

# EcoPass Contract

Applicant: City and County of Denver, Office of Human Resources

Contact Name: Jennifer Cahoon Phone: 720 913 5521

Email: [jennifer.cahoon@denvergov.org](mailto:jennifer.cahoon@denvergov.org)

Billing Address: 201 W. Colfax, Dept 412, Denver, CO 80202

Street

City

State

Zip

Locations	SLA	# of Employees	Rate	Amount
See Attached list	A	1308	\$60	\$78,480
	B	1374	\$151	\$207,474
	C	3314	\$434	\$1,438,276
		total employees		
		<b>Pro-Rate Adjust</b>		
		<b>Sub Total</b>		\$
		<b>3% Credit Card Processing Fee</b>		
		Maximum Contract Amount		2,000,000.00
		Minimum Contract Amount		1,724,230

Contract will be valid from: **January 01, 2017** through **December 31, 2017**.

**MAIL APPLICATION AND REQUIRED DOCUMENTATION ALONG WITH PAYMENT TO:**

RTD, 1600 Blake Street, Attn: EcoPass, Denver, CO 80202

The Applicant, acting through the undersigned who represents that he/she is duly authorized by the Applicant, agrees to the payment(s) as stated herein. The undersigned has read this Contract, including the attached terms and conditions, and by his/her signature acknowledges that he/she has received a copy of this Contract, read same, and agrees to all of the terms and conditions. The Applicant understands and agrees that this Contract becomes a Contract upon signature of the Applicant and countersigned and approved by RTD. Any modifications or alterations to the Contract must be made in writing and signed by RTD. This Contract cannot be canceled except as stated herein.

By signing this Contract, you agree that the number of Employees listed above are the Employees as defined in the terms and conditions, and are Applicant's total Employee headcount at all locations listed and not a partial representation of Applicant's Employee headcount.

## **ECOPASS CONTRACT TERMS AND CONDITIONS**

This Contract is made between the Applicant named herein ("Applicant") and the Regional Transportation District, a district organized pursuant to the Regional Transportation District Act, Section 32-9-101. et seq., C.R.S. ("RTD"). The purpose of this Contract is to provide RTD annual EcoPass Smart Cards ("EcoPasses") to all of the Applicant's Eligible Employees, defined below. EcoPasses are provided at a rate based upon the pricing schedule provided to the Applicant. This Contract contains the entire Contract between Applicant and RTD for the term stated and cannot be changed or altered except by written amendment signed by Applicant and RTD. Oral contracts or special arrangements contrary to or in addition to the terms and conditions stated herein shall not be authorized by RTD.

1. **ELIGIBILITY:** Applicant must purchase EcoPasses for all full-time paid Employees at each location listed in this Contract; Applicant may also elect to add ALL or none of its part-time paid Employees (i.e., any Employees working on average less than 32 hours a week) at the same rate as full-time Employees ("Eligible Employees"). Applicant (including home businesses or sole proprietorships) must be the Employee's primary source of employment, and Eligible Employees shall be only those paid Employees appearing on Applicant's payroll register. Applicant may include full-time paid interns; if Applicant hires paid summer interns, they must be added at a pro-rated cost based on their hire date. All other seasonal, on-call, temporary, volunteer, out of state, retired or termed persons, including without limitation independent contractors, working for or on behalf of Applicant shall be ineligible for EcoPasses. Applicant shall reimburse RTD for EcoPasses issued to any ineligible persons; reimbursement shall be the full cash fare for each trip taken. EcoPasses may not be provided or resold to ineligible persons. Home businesses are charged at the service level "D" rate.

2. **REQUIRED DOCUMENTATION:** In addition to the signed Contract and payment, all new Applicants shall supply RTD with an official payroll register of all current full-time and part-time Employees by employment location, or other qualified documents as approved by RTD Sales and Outreach Department, prior to Contract approval. All renewing Applicants will submit a signed certification confirming headcount in place of a payroll register. Sole Proprietors and General Partnerships must provide RTD with proof of current registration with the Colorado Department of Revenue and prior year Schedule C income tax return. Within 15 days of each request, Applicant shall submit all other documentation as RTD in its sole discretion may require to verify the number of Employees, Employee status, and compliance with the Contract by Applicant and its Employees. Such documentation may include official payroll registers to verify headcount, and quarterly Employee payroll registers and listings of new hires and terminated Employees using forms provided by RTD. In addition, RTD shall have the right to audit or survey the number of eligible Employees at each of Applicant's locations upon request.

3. **PAYMENT TERMS:** Payments will be made on a quarterly basis by Applicant to RTD, with payments due March 31, 2017, June 30, 2017, September 30, 2017 and December 31, 2017. Deposit of the check does not constitute acceptance of the Contract. In the event the Contract is not approved, a refund check will be sent within 30 days of refusal. For Contracts of less than 12 months, the price of each EcoPass shall be prorated in monthly increments. No Contract will be accepted for an amount under the contract minimum per year. No Contract will be accepted for more than 6104 total employees. Denver's maximum payment obligation will not exceed TWO MILLION (\$2,000,000.00). If a new Eligible Employee is hired, the Eligible Employee may be added at no charge so long as the complete ridership does not exceed 6104 total Eligible Employees. If any scheduled payments are not made on their due date, then this contract may be deemed to be in default and RTD shall have the right to cancel and revoke passes held by Denver or its employees on the date of the missed payment. RTD may, at its option, allow an extension of any payment due with interest at the rate of 1% compounded monthly on all balances due. Applicant may not receive participant contributions for the EcoPass at a profit above the contract amount.

4. **FINANCIAL OBLIGATIONS SUBJECT TO APPROPRIATION:** Denver's payment obligation, whether direct or contingent, extends only to funds appropriated annually by the Denver City Council, paid into the Treasury of the City, and encumbered for the purpose of this Contract. The City does not by this Contract irrevocably pledge present cash reserves for payment or performance in future fiscal years, and this Contract does not and is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of the City. Failure of Denver to make timely payments on grounds of failure to appropriate/encumber may be treated as a default at RTD's option, with RTD having the rights to cancel/revoke passes or allow extensions of payments as set forth in Paragraph #3 of this Contract.

5. **ISSUANCE OF ECOPASSES:** Employees may obtain EcoPasses at an RTD photo location with an RTD-supplied authorization form signed by Applicant. Applicant also has the option of uploading Employee photos via RTD's web portal for production of EcoPasses; if such photos cannot be transferred to and/or be received by RTD for any reason including RTD equipment failure, Applicant shall instead make arrangements for its Employees to

obtain their EcoPasses at an RTD photo location.

**6. HEADCOUNT INCREASE AND REDUCTION:** RTD will not track Applicant's employee headcount changes on a month-to-month basis. If on June 1, 2016 the number of Eligible Employees has increased or decreased from the original contract headcount, Applicant shall inform RTD no later than June 30, 2017 by submitting forms provided by RTD and accompanied by Applicant's January 1, 2017 and June 1, 2017 official payroll registers. Applicant will pay the June prorated amount for each additional Eligible Employee, or RTD will apply a June prorated credit to the Applicant's account for each terminated employee. In either such event, the Contract's headcount baseline will thereafter be adjusted accordingly and will apply to all future payments and/or credits. If at renewal time RTD finds that the Applicant has failed to notify RTD of a headcount increase subject to the above reporting requirements RTD may back charge for June 1<sup>st</sup> unreported increases in headcount and/or exercise options under the Agreement. Applicant shall promptly provide official payroll registers, or other documentation showing proof of employment, upon request by RTD.

**7. DEACTIVATED ECOPASSES:** Applicant shall immediately deactivate an Employee's EcoPass through the RTD web portal when any Employee is no longer eligible pursuant to Paragraph #1. If Applicant fails to deactivate the EcoPass: all charges for issuing passes to ineligible persons will apply.

**8. CANCELLATION/TERMINATION OF ECOPASSES OR CONTRACT BY RTD:** RTD may cancel any or all individual EcoPasses or immediately terminate this entire Contract with no right to Applicant for proration of unused balances: (1) If RTD has reason to believe that the information provided by the Applicant has been falsified and/or EcoPasses have been given to ineligible persons; (2) For failure of Applicant to comply with any Contract terms or conditions; or (3) For discontinuance of business by Applicant. In addition to all other remedies available under this Contract, RTD has the right to immediately confiscate an EcoPass and pursue claims or demands against anyone determined by RTD to have duplicated, altered, or committed unauthorized use of an EcoPass; provided, however, that RTD may not pursue such claims or demands against an Applicant based on counterfeiting, alleged counterfeiting, or unauthorized use of an EcoPass unless such event is determined by RTD to be the result of Applicant's gross negligence or willful misconduct. RTD may also refer any information regarding such events to authorities for prosecution.

**9. REPLACEMENT OF DAMAGED OR LOST ECOPASSES:** Replacement EcoPasses cost \$10 unless the EcoPass is determined by RTD to be inoperable with no visible physical damage. Applicant and Employees shall not punch holes in or otherwise alter or deface the EcoPass. EcoPasses determined by RTD to have been damaged from washing, scratching, having holes punched in them, or other alteration or misuse will be charged the replacement fee. A lost EcoPass will be deactivated and will no longer be valid. If the lost EcoPass is later found, it cannot be reactivated and RTD will not provide a refund.

**10. SERVICES INCLUDED WITH ECOPASS:** Eligible Employees with a valid EcoPass may ride on all parts of RTD's regular bus route transportation system including parts which are operated by Contractors to RTD, as well as on any fixed guideway rapid transit system which RTD operates or is operated on RTD's behalf, and call-n-Ride. EcoPasses are not valid on any special service as designated by RTD, including special services such as BroncosRide and RockiesRide.

**11. SMART CARD USE AND REQUIREMENTS:** The EcoPass Smart Card ("Smart Card") holder is required to tap the Smart Card to the validator on buses, and show the Smart Card's photo to the bus operator upon boarding. If the Smart Card is read successfully, the holder will hear a beep, see a yellow light, and see a "SHOW ID" message on the display requesting that the holder's Smart Card be shown to the operator. On light rail, Smart Card holders are required to select the level of service they are traveling (based upon the number of fare zones travelling), and tap the Smart Card to the validator before boarding a train. If the card is read successfully the holder will see a yellow light and hear two short beeps. Upon request, holders are required to show the Smart Card to an RTD fare inspector who will confirm that the Smart Card was tapped with the correct level of service by using a hand held reader. (Note: RTD reserves the right to modify the above procedures.) No refunds or credits will be issued. In the event a pass is placed on suspension or confiscated; the EcoPass holder will be required to pay full fare during any suspension or confiscation period. Failure to pay a fare during a suspension or confiscation period will be considered fare evasion and a citation may be issued. If for any reason a Smart Card cannot be read successfully or the holder receives a red light, the EcoPass holder must purchase a valid fare, contact RTD's Customer Care Center or Applicant's Transit Coordinator to provide notice of the problem, and cease using the Smart Card until the problem is resolved by RTD. Applicant and Employee shall not be entitled to refunds by RTD in the event of any such problem. All other applicable RTD policies and procedures for Smart Cards shall also apply to EcoPass Smart Cards.

**12. SELF-ADMINISTERING APPLICANTS:** An Applicant may self-administer issuance and activation of EcoPasses with RTD's advance written approval. Such Applicant is responsible for issuing EcoPasses to its Eligible Employees. RTD will provide the pre-printed and pre-encoded EcoPass stock and Applicant shall use RTD's stock and specifications to produce EcoPasses. Applicant shall activate EcoPasses through the RTD web portal upon issuance. Applicant shall deactivate an employee's EcoPass through the web portal when an

employee is no longer eligible pursuant to Paragraph #1. If the Applicant fails to deactivate the EcoPass, then all charges will apply. Applicant is responsible for deactivating a lost or stolen pass and reissuing a new pass to eligible employees. The \$10 replacement fee only applies if the employee visits one of the RTD locations to obtain the replacement. Applicant is responsible for storing the cards in a secure location.

13. **CHANGE OF ADDRESS:** If Applicant changes any designated location during the Contract period, it must notify RTD within 30 days in writing. Applicant shall pay RTD the prorated increase of all EcoPasses if the new location is in a higher service level. Applicant shall receive a prorated credit if the new location is in a lower RTD service level. Applicant may be liable for the increased Contract minimum.

14. **TERMINATION OF CONTRACT:** This Contract shall continue in full force and effect through the expiration date specified, unless terminated by either party pursuant to this Contract. RTD's prior rights to any payments under this Contract shall survive termination of the Contract. In addition to RTD's right to terminate the Contract, either party may terminate this Contract at its sole discretion by giving the other party written notice of termination at least 60 days prior to the termination date. Upon such 60-day notice of termination, RTD will suspend any active EcoPass at the termination date and shall issue a refund, pro-rated for any period of available use.

15. **GUARANTEED RIDE HOME:** Applicant's Employees holding EcoPasses may use the Guaranteed Ride Home Program as provided by the Denver Regional Council of Governments ("DRCOG"). DRCOG may cancel the participation in the GRH program upon 30 days written notice to the employer.

16. **MISCELLANEOUS:** (1) The captions or headings on any paragraphs to this Contract are for reference only and do not affect any of the terms and conditions contained herein. (2) Without RTD waiving any privileges and immunities conferred by the Colorado Governmental Immunity Act, each party agrees to be responsible for any claims, demands, or suits arising out of its own negligence. (3) EcoPasses do not guarantee any specific level or performance of service by RTD. (4) No person not a named party to this Contract shall have any rights or entitlement of any nature under it. (5) No assent, express or implied, to any breach of any term of this Contract shall constitute a waiver of any other term or the same term upon subsequent breach. (6) Applicant may not assign this Contract to any other person or entity without advance written permission from RTD. (7) This Contract may be signed in counterparts. (8) The Parties represent that each has taken all actions that are necessary or that are required by its procedures, bylaws, or applicable law to legally authorize the undersigned signatories to execute this Agreement on behalf of the Parties and to bind the Parties to its terms.

17. **NOTICES:** All notices, requests, demands, and other communications under this agreement shall be in writing and shall be deemed to be given if hand delivered, faxed, or mailed by certified mail, return receipt requested. Unless hereinafter changed by written notice, any notice shall be delivered, faxed, or mailed to the addresses listed as follows:

For Denver:  
City and County of Denver  
Office Of Human Resources  
Attn: Heather Britton  
201 West Colfax, Dept. 412  
Denver, CO 80202  
Fax 720-913-5699

For RTD:  
Regional Transportation District  
Attn: Theresa Rinker, Manager, Market Development  
1600 Blake St.  
Denver, CO 80202-1399  
303-299-2600

All notices delivered by hand shall be effective upon delivery and notices mailed by certified mail, return receipt requested, or notices faxed, shall be effective when received, as indicated on the return receipt or facsimile transmittal.

18. **EXAMINATION OF RECORDS:** Any authorized agent of the City, including the City Auditor or his or her representative, shall, until the expiration of three (3) years after the final payment under this Agreement, have the right to access to and the right to examine any directly pertinent books, documents, papers or records of RTD, involving transactions related to this Agreement without regard to whether the work was paid for in whole or in part with federal funds or was otherwise related to a federal grant program.

**Contract Control Number:**

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at Denver, Colorado as of

SEAL

**CITY AND COUNTY OF DENVER**

ATTEST:

By \_\_\_\_\_

\_\_\_\_\_

APPROVED AS TO FORM:

REGISTERED AND COUNTERSIGNED:

By \_\_\_\_\_


By \_\_\_\_\_

By \_\_\_\_\_



Contract Control Number: CSAHR-201732921-00

Contractor Name: RTD

By: 

Name: David A. Genova  
(please print)

Title: General Manager ; CEO  
(please print)

**ATTEST: [if required]**

By: \_\_\_\_\_

Name: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_  
(please print)



**ATTACHMENT**  
**(pages follow)**

Locations	Address	Zone	Eligible
Athmar Park Branch Library	1055 S. Tejon Street 80223	A	9
Byers Branch Library	675 Santa Fe Dr. 80204	A	7
Combined Communications Center	950 Josephine Street	A	133
County Jail	10500 Smith Rd, Denver, CO 80239	A	98
Decker Branch Library	1501 S Logan St, Denver, CO 80210	A	6
Denver Elections Division	3888 E Mexico Ave	A	22
Eugene Field Branch Library	810 S. University Blvd. 80209	A	14
Ford Warren Branch Library	2825 High St, Denver, CO 80205	A	8
Green Valley Ranch Branch Lib	4856 Andes Ct, Denver, CO 80249	A	18
Hadley Branch Library	1890 S. Grove St. 80219	A	9
Hampden Branch Library	9755 E. Girard Ave. 80231	A	12
Information Technology Divisn	10 Galapago 80223	A	20
Motor Vehicle Division NE	4685 Peoria St.,	A	69
Parks Central District	2080 York Street	A	29
Parks Montclair District	99 S. Monaco Pkwy, 80224	A	36
Parks Northwest District	4700 W. Byron Pl., 80212	A	35
PR Community Rec/Special Needs	1849 Emerson St, Denver, CO 80218	A	24
PW Roslyn St. Complex	5401 Roslyn	A	388
Ross-Barnum Branch Library	3570 W. First Ave. at Lowell Blvd. (80219)	A	10
Ross-Univ.Hills Branch Library	4310 E. Amherst Ave. at S. Birch St. (80222),	A	39
Schlessman Branch Library	100 South Poplar Street, Denver Colorado 80220	A	21
Valdez-Perry Branch Library	4690 Vine St, Denver, CO 80216	A	8
Washington Park Recreation Ctr	701 S Franklin St, Denver, CO 80209	A	4
Wastewater Management	2000 W 3rd Ave, Denver CO 80223	A	256
1391 Speer Blvd.	1391 Speer Blvd.	A	12
Blair-Caldwell AfricnAmer Rsch	2401 Welton St. 80205	A	9
Woodbury Branch Library	3265 Federal Blvd, Denver, CO 80211	A	12
		<b>A Total</b>	<b>1308</b>
Richard T. Castro Center	1200 Federal Blvd.	B	1073
PW Decatur St. Complex	1390 Decatur st	B	245
Medical Examiner/Coroner	660 Bannock Street Denver, CO 80204	B	23
		<b>B Total</b>	<b>1374</b>
Denver Permit Center	200 W 14th Ave, Denver, CO 80204.	C	141
20th St. Gym/Recreation Center	1011 20th St., 80202	C	1
Auditorium & Buell Theatres	1245 Champa St 1st Floor, Denver, CO 80202	C	25
Central Library	10 W. Fourteenth Ave. Pkwy. (80204),	C	354
City and County Building	1437 Bannock St, Denver, CO 80202	C	324
City Council District 1 Office	1437 Bannock St, Denver, CO 80202	C	4
City Council District 5 Office	1438 Bannock St, Denver, CO 80202	C	4
Crime Laboratory CSA	1331 Cherokee St. Denver, CO 80204	C	61
Fire Station #1/Headqters CSA	745 W. Colfax 80204	C	31
Lindsey-Flanigan Courthouse	520 W. Colfax, 80204	C	29
Parks & Rec. Recreation Admin	201 W Colfax Ave	C	19
Police Administration Bldg CSA	1331 Cherokee St. Denver, CO 80204	C	242
Safety Admin (POL Admin Bldg.)	1331 Cherokee St. 80202	C	152
Television & Internet Services	201 W Colfax Ave	C	9
Theatres & Arenas Admin Office	1400 Champa, Denver 80202	C	40



WellingtonE.Webb Municipl Bldg	201 W Colfax Ave	C	2019
		<b>C Total</b>	<b>3314</b>
		<b>Grand Total</b>	<b>6104</b>