

Exhibit E - Example Contract Monitoring Report

Contract Requirements Specifications	Method of Assurance	Result			Comments			
		Met	Not Met	N/A				
Bus Stop work order request	FCCS shall inspect all work orders submitted for the month.							
Clean/maintain /power wash all passenger facilities	FCCS shall conduct random site inspections daily to ensure service is being provided.							
Clean/maintain security buildings	FCCS shall conduct random site inspections daily to ensure service is being provided.							
Polish stainless steel fixtures at Rapid stations	FCCS shall conduct random site inspections daily to ensure service is being provided.							
Contract Requirements Specifications	Method of Assurance	Result			Comments			
Monthly reports:	Reports due by 3:00 pm on the 10 th day of the following month.	Met	Not Met	N/A				
A/C filter replacement	FCCS shall conduct random site inspections monthly to ensure service is being provided.							
Rapid roof cleaning	FCCS shall conduct random site inspections monthly to ensure service is being provided.							
Weekly reports:		Week				Met	Not Met	N/A
		1	2	3	4			
Bus stop lighting inspection report		Met	Met	Met	Met			
Bus Stop Paint Report		Met	Met	Met	Met			

Bus Stop Paint Report	Reports due by 3:00 PM on Wednesday of the following week.	Met	Met	Met	Met
Pressure Wash Report		Met	Met	Met	Met
Passenger Facility Light Inspection Report		Met	Met	Met	Met
Transit Facility Inspection Report		Met	Met	Met	Met
Repair Report		Met	Met	Met	Met
Contract Requirements Specifications	Method of Assurance	Result			Comments
Weekly work schedules.	Schedules due by 3:00 PM each Friday for the following week.	Met	Not Met	N/A	WEEK
					Week 1
					Week 2
					Week 3
					Week 4
Liquidated Damages \$50.00 each contract violation	FCCS shall conduct random site inspections daily to ensure service is being provided.				
Additional services over \$500 for parts require 3 cost estimates.	Review cost estimates.				
Contractor shall submit invoices for actual work completed.	FCCS to Review each invoice for accuracy.				
Contractor shall follow all rules and regulations in the traffic barricade manual.	FCCS to conduct random site visits to verify the proper safety procedures were followed.				
Contractor must follow all local, federal and state safety, environmental rules and regulations.	FCCS to conduct random checks of projects to verify the proper safety procedures were followed.				
Contractor must be in compliance and maintain insurance requirements	Contract Section to Verify				