hire a Fueler/Washer position that would not only take on the nightly bus interior deep cleaning, but also have time in the workweek to fuel buses, and do bus and shelter cleaning, as well as light building janitorial.

The monthly costs to add the Fueler/Washer Position project to be around \$4000/month, saving RCTA \$4000/month in contract costs and adding another resource to help with the bus washing, building cleaning, and fueling tasks. This will sustain a clean environment for the employees and riders, while reducing driver workload. Currently drivers are asked to wash bus exteriors as time allows, which is inconsistent. This change, assuming that the position is filled and productive, will save money and provide more flexibility to operations.

RECOMMENDATION:

Approve First Transit to terminate its agreement with Palm Industries effective November 1, 2021.

COVID-19 Sanitizing and Disinfecting Proposal

Prepared for:

First Transit
140 Williams Dr.
Crescent City, California 95531

Submitted By:

Palm Industries Inc.

15440 Museum Rd.

PO Box 8038

Brookings, OR 97415

Andrew Myer

President

541-813-1337

Fax: 541-813-1338

andrew.myer@palmindustriesinc.com

www.palmindustriesinc.com



April 04, 2020

Palm Industries Inc.
15440 Museum Rd.
PO Box 8038
Brookings, OR 97415



April 04, 2020

Chuck Clarkson
First Transit
140 Williams Dr.
Crescent City, California 95531

Dear Chuck,

Subject: Sanitation and Disinfecting for First Transit, 140 Williams Dr., Crescent City, California 95531

Thank you for allowing Palm Industries Inc. to prepare a professional sanitation and disinfecting for COVID-19 service proposal for your consideration.

Here are a few important highlights:

Palm Industries Inc. is an IICRC Certified Firm that trains our team to perform sanitizing and disinfecting for the COVID-19 virus as well as on important safety issues during the sanitizing. Our goal is to sanitize professionally and safely.

We know a seamless, no-hassle start-up is important to every customer. So at Palm Industries Inc., we combine up-front preparation and training with strong management and direction to ensure quality and safe work.

At Palm Industries Inc., we offer strong management and quality control to plan for, and not lose track of necessary details. We have our team follow a checklist for every sanitizing/disinfecting clean they do and reviewed by their supervisor to ensure all high risk areas are being sanitized.

We look forward to the opportunity of becoming a trusted and valued partner in these trying and unprecedented times. Please call if you have any questions, or need additional information as you review our proposal.

Sincerely,

Andrew Myer
President
Palm Industries Inc.

First Transit

COVID-19 Sanitizing and Disinfecting Proposal

Compensation

5 days per week Professional Sanitizing/Disinfecting Service: **\$9,750.00/mo.**

Sanitizing/cleaning of all fabric seats and backs of buses: **\$1250.00 per clean**

Upholstery cleaning/sanitizing for buses to be done at commencement of contract and 1x per month thereafter.

General

Palm Industries Inc. agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified sanitizing/disinfecting service for the customer. This shall include all services described in the written specifications attached.

Service Schedule

Sanitizing service operations described in this comprehensive program will be performed 5 days per week with start time to be determined.

Palm Industries Inc. is prepared to adapt this work schedule to coincide with the needs and requests of the customer provided that such requests may alter the cost of operations.

Invoicing

All invoicing will be itemized according to monthly work or for special tasks. Invoicing will be on the 1st of each month and prorated if begins after the 1st of the month. Payment policy is net 30 days.

Supervision

Adequate personnel and supervision will be furnished to ensure quality service.

Supplies

Palm Industries Inc. will furnish all cleaning supplies inclusive of but not limited to: cleaning agents, disinfectants, etc.

Insurance

Palm Industries Inc. will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Property Damage
- Workers' Compensation

Employee Status

Personnel supplied by Palm Industries Inc. are deemed employees of Palm Industries Inc. and will not for any purpose be considered employees or agents of the customer.

Equal Opportunity Employer

Palm Industries Inc. is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

Our Philosophy

Palm Industries Inc. is committed to providing quality services that deliver the highest levels of customer satisfaction.

Palm Industries Mission Statement "Bringing Restoration to Souls and Structures. (Our Team First)"

Cancellation

This agreement may be terminated or canceled at any time with a minimum of seven (7) days written notice from either party.

Agreement

This Agreement ("this Agreement") is made and entered into as of _____, 20____, by and between Palm Industries Inc, with its principal place of business located at 15440 Museum Rd. PO Box 8038, Brookings, OR 97415 and _____ ("Customer") with its principal place of business located at _____.

NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutually agree to the terms and conditions as outlined above in this agreement.

Palm Industries Inc. provides this service as an additional cautionary safety measure and is not liable or responsible for or provide any guarantee that a person/s will not still contract a virus and will be held harmless and non-labile by FirstGroup plc and affiliates for any suits, actions or reports made against Palm Industries Inc. and any/all of it's officers and employees.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

Palm Industries Inc.

First Transit

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Title: _____

Title: _____

First Transit

Job Specifications

COVID-19 Sanitizing/Disinfecting Procedure

Task Description

Service Days

Don on proper PPE and Start Handwiping "High Risk Areas" starting at top of vehicles grab bars, luggage racks(if applicable)

5 days/wk.

Sanitize seats including backs and bottoms

5 days/wk.

Sanitize Seat Belts by pulling each seat belt out and applying sanitizer.

5 days/wk.

Sanitize windows as needed where face and hand activity would be normal.

5 days/wk.

Sanitize driver seat and dashboard including grab bars leading into vehicles.

5 days/wk.

Sanitize floor with UVL Fogger and Set Ozone Machine once sanitizing has been completed.

5 days/wk.

Sign off on Sanitizing Checklist and go to next vehicle to repeat sanitizing procedures.

5 days/wk.