



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

# State of West Virginia Master Agreement

Order Date: 07-16-2021

CORRECT ORDER NUMBER MUST  
APPEAR ON ALL PACKAGES, INVOICES,  
AND SHIPPING PAPERS. QUESTIONS  
CONCERNING THIS ORDER SHOULD BE  
DIRECTED TO THE DEPARTMENT  
CONTACT.

Order Number:	CMA 0805 0805 PTR2200000001 1	Procurement Folder:	882993
Document Name:	Mid-Size Medium Duty Vehicles Class A - F	Reason for Modification:	
Document Description:	Mid-Size Medium Duty Vehicles		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-08-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-07-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000011255 CREATIVE BUS SALES INC 14740 Ramona Ave  Chino CA 91710 US Vendor Contact Phone: 9094655528 Extension:  Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: John S Caldwell Requestor Phone: (304) 558-9578 Requestor Email: john.s.caldwell@wv.gov  <b>22</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE PUBLIC TRANSIT DIVISION OF  BLDG 5 RM 663 1900 KANAWHA BLVD E  CHARLESTON WV 25305-0432  US	GENERAL MANAGER PUBLIC TRANSIT DIVISION OF  KANAWHA VALLEY REGIONAL TRANSPORTATION AUTHORITY 1550 FOURTH AVE  CHARLESTON WV 25324  US

Purchasing Division's File Copy

Total Order Amount:

Open End

**ENTERED**

PURCHASING DIVISION AUTHORIZATION

DATE: *Linda Harper*  
8/24/2021  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *John S. Caldwell*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *8/30/2021*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Open-End Contract

Mid-Size Medium Duty Vehicles Class A - F

The vendor, Creative Bus Sales, Inc., agrees to enter into this open-end contract with the agency, The West Virginia Public Transit Authority, to provide Mid-Sized, Medium Duty Vehicles per the specifications, terms and conditions, bid requirements, Addendum 1 dated 06/04/2021 and the vendor's submitted and accepted bid on 06/30/2021, per the attached documentation, all incorporated herein by reference and a part of hereof.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	25101502			EA	154741.000000
	Service From	Service To			

**Commodity Line Description:** Mid-Size Medium Duty Vehicles - Class A**Extended Description:**

Mid-Size Medium Duty Vehicles

Class A - Bus - Rear Air Suspension

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	25101502			EA	157324.000000
	Service From	Service To			

**Commodity Line Description:** Mid-Size Medium Duty Vehicles - Class B**Extended Description:**

Mid-Size Medium Duty Vehicles

Class B - Bus - Rear Air Suspension - Extended Length +4

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	25101502			EA	161282.000000
	Service From	Service To			

**Commodity Line Description:** Mid-Size Medium Duty Vehicles - Class C**Extended Description:**

Mid-Size Medium Duty Vehicles

Class C - Bus - Rear Air Suspension - Extended Length +8

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	25101502			EA	164048.000000
	Service From	Service To			

**Commodity Line Description:** Mid-Size Medium Duty Vehicles - Class D**Extended Description:**

Mid-Size Medium Duty Vehicles

Class D - Bus -Automatic Tire Chain Devices - Full Bus Paint

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	25101502			EA	166631.000000
	Service From	Service To			

**Commodity Line Description:** Mid-Size Medium Duty Vehicles - Class E

**Extended Description:**

Mid-Size Medium Duty Vehicles

Class E - Bus -Automatic Tire Chain Devices - Extended Length +4 - Full Bus Paint

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	25101502			EA	170589.000000
	Service From	Service To			

**Commodity Line Description:** Mid-Size Medium Duty Vehicles - Class F

**Extended Description:**

Mid-Size Medium Duty Vehicles

Class F - Bus -Automatic Tire Chain Devices - Extended Length +8 - Full Bus Paint

	Document Phase	Document Description	Page 4
PTR2200000001	Draft	Mid-Size Medium Duty Vehicles	

#### **ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## **GENERAL TERMS AND CONDITIONS:**

**1. CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

**2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

**2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

**2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.

**2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

**2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

**2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

**2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

**2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

**2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☒ **Term Contract**

**Initial Contract Term:** This Contract becomes effective on 08/01/2021 and the initial contract term extends until ONE (1) YEAR.

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to THREE (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ year(s) thereafter.

☐ **One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Other:** See attached \_\_\_\_\_  
Revised 04/21/2021

4. **AUTHORITY TO PROCEED:** Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☒ **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☐ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

6. **EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

7. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

☐ **BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

☐ **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Purchasing Division prior to Contract award.

☐ **LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

☐ **MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

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The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.



**8. INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancellation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

☒ **Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

☒ **Automobile Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: \_\_\_\_\_ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: \_\_\_\_\_ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: \_\_\_\_\_ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: \_\_\_\_\_ per occurrence.

☐ **Aircraft Liability** in an amount of: \_\_\_\_\_ per occurrence.

☐☐☐☐

Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

**9. WORKERS' COMPENSATION INSURANCE:** Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. [Reserved]**

**11. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ \_\_\_\_\_ for \_\_\_\_\_.

☒ Liquidated Damages Contained in the Specifications.

☐ Liquidated Damages Are Not Included in this Contract.

**12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**13. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

**14. PAYMENT IN ARREARS:** Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

**15. PAYMENT METHODS:** Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

**16. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**17. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

**18. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

**19. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

**20. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.

**21. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

**22. COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**23. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

**24. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

**25. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**26. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**27. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

**28. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**29. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**30. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

**31. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**32. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**33. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

**34. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

**35. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**36. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

**37. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

**38. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

**39. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☒ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☐ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.division@wv.gov](mailto:purchasing.division@wv.gov).

**40. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.

b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

c. The cost for each contract item used does not exceed one tenth of one percent (.1%)



of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

**43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the Revised 04/21/2021



WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

**44. PROHIBITION AGAINST USED OR REFURBISHED:** Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.


**45. VOID CONTRACT CLAUSES –** This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Mike Wilson  
(Name, Title)  
Mike Wilson, Director of Sales Midwest/Northeast  
(Printed Name and Title)  
57475 County Rd 3 Elkhart IN 46517  
(Address)  
317-448-0896  
(Phone Number) / (Fax Number)  
mikew@creativebussales.com  
(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

*By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.*

Creative Bus Sales, Inc.  
(Company)  
  
(Authorized Signature) (Representative Name, Title)

Marcus Hoffman, Bid Manager  
(Printed Name and Title of Authorized Representative)

6/1/2021  
(Date)

(800) 326-2877 / (574) 830-0063  
(Phone Number) (Fax Number)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ PTR2100000011**

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:  
(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Creative Bus Sales, Inc.

Company



Authorized Signature

6/1/2021

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

REQUEST FOR QUOTATION  
Mid-Size – Medium Duty Cutaway Bus

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the Division of Public Transit and any other state agency that desires to utilize this contract to establish an open-end contract for mid-size medium light duty transit vehicle(s), to provide specialized transportation services in an urban and suburban-rural environment, including hilly terrain and a severe operating climate suited to stop-start duty cycles.

Vehicles supplied shall conform in all respects to the applicable Motor Vehicle Laws of the State of West Virginia, Federal Motor Vehicle Safety Standards, Environmental Protection Agency, Federal and State Regulations in effect at the time of manufacture and all must be in compliance with Americans with Disabilities Act (ADA) regulations at the time production of the vehicle commences.

Class proposed floor plans as defined in these specifications with different configurations identified as a Class on the Exhibit A Pricing Pages, ready for operation. **All required Federal Transit Administration's certification forms shall be included in the bid proposal.**

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
- 2.1 **"Contract Item"** means the vehicles identified herein and on the Pricing pages as Classes A through G.
- 2.2 **"Division"** means the West Virginia Division of Public Transit, DPT.
- 2.3 **"EPA"** means Environmental Protection Agency.
- 2.4 **"Fresnel Lens"** means is a flat lens made of a number of concentric rings to allow the driver to an excellent nearside view backwards and outwards from the bus into the next lane.
- 2.5 **"Gross Vehicle Weight Rating (GVWR)"** means the maximum loaded weight (including curb weight, operator & passenger weight, and payload) in pounds (lbs.) of a single vehicle. Vehicle manufacturers specify the maximum GVWR on the vehicle certification label.
- 2.6 **"Manufacturer/Brand"** means the name of the maker of the contract item which will be supplied by the vendor.
- 2.7 **"Model & Number"** means the model name and model number associated with the contract item as defined by the manufacturer.
- 2.8 **"OEM"** means Original Equipment Manufacturer.
- 2.9 **"Powertrain"** means the group of components used to transmit engine power to the wheels. The powertrain includes the engine, clutch, transmission, universal joints, drive shaft, and rear-axle gears.

REQUEST FOR QUOTATION  
Mid-Size – Medium Duty Cutaway Bus

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- 2.10** “**Pricing Page**” means the pages, contained in wvOASIS, or attached as Exhibit A, upon which Vendor should list its proposed price for the Contract Items.
- 2.11** “**QVM**” means Qualified Vehicle Manufacturer.
- 2.12** “**Solicitation**” means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
- 2.13** “**Vendor Name**” means the company name of the vendor who will be supplying the contract item(s) to the Division.
- 2.14** “**Warranty**” means the written guarantee issued with new motor vehicles or related equipment. It defines the manufacturer’s responsibility for the repair or replacement of defective parts and other services provided as part of the purchase price. A warranty can be nullified if the user does not follow certain stipulations of the manufacturer, such as preventive maintenance.
- 2.15** “**Wheelbase**” means the distance from the centerline of the front axle to the centerline of the rear axle.
- 2.16** “**Curb Weight**” means Weight of the vehicle including maximum fuel, oil, and coolant and all equipment required for the operation as required by this specification without passengers or driver.
- 2.17** “**Gross Load**” means one hundred and fifty (150) pounds for every design passenger seating position and for the driver and three hundred (300) pounds for every wheelchair station. Vehicles will be operated without standees.
- 2.18** “**Fireproof**” means materials that will not burn or melt at temperatures less than 2,000 degrees Fahrenheit.
- 2.19** “**Fire Resistant**” means Materials that have a flame-spread index less than 150 as measured in a radiant panel flame test per ASTM 162-75.
- ASTM 162-75 defined on the following link:  
<http://fr.polymerinsights.com/testing/flammability/astm-e162>
- 2.20** “**ASTM**” means American Society for Testing and Materials
- 2.21** “**SAE**” means Society of Automotive Engineers
- 2.22** “**FMVSS**” means Federal Motor Vehicle Safety Standards
- 2.23** “**EPA**” means Environmental Protection Agency
- 2.24** “**DMV**” means Division of Motor Vehicles State of West Virginia
- 2.25** “**FTA**” means Federal Transit Administration

**REQUEST FOR QUOTATION**  
**Mid-Size – Medium Duty Cutaway Bus**

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- 2.26** “ADA” means Americans with Disabilities Act of 1990 including applicable federal regulations issued pursuant to the Act in effect at the time production of the vehicle commences.
- 2.27** “DBB” means the decibel scale A weight to measure upper middle frequencies over time that can impact hearing loss.
- 2.28** “RPM” means Revolutions per minute.

**3. GENERAL REQUIREMENTS**

**3.1 CONTRACT Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

- 3.1.1** In all cases, materials shall be furnished as specified. Where brand names or specific items or processes are used in the specifications, consider the term equal to follow.
- 3.1.2 Legal Requirements:** - The vehicle shall meet all applicable FMVSS, DMV, and ADA, federal and state regulations in effect at the date of manufacture. Vendor shall supply certification that vehicle meets all FMVSS Regulations, and that vehicle complies with all relevant federal and State of West Virginia Standards at the time of delivery.
- 3.1.3** Components, Materials, Workmanship, and Completeness: These specifications reflect the Division of Public Transit's preference as to dimensions, materials, and major components. However, the vendor shall not omit any part or detail which goes to make the vehicle complete and ready for service, even though such part or detail is not mentioned in these specifications.
- 3.1.4** All units or parts shall be manufacturer's best quality and shall conform in material, design or workmanship to the best practice known in the automotive industry. All parts shall be new and in no case will used, reconditioned, or obsolete parts be accepted. The parts on all vehicles provided by the same manufacturer shall be interchangeable.
- 3.1.5** The price quoted in any proposal submitted shall include all items of labor, material, tools, equipment, and other costs necessary to fully complete the manufacture and delivery of the vehicle pursuant to these specifications.
- 3.1.6** It is the intent of these specifications to provide and require a complete vehicle of the type prescribed ready for operation. The vendor shall assume sole responsibility for the entire vehicle as to warranty and after-sales parts and service.
- 3.1.7** Warranty to become effective on the first day, after the date of final acceptance, of each vehicle by the Division of Public Transit.
- 3.1.8** Inspection Facilities - In order to comply with Inspection Stations, the

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**Mid-Size – Medium Duty Cutaway Bus**

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manufacturer shall provide on its premises a suitable hoist for a complete inspection of the underside of the vehicle. This includes, but is not limited to, wiring and hosing runs, structural integrity, through floor securements, OEM defects and completeness, and coverage of the undercoating. **A pit is not acceptable.**

**3.1.9 Exhaust Emissions Control requirements:** The vehicle shall comply with all federal and state requirements applicable to the year of manufacture.

**3.1.10 Noise Control:** The exterior noise from the vehicle shall not exceed eighty-six (86) dba using the procedures set forth in the SAE Standard SAE J 366. Vendor shall supply report showing testing results of noise control.

The interior noise at a location two (2) feet from the rear window and four (4) feet from the floor shall not exceed eighty-six (86) dba with the vehicle standing with the transmission in neutral and the engine operating at a maximum rated RPM.

**3.1.11** Body shall be thoroughly water tested and made tight to prevent leakage. All vehicles purchased under this contract shall, during the course of the manufacture and prior to acceptance, shall be subjected to a water test to determine body leaks. This test shall consist of a series of nozzles, which are strategically located around the perimeter of the vehicle as to spray water over the entire surface of the vehicle. The nozzles shall eject a volume of water no less than twenty-two (22) pounds per square inch measured at the nozzle tip. Body shall be thoroughly water tested and made tight to prevent leakage. The bidder shall provide the procuring agency with details of its water testing procedures with bid.

LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS / HER BID.

ALSO, THE PRICES, TERMS AND CONDITIONS OF THE BID MAY BE EXTENDED TO WEST VIRGINIA TRANSIT AUTHORITIES AND PRIVATE NON-PROFITS. VENDOR MUST CLEARLY INDICATE A REFUSAL IN HIS / HER BID.

**3.1 CHASSIS**

**3.1.1** Freightliner S2C Cutaway Commercial Bus Chassis or equal and having a useful life of 7 years, 200,000 miles.

**3.1.2** GVWR: The chassis shall offer a minimum GVWR of 25,900 lbs.

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Mid-Size – Medium Duty Cutaway Bus

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**3.2 ENGINE**

An ISB-10 Engine (6.7 liter) with EGR and Diesel Particulate Filter exhaust system. Cummings Diesel Engine or equal and a minimum rating of 240 horse power is required. The engine shall have demonstrated 95% life expectancy of 300,000 miles. All diagnostic connectors shall be easily accessed.

- 3.2.1** The engine shall be furnished with a large capacity full flow oil filter easily reached and replaced without removal of any major component. Engine shall be equipped with oil fill access in top of rear valve pan cover. Front oil filler tube shall be extended to rear of front access door. **All service tubes should be extended in a similar manner.** Care should be taken to ensure that the battery and alternator supply wire is insulated to prevent grounding during oil filter removal/replacement. Transmission cooler lines should not interfere with the oil filter removal or replacement. A low voltage light shall be under the hood in order for service personnel to service vehicle.
- 3.2.2** An engine oil-cooling system and dry type air cleaner is required. The engine shall be equipped with a large capacity fleet guard remote heated fuel filter and water separator easily accessible for visible checking and servicing.
- 3.2.3** The engine shall be installed so as to produce a minimum of vibration. A firewall of sandwich construction shall separate the engine and passenger compartments, providing both thermal and acoustic insulation and sealing against intrusion of exhaust fumes into the vehicle. Non-combustible insulation shall be used. The internal engine compartment cover shall be secured with quick release fasteners. No gaps or holes in the finished compartment seal shall be accepted. Engine compartment cowl covering shall be of black rubber or non-skid paint that is dark in color.
- 3.2.4** The vehicle shall come equipped with an Engine Derate feature and warning system capable of being overridden using the ignition key shut off procedure or equal. This system will be triggered by low oil/hot engine.
- 3.2.5 Exhaust System:** EPA2010 Diesel Particulate Filter. Exhaust pipe should be adequately insulated to prevent vehicle/body damage during regen process. Tailpipe to incorporate a diffuser device to dissipate exhaust heat while stationary regen is in process. The muffler shall be a low exterior noise type and the tail pipe shall discharge on the street side of the vehicle behind the rearmost wheel.
- 3.2.6** A minimum of two (2) heavy-duty exhaust hangers is required from the rear axle to the rear extension of the vehicle. Hangers shall be bolted to chassis or structure, NOT WELDED.



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- 3.2.7 Cooling System:** The cooling system shall have sufficient capacity to provide satisfactory cooling at 115 degrees, at sea level and shall be equipped with an overflow tank such that the coolant expelled is saved and restored to the cooling system.
- 3.2.8 High Idle System:** A high idle system intended to maintain battery charging under heavy demand and maintain air-conditioning capacity when the vehicle is stationary shall be provided. With transmission in park, a driver- controlled switch shall be capable of increasing engine idle to the OEM recommended rpm. The fast idle will automatically disengage when the vehicle is placed in forward, reverse gears or when vehicle brakes are applied. **Freightliner OEM or Approved Equal system is acceptable.**
- 3.2.9 Engine Heating System:** An engine coolant and/or oil warming system to assist in cold weather starting are required using a standard external electric supply. Connector should be accessible without raising the hood, and from outside the vehicle.

**3.3 FUEL SYSTEM**

- 3.3.1** The fuel tank must be mounted between the rails and have support bars of ¼" steel across the bottom, with front, side and rear plates providing barriers of protection from the ground, sitting below the frame. Proper shielding shall be provided. The fuel tanks must meet all applicable requirements of FMCSA 393.67 liquid fill tanks. The system shall have capacity of at least sixty (60) gallons. Fuel system should include an engine-mounted filter with spin-on element, and fuel/water separator. The fuel tank will be equipped with one (1) bottom mounted fuel drain plug. Access to the fuel tank shall be provided through the floor. A service valve on fueling system is suggested. Fueling should be possible from street or curbside; fueling side to be determined by system at time of build.

FMCSA 393.67 Liquid Fuel Tanks Regulation:

<https://www.gpo.gov/fdsys/granule/CFR-2011-title49-vol5/CFR-2011-title49-vol5-sec393-67>

**3.4 TRANSMISSION**

- 3.4.1** All fill tubes must be extended to an accessible position for easy service access.
- 3.4.2** The transmission shall be a heavy-duty, four-speed automatic minimum, with increased cooling capacity to match GVWR of bus. The shift control shall have **P, R, N, D, 4, 3, 2, and 1** quadrant positions and automatically engage the parking brake when placed in the "P" position. The transmission shall have an external, easily accessible spin-on type filter, such as Allison 2200 or equal.
- 3.4.3** The transmission and drive shaft shall be heavy-duty and each section of the drive shaft shall be equipped with a guard to prevent the shaft from

**REQUEST FOR QUOTATION**  
**Mid-Size – Medium Duty Cutaway Bus**

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striking the passenger compartment floor or the ground in the event it should break.

**3.4.4** The transmission shall have a separate cooling system appropriate for the intended use of the vehicle. The cooling system shall be protected with permanent type antifreeze to twenty-five below zero Fahrenheit.

**3.4.5** The vehicle shall be equipped with a differential having a gear ratio appropriate to maintain a speed of 70 mph with the vehicle loaded and not exceed manufacturer's recommended operating engine rpm. The gear ratio will be adjusted by the vendor after the delivery to the end user to be appropriate for the agency's use and terrain.

**3.5 AUDIBLE ALARM /BACK UP CAMERA**

**3.5.1** A 12-volt dual horn shall be situated beneath the front end of the vehicle, protected from wheel wash.

**3.5.2** A rear alarm shall be provided that is clearly audible outside of the vehicle when the transmission is in reverse.

**3.5.3** An audible door ajar alarm shall be provided for any rear emergency door.

**3.5.4** A back up camera will be provided at the top rear of the bus. The viewing screen will be mounted to allow the driver a clear view of the area directly behind the bus. Location of the viewing screen will be determined by the successful vendor and the Division of Public Transit.

**3.6 FRONT AXLE AND STEERRING**

**3.6.1** GAWR FR compatible with chassis OEM.

**3.6.2** The steering mechanism shall be constructed so that the vehicle can be easily steered by its operator and shall be such as to make the wheel free from road shock and vibration. The steering mechanism shall be self-centering, requiring little or no effort for the operator to bring the vehicle back to a straight-ahead position from a turning position. Steering wheel rim shall be 25 inches maximum in diameter and the wheel rim shall be of plastic or synthetic resin construction molded over metal. The steering gear box should be placed in an easily accessible location for service.

**3.6.3** With the vehicle stationary on dry, level pavement and the engine idling, steering effort shall be as low as possible at the steering wheel. This effort shall remain approximately constant from just off straight-ahead to approaching full lock.

**3.6.4** There shall be tilt-wheel, or adjustable steering column, with cruise control. The steering column bushings shall be heavy duty build to not wear quickly.

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**3.7 REAR AXLE**

- 3.7.1** Rear axle shall be truck type of conventional construction with heavy tubes pressed into a cast center section. Ring gear shall be bolted, not riveted, to the differential carrier.

**3.8 BRAKES AND SUSPENSION:**

**BRAKES:**

- 3.8.1** The Anti-Lock Brake System (ABS) foundation brakes shall be a power-actuated hydraulic split system of four-wheel disc-type, with four channel anti-lock braking control. Braking system shall include a red brake warning lamp in the instrument cluster that lights when the parking brake is on, when a front or rear hydraulic failure occurs, or when brake fluid is low in the reservoir.
- 3.8.2** Foundation front and rear brakes shall be a minimum of 14.75" x 1.34" disc rotor with dust covers with a minimum of 74 square inches pad lining or equal. Brakes must include pin slide feature.
- 3.8.3** There shall be an external filter for the hydraulic brake booster fluid.
- 3.8.4** **Emergency /Parking Brake:** An air or hydraulically operated parking brake shall be the heaviest-duty available from the chassis manufacturer. The brake shall automatically engage when the shift control lever is placed in the "P" position. The brake shall be mounted on the right side of the dash for easy access for driver. **Vehicle shall be equipped with a reserve air tank for the emergency parking brake in case vehicle will not run.** An emergency charge air-line shall extend from the reserve air tank to a port mounted on the vehicle skirt on the street side. This airline will facilitate charging of the reserve tank in the event of an emergency to facilitate the release of the air activated emergency brake.
- 3.8.5** The brake system shall meet all federal and state requirements for vehicles over 10,000 GVWR for stopping distance, stability while braking, fade resistance, water recovery and warning devices. The warning devices can be OEM's standard if they meet FMVSS standards.

**SUSPENSION:**

- 3.8.6** Suspension system shall be appropriate for the intended use of the vehicle. Suspension systems shall provide the low un-sprung weight characteristics necessary for passenger comfort without sacrificing vehicle stability and shall provide heavy-duty shock absorbers.

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Mid-Size – Medium Duty Cutaway Bus

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**3.8.7 Rear Suspension:** A minimum GVWR of 15,000 pounds is required. The rear suspension should be designed for passenger transport with a rear stabilizing bar for increased stability and maneuverability.

**3.8.8** Front and rear end alignment shall be done by the vendor prior to delivery with proof of the alignment provided with vehicle is delivered.

**3.8.9 Front Suspension:** A minimum GVWR of 9,000 pounds is required. Wheel track shall be at least 76 inches.

**3.9 WHEELS**

**3.9.1** 19.5" X 7.5" width, 10 hub or size compatible with suspension and GVWR shall be supplied. All wheels shall be the same size. **Both inner and outer rims shall be painted white. Each inner dual wheel shall come with an air valve extender.**

**3.10 TIRES**

**3.10.1** All tires shall be 245/70R19.5 16 ply, or larger, load range H highway radial. Single front tires shall be highway milcage tires. Michelin XZE or equal is suggested.

**3.10.2** Tires shall be supplied with the vehicle from the factory.

**3.10.3** Tire treads shall be all weather type.

**3.10.4** Tires shall be matched to the vehicle's gross weight and be adequately inflated prior to delivery.

**3.10.5 Spare Wheel and Tire:** Manufacturer shall provide a spare tire as standard equipment. Spare tire and wheel shall be the same size as the standard wheel and tire.

**3.11 ELECTRICAL SYSTEM**

**3.11.1** The vehicles are to be supplied with a twelve (12) volt electrical system. Wiring and circuit boards accessible from the interior of the bus shall be used. Air conditioning control boards need to be supplied with the air conditioning system, not from the company who performs the conversion. All components are to be selected and integrated to function in an environmental characterized by low engine (alternator) speeds and high amperage draws due to lights, flashers, air-conditioning or heater, and other accessories in constant operation. Uniform as Build Schematics must be supplied and current with all vehicles in MICORSOFT WORD or ADOBE READER FORMAT as well as two (2) 11"X17" laminated print copies of the as built schematics. All wiring in all vehicles shall be the same.

**3.11.2** All wiring shall be loomed and held in place by insulated clamps spaced every 12 inches on center. Wiring shall be system coded, numbered or function coded. All wiring must be at least 14 gauge. All

**REQUEST FOR QUOTATION**  
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wiring shall have adequate electrical insulation and provide flexibility and resistance against solvents, moisture, or abrasives in accordance with SAE standards. All exposed underbody connectors shall use packs and be weather proofed for protection.

**3.11.3** Wiring shall be correctly grouped and coded and installed such that systems checks, maintenance, and replacement can be affected with minimum effort.

**3.11.4** Wiring shall be adequately supported. Where penetration of structural members occurs, grommets or similar devices shall be used to prevent chafing.

**3.11.5 Alternator:** A minimum of a 270 amperes alternator with rectifier is required. The alternator shall be sized to provide minimum of 90% of the continuous system draw at the engine manufacturer's recommended idle or 100% at automatic fast idle. The alternator speed shall not exceed its recommended maximum speed at maximum or recommended engine speed. The continuous system draw shall include all accessories in their "high" position, which could operate as the vehicle is in motion, excluding intermittently operating devices such as turn signal, brake lights or wheelchair lifts. Leece-Neville or equal is required.

**3.11.6 Batteries:** The battery equipment shall be furnished by the chassis manufacturer where available. The dual batteries shall be maintenance free with reserve capacity of CCA-1900, 12-volt minimum. The batteries shall be mounted on a stainless-steel pull-out tray or with battery hold down secured with bolts. The totally enclosed battery compartment shall be vented and the tray shall be coated with an acid resistant coating. The side battery compartment must be located below the floor line with adequate reinforcement brackets mounted to floor supports.

Two accessible master cutoff switches shall be provided inside of the side battery compartment. One switch shall cut off service to the body electrical panel; the second will cut off service to the lift, chassis, and telma retarder, if selected. Constant power shall be provided directly to the batteries, engine computer, and entrance door switch circuit.

**3.11.7** Battery positive and ground cables shall be fine stranded, flexible copper with permanently affixed cable connector ends with heat shrink tubing applied. All cable ends shall be fastened in a manner equal to the method used by the OEM.

Positive cable ends at the battery shall use a protective cover or cap as an added insulator.

**3.12 INSTRUMENTS AND CONTROLS:**

The following instruments shall be provided. All controls shall be within the driver's arm reach when his seat belt is fastened.

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- 3.12.1 AM/FM digital CD/radio
- 3.12.2 Speedometer with recording odometer
- 3.12.3 Ammeter or voltmeter gauge
- 3.12.4 Low-charge warning light
- 3.12.5 Oil pressure gauge
- 3.12.6 Fuel tank level gauge(s)
- 3.12.7 Engine temperature gauge
- 3.12.8 Headlight on indication and headlight high beam indicator
- 3.12.9 Directional signal and flasher action light
- 3.12.10 Parking Brake Indicator
- 3.12.11 Engine tachometer
- 3.12.12 Power port for cell phone- supplied by manufacturer.
- 3.12.13 Engine hour meter
- 3.12.14 Shift lever with interlock

All instruments are to be grouped on a single panel in full view of the driver with no instruments obstructed by controls, trim panels, or other appurtenances and arranged in a consistent and uniform manner. Instruments panel shall be mounted ergonomically in a wrap-around, soft touch automotive style.

All vehicles shall be equipped with a separate dash illumination control.

All vehicles shall be equipped with a durable digital clock installed in the upper front center position of the vehicle. The clock, with a minimum area of 8 inches x 3 inches shall be of sufficient size to allow for passenger viewing.

- 3.12.15 A (2) speed heavy duty commercial vehicle circulation fans shall be provided in the driver's area for increased circulation. The fans shall be a minimum of six (6) inch in diameter with at least a three-position switch. Location will be approved by the West Virginia Division of Public Transit.
- 3.13 ELECTRICAL FUSES/CIRCUIT BREAKERS**

- 3.13.1 All fuses and/or circuit breakers other than the OEM's chassis shall be placed in a waterproof electrical distribution panel accessible from inside the vehicle. Fuses may be automotive mini blade type fuses that plug into a modular distribution block.

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- 3.13.2** The distribution panel shall contain a readily visible circuit diagram of the electrical services.

**3.14 BODY**

- 3.14.1** The body shall have a metal frame providing a complete cage. Steel cage should be at least 14 gauge and 1 ½" x ¾": steel box tubing or equal for the passenger compartment and shall be integrated into the cab structure to provide a uniform crash resistance structure. Body shall be built as an integral unit mounted on chassis and adequately reinforced at all metal framed joints where stress concentration may occur. One-inch high-density polystyrene insulation or polyurethane foam sandwiched between 3/16" luan with an R-8 value is acceptable. Only a continuous weld of body mount brackets is acceptable. Front end support members shall be strengthened to properly support the dash and vibration of the vehicle. Body mounts must be positioned so that they will not interfere with suspension components. Honeycomb fiberglass and two-sided tape construction is NOT acceptable. Vendor should supply description, method of joining and assembling components or sub-assemblies, method of attaching the body to the chassis.
- 3.14.2** Federal and state requirements including FMVSS #220 Rollover Protection is required to be met. The side and end forming shall be so designed and constructed that they will carry their proportion of the stresses imposed and absorb excessive impacts with as little damage as is practical. Adequate reinforcements shall be installed around all doors in order to transfer the stresses around these openings. All posts in body side and roof sections shall be of square section tubing or equal construction securely fastened to the under frame structure so that the entire frame shall act as one unit without any movement at the joining. The end posts as all be designed to standards, as required by federal and state standards for shear, static load on roof and side panel impact protection.
- 3.14.3** Before assembling, all non-anodized painted metal body parts shall be given through multiple stage anticorrosion treatment and zinc chromate type prime paint shall be applied to booth aluminum and steel.
- 3.14.4** All nuts, bolts, clips, washers, clamps and like parts shall be given a coat of primer paint as additional protection against corrosion. All exterior scores and bolts shall be stainless steel.
- 3.14.5** Interior surfaces of any exterior painted body panel and posts, which are covered by trim materials, shall be given a coat of primer paint as additional protection against deterioration.
- 3.14.6** All exterior joints and seams shall be protected by the application of caulking compound of zinc chromate type or acceptable substitute.
- 3.14.7** All interior panels shall be riveted, welded, or fastened to the body frame.  
All fasteners shall be installed to resist vibratory loosening. Exterior seams shall be constructed in such a manner that they shed water, the

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leading panel shall be lapped over the flowing panel and in no case shall the sealing of the panels be dependent on caulking alone. All exterior joints and seams shall be protected by the application of caulking compound of zinc chromate type tape, butyl rubber type or equal.

- 3.14.8** All exterior joints and seams shall be protected by the application of caulking compound or Sikaflex UV resistant sealant with an etching primer, or approved equals.
- 3.14.9** Body shall be thoroughly water tested and made tight to prevent leakage.
- 3.14.10** All vehicles purchased under this contract, shall, during the course of manufacture and prior to acceptance, shall be subjected to a water test to determine body leaks. This test shall consist of a series of nozzles, which are strategically located around the perimeter of the vehicle as to spray water over the entire surface of the vehicle. The nozzles shall eject a volume of water no less than twenty-two pounds per square inch measured at the nozzle tip. Body shall be thoroughly water tested and made tight to prevent leakage. The Vendor is to provide at the time of delivery that this has been done. Any vehicles that do not have this documentation may be rejected.
- 3.14.11** All exposed surfaces and edges shall be smooth, free from burrs and other projections, and shall be neatly finished.
- 3.14.12** Lower skirts to be of the thick molded fiberglass or galvanized steel. Skirt seams MUST be placed above the wheel wells or adjacent to one of the A/C skirt condensers only.
- 3.14.13** Roof and side panels shall be aluminum, FRP, galvanized steel, or equal with one inch (minimum) thick rigid foam insulation or equivalent. Side panels above the floor line shall be aluminum, FRP, galvanized steel or equal on the exterior of one-piece construction firmly attached to the frame structure to present a smooth appearance. Application of exterior sidewalls with two-sided tape or adhesive alone is not acceptable.
- 3.14.14** Skirt panels below the floor line shall be detachable and separate from the above panels for ease of maintenance and repair. Seams MUST be placed only above wheel wells or adjacent to the A/C skirt condenser.
- 3.14.15** A galvanized steel or aluminum underfloor shall be provided for the whole section of the passenger compartment.
- 3.14.16** Interior and exterior panels of unit shall be riveted and/or bolted to frame members.
- 3.14.17** A one-piece roof shall be provided to minimize water leakage problems.
- 3.14.18** Step wells shall be steel or equal, one-piece construction welded into the floor and side structures.



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- 3.14.19 Wheel housing shall be steel and provide clearance for wheels equipped with chains and to allow a wheel to be removed with the vehicle jacked on the rear axle. There shall be a flexible valance to minimize wheel splash.
- 3.14.20 Insulation of rigid closed cell polystyrene, polyurethane foam, or bagged fiberglass shall be provided for the full depth of the structure between the all interior and exterior panels and any cavity between the subfloor and floor construction. Vendor should specify the type of insulation with their bid, with documentation that it is flame retardant and non-toxic.
- 3.14.21 A firewall shall separate the engine and passenger compartments, providing both thermal and acoustic insulation, sealing against intrusion of exhaust gases into the vehicle and providing sufficient sound attenuation to maintain a maximum 86db level in the passenger compartment. The firewall shall be constructed of flame resistant materials or sprayed urethane.
- 3.14.22 **Roof Gutters:** water deflecting roof gutters shall be provided over ambulatory and wheelchair accessible doors and windows.

**3.15 INTERIOR, PAINTING, FINISHING AND SIGNAGE**

**3.15.1 Interior Panels and Ceiling:**

Ceiling and side panels shall match the interior color scheme and provide a hard, vandal resistant, flame-retardant surface. Available interior paint and trim scheme should be provided by the bidder for review with the bid.

**3.15.2 Interior Decals:**

“NO SMOKING” at the front top of the vehicle.

“All Passengers Are Required to Wear Seat Belts When Vehicle is in Motion” at the front top of the vehicle.

“Clearance \_\_\_\_ Feet \_\_\_\_ Inches” above driver’s visor. (These specific figures on clearance will be determined by exact dimensions of vehicle.)

“Emergency Dial 911” on the modesty panel behind the driver.

“Emergency Equipment” – Receiving Agency will install this decal.

“Priority Seating” shall be supplied for the first two fixed, forward facing seats on both sides.

- 3.15.3 Black lettering on yellow background “Watch Your Step” decals are to be affixed to the entrance step risers.

- 3.15.4 All Emergency Exits or Windows to be noted with a decal.

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**3.16 EXTERIOR PAINTING AND SIGNAGE**

**3.16.1 Exterior Paint:**

Surfaces shall be properly cleaned and primed, as appropriate for the paint used. All exterior surfaces shall be impervious to gasoline and commercial cleaning agents. The exterior of each coach shall be painted in a basic white, or light cream color as furnished by the chassis manufacturer. One or more horizontal reflective decal stripes shall encircle the vehicle immediately below the window line. Finished surfaces shall not be damaged by controlled application of commonly used graffiti-removing chemicals. Matching touch up paint must be provided.

**3.16.2 Exterior Paint Scheme:** Paint schemes and paint colors of the agencies receiving the vehicles will be furnished to the successful Vendor. Matching touch up paint must be provided. Each agency will have a logo and striping scheme. Each agency's logo and striping scheme will have at least 3 colors, with the possibility of up to 5 colors. Where the log covers the widows, perforation vinyl shall be used. Skirt painting must be included in the price. As noted in section 4, classes D through G require either a full bus paint package or a ¾ paint expanded graphics package as selected by the Division of Public Transit at the time of order. Vendor must provide the full bus paint package or the ¾ paint expanded graphics package for the same price. (See Exhibit B and C for examples of Paint Schemes).

**3.16.3** Signs and numbers shall be fade, chip, and peel-resistant:  
NO painted signs, decals, or pressure sensitive appliques.

**3.16.4** All decals shall be sealed with clear, waterproof sealant around the edges and on all exposed surfaces

**3.16.5** Successful vendor to work directly with Transit Authorities regarding what logo, stripes, etc. to be applied. Successful vendor shall obtain written documentation from Transit Authority Official approving layout, colors and information prior to installation. See Exhibit C Examples of Paint Schemes.

**3.16.6 Graphics:** All graphic files must be First Generation or Original Files in the following format:

1. .ai File
2. Vector Art File
3. High Resolution .tif
4. Other High-Resolution File

**3.16.7 Exterior Decals:** Shall be 1.25" lettering and be white lettering on red background.

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**3.16.7.1 “This Vehicle Makes Frequent Stops:** on the back of the vehicle.

**3.16.7.2** The International Wheelchair Accessibility Symbol on the back of the vehicle.

**3.16.7.3 “CAUTION: LOADING AND UNLOADING PASSENGERS”** on the back of the vehicle.

**3.16.7.4 “THIS VEHICLE STOPS AT ALL RAILROAD CROSSINGS”** on the back of the vehicle.

**3.16.7.5 “CAUTION: STAND CLEAR OF LIFT”** on curb side of the bus near lift.

**3.16.7.6 Exterior Reflective Vinyl Tape:**

The vehicle shall be stripped from front to back with exterior white reflective vinyl tape around the egress passenger windows, meeting DOT-C2 standards.

**3.16.7.7** Finished surfaces shall not be damaged by controlled application of commonly used graffiti-removing chemicals.

**3.16.7.8** Using the white reflective vinyl, the successful bidder must circle at least one emergency egress window on each side and have one strip running from the front of the bus to the rear. Because some of the existing logos are not on the rear of the bus, the white reflective vinyl must circle the rear emergency door window even when the color vinyl is used. In the log. The exact location and size will be agreed upon between the Division of Public Transit and the successful bidder.

**3.17 UNDERCOATING AND RUSTPROOFING:**

**3.17.1** The vehicle shall be fully undercoated, and rust proofed at the point of manufacture before delivery. Ziebart, Tectl, Symtech or equal shall be used.

**3.18 DOORS – ACCESS AND ENTRANCE / EXIT**

**3.18.1 Access Doors:** Access doors shall be provided where necessary to service transmission, engine, radiator, batteries, air conditioning, and radio system components.

**3.18.2 Ambulatory Passenger Doorway:** A driver operated 2 leaf; outward opening passenger access door shall be located toward the front of the right of the vehicle.

Dimensions shall be:

Overall Clear Height	Approximately 80” or more
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|-------------------------|-------------------|
| Overall Clear Width     | Not less than 40" |
| Tread Depth             | Minimum of 9"     |
| Riser Height            | Maximum of 9.25"  |
| Distance Step to Ground | Maximum of 14"    |
- 3.18.3** The door shall be fully glazed or provided with upper and lower windows allowing the driver an adequate view of the curbside area outside of the door. Tempered safety glass shall be used.
- 3.18.4** When the door is closed the lower step may protrude up to 1.25" beyond the closed door.
- 3.18.5** Brushes or other appropriate seals shall be fitted to the bottom of the door panels to assist in sealing and snow clearance.
- 3.18.6 Door Operating Mechanism:** Door mechanism shall be all electric gear driven mechanism that shall be located in panel above the door. Door shall be key operated from the outside and by rocker or toggle switch from the driver's console.
- 3.18.7** Permanently lubricated hinges or pivot pins shall be installed on the door cam arms on top of hex shaft on door leaves. Door must have an emergency release in case electric is not properly working.
- 3.18.8** Stepwell shall be constructed of one piece of corrosion resistant material adequately reinforced to prevent deflection. Individual risers shall not exceed a maximum of nine (9) inches in height and in the case of more than one riser, all shall be the same height. Tread depth must be a minimum of nine (9) inches. The bottom step shall be reinforced to minimize damage to their area. The stepwell heater shall be an electric pad system.
- 3.18.9** Doorway shall be an integrally welded steel structure with a surround and header of minimum 11-gauge steel.
- 3.18.10 Non-Ambulatory Passenger Entrance/Exit:** A manually operated 2-leaf wheelchair entrance/exit door, capable of being locked, shall be located behind the rear wheels. Door leaves shall be provided with air cylinder or other approved sturdy means of securing it in the open position. The handle on the inside of the lift door should be placed at height to be opened from the inside from inside the vehicle.
- 3.18.11** A minimum clear vertical distance of 68 inches is required.
- 3.18.12** Overall door width of approximately 40 inches. The door width must provide operating clearance for a lift meeting the requirement of the lift section.
- 3.18.13** Doors shall be fitted with heavy-duty full-length piano hinges.

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- 3.18.14** A warning light shall be provided at the driver's station to indicate when the door is open for wheelchair operation and a buzzer to indicate when it is ajar with the vehicle in motion.
- 3.18.15** If a plunger type switch is installed, 2"X 2" striker plate to be placed on the wheelchair entrance door in front of the interlock system and no screws shall be used. If the switch is a magnetic proximity switch, the striker plate is no necessary.
- 3.18.16** Air springs shall be heavy, riveted to body and door or double nut and lock nut. Air springs will firmly secure the door in the open position.

**3.19 WINDOWS / GLAZING**

- 3.19.1** Windshield shall be OEM tinted. Windshield shall be 1 piece and laced in, but "not glued," unless OEM is a two-piece windshield.
- 3.19.2** Windshield wipers shall be three-speed (intermittent, low, and high) heavy duty with washers that are automatically controlled by the driver. An exterior access panel shall be provided below windshield for serving of wiper motor.
- 3.19.3** Passenger Windows shall be T slider mounted with at least two curbside and two streets side hinged to provide emergency egress. The location of the egress windows shall minimize interaction with the interaction of any folding seats to the extent that this is practical. Emergency exits are to be denoted with fade peel resistant decals Size shall approximately 36 inches wide by 36 inches high with 1/8 inch AS-2 tempered glass tinted for 31 percent transmittance. Heavy Duty latches are to be used on all windows.
- 3.19.4** Passenger Door panels shall have full height AS-3 tempered glass windows for maximum visibility of the curb.
- 3.19.5** Lift Door Windows shall incorporate a large single window consistent with the other passenger windows.
- 3.19.6** Rear windows where a rear emergency door is not provided the rear window shall be the largest possible hinged emergency egress type.
- 3.19.7** Driver's window shall be sliding two-pieced or have an opening section large enough for easy access to mirrors or payment of tolls, etc.

**3.20 HEATING AND AIR CONDITIONING**

**Heating System**

- 3.20.1** The heating system shall provide separate systems of heat for both driver and passengers as well as defrost air for the

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windshield. The windshield defrost system shall have a three-speed control. Two auxiliary fans to circulate air and supplement the defroster are required (see 3.12.15). The system shall provide for comfortable temperature for passengers throughout the vehicle by providing a total of 120,000 BTU/hour output.

- 3.20.2** Approximately 20,000 BTUs shall be provided by the front system and shall be distributed as to direct sufficient heat for defrosting as well as driver comfort from the dash.
- 3.20.3** Auxiliary heaters in the back of the vehicle shall be provided to ensure consistent heat distribution throughout the vehicle. Three-speed control for the auxiliary heater shall be provided. Rear heating output shall be at least 65,000 BTU/hr. for the curbside heater and 65,000 BTU/hr. for the street side heater. One of the two passenger heaters shall include a circulating pump. Circulator pump(s) shall be protected by a manual reset breaker or fuse. The windshield-defrosting unit shall have an extra adjustable defrosting unit centered to the right-side window in the driver compartment. A screen is to be installed under the defrost vent holes to prevent foreign objects from falling into defroster motor. Defrost outlets (vents) shall be adequately placed to allow for the unit to defrost the front left and right-side windows at mirror location.
- 3.20.4** A stepwell system heater shall be provided to eliminate ice and snow build-up. The heater shall be electric and mounted to the underside of the first step.
- 3.20.5** The following specifications are applicable to all vehicles furnished to these specifications. The air conditioning system shall use environmentally friendly R-134a refrigerant. The OEM supplied driver's area air conditioning system and passenger air conditioning system are completely independent of each other. The air conditioning system shall be American Cooling Technology, Inc. (ACT) Model ACT-9323HD or approved equal.
- 3.20.6** The installed a/c system shall cool the interior of the vehicle to seventy-two degrees Fahrenheit (72F). The cooling mode shall be capable of reducing the interior of the vehicle from 110 degrees Fahrenheit (110F) to 90 degrees Fahrenheit (90F) in less than 20 minutes after engine startup under the following conditions: (1) engine speed shall be limited to fast idle that may be activated by a driver controlled device; (2) the vehicle shall be parked in direct sunlight with the ambient temperature of 100 degrees and the relative humidity less than 20%; (3) there shall be no passengers on the vehicle and the doors shall be closed; (4) the cooling mode may operate independent of the propulsion system and outside air may be cut off during the cooling down period.

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- 3.20.7 Dual compressors (minimum) are required, and each shall be driven off the vehicles engine and have a rating of nominal twenty-one (21) cubic inch displacement, such as the SelTec TM 21. All lines and hoses which pass within the engine compartment must be routed, secured, and protected so as not to interfere with access to other engine systems, particularly those involved in routine servicing or which generate significant amounts of heat or electrical current. Compressors whether OEM chassis supplied are included as part of the vehicle warranty. The a/c manufacturer shall be responsible for the warranty for the passenger area a/c system and the chassis manufacturer is responsible for the OEM supplied warranty. If the chassis supplied in-dash a/c system is supplied by the manufacturer of the passenger area a/c system, then the entire a/c warranty must be covered by the a/c manufacturer.
- 3.20.8 Dual skirt mounted condensers for the passenger area a/c system shall be a combined minimum of 125,000 btu/hr. Each condenser shall have a minimum of two (2) fans. The condenser fans and motors are to be mounted on the condenser per the a/c manufacturer's specifications to increase airflow and improve ease of serviceability. Condenser coil shall be copper tube, expanded into aluminum fins. Integral high/low pressure switch protection to be wired into the compressor clutch circuit and/or low-pressure side of the a/c circuit and high-pressure switch. protection shall be wired into the liquid line and/or discharge side of the a/c circuit. The fans shall be dynamically balanced with permanent magnet, totally enclosed sealed motors. The condenser shall blow air on an angle down from the vehicle chassis to prevent recirculation of hot air. The condenser shall be installed in such a manner to assure the entire coil face is exposed to fresh air from the outside of the vehicle (the skirt of the vehicle shall not in any way interfere with direct airflow through the coil). Each skirt mounted condenser shall have a sight glass and a filter drier. The condenser shall be mounted on the street side (driver's side) of the vehicle. American Cooling Technology, Inc. (A.C.T) or Thermo King or equal shall be utilized. **Each condenser shall have rubber mud flaps hung both fore and aft of each condenser (Total of 4).**
- 3.20.9 The rear evaporator shall have a minimum rating of 86,000 btu/hr. The evaporator shall have a minimum of three (3), 3-speed, continuous duty, permanently lubricated blowers and total airflow shall be a minimum 2100 CFM. The evaporator shall include dual thermal expansion valves. A single externally equalized thermal expansion valve is acceptable. Evaporator frame assembly shall be galvanized heavy-duty metal with integral drain pan and cleanable/washable filter(s). The evaporator cover shall be made of durable ABS plastic and must conform to FMVSS 302 fire retardant specification standards.

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- 3.20.10** Airflow from the in-dash evaporator must be able to divert air to the defroster(s). In-dash evaporator shall not interfere with removal or replacement of the engine cover or be blocked by the door control mechanism. The in-dash evaporator shall be rated at a minimum 20,000 btu/hr.
- 3.20.11** All evaporators (in-dash and passenger compartment) must have two (2) independent drain lines with a check valve to maintain positive condensation flow which is routed through the floor to the outside of the vehicle. All condensates drain lines must be concealed.
- 3.20.12** The in-dash evaporator shall be rated at minimum 20,000 btu/hr. and have minimum 2-speed continuous duty permanently lubricated motors. In-dash blower assembly shall be rated at minimum 500 CFM. The coil shall be copper tube with aluminum fins and the frame and coil end sheets shall be galvanized heavy-duty metal. **THE IN-DASH EVAPORATOR AIRFLOW SHALL BE SUFFICIENT TO ASSURE ADEQUATE AIRFLOW THROUGHOUT THE DRIVERS COMPARTMENT.**
- 3.20.13** The passenger area a/c system shall include a supplemental evaporator rated at minimum 35,000 btu/hr. mounted directly behind the driver on the street side (driver's side) interior wall adjacent to the passenger entrance door. Airflow shall be directed by deflectors (louvers) or ducting in such a manner as to blow into the driver's compartment and toward the entrance door. Dual drain lines shall not be visible and shall exit the vehicle through the floor of the vehicle.
- 3.20.14** The passenger area a/c system shall be separately controlled from a supplemental driver's control panel located at the driver's position. Controls shall include an on, off, three (3) speed blower switch and rotary thermostat.
- 3.20.15** The components of the a/c system shall be accessible for maintenance. Refrigerant hoses shall be model G-134 EZ-Clip or equal. A metal tag for refrigerant identification is required.
- 3.20.16** Air conditioning electrical circuits shall be protected by reset circuit breakers and thermal relays.
- 3.20.17** Vendor shall provide a list of authorized service companies (with addresses) which stock repair parts in the state of West Virginia or those closest to the purchaser's area and who is authorized to perform warranty and service on the products furnished.
- 3.20.18** The vendor shall provide one (1) copy of complete installation, maintenance, and operating instructions for each different model,



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size, and type of equipment. This information shall be furnished to each transit system.

**3.21 DUAL PURPOSE SAFETY VENT:**

- 3.21.1** Vehicles shall be equipped with two (2) 23"X23" minimum, vent/escape hatches. Specialty Manufacturing, Transpect, or equal. Roof hatch must meet or exceed all federal regulations, which are listed under Standards No. 217/ Bus Emergency exits and window retention and release S5.5.3.3#4b.

<https://www.gpo.gov/fdsys/pkg/CFR-2012-title49-vol6/xml/CFR-2012-title49-vol6-sec571-217.xml>

**3.22 INTERIOR LIGHTING**

- 3.22.1** One LED overhead entrance light together with the stepwell lights shall provide no less than two foot-candles of illumination on the entrance step tread, or lift with the door open. Outside light(s) shall provide at least 1 foot-candle of illumination on the street surface within 3 feet of the stoop tread outer edge. This system shall provide illumination automatically when the door is open and meet FTA and ADA Standards.

- 3.22.2** Overhead entrance and stepwell lights shall be wired to and be automatically activated by a door-controlled switch. This circuit shall be switched on with the key in either the run or accessories position. Stepwell light shall be on the side away from wheel splash.

- 3.22.3** An LED lighting system shall be provided. The system shall provide a minimum 8-foot candle illumination on a 1 square foot plane at an angle of 45 degrees from horizontal to be measured at seat level. All lights shall have lead wire long enough to remove light at least 6" from vehicle for service. All interior lights shall be grounded by an in-harness ground attached in the fuse panel to a common grounding point.

- 3.22.4** Fire Retardancy must meet or exceed FMVSS 302, ASTM-E 162 Surface Flammability, and Flame Spread Index F 5<150.

FMVSS 302

<http://kr.ec21.com/company/k/kobistq/upfile/FMVSS.New2010.pdf>

ASTM-E 162 Surface Flammability

<http://www.astm.org/Standards/E162.htm>

Flame Spread Index F 5<150

[http://www.acousticalsurfaces.com/soundproofing\\_tips/html/flame\\_spread.htm](http://www.acousticalsurfaces.com/soundproofing_tips/html/flame_spread.htm)

- 3.22.5** Light fixtures shall be designed to prevent accumulation of dust, insects and

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other materials. Light fixture shall have an aluminum base and polycarbonate lens designed for easy maintenance and cleaning. Lens shall be effectively sealed such that incursion of dust and insects is prevented.

- 3.22.6** Light fixtures shall mount to the interior surface of the vehicle without requirement for perforation of that surface for other than threaded fasteners and wire. Light fixtures shall have formed endcaps that are shaped without sharp corners (rounded) and provided a finished appearance.
- 3.22.7** Lift platform light installations shall be designed to illuminate the platform when deployed at floor level at no less than two foot-candles of illumination. The system shall provide illumination automatically when the lift door is open and meet FTA and ADA Standards. Light switch shall be door-actuated on-off.
- 3.22.8** Red location indicator lights shall be provided above all emergency exits.
- 3.23 EXTERIOR LIGHTING:** Exterior lighting shall be in accordance with Federal Motor Vehicle Safety Regulations (393.12) See link below.
- <http://icsw.nhtsa.gov/cars/rules/standards/conspicuity/TBMpstr.html>
- 3.23.1** All exterior lights to be single contact. Double contact may be used for tail, stop and rear turn signals. Light Emitting Diode (LED) lights shall be used for taillights, brake lights, turn signal, collision avoidance lights, and clearance marker lights.
- 3.23.2** Headlights of sealed beam type are required with high and low beams. Sealed beam units shall be of the latest type and low beam rating of 600-hour life. **Headlights shall be wired for daytime running.**
- 3.23.3** Headlight high beam indicator shall be installed on instrument panel. An audible "headlight on" warning buzzer shall be installed to notify the operator that the lights are on with the engine turned off.
- 3.23.4** Directional signals independent of the brake lights shall be provided and shall have removable amber lens in front and rear.
- 3.23.5** LED Rear stop and taillights shall be provided. Rear stoplights are to be independent of directional and hazard warning lights.
- 3.23.6** In addition to the normal stop lights provided on the base vehicle, an extra LED stoplight shall be provided. This light shall be mounted on the centerline of the vehicle above the rear door and shall be wired to operate in conjunction with the normal stoplights. If vehicle does not have a rear door, the light shall be mounted above the rear window.
- 3.23.7** Red rear reflectors shall be provided. Additionally, 4 reflectors, two on each side of the vehicle, amber front, and red rear shall be provided.
- 3.23.8** LED mid-ship side directional signals wired to operate with front

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directional signals shall be provided.

- 3.23.9** A circuit shall be provided for the directional signals which, when on, will cause them to function as traffic hazard warning signals. .
- 3.23.10** A rear license plate light shall be provided to meet Federal and State of West Virginia regulations.
- 3.23.11** Two (2) LED back-up lights shall be provided which are adequate to meet Federal and State of West Virginia regulations.
- 3.23.12** A wheelchair lift light shall be located inside the vehicle to illuminate the lift and surrounding area of the street. The light shall function automatically when the lift door is opened and provide illumination in accordance with FTA/ADA requirements. Installation of the light shall not intrude upon the headroom or effective width of the wheelchair access area.
- 3.23.13** LED Marker, Cluster, and all other lights as required by State and Federal regulations shall be provided. Lights shall operate with or without engine running.
- 3.23.14** The rear hazard flashers shall be activated when the lift operating circuits are energized.
- 3.23.15** A low profile protected, or guarded strobe light shall be installed at the rear of the vehicle. The Division of Public Transit shall approve the type installed location and process.
- 3.23.16** Two fog lights shall be installed at the top of the front bumper with amber lens, and shall have a separate switch for the driver to operate as needed. Bulbs shall be easily accessible.
- 3.23.17** Truck-Lite products or equal to be used.

**3.24 FLOOR AND FLOOR COVERING**

- 3.24.1** Floors shall be constructed of a minimum of three-quarters (3/4)inch, five ply, exterior BC grade (or better) pressure treated, water-resistance plywood firmly secured to the floor structure. Marine grade is preferred.
- 3.24.2** Floor covering shall be laid without gaps or openings. Joints shall be filled with color matching material so as to be tight against any influx or seepage of water and all edges to be sealed. Stepwells and walkways to be contrasting color for higher visibility.
- 3.24.3** Floor shall be laid in such a matter as to be free from squeaking.
- 3.24.4** All flooring shall be non-skid RCA Transit Flooring, Altro, or equal. Floor covering to be BLUE and shall contrast with seat cover colors. Vendor shall supply samples of flooring with bid.

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- 3.24.5** Entrance area shall be covered with one-eighth (1/8) inch floor covering, Talon Tread or equal. All step edges to be marked in an accordance with FTA/ADA requirements. (Grit Style Yellow is the preferred color)
  - 3.24.6** Floor covering under seats shall be one-eighth (1/8) inch smooth floor covering.
  - 3.24.7** Aisle front entrance and securement areas shall be covered with one-eighth (1/8) inch floor covering.
  - 3.24.8** A Standee Line is required. Color to be the same as the step nosing. (Yellow is the preferred color.)
  - 3.24.9** Insulation of rigid closed cell polystyrene, polyurethane foam, polyurethane foam, or bagged fiberglass shall be provided for the full depth of the structure between all interior and exterior panels and any cavity between the subfloor and floor constructions.
  - 3.24.10** Bidders shall specify type of insulation with their bid together with evidence that it is flame retardant or sprayed urethane and non-toxic.
  - 3.24.11** Bumpers: Chrome bumpers on the front. Unpressured, self-contained, self-restoring, energy absorbing bumpers of the HELP (Romeo Rim or Equal) system shall be fitted to the rear of the vehicle. Brackets will be constructed in a manner to allow for vehicle towing and to support vehicle on jack stands.
  - 3.24.12** A two (2) inch minimum rubber rub rail installed at floor level shall extend the full length of each side of the vehicle.
- 3.25 PASSENGER ASSISTS:**
- 3.25.1** Passenger assists shall be constructed of seamless stainless-steel tubular stock having an outside diameter of between 1.25 inches and 1.50 inches and shall be provided as specified below on all including. Assists shall be securely installed to prevent passengers from moving or twisting the assists when grasped.
  - 3.25.2** Assists shall be securely installed as inclined handrails 30 inches above the step treads on both sides of the passenger step well.
  - 3.25.3** Passenger assists shall be provided as floor-to-ceiling vertical stanchions at the top of the steps on both sides of the step well and shall be fully padded above seat level.
  - 3.25.4** Passenger assist shall be provided as overhead assists on both sides of and parallel to the center aisle for the full length of the passenger compartment except where they will interfere with wheelchair operations.
  - 3.25.5** Passenger assists shall be provided as vertical stanchions, padded above seat level, elsewhere within the vehicle including the driver's barrier

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and behind the rearmost passenger seat.

**3.26 MODESTY PANELS**

- 3.24.1** Sturdy modest panel constructed of padded material complementing the interior trim shall be provided ahead of the forward row of seats on both sides of the aisle. A full height ¼" LECAN translucent barrier shall be provided behind the driver's seat and above the modesty panel. Location of the modesty panel installations must be approved by the Division of Public Transit.

**3.27 SEATING**

A minimum seating capacity of (23) twenty-three passengers and (2) two wheelchair positions is required using forward facing flip seats where necessary with their bids.

- 3.27.1** Seats shall be Freeman or equal, having Mid-high back doubles with semi-bucket and contoured configuration. Seats shall be spring base with 5 inches of foam padding. Upholstery shall be hybrid grade 3.5 or higher with ABS Knees-Saver back. The rear row of seating does not need to have ABS Knee Save Backs installed on the rear of these seats.
- 3.27.2** A padded grab rail shall be provided on top of each forward facing seatback and all foldaway. Grab rails does not have to be on rearmost seat.
- 3.27.3** The seats shall be equipped with the Freedman USR (under seat retractor) system or equal and shall comply with FMVSS 210. Belts shall be fully retractable into housings and shall not touch the floor at any time. All belts shall be permanently kept in the correct position for securement applications.
- 3.27.4** Seats shall use a single T pedestal leg with black painted finish and side rail for mounting.
- 3.27.5** A Freedman Seating 3 Step Forward Facing Fold Down Double Seat, or equal as needed for proposed floor plans shall be used in the wheelchair position for use by non-disabled persons when the securement system is not needed. When folded up, the seat shall not interfere with the use of the wheelchair position by passengers in wheelchair. An under-seat retractable seat belt shall be provided for each seated position.
- 3.27.6** **Priority Seating:** Appropriately positioned signs shall indicate that the first two rows on each side are designated as priority seating for the elderly and persons with disability.
- 3.27.7** Seats shall conform to the following dimensions:

Width per passenger	18 inches
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Height of seat cushion	18 inches above floor
Depth of seat	17 inches maximum
Height of seat back	23 inches minimum
Hip-to Knee room	27 inches minimum.
Aisle width	14 inches

**3.27.8 Seats and seating shall comply with the following FMVSS Standards**

FMVSS 207: <https://www.law.cornell.edu/cfr/text/49/571.207>

FMVSS 208: <https://www.law.cornell.edu/cfr/text/49/571.208>

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**3.27.9** A fold-up armrest will be provided on each aisle seat only. Seat shall have FMVSS certified seatbelts with retractor. Seats in back row should be high back for safety.

**3.27.10** One double mid-high will be a double child restraint seat. Integrated child restraint seat which is capable of securing a child between the heights of 33 inches and 49 inches with weight between 20 to 60 lbs. Instructions for the securement shall be printed on the seat in English and Spanish and easily to understand.

**3.27.11 Driver's Seat:** The driver's seat shall be power high-back bucket seat with commercial grade cloth material that matches the color of the passenger seats (Grade 4 cloth minimum). Driver's seat shall have a folding armrest, a headrest, and lumbar support as a minimum. 9100 ALX 3 (9110) operator seat equal. Seat shall have a minimum of 4" forward and aft adjustment. Seat installation shall allow for unimpeded movement over the whole seat range. A shoulder belt is required. **One seat belt extension to be provided for driver's seat.**

**3.28 EMERGENCY/SAFETY EQUIPMENT**

**3.28.1 First Aid Kit -** First-Aid Kit shall comply with United States Department of Labor, Occupational Safety & Health Administration's minimal acceptable number and type of first-aid kits required under paragraph (d) (2) of the logging standards. (See link below) First-aid kits shall be stored in storage compartment or mounted so as to provide for access in the event of an accident, away from foot traffic.

[https://www.osha.gov/pls/oshaweb/owadis.show\\_document?p\\_table=STANDARDS&p\\_id=9863](https://www.osha.gov/pls/oshaweb/owadis.show_document?p_table=STANDARDS&p_id=9863)

**3.28.2** Kit shall be housed in a polypropylene or metal box which contains at least the following items:

**3.28.2.1** Instant Cold Pack (1)

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- 3.28.2.2** Certicaine or Equal Burn Spray (1 oz.)
- 3.28.2.3** 1" x 3" Adhesive Bandages, twenty-five (25)
- 3.28.4** 3/4" x 3" Adhesive Bandages, ten (10)
- 3.28.2.5** Extra Large Adhesive Bandages, ten (10)
- 3.28.2.6** 3" x 3" Gauze Pads, ten (10)
- 3.28.2.7** Antiseptic Wipes, ten (10)
- 3.28.2.8** Alcohol Prep Pads, twenty (20)
- 3.28.2.9** Ammonia Inhalants, ten (10)
- 3.28.2.10** 2" x 6 yds. Gauze Bandage
- 3.28.2.11** 1/2" x 2.5 yds. Adhesive Tape
- 3.28.2.12** Burn Ointment (1/8 oz.), four (4)
- 3.28.2.13** Insect Sting Swabs, four (4)
- 3.28.2.14** PVP Iodine Swabs, four (4)
- 3.28.2.15** Tweezers, one (1)
- 3.28.2.16** Scissors, one (1)
- 3.28.2.17** Safety Pins, five (5)
- 3.28.3** **Fire Extinguisher**— 5 lb. dry chemical fire extinguisher with a minimum of a 20-A:180-B: C rating shall be provided in vehicle and shall be mounted in an accessible compartment with a hinged door or on a vehicular-type quick access bracket away from foot traffic.
- 3.28.4** **Reflectors** – Three (3) bi-directional emergency reflective triangles conforming to requirements of FMVSS No. 125, Section 571.125 shall be secured in the storage compartment of the vehicle.
- 3.28.5** **Blood borne Pathogen Protection Kit** - A 10-unit (minimum) kit housed in a polypropylene or metal box and containing at least the following items:
  - 3.28.5.1** Gown/Cap (1)
  - 3.28.5.2** Goggles (Eye Shield) (1)
  - 3.28.5.3** Mask (1)

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- 3.28.5.4 Three (3) Pairs of Gloves (what kind of gloves)
- 3.28.5.5 Scraper (1) (what kind of scraper)?
- 3.28.5.6 Crepe Towels two (2)
- 3.28.5.7 Antiseptic Towelettes, four (4)
- 3.28.5.8 Disinfectant Towelette, four (4)
- 3.28.5.9 Mouth to Mouth Barrier, one (1)
- 3.28.5.10 Scoop Bag, three (3)
- 3.28.5.11 Infectious Liquid Control Powder (2 oz.)
- 3.28.5.12 Red Bio-Hazard Bags with Ties, two (2)
- 3.28.7 **Web/Seat Belt Cutter:** A 5.5" X 3" Web/Seat Belt Cutter – shall be secured in a location accessible from the driver's seat.
- 3.28.8 **Two Mylar Blankets:** Two (2) folded, sealed and stored silver 80-85" x 50 X 70" Mylar disposable rescue blankets.
- 3.28.9 **Wool Blankets:** Two (2) wool blankets (62" X 80" each) shall be provided.
- 3.28.10 **Safety Vest:** A highly visible reflective safety vest to be worn by the driver in case of an emergency that makes the driver visible to evacuating passengers and other motorists.
- 3.28.11 Provide and install in each vehicle, all classes, Angel Trax Vulcan Series V12 HD IP Mobile DVR Security Camera System with 6 cameras or equal. Equal having One TB SATA Hard drive with back up recording on SD Card and six audio/video channels.  
  
System to be installed in a secure lockable box with two (2) Keys in an easy accessible location.
- 3.28.12 **Wheel Chocks:** Each vehicle will be equipped with one (1) set of wheel chocks with storage.

**3.29 MIRRORS AND SUN VISOR**

- 3.29.1 **Exterior:** Two 8 1/2" x 13 1/2 (minimum) size fully in two planes adjustable mirrors shall be provided; one located at the left front body corner and one provided curb side of the vehicle. The mirrors shall be remote controlled



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and shall be heated. Crossover mirrors are not acceptable.

- 3.29.2** Interior: Vehicle shall be equipped with rectangular flat mirror with a viewing area of at least 6" x 16". This mirror will be centered in the upper forward position of the vehicle.
- 3.29.3** Sun visors; Driver's sun visors shall be provided, unless a single visor is provided by OEM.
- 3.29.4** Driver's courtesy lights shall be located to the left rear (upper) side of compartment or a center mounted dome and will allow for full movement of left side sun visor.
- 3.29.5** Fresnel Lens: Each vehicle shall be equipped with a large Fresnel flat, Wide-range lens, approximately 11"x 14", ready for installation/ placement by the purchaser upon delivery of the vehicle.

**3.30 WHEELCHAIR SECUREMENT SYSTEM:**

Wheelchair securement areas and systems shall fully comply with all applicable U.S. Department of Transportation's Americans with Disabilities Requirements.

- 3.30.1** Vehicle shall be equipped with one (1) or two (2) wheelchair positions.
  - 3.30.1.1** At each required wheelchair position a wheelchair securement system shall be provided to securely hold the wheelchair in the wheelchair position.
  - 3.30.1.2** Provisions shall be made, in the wheelchair position area, to stow the straps and buckles off the floor when they are not in use. The stored straps shall not interfere with passenger movement or sitting space.
- 3.30.2** The vendor shall provide with each vehicle upon delivery a pamphlet, brochure or similar literature describing and instructing the use of the wheelchair securement system and shall demonstrate to the recipient the proper method of using the system. Demonstration of the securement system must be performed to insure correct use of the system.
- 3.30.3** Each wheelchair station shall have a securement system fully complying with ADA requirements and capable of securing most common wheelchairs and other mobility aid devices. Each wheelchair space shall have at least six (6") inches in between each space for easy access of driver.

**3.31 WHEELCHAIR OCCUPANT RESTRAINT SYSTEM**

- 3.31.1** A restraint system shall be provided for the occupant of the wheelchair at each wheelchair position.

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- 3.31.2** The restraint system shall be a seat belt assembly permanently attached to the floor or side of the vehicle or to the wheelchair lock supports.
- 3.31.3** The restraint system shall be capable of securing a passenger in all types of wheelchairs or Scooters, while the chairs are locked in position.
- 3.31.4** The seat belt shall be at least eighty (80) inches long and shall be easily fastened and unfastened by the wheelchair occupant.
- 3.31.5** An ADA compliant, fully automatic retractable restraint system that has self-tensioning, self-locking tie down belts that are interchangeable and that feature quick-release S-hooks, such as the Lok-It from American Seating, the Sure-Lok Titan Retractor System, Q'Straint QRT Deluxe System, Secura or Equal, meaning the wheelchair retractors shall be fully automatic, auto locking and self-tensioning.
- 3.31.6** The retractors shall automatically remove any slack in the webbing after they are secured to the wheelchair; also have dual tightening knobs to provide additional tensioning if needed.
- 3.31.7** The retractors shall be self-retracting; so, no belts are left on the floor.
- 3.31.8** The retractor shall have a "LOCKED" indicator tag and shall only be visible when the retractor is in the LOCKED mode assuring the retractor is not in the release condition when properly secured to the wheelchair.
- 3.31.9** The retractors shall be heavy duty with heat treated structural components and plated for superior corrosion resistance.
- 3.31.10** The retractors shall have a chrome plated metal cover for long lasting protection.
- 3.31.11** The retractors shall have BLUE webbing and the occupant restraints shall be of a contrasting color for easy identification in the field.
- 3.31.12** The retractors shall be designed to be low profile to fit under most wheelchair foot rests.
- 3.31.13** The retractors shall be equipped with anchoring points for the attachment of the occupant restraint lap belts.
- 3.31.14** The retractors shall be able to be used with a variety of shoulder/lap belt combinations.
- 3.31.15** The retractors shall have manual knobs for additional tightening if needed.
- 3.31.16** The retractor shall be able to secure a wheelchair with one hand in as little as ten (10) seconds.

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- 3.31.17** The retractors shall have a warranty period of three (3) years and shall have a manufacturing label to identify the part number and date of manufacture for traceability.
- 3.31.18** The retractors, occupant restraints and anchoring equipment shall be installed in accordance with the manufacturer's installation instructions and recommendations.
- 3.31.19** The retractors and occupant restraints shall meet or exceed but not limited to the following specifications: 30mpg/20g Impact Test Criteria per SAE J2249; ISO 10542; Canadian Z605; National Standards for School Buses; ADA (49 CFR Part 38); FMVSS 209, 222 and 302.

FMVSS 209:

[http://www.ecfr.gov/cgi-bin/text-idx?SID=7d443eb75ceba033fed91e90f816b574&node=se49.6.571\\_1209&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?SID=7d443eb75ceba033fed91e90f816b574&node=se49.6.571_1209&rgn=div8)

FMVSS 222:

[http://www.ecfr.gov/cgi-bin/text-idx?SID=7d443eb75ceba033fed91e90f816b574&node=se49.6.571\\_1222&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?SID=7d443eb75ceba033fed91e90f816b574&node=se49.6.571_1222&rgn=div8)

FMVSS 302:

[https://www.sp.se/en/index/services/firetest\\_building/firetest\\_bu%C3%ADlding/FMVSS302/Sidor/default.aspx](https://www.sp.se/en/index/services/firetest_building/firetest_bu%C3%ADlding/FMVSS302/Sidor/default.aspx)

- 3.31.20** Medium-Duty Series L-Track with flanges, mounting holes and clear anodized finish to be used, like FE-748-100-PD4C track with end caps, or Equal, floor anchoring product for wheelchair Tie-Downs and Occupant restraint systems.
- 3.31.21** The seams between the flooring and the track need to be treated to ensure that no moisture can get to the track to cause track deterioration.
- 3.31.22** Track and securement system need to comply with manufacturer's recommendations regarding using the same manufacturer's track and securement systems.
- 3.31.23** Vendor shall provide **four (4) each of sixteen inches (16") quick straps** for each securement location

**3.32 WHEELCHAIR LIFT**

The lift shall meet or exceed all the U.S. Department of Transportation's minimum and Americans with Disabilities Act requirements and the floor structure sufficient to support the load of the lift.

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- 3.32.1** Vehicle shall be equipped with one (1) fully automatic wheelchair lift, Braun NVL1000-s Century Series or equal. The lift shall have been tested to a minimum static load of 2,400 lbs. The lift shall have a 1,000 lbs. rated lifting capacity and shall be installed on the curbside right near the first rows of seating.
- 3.32.2** A threshold warning signal which meets the NHTSA FMVSS platform lift system for accessible motor vehicles shall be visual and audible alarm, warning the lift user that they are within (18) eighteen inches of the platform and the platform is more than (1) one inch below the vehicle's floor reference plane and if any portion of the platform threshold area were occupied by any portion of the lift occupant's body or any piece of equipment. Audible alert alarm shall be at least 85db and the visual alert alarm shall have a frequency of 1 to 2 HZ,
- 3.32.3** **Lift Installation:** The lift shall be installed by bolting through the floor into structural steel that is an integral part of the body underfloor structure.
- 3.32.4** The lift shall have a self-cleaning, see-through, non-skid platform which can be folded and unfolded by one person.
- 3.32.5** Lift control switch shall be completely weatherproof with illuminated functions and labeled as to function. The controls shall be placed adjacent to the lift in such a position to enable the attendant or the disabled person, once the person is on the platform, to operate the lift. In the fully lowered position, the platform shall measure at least thirty-four (34) inches wide and have an effective length of at least fifty-four (54) inches. A safety barrier shall be the full length of the curb side edge of the platform and shall be a moveable hinged surface to provide a barrier to prevent the wheelchair from rolling off the lift during operation. Barrier to have a durable rubber nose guard and be powder coated yellow for safety and high visibility.
- A two (2) inch high barrier shall also be provided on each side of the platform to prevent wheelchairs from rolling over the edge. Two (2) automatic fold handrails shall be provided one on each side of the platform. A safety belt shall be installed on the lift to secure the occupant during the use of the lift.
- 3.32.6** Power unit shall be twelve (12) volt electro-hydraulic system. Power unit shall be readily accessible for service. A manual hand crank shall be installed for lift operation in the event of power failure.
- 3.32.7** Lift shall be capable of being used from curb level or ground. The lift should be capable of safely lifting a one thousand (1,000) pound rated lifting capacity. The lift platform should be capable of being raised or

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lowered with a load in no more than twelve (12) seconds. All power units, operating joints, linkage, and mounting points to the body shall be certified by the manufacturer as being adequate for the 1 loading. The operation of the unit shall provide a smooth, jerk-free ride in both up and down directions.

- 3.32.6** All sliding surfaces and load bearing pivot points shall be free of exposed grease and constructed with ball and roller bearings. All electrical and hydraulic lines and units, all control mechanisms and cables shall be securely fastened and placed so as not to interfere with passenger ingress and egress, or with any moving parts. All moving parts shall be shielded from contact with passengers and operator.
- 3.32.7** Platform shall fold into door area for storing while not in use. Platform in stored position shall not intrude into vehicle body more than 14 inches. Lift shall be adequately restrained in stored position to prevent lift from coming adrift while vehicle is in motion. The lift in its stored position shall not rattle.
- 3.32.8** It is the vendor's responsibility to provide instructions on the use of lift to meet the specified performance standards, and on the safe operation, maintenance, and service of the lift, as well as warranty information. An instructional video explaining the lift operations and lift maintenance shall be provided with each vehicle.
- 3.32.9** Lift controls shall be interlocked with the vehicle brakes and transmission and door, or other approved means, to ensure that the vehicle cannot be moved when the lift is not stowed and so the lift cannot be deployed unless the interlock mechanism(s) are engaged. The lift must not be able to be deployed without engaging the interlock system and the interlock must prevent the vehicle from being moved until the lift is stowed. Any interlock which can be disengaged prior to lift stowage will cause the vehicle not to be accepted. Intelligent Lift Interlock System Model # ILIS501 or equal.
- 3.32.10** A wheelchair lift light shall be located inside the vehicle to illuminate the lift. Two (2) additional lights will be mounted in the area to illuminate the surrounding area of the street. The lights shall function automatically when the lift door is opened, even with the running lights switch is in the off position to provide illumination in accordance with FTA/ADA requirements. Installation of the lights shall not intrude upon the headroom or effective width of the wheelchair access area.
- 3.32.11** Activating the lift circuitry will cause the rear hazard lights to flash.
- 3.32.12** Wheelchair lift shall have a grounding strap from the chassis frame to the lift frame.

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**3.33 RADIO INSTALLATION / VEHICLE COMMUNICAITON**

- 3.33.1 The vehicle shall be provided with adequate grounding material at roof level or at side level as directed for a radio antenna. Such material shall provide direct grounding to the main vehicle body frame.
- 3.33.2 A conduit or other path shall be provided for an unexposed antenna cable routing between the antenna mounting area and an area to be provided for installation of a mobile raid receiver within easy reach of the driver, together with the necessary wiring for a power supply.
- 3.33.3 Vendor shall supply a ground wire, loom (conduit) and pull wire. A power wire is not necessary.

**3.34 AM/FM/CD/ CLOCK RADIO**

- 3.34.1 Vehicle shall be equipped with the OEM's deluxe digital SYNC AM/FM and CD clock radio stereo with a 6-speaker system for the passengers.
- 3.34.2 One (1) additional speaker shall be installed in the driver's door or driver's side of the dashboard.

**3.35 MUDFLAPPS**

Rubber mud flaps shall be provided at all wheels. No hard plastic shall be permitted.

**3.36 UNSPECIFIED ACCESSORIES & FEATURES**

All parts, equipment, accessories, material, design, and performance characteristics not specified herein, but which are necessary to provide a complete unit, must be furnished with each unit and required to confirm to strength, quality of material, and quality of workmanship to those which are advertised and provided to the market in general by the unit industry. All parts and accessories advertised and regularly supplied as standard shall be included, except those which would represent duplication of these specified and except those which, by specification, are not to be furnished. All standard safety features, required by Federal and State Law, shall be included. Vehicles must have all equipment found on the manufacturer's base model plus other equipment requirements, packages, items, etc. needed to meet the specifications.

**3.37 STORAGE COMPARTMENT**

- 3.37.1 A storage compartment capable of accommodating jumper cables, seat belt cutter and other items shall be provided in the front header above the driver. The compartment will be provided with a latching or other mechanism to hold it in the open position.

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- 3.37.2** Bottom hinged compartment doors will be provided with restraint straps to limit its movement to 90 degrees. The Division of Public Transit must approve location and size.
- 3.37.3** Tuffy storage boxes are acceptable as an equal when no room is available as specified. Floor mounted to curbside of engine cover. The Division of Public Transit must approve location and size.

**3.38 FIXED ROUTE PACKAGE**

- 3.38.1** Front and side digital destination signs shall be provided. A lightweight all LED sign that provides a wide viewing angle for visibility at day or night with automatic brightness adjustment. Signs must be compatible with Windows 95/98/2000/XP vista or NT message programming platform for easy transit system use. The signs must come with all accessories in order for the transit systems to be able to change routes daily if needed, including an operator control unit (OCU) with PC card port for date uploading will be required for each bus along with a 121 V DC converter. The destination signs must meet all ADA standards and must have a minimum operating life of 100,000 hours. The sign shall be fasten to body of the vehicle on the top and bottom of each destination sign to secure and eliminate all movement. Brackets should be used in addition to normal installation procedures to secure sign at the top and bottom. The Division of Public Transit shall approve size and location of windows. Twinvision, the "Destinator" from Transign is recommended. Programing shall be supplied with each model year orders.
- 3.38.2** **Dimensions:** FRONT – All LED 16x160 small sing with display are of 6.1 x 47 and a case size of 8.9 x 49.9 x 2.75. SIDE – All LED 14-72 with display are of 4.25 x 28 and a case size of 6.9 x 30.75 x 2.5. All programmable software and hardware is to be provided. Customer support shall be provided.
- 3.38.3** Control panel for the signs shall be located at a position convenient for driver operation and shall be approved by the Division of Public Transit. It is recommended that details of control panel design and placement be submitted with the bid.
- 3.38.4** Farebox provisions pre-wiring and stanchion for the farebox installation shall be provided to the right of the driver's seat, beside of the driver's modesty panel.
- 3.38.5** Mobile PA with Boom Mic and with one external speaker and 6 internal speakers shall be provided. Integrated foot pedal for PA system; recipient agency approves location.
- 3.38.6** A pull cord system stop request and chime with touch tape at wheelchair positions and rope cords between windows shall be provided. The visible colored lights must display "Stop Requested." The requested system must meet all ADA standards.

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- 3.38.7** License plate mounts: located on the rear bumpers. Prior to delivery, all vehicles must be pre-drilled, with hardware installed, to meet specifications that require rear license plate. Any vehicle delivered without such plate mounts will be rejected.

**3.39 TRAINING**

The Vendor shall, at its own expense conduct two (2) one day training sessions at two different locations between the hours of 8:00 a.m. to 5:00 p.m. Dates will be mutually agreed upon, with the option of additional training days, if necessary. The Division will arrange a venue and registration. The vendor will provide one or more qualified instructor(s) and materials. Instructors shall conduct schooling sessions which shall be designated to instruct the Recipient Agency's in-house driver training staff in proper and safe on-road operation of the vehicle, in operating characteristics and limitations of the vehicle, and identification and proper operation of all driver's controls. Instructors shall also conduct training sessions for maintenance instructors and qualified mechanics to give thorough and proper training in the maintenance and repair of all operating systems of the vehicle including: (1) power train, (2) electrical system, (3) heating, ventilation, and air conditioning system, (4) braking and air system, and (5) wheelchair lift and securement systems. The Vendor shall also provide visual and other teaching aids for use by each Recipient Agency's own staff.

**4 VEHICLE CLASSES – Requirements specific to each vehicle class.**

- 4.1** **Class A:** Vehicles identified as Class A vehicle must meet the following mandatory requirements in addition to the requirements listed in section.

**Measurements and Other Specifications:**

Gross Vehicle Weight Rating Min. (in lbs.)	25,900 lbs.
Wheelbase (Min.)	190"
Overall Length (Max.)	342"
Overall Height (Max.)	127"
Overall Exterior Width (Max.)	96"
Interior Height (Approx.)	75"
Interior Width (Min.)	90"
Lower Step to Ground Not More Than	12"
Seat/ W/C Capacity	23 and up to 2 W/C
Aisle Width (Min.)	16"
Tires: 16 Ply Radial	245/70R/19.5
Load Range	H
Spare Wheel	Shipped Loose



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Engine Type	6.7 Cummins
Transmission	ISB-10, 240 HP
Passenger heat	Allison 2200 or
Passenger A/C	Equal
	130,000 BTU
	118,000 BTU
	Minimum Plus
	Dash Air,
	Oversize 2
	Compressor
	System
Battery	Dual
Fast Idle	Yes

**4.1.1 Rear Air Suspension:**

Class A must have a Granning or equal air suspension. The air tank shall be equipped with a drain valve, which can be remotely actuated from some convenient location without having to go under the vehicle. Vendor shall not include Automatic Tire Chain Devices on any vehicle that includes rear air suspension.

**4.2 Class B (Class A plus 4 Additional Passengers):** Vehicle identified as Class B vehicle must meet the mandatory requirements listed in Section 3 and the mandatory requirements of Class A, with the exception that Class B vehicles must be extended as necessary to accommodate four additional seated passengers.

**4.2 Class C (Class A plus 8 Additional Passengers):** Vehicles identified as Class C vehicles must meet the mandatory requirements listed in Section 3 and the mandatory requirement of Class A, with the exception that Class C vehicles must be extended as necessary to accommodate eight additional seated passengers.

**4.3 Class D: (Class A plus Automatic Tire Chain Device and Full Bus Paint):** Vehicle identified as Class D vehicle must meet the mandatory requirements listed in Section 3.14.4 and the mandatory requirements of Class A (excluding air suspension) with the exception that Class C vehicles must have

Automatic Tire Chain Device and a full bus paint.

**4.3.1 Automatic Tire Chain Device**

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Vendor shall provide Onspot, Rotogrip, or equal Automatic Tire Chains on all Class D vehicles. An automatic tire chain device must lower tire chains between the tire and the road surface at the touch of a button mounted on the dashboard. The compressor shall be in an enclosed compartment inside of the vehicle. Vendor shall not provide rear air suspension with this selection.

**4.3.2 Bus Body Paint**

Per 3.27, the vendor shall supply a full bus body paint on three-quarter body paint with expanded graphics depending on the system's logo requirements for each Class D vehicle ordered. These two paint schemes must be offered for the same price. Vendor should supply a sample paint chart with bid.

- 4.4 Class E (Class D plus 4 Additional Passengers):** Vehicles identified as Class E vehicles must meet the mandatory requirements listed in Section 3 and the mandatory requirements of Class D, with the exception that Class E vehicles must be extended as necessary to accommodate four additional seated passengers.
- 4.5 Class F (Class D plus 8 Additional Passengers):** Vehicles identified as Class F vehicles must meet the mandatory requirements listed in Section 3 and the mandatory requirements of Class D with the exception that Class F vehicle must be extended as necessary to accommodate eight additional seated passengers.
- 4.6 Class G (Class D plus Automatic tire Chains Devices and Full bus paint).** Vehicles identified as Class G vehicles must meet the mandatory requirements listed in Section 3 and the mandatory requirements of Class D with the exception that Class G vehicles must have Automatic Tire Chains Devices and Full Paint.

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**5 ADDITIONAL REQUIREMENTS APPLICABLE TO ALL VEHICLES**

**5.1 Summary of Items To Be Provided Upon Delivery**

The following items shall be furnished by the successful Vendor upon delivery of the vehicle:

- a. All warranty verification vouchers, certificates or coupons.
  - b. Supply two (2) sets of the following manuals, per model year, for each transit authority that receives vehicles:
    - Two (2) complete parts books
    - Two (2) maintenance manuals
    - Including wiring schematics of auxiliary circuits and all other necessary prints for the maintenance of the vehicle and
    - One (1) OEM operations manual
- For other agencies receiving vehicles, the successful bidder shall supply one (1) copy of each mentioned per vehicle.
- c. Completely filled fuel tank or tanks.
  - d. Protection to 20° F below zero with permanent type antifreeze.
  - e. A vehicle(s) free of dealer signs and emblems.
  - f. Assurance of compliance with manufacturer's pre-delivery service.
  - g. A vehicle(s) which is clean, (If delivery of the vehicle occurs during the winter months of October through March, the vehicle shall be washed directly prior to delivery at Kanawha Valley Regional Transportation Authority to ensure that the vehicle is free of dirt and salt deposits) lubricated, serviced and ready for immediate service.
  - h. Operation, maintenance, and warranty information for any add on equipment will be provided upon delivery if available to the Vendor.
  - i. Original vehicle chassis manufacturer's factory sticker itemizing equipment on the vehicle.
  - j. A certified weight slip showing front and drive axle weights for the vehicle at its curb weight as defined in Technical Specifications.
  - k. Proof of Alignment.
  - l. Vehicle shall comply with and conform to the State of West Virginia Motor Vehicle Inspection Law and shall have the current inspection sticker attached to the windshield.
  - m. Two (2) bulkhead mounted document protectors, eight and one-half inches by eleven inches (8.5" x 11") for display of route information or system announcements.

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**5.2 Title**

Adequate documents for securing the vehicle in the name of the Division of Public Transit shall be provided to the Division of Public Transit at least 10 working days prior to the delivery of each vehicle. The Vendor warrants that the title shall pass to the Division of Public Transit free and clear of all liens, mortgages and encumbrances, financing statements, security agreements, claims and demands of any character.

According to WV State Code §5A-3-4(8), vendor agrees that liquidated damages shall be imposed at the rate of \$10 per calendar day for failure to provide the titling documentation at the time of vehicle delivery. This clause shall in no way be considered exclusive and shall not limit the State or agency's right to pursue any other additional remedy to which the State or agency may have legal cause for action including further damages against the vendor.

**All documentation (Certificate of Origin, Delivery/Odometer Statement, Etc.) in original form must be mailed or hand carried to:**

**WV Division of Public Transit  
1900 Kanawha Blvd., East  
Building 5, Room 650  
Charleston, WV 25305**

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**5.3 QUALITY ASSURANCE**

**5.3.1 QUALITY ASSURANCE ORGANIZATION**

The Vendor shall establish and maintain an effective quality assurance organization. It shall be a specifically defined organization and should respond directly to the Vendor's management. The Vendor's complete quality assurance program for purchased components and in-plant inspection procedures shall be available for review by the Division of Public Transit prior to award.

**Control**

The quality assurance organization shall exercise quality control over all phases of production from initiation of design through manufacture and preparation for delivery. The organization shall also control the quality of supplied articles.

**Authority and Responsibility**

The quality assurance organization shall have the authority and responsibility for reliability, quality control, inspection planning, establishment of the quality control system, and acceptance/rejection of materials and manufactured articles in the production of the vehicles.

**5.3.2 QUALITY ASSURANCE ORGANIZATION FUNCTIONS**

The quality assurance organization shall include the following minimum functions.

**Work Instructions**

The quality assurance organization shall verify inspection operation instructions to ascertain that the manufactured product meets all prescribed requirements.

**Records Maintenance**

The quality assurance organization shall maintain and use records and data essential to the effective operation of its program. These records and data shall be available for review by the resident inspectors. Inspection and test records for this procurement shall be available for a minimum of one (1) year after inspections and test are completed.

**Corrective Actions**

The quality assurance organization shall detect and promptly assure correction of any condition that may result in the production of defective vehicles. These conditions may occur in designs, purchases, manufacture, tests, or operations that culminate in defective supplies, facilities, technical data, or standards.

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**5.3.3 STANDARDS AND FACILITIES**

**Configuration Control**

The Vendor shall maintain drawings and other documentation that completely describe a quality vehicle that meets all of the options and special requirements of this procurement. The quality assurance organization shall verify that each vehicle is manufactured in accordance with these controlled drawings and documentation.

**Measuring and Testing Facilities**

The Vendor shall provide and maintain the necessary gauges and other measuring and testing devices for use by the quality assurance organization to verify that the vehicles conform to all specification requirements. These devices shall be calibrated at established periods against certified measurement standards that have known valid relationships to national standards.

**Production Tooling as Media of Inspection**

When production jigs, fixtures, tooling master patterns, and other devices are used as media of inspection, they shall be proved for accuracy at formally established intervals and adjusted, replaced, or repaired as required to maintain quality.

**Equipment Use By Division of Public Transit's Inspector(s)**

The Vendor's gauges and other measuring and testing devices shall be made available for use by the Division of Public Transit's inspector(s) to verify that the vehicles conform to all specification requirements. If necessary, the Vendor's personnel shall be made available to operate the devices and to verify their condition and accuracy.

**5.3.4 CONTROL OF PURCHASES**

The Vendor shall maintain quality control of purchases.

**Supplier Control**

The Vendor shall require that each supplier maintains a quality control program for the services and supplies that it provides. The Vendor's quality assurance organization shall inspect, and test materials provided by suppliers for conformance to specification requirements. Materials that have been inspected, tested, and approved shall be identified as acceptable to the point of use in the manufacturing or assembly processes. Controls shall be established to prevent inadvertent use of non-conforming materials.

**Purchasing Data**

The Vendor shall verify that all applicable specification requirements are properly included or referenced in purchases of articles to be used on vehicles.

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**5.3.5 MANUFACTURING CONTROL**

The Vendor shall ensure that all basic production operations, as well as all other processing and fabricating, are performed under controlled conditions, establishment of these controlled conditions shall be based on the documented work instructions, adequate production equipment, and special working environments if necessary.

**Completed Items**

A system for final inspection and test of completed vehicles shall be provided by the quality assurance organization. It shall measure the overall quality of each completed vehicle.

**Non-conforming Materials**

The quality assurance organization shall monitor the Vendor's system for controlling non-conforming materials. The system shall include procedures for identification, segregation, and disposition.

**Statistical Techniques**

Statistical analysis, tests, and other quality control procedures may be used when appropriate in the quality assurance processes.

**Inspection Status**

A system shall be maintained by the quality assurance organization for identifying the inspection status of components and completed vehicles. Identification may include cards, tags, or other normal quality control devices.

**5.3.6 INSPECTION SYSTEM**

The quality assurance organization shall establish, maintain, and periodically audit a fully documented inspection system. The system shall prescribe inspection and test of materials, work in progress and completed articles. At a minimum, it shall include the following controls.

**Inspection Stations**

Inspection stations shall be at the best locations to provide for the work content and characteristics to be inspected. Stations shall provide the facilities and equipment to inspect structural integrity; electrical; hydraulic; through floor securements; OEM defects; coverage of the undercoating; and other components and assemblies for compliance with the design requirements.

Stations shall also be at the best locations to inspect or test characteristics before they are concealed by subsequent fabrication or assembly operations. These locations shall minimally include, as practicable, underbody structure completion, body framing completion, body prior to paint preparation, water test before interior trim and insulation

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installation, engine installation completion, underbody dress-up and completion, vehicle prior to final paint touch up, vehicle prior to road test, and vehicle final road test completion.

The manufacturer shall provide on its premises a suitable hoist for a complete inspection of the underside of the vehicle. **A pit is not acceptable.**

**Inspection Personnel**

Sufficiently trained inspectors shall be used to ensure that all materials, components, and assemblies are inspected for conformance with the qualified vehicle design.

**Inspection Records**

Acceptance, rework, or rejection identification shall be attached to inspected articles. Articles that have been accepted as a result of approved materials review actions shall be identified. Articles that have been reworked to specified drawing configurations shall not require special identification. Articles rejected as unsuitable, or scrap shall be plainly marked and controlled to prevent installation on the vehicle. Articles that become obsolete as a result of engineering changes for other actions shall be controlled to prevent unauthorized assembly or installation. Unusable articles shall be isolated and then scrapped.

Discrepancies noted by the Vendor or Division of Public Transit's inspector during assembly shall be entered by the inspection personnel on a record that accompanies the major component, subassembly, or vehicle from start of assembly through final inspection. Actions shall be taken to correct discrepancies or deficiencies in the manufacturing processes, procedures, or other conditions that cause articles to be in nonconformity with the requirements of the contract specifications. The inspection personnel shall verify the corrective actions and mark the discrepancy record. If discrepancies cannot be corrected by replacing the non-conforming materials, the Division of Public Transit shall approve the modification, repair, or method of correction to the extent that the contract specifications are affected.

**Quality Assurance Audits**

The quality assurance organization shall establish and maintain a quality control audit program. Records of this program shall be subject to review by the Division of Public Transit.

**Division of Public Transit's Inspector(s)**

The Division of Public Transit may be represented at the Vendor's plant by their inspectors, they shall monitor, in the Vendor's plant, the manufacture of vehicles built under this procurement. The Division of Public Transit's inspectors shall be authorized to release the vehicles for delivery. Upon request to the quality assurance supervisor, inspectors shall have access to the Vendor's quality assurance files related to this procurement. These files shall include drawings, material standards, parts lists, inspection processing and reports, and records of defects. The presence of these inspectors in the plant shall not relieve the Vendor of its responsibility to meet all of the requirements of this procurement.



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The Division of Public Transit's inspectors shall not have the authority to stop the Vendor's production line until any apparent problem area of major significance that arises to warrant such actions is fully discussed with the Vendor's top management.

**5.4 SERVICE AND PARTS**

The Vendor shall state on **Bid Form #1** the representative(s) responsible for assisting the Recipient Agencies, as well as the location of the nearest distribution center(s) which shall furnish a complete supply of parts and components for the repairs and maintenance of the vehicles to be supplied.

**5.5 Materials and Workmanship**

- a. Vendor shall incorporate in the proposed vehicle(s) the latest technological achievements consistent to achieving maximum service life and superior attractiveness of appearance.
- b. Vehicle(s) shall be delivered in new, first-class condition, complete and ready for operation on the street and the Vendor shall assume all responsibility and liability incident to said delivery.
- c. All materials used in the construction of vehicle(s) and in all its parts and accessories shall conform to A.S.T.M., S.A.E., or similar associations published standards, and be of top quality.
- d. The vehicle(s) shall be built with suitable and easily accessible compartments provided for all apparatus, sound deadening insulation, wherever needed, and all operating devices so mounted as to reduce and keep all noise and vibration to an absolute minimum.
- e. Vendor shall assume responsibility for all material and accessories used in vehicle(s) and their proper installation and their warranty, whether the same is manufactured by the Vendor or purchased ready-made from a source outside the Vendor's company.

**5.6 Spare Parts** – The Vendor shall guarantee the availability of replacement parts for these vehicles for at least a seven (7) year period after the date of acceptance. Spare parts shall be interchangeable with the original equipment and shall be manufactured in accordance with the quality assurance provision of this contract.

**5.7 Engineers** – The Vendor shall, at its own expense, have a competent engineering representative(s) available on request to assist the Recipient Agencies staff in the solution of engineering or design problems within the scope of the specifications that may arise during the warranty period.

**5.8 Documents** – The Vendor shall keep maintenance manuals available for a period of ten (10) years after the date of acceptance of the vehicles procured under this contract. The Vendor shall also keep parts books up to date for a period of ten (10) years. The supplied maintenance and operators' manuals shall incorporate all equipment ordered on the vehicles covered by this procurement.

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## **5.9 WARRANTIES**

The Vendor has an obligation to ensure that the entire vehicle is covered by a warranty. The Vendor shall make every effort to assure that all obligations defined under all warranties applicable to the vehicle or any subpart of the vehicle are unfilled.

### **WARRANTY REQUIREMENTS**

Warranties in this document are in addition to any statutory remedies or warranties imposed on the Vendor. Consistent with this requirement the Vendor warrants and guarantees to the Division of Public Transit each complete vehicle, and specific subsystems and components as follows:

#### **5.9.1 Complete Vehicle**

The vehicle is warranted and guaranteed to be free from defects and related defects for three (3) years or 36,000 miles, whichever comes first, beginning on the first day after the date of final acceptance of each vehicle. During this warranty period, the vehicle shall maintain its structural and functional integrity. The warranty is based on regular operation of the vehicle under the operating conditions prevailing in the Recipient Agencies locales.

#### **5.9.2 Warranty of Basic Vehicle Structure**

The Vendor shall warranty the frame and suspension members for three (3) years or 36,000 miles, whichever comes first. This warranty shall not cover air bags, leveling valves, springs, or other normal wearing parts. The Vendor is not liable for warranty if the Recipient Agencies voids the warranty as outlined in this Section. If the frame or suspension fails or shows indication of imminent failure, the Recipient Agencies will immediately notify the Vendor of said defect. Within ten (10) calendar days the Vendor will inform the Recipient Agencies on how the Vendor will repair the vehicle. Repair of frame and suspension failures will be the responsibility of the Vendor. Within fifteen (15) calendar days from notification of the defect the Vendor shall begin the repair of the frame and suspension defects. If the vehicle with the reported frame and suspension defect is out of revenue service for more than twenty (20) calendar days because of the reported defect, the Vendor will have to either provide a substitute vehicle of equal seating capacity with wheelchair lift (if applicable) of the same age or newer than the vehicle with the defect or directly reimburse the Recipient Agencies the cost of leasing a substitute vehicle. The maximum daily reimbursement will be \$300. The Vendor will have to continue to provide a substitute vehicle or reimburse the Recipient Agencies until the defect is completely repaired.

#### **5.9.3 Warranty Locations**

A description of how and by whom warranty service is to be provided in four (4) areas of West Virginia is to be included in the bid proposal. The information should cover both mechanical and body work. All bidders shall provide vendors who will do the warranty of both chassis and body, including vehicle body, air conditioning and wheelchair lifts. The four warranty service areas of West Virginia include: The Northern Panhandle, Eastern Panhandle, Central West Virginia, and Southern West Virginia.

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**5.9.4 Subsystems and Components**

The subsystems and components are warranted and guaranteed to be free from defects and related defects as follows:

ENGINE: Three (3) years or 36,000 miles, whichever comes first.

TRANSMISSION: Three (3) years or 36,000 miles, whichever comes first.

DRIVE AXLE: Three (3) years or 36,000 miles, whichever comes first.

BRAKE SYSTEM: Excluding friction material,  
Three (3) years or 36,000 miles  
whichever comes first.

BASIC BODY STRUCTURE  
INTEGRITY: Three (3) years or 36,000  
miles, whichever comes first.

AIR CONDITIONING SYSTEM: Three (3) years or 36,000 miles

WHEELCHAIR LIFT SYSTEM: Two (2) years

ALL ADD ON COMPONENTS: Two (2) years, unlimited miles.

**5.9.5 VOIDING OF WARRANTY**

The warranty shall not apply to any part or component of the vehicle that has been subject to misuse, negligence, accident, or that has been repaired or altered in any way so as to affect adversely its performance or reliability, except insofar as such repairs were in accordance with the Vendor's maintenance manuals and the workmanship was in accordance with recognized standards of the industry. The warranty shall also be void if the Recipient Agencies fails to conduct normal inspections and scheduled preventative maintenance procedures as recommended in the Vendor's maintenance manuals.

**5.9.6 EXCEPTIONS TO WARRANTY**

The warranty shall not apply to scheduled maintenance items, and items such as tires and tubes, nor to items furnished by the Recipient Agencies such as radios, fare boxes and other auxiliary equipment, except insofar as such equipment may be damaged by the failure of a part or component for which the Vendor is responsible.

**5.9.7 DETECTION OF DEFECTS**

If the Recipient Agency detects a defect within the warranty periods defined in Section 5.10.1 of this Part, it shall promptly notify the Vendor's representative five (5) working days after receipt of notification, the Vendor's representative shall either agree that the defect is in fact covered by warranty, or reserve judgment until the subsystem or component is

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inspected by the Vendor's representative or is removed and examined at the Recipient Agencies property or at the Vendor's plant. At that time, the status of warranty coverage on the subsystem or component shall be mutually resolved between the Recipient Agency and the Vendor. Work necessary to affect the repairs defined in Section 5.10 of this Part shall commence within ten (10) working days after receipt of notification by the Vendor.

**5.9.8 SCOPE OF WARRANTY REPAIRS**

When warranty repairs are required, the Recipient Agencies and the Vendor's representative shall agree within five (5) days after notification on the most appropriate course for the repairs and the exact scope of the repairs to be performed under the warranty. If no agreement is obtained within the five (5) day period, the Recipient Agencies reserves the right to commence the repairs in accordance with Section 5.10.

**5.9.9 FLEET DEFECTS**

A fleet defect shall be defined as the failure of any identical items covered by the warranty and the specifications herein and occurring in a twenty percent (20%) portion of the vehicles purchased under this contract.

The Vendor shall correct a fleet defect under the warranty provision. After correcting defect, the Vendor shall promptly undertake and complete a work program reasonably designed to prevent the occurrence of the same defect in all other vehicles purchased under this contract. The work program shall include inspection and/or correction of the potential or defective parts in all of the vehicles purchased under this contract. The warranty on items determined to be fleet defects shall be extended for the time and/or miles of the original warranty. This extended warranty shall begin on the date of the repair/replacement for the corrected item.

**5.10 REPAIR PROCEDURES**

**5.10.1 Repair Performance**

At its option, the Division of Public Transit, or its designated representative, may require the Vendor, or its designated representative, to perform warranty covered repairs that are clearly beyond the scope of Recipient Agencies capabilities. All warranty work done by Recipient Agencies personnel will be reimbursed by the Vendor.

**5.10.2 Repairs by Vendor**

If the Recipient Agencies requires the Vendor to perform warranty covered repairs, the Vendor's representative must begin the work necessary to make repairs, within ten (10) working days after receiving notification of a defect from the Recipient Agencies. The Recipient Agencies shall make the vehicle available to complete repairs timely with the Vendor's repair schedule.

The Vendor will provide, at its own expense, all spare parts, tools, and space required to complete repairs. At the Recipient Agencies option, the Vendor may be required to complete repairs. At the Recipient Agencies option, the Vendor may be required to remove the vehicle from Recipient Agency's property while repairs are being affected. If the

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vehicle is removed from Recipient Agency's property, repair procedures must be diligently pursued by the Vendor's representative.

**5.10.3 Repairs by Recipient Agencies**

**a. Parts Used**

If the Recipient Agency performs the warranty covered repairs, it shall correct or repair the defect and any related defects using Vendor specified spare parts available from its own stock or those supplied by the Vendor specifically for this repair. Monthly, or at a period to be mutually agreed upon, reports of all repairs covered by this warranty shall be submitted by the Recipient Agency to the Vendor for reimbursement or replacement of parts. The Vendor shall provide forms for these reports.

**b. Vendor Supplied Parts**

The Recipient Agency may request that the Vendor supply new parts for warranty covered repairs being performed by the Recipient Agency. These parts shall be shipped prepaid to the Recipient Agency from any source selected by the Vendor within 10 (ten) working days of receipt of the request for said parts.

**c. Defective Components Return**

The Vendor may request that parts covered by the warranty be returned to the manufacturing plant. The total cost for this action shall be paid by the Vendor. Materials should be returned in accordance with Vendor's instructions.

**d. Reimbursement for Labor**

The Recipient Agencies shall be reimbursed by the Vendor for labor. The amount shall be determined by multiplying the number of man-hours actually required to correct the defect by the current per hour, straight wage rate, plus 53 percent fringe benefits, plus the cost of towing in the vehicle if such action was necessary and if the vehicle was in the normal service area.

These wage and fringe benefit rates shall not exceed the rates in effect in the Recipient Agencies service garage at the time the defect correction is made.

**e. Reimbursement for Parts**

The Recipient Agencies shall be reimbursed by the Vendor for defective parts and for parts that must be replaced to correct the defect. The reimbursement shall be at the invoice cost of the part(s) at the time of repair and shall include taxes where applicable and 10 percent handling costs.

**5.10.4 WARRANTY AFTER REPLACEMENT/REPAIRS**

If any component, unit, or subsystem is rebuilt or replaced by the Vendor or by the Recipient Agencies personnel, with the concurrence of the Vendor, the subsystem shall have the unexpired warranty period of the original subsystem.

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**6 CONTRACT AWARD**

**6.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

**6.2** The Federal Transit Administration's "Third Party Contracting Circular" (4220.1F), requires grantees (the DPT) to conduct procurements in a manner that prohibits the use of statutorily or administratively imposed In-State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference.

Therefore, the In-State vendor preference per West Virginia Code 5A-3-37 shall not apply to this procurement since it is partially or entirely funded with Federal Transit Administration funds.

**7. PRICING PAGE**

**7.1 Pricing Pages:** Vendor should complete Exhibit A Pricing Page by listing the unit price for each vehicle class, multiplying the unit price by the estimated quantity to arrive at an extended price, and then adding the extended prices for each Class to arrive at a total. All prices quoted are to be in whole dollars and include delivery charges.

**7.2** Exhibit A Pricing Page contains a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

**7.3** Vendor should electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. If the vendor is entering a Grand Total amount on the commodity line in Oasis, they must add all of the Extended pricing for Class A-G and enter as a Lump sum amount. Vendor must still show a unit price per vehicle on the Exhibit A pricing page for evaluation purposes.

**7.4** Additional agencies, as noted, could purchase from any awarded contract resulting from this bid. Specified deliverables would be as originally advertised, competed, evaluated, and awarded.

**8. BID REQUIREMENTS**

**8.1** All bids must remain in effect for the life of the contract except if vehicle chassis manufacturer issues a model year chassis price increase. A request for a model year chassis price increase is the only price increase that will be considered.

To request a new model year chassis price increase, the request shall be submitted to the Division of Public Transit. Documentation from the actual chassis manufacturer of the chassis price increase is required to be included in the request or the price increase will not be considered.

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**8.2 All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Acceptable delivery method include electronic submission via wvOASIS , hand delivery, delivery by courier, or facsimile.**

**West Virginia Purchasing Division  
2019 Washington Street East  
Capitol Complex Building 15  
Charleston, WV 25305  
General Fax: 304-558-6026**

**9. VENDOR QUALIFICATIONS**

The Vendor must be a person, firm, or corporation that:

- a. Has in operation, a manufacturing plant adequate to assure delivery of all equipment within the time specified under the contract.
- b. Has adequate engineering and service personnel, or has the capability to have such personnel, to satisfy any engineering or service problems that may arise during the warranty period.
- c. Has similar vehicles in operation in comparable service for a minimum of one (1) year. The Vendor may be required to furnish a customer list indicating the number of units and dates in service during or equal period of during the bid evaluation period in addition to the requirements under Section 10.2 of these specifications.
- d. In lieu of this requirement, certified results of a shaker test may be requested by the Division of Public Transit during the or equal period to prove the proposed vehicles to be capable of operating the service contemplated for these vehicles.
- e. Has the necessary facilities and financial resources to complete the contract in a satisfactory manner within a required time. The Division of Public Transit shall have the right to conduct a pre-award survey of each Vendor.
- f. Has completed and accurate maintenance, parts, and operators' manuals.

**10. MISCELLANEOUS ITEMS TO BE SUPPLIED WITH BID**

**10.1 Federal Transit Administration (FTA) Terms and Conditions and Certifications:**

Current FTA Terms and Conditions are included in this bid and must be met. Certifications for Vehicle Purchases, including Vehicle Pollution Requirements, Federal Motor Vehicle Safety Standards, Debarred Bidders, Disadvantaged Business Enterprise Manufacturers, Buy America Rolling Stock, Restrictions on Lobbying are provided on Bid Form Pages #1 - #10. **All bid forms provided should be properly completed and furnished by the Vendor as part of the bid and must be completed before award can be made.**

**10.2 Pre-Award Review – The Vendor shall submit the following items and any further items if requested.**

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- A. Complete mechanical description of vehicle, its construction and equipment including manufacturer's model name and/or number. Equipment to be described shall include the wheelchair lift, air conditioner, flip-up seat, and wheelchair securement system, if these items are specified herein.
- B. Proposed interior floor plans, showing detailed dimensions including the location of the wheelchair securement system and stanchions if specified.
- C. Curb weight (empty weight) and gross vehicle weight rating (GVWR) of vehicle.
- D. Samples or paint charts of available exterior paint colors and vinyl.
- E. Description of the warranties the Vendor proposes to furnish for the vehicle and for required ancillary equipment, including a listing of sites where warranty work will be performed.
- F. The location of the nearest depot which will furnish a complete supply of parts and components for the repair and maintenance of the vehicle to be supplied.
- G. Description of the undercoating/rustproofing system, including warranty to be provided.
- H. Identification of the specific location of the place of assembly in the case of a bus or the place of a conversion in the case of a converted van. If the location changes, the Vendor must notify the Division of Public Transit, in which case the Division of Public Transit reserves the right to perform an inspection similar to the pre-award inspection identified. If the results of the inspection are unsatisfactory, the Division of Public Transit may begin the contract termination process through the WV State Purchasing Division.
- I. A list of five (5) users names, addresses, and telephone numbers who have been provided similar equipment by the Vendor. If the Vendor has not provided similar equipment, the Division of Public Transit reserves the right to determine the acceptability of the equipment proposed by the Vendor.

**10.3 Disadvantaged Business Enterprise (DBE)**

- A. All U.S. Department of Transportation, Federal Transit Administration (FTA) assisted contracts between FTA, the Division of Public Transit, and any Vendor shall include the following language:
  - 1) **Policy** – It is the policy of the U.S. Department of Transportation that Disadvantaged Business Enterprises (DBE) as defined in 49 CFR Part 26 that DBEs shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 26 apply to the agreement.
  - 2) **DBE Obligation** – The recipient or its Vendor agrees to ensure that DBEs as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 26



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apply to the agreement. In this regard, all recipients or Vendors shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBEs have the maximum opportunity to compete for and perform contracts. Recipients and their Vendors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of U.S. Department of Transportation-assisted contracts.

- 3) The manufacturer of transit vehicles shall certify that it has complied with the requirements of 49 CFR Part 26 (March 4, 1999), Section 26.49, "Transit Vehicle Manufacturers". This certification shall be submitted with responses to this solicitation on **Bid Form #3**.
- 4) The Vendor shall make good faith efforts to replace a DBE subcontractor that is unable to perform, with another DBE subcontractor.
- 5) Where the Vendor is found to have failed to exert sufficient reasonable and good faith efforts to involve DBEs in the work provided, the Division of Public Transit may declare the Vendor noncompliant and in breach of contract.
- 6) The Vendor will keep records and documents for a reasonable time following performance of this contract to indicate compliance with the Division of Public Transit DBE Program. These records and documents will be made available at reasonable times and places for inspection by any authorized representative of the Division of Public Transit and will be submitted to the Division of Public Transit upon request.
- 7) The awarded Vendor agrees to include the following assurance in every subcontract it signs relevant to this contract: The Vendor and each Third Party Subcontractor must not discriminate on the basis of race, color, national origin, or sex in the award and performance of any FTA or U.S. DOT-assisted sub-agreement, third party contract, and third party subcontract, as applicable, and the administration of its DBE program or the requirements of 49 CFR Part 26.

The Vendor and each third-party subcontractor must take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of U.S. DOT-assisted sub-agreements, third party contracts and third-party subcontracts, as applicable.

Failure by the Vendor and any of its third-party contracts or third party subcontractors to carry out the requirements of this subparagraph 13.d(4)(b) is a material breach of this contract, and

The following remedies, or such other remedy as the Division of Public Transit deems appropriate, include, but are not limited to, withholding payments; assessing sanctions; liquidated damages; and/or disqualifying the Vendor from future bidding as non-responsible.

- 10.4 **Prohibited Interest** – No employee, officer, board member, agent or their family members of the Division of Public Transit may participate in the selection, award or administration of a contract supported by Federal funds if a real or apparent conflict

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of interest is involved. Such a conflict could arise when any of the parties mentioned above have a financial or other interest in the Vendor selected for the contract.

**10.5 Civil Rights Requirements** – In connection with the execution of this contract, the following requirements will apply:

- A. **Nondiscrimination.** In accordance with Title VI of the Civil Rights Act of 1964, As amended, 42 U.S.C. § 2000d, *et seq.*, Age Discrimination Act of 1975, as amended, 42 U.S.C. §6101, *et seq.*, Americans With Disabilities Act of 1990, as amended, 42 U.S.C. § 12101, *et seq.*, and Federal transit law at 49 U.S.C. §5332, as amended, the Vendor agrees that it will not discriminate against any employee or applicant for employment on the basis of race, color, religion, national origin, sex, age, or disability. In addition, the Vendor agrees to comply with any other applicable Federal statutes that may be signed into law or regulations that may be promulgated.
- B. **Equal Employment Opportunity.** The following equal employment opportunity requirements apply to the underlying contract:
  - 1) **Race, Color, Religion, National Origin, Sex, Disability, Age, Sexual Orientation, Gender Identity or Status as a Parent.** In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, *et seq.*, and Federal transit laws at 49 U.S.C. § 5332, the Vendor agrees to comply with all applicable equal employment opportunity requirements of the U.S. Department of Labor (US DOL) regulations, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor,” 41 C.F.R. Parts 60 *et seq.*, (which implement Executive Order Number 11246, “Equal Employment Opportunity”, as amended by Executive Order Number 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Vendor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity or status as a parent. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff, or termination; rates of pay or other forms or compensation; and selection for training, including apprenticeship. In addition, the Vendor agrees to comply with any implementing requirements FTA may issue.
- C. The Vendor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary, to identify the affected parties.

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- 10.6 Buy America Certification** – Vendor agrees to comply with 49 U.S.C. § 5323(j) and 49 CFR Part 661, which provides that Federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA or the product is subject to a general waiver. General waivers are listed in 49 CFR 661.7 and include, microcomputer equipment, software, and small purchases (currently less than \$150,000) made with capital, operating, or planning funds. Separate requirements for rolling stock are set out at 49 CFR 661.11. Rolling stock not subject to a general waiver must be manufactured in the United States and have a 60 percent domestic content.
- A. A bidder must submit to the Division the appropriate Buy America certification on **Bid Form #4** with all bids on FTA-funded contracts, except those subject to a general waiver. **Per FTA requirements, bids that are not accompanied by a completed Buy America certification must be rejected as non-responsive.** This requirement does not apply to lower tier subcontractors.
- B. **Should the Vendor be declared responsive and low bid, pursuant to Pre-Award and Post Delivery Audit Requirements, the Division will require the Vendor to submit documentation (prior to any award) that lists:**
- 1) Component and sub-component parts of the rolling stock to be purchased identified by manufacturer of the parts, their country of origin and costs; and
  - 2) The location of the final assembly point for the rolling stock, including a description of the activities that will take place at the final assembly point and the cost of final assembly.
  - 3) The Vendor shall submit one manufacturer's Federal Motor Vehicle Safety Standards (FMVSS) self-certification sticker providing information that the vehicle quoted complies with relevant FMVSS, or Manufacturer's certified statement that the contracted vehicles will not be subject to FMVSS regulations.
  - 4) Vendor shall submit evidence that it will be capable of meeting the bid specifications.
- C. As required by the Post Delivery Audit Requirement, any successful vendor will be required to furnish the following prior to any completed vehicle being placed into service or before any payment can be made:
- 1) Actual component and sub-component parts of the rolling stock provided, identified by manufacturer of the parts, their country of origin and costs; and
  - 2) Actual location of the final assembly point for the rolling stock provided, including a description of the activities that took place at the final assembly point and the actual cost of final assembly.
- 10.7 Federal Regulation Changes** – Vendor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement (FTA MA(22) dated October 1, 2015) <http://www.fta.dot.gov> between the WV Department of

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Transportation, Division of Public Transit and FTA, as they may be amended or promulgated from time to time during the term of this contract. Vendor's failure to so comply shall constitute a material breach of this contract.

- 10.8 Debarment and Suspension** – This contract will comply with the requirements of 2 CFR Part 180, subpart C as adopted and supplemented by U.S. DOT regulations at 2 CFR Part 1200. Vendor is required to submit **Bid Forms #6 & #7** with bid.

The Division will not enter into any arrangement to participate in the development or implementation of a contract with any Vendor that is debarred or suspended except as authorized by Executive Orders No. 12549, "Uniform Suspension, Debarment or Exclusion of Participant from Procurement or Non-procurement Activity," October 13, 1994, 31 U.S.C. § 6101 note, as amended by Executive Order No. 12689, "Debarment and Suspension," August 16, 1989, 31 U.S.C. § 6101 note, and other applicable federal laws, regulations, or guidance regarding participation with debarred or suspended Vendors.

The Division will review the U.S. GSA "System for Award Management – Lists of parties Excluded from Federal Procurement and Non-procurement Program," <https://www.sam.gov>,

As required by U.S. DOT regulations, 2 CFR Part 1200. If the Vendor's name is on the list, the Division cannot enter into a contract with a Vendor on the debarred list.

Should an approved Vendor have subcontracts, it is required to include similar provisions in each subcontract and review the SAM at <https://www.sam.gov>, to determine that the subcontractor is not on the debarred or suspended list.

- 10.9 Restrictions on Lobbying** – Every Vendor who applies or bids for an award of \$100,000 or more shall file the certification of **Bid Form #9** required by 49 CFR Part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose the name of the registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. § 1352. Such disclosures are forwarded from tier to tier up to the Division.

- 10.10 Environmental Regulations** – The Vendor agrees it will not use any violating facilities, will report the use of facilities placed on or likely to be placed on the U.S. EPA "List of Violating Facilities," will report violations of use of prohibited facilities to the Division who will in turn report each violation to FTA and the appropriate EPA Regional Office and will comply with the inspection and other requirements issued pursuant to the Environmental Protection Agency (EPA regulations (40 CFR, Part 15), which prohibits the use under nonexempt federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

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- 10.11 Clean Air** – The Vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7606 and other requirements of the Clean Air Act, as amended, 42 U.S.C. §§ 7401 – 7671q. The Vendor agrees to report each violation to the Division and understands and agrees that the Division will, in turn, report each violation as required to FTA and the appropriate EPA Regional Office.

The Vendor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance by FTA.

- 10.12 Clean Water** – The Vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to Section 508 of the Clean Water Act, as amended, 33 U.S.C. § 1368, and other provisions of the Clean Water Act, as amended, U.S.C. 33 §§ 1251 – 1377. The Vendor agrees to report each violation to the Division and understands and agrees that the Division will, in turn, report each violation as required to FTA and the appropriate EPA Regional Office.

The Vendor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

- 10.13 Energy Conservation Requirements** – The Vendor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act.

- 10.14 Contract Work Hours and Safety Standards Act** – The Vendor shall comply with Section 102 of the Contract Work Hours and Safety Standards Act (40 USC §§ 3701 *et seq.*, esp. § 3702) as supplemented by Department of Labor Regulations (29 CFR, § 5 & 29 CFR § 1926) as they involve the employment of mechanics and laborers.

- A. Overtime Requirements – No Vendor or subcontractor for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty (40) hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty (40) hours in such workweeks.
- B. Violation; Liability for Unpaid Wages; Liquidated Damages – In the event of any violation of the clause set forth in paragraph A of this section, the Vendor, and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such Vendor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph A of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty (40) hours without payment of the overtime wages required by the clause set forth in paragraph A of this section.

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- C. Withholding for Unpaid Wages and Liquidated Damages – The Division shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Vendor or subcontractor under any such contract or any other Federal contract with the same prime Vendor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Vendor, such sums as may be determined to be necessary to satisfy any liabilities of such Vendor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph B of this section.
- D. Subcontracts – The Vendor or subcontractor shall insert in any subcontracts the clauses set forth in this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime Vendor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this section.
- E. Payrolls and Basic Records – Payrolls and basic records relating thereto shall be maintained by the Vendor during the course of the work and preserved for a period of three (3) years thereafter for all laborers and mechanics working at the site of the work (or under the United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in Section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made, and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR .5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in Section 1(b)(2)(B) of the Davis-Bacon Act, the Vendor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits.

Vendors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of the training programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

- 10.15 **Hold Harmless** – The Vendor agrees to protect, defend, indemnify and hold the State of West Virginia, the Division, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this Contract and/or the performance hereof. Without limiting the generality of the foregoing, and all such claims, etc., relating to personal injury,

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infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decrees of any court, shall be included in the indemnity hereunder. The Vendor further agrees to investigate, handle, respond to, provide defense for, and defend any such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if such claim is groundless, false, or fraudulent.

**10.16 Program Fraud and False or Fraudulent Statements and Related Acts**

The Vendor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended 31 U.S.C. §§ 3801 *et seq.* and U.S. Department of Transportation regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Contract. Upon execution of the underlying contract, the Vendor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this Contract work is being performed. In addition to other penalties that may be applicable, the Vendor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Vendor to the extent the Federal Government deems appropriate.

The Vendor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Vendor, to the extent the Federal Government deems appropriate.

The Vendor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

**10.17 Incorporation of FTA Terms**

The preceding provisions include, in part, certain Standard Terms and Conditions required by the U.S. Department of Transportation, whether or not expressly set forth in the preceding Contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F, dated November 1, 2008, and are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. The Vendor shall not perform any act, fail to perform any act, or refuse to comply with any DPT requests which would cause DPT to be in violation of the FTA terms and conditions.

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**10.18 Access to Records**

The Vendor agrees to permit DPT, the Secretary of the US DOT and the Comptroller General of the United States, or their authorized representatives, to inspect all Contract work, materials, payrolls and other data and records with regard to the Contract. The Vendor also agrees to permit an audit of the books, records, and accounts of the Vendor and its subcontractors.

**10.19 Accessibility**

Vendor agrees that any vehicles provided shall be in accordance with the 42 U.S.C. Sections 12101 *et seq.*, and US DOT regulations, "Transportation Services for Individuals with Disabilities Act (ADA)," 49 CFR Part 37; and Joint U.S. Architectural and Transportation Barriers Compliance Board (U.S. ATBCB) and U.S. DOT regulations, "Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 36 CFR Part 1192 and 49 CFR Part 38.

**10.20 Air Pollution and Fuel Economy**

Vendor is to ensure compliance with applicable Federal air pollution control and fuel economy regulations, such as EPA regulations, "Control of Air Pollution from Mobile Sources," 40 CFR Part 85; EPA regulations, "Control of Emissions from New and In-Use Vehicles," 40 CFR Part 86; and EPA regulations, "Fuel Economy and Greenhouse Gas Exhaust Emissions of Motor Vehicles" 40 CFR Part 600.

**10.21 Bid Protest Procedures**

- A. Vendors have the option of protesting certain decisions made by the Purchasing Division.  
Please refer to the following link for Vendor Protest Procedures under Section 6.8.

<http://www.state.wv.us/admin/purchase/vrc/vpg/VendorProcurementGuide.pdf>

**10.22 Appeals to the Federal Transit Administration (FTA)**

Under the Federal Transit Administration's Circular 4220.1F, the Federal Transit Administration's (FTA's) appeals process for reviewing protests of a recipient's procurement decisions are:

- 1) Requirements for the Protester – The protester must:
  - a) Qualify as an "Interested Party" – Only an "interested party" qualifies for FTA review of its appeal. An "interested party" is a party that is an actual or prospective bidder or offeror whose direct economic interest would be affected by the award or failure to award the contract at issue.
    - i) Subcontractors – A subcontractor does not qualify as an "interested party" because it does not have a direct economic interest in the results of the procurement.



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- ii) Consortia//Joint Ventures/Partnerships/Teams – An established consortium, joint venture, partnership, or team that is an actual bidder or offeror and is acting in its entirety, would qualify as an “interested party” because it has a direct economic interest in the results of the procurement. An individual member of a consortium, joint venture, partnership, or team, acting solely in its individual capacity, does not qualify as an “interested party” because it does not have a direct economic interest in the results of the procurement.
  - iii) Associations or Organizations – An association or organization that does not perform contracts does not qualify as an “interested party” because it does not have a direct economic interest in the results of the procurement.
  - b) Exhaust Administrative Remedies – The protester must exhaust its administrative remedies by pursuing the WV Purchasing Division protest procedures to completion before appealing their decision to FTA.
  - c) Appeal Within Five (5) Days – The protester must deliver its appeal to the FTA Regional Administrator, Region III, 1760 Market Street, Suite 500, Philadelphia, PA, 19103-4124 within five (5) working days of the date when the protester has received actual or constructive notice of the WV Purchasing Division’s final decision. Likewise, the protester must provide its appeal to the same address within five (5) working days of the date when the protester has identified other grounds for appeal to FTA. For example, other grounds for appeal include the DPT’s failure to have or failure to comply with the WV Purchasing Division’s protest procedures or failure to review the protest.
- 2) Extent of FTA Review – FTA limits its reviews of protests to:
- a) Failure of DPT to have or adhere to WV Purchasing Division written bid protest procedures, or failure of DPT to review a complaint or protest.
  - b) Alleged violations on other grounds are under the jurisdiction of the appropriate State or local administrative authorities.
  - c) Alleged violations of a specific Federal Law or regulation that provides an applicable complaint procedure shall be submitted and processed in accordance with that Federal Law or regulation. See, e.g., Buy America Requirements, 49 C.F.R. Part 661 (Section 661.15); Participation by Minority Business Enterprise in Department of Transportation Programs, 49 C.F.R. Section 26.89.
- FTA will exercise discretionary jurisdiction over those appeals involving issues important to FTA’s overall public transportation program. FTA will refer violations of Federal law for which it does not have primary jurisdiction to the Federal authority having proper jurisdiction.
- 3) FTA Determinations to Decline Protest Reviews – FTA’s determination to decline jurisdiction over a protest does not mean that FTA approves of or agrees with WV Purchasing Division’s decision or that FTA has determined the contract is eligible for

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Federal participation. FTA's determination means only that FTA does not consider the issues presented to be sufficiently important to FTA's overall program that FTA considers a review to be required.

**11. ORDERING AND PAYMENT TO VENDOR**

**11.1 ORDERING:**

**11.1** Vendor shall accept orders by regular mail, facsimile, e-mail, or any other written forms of communication.

**11.2 Payment** When submitting invoices for payment to the Division of Public Transit, the Vendor shall be required to provide an original typed invoice. The following items shall appear on the invoice:

- 1) Vendor's Federal Employee Identification Number (FEIN)
- 2) Order number
- 3) Invoice should reflect the base vehicle cost and any applicable options with unite cost. **NOTE: Two invoices shall be submitted for each vehicle , one for 90% and one for 10%.**
- 4) Submit all invoices to:  
**Division of Public Transit**  
**Building 5, Room 650**  
**1900 Kanawha Blvd., East**  
**Charleston, West Virginia 25305**

**11.2.1** Payment of 90% of the total cost shall be paid upon conditional acceptance of the vehicle(s).

**11.2.2** Conditional acceptance of the vehicle(s) by the Division of Public Transit shall be made upon completion of inspection by the Division of Public Transit under Section 17 of this RFQ.

**11.2.3** Under the conditional acceptance of the vehicle(s) provided, the Division of Public Transit shall retain 10% of the total cost per vehicle until all vehicles provided have been in actual service for thirty (30) days.

**11.2.4** In the event any vehicle is found to be unacceptable during the thirty (30) day period of conditional acceptance, the Division of Public Transit shall furnish to the Vendor, in writing, a letter of non- acceptance detailing any and all deficiencies.

**11.2.5** Final acceptance on each vehicle shall be made by the Division of Public Transit in writing upon completion of the period of conditional acceptance and/or after any and all deficiencies have been corrected.

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- 11.2.6** Final acceptance shall be made on each individual vehicle provided. (Some vehicles may be accepted, while acceptance of others remains pending.)
- 11.2.7** Final acceptance of each vehicle shall be provided in writing by the Director of the Division of Public Transit or his/her authorized representative.
- 11.2.8** All warranties as described in this contract shall begin with the first day after the date of final acceptance of each vehicle. **Vendor shall furnish Notification of Delayed Delivery Date of In-Transit Mileage Accumulation Forms for completion by the Division of Public Transit upon acceptance of the vehicle.**
- 11.2.9** Prompt Payment – The prime Vendor agrees to pay each sub-contractor under this prime contract for satisfactory performance of its contract no later than fifteen (15) days from the receipt of each payment the prime Vendor receives from the Division of Public Transit. The Vendor agrees further to return retainage payments to each sub-contractor within fifteen (15) days after the sub-contractor's work is satisfactorily completed. Any delay of postponement of payment from the above referenced time frame may occur only for good cause following written approval from the Division of Public Transit. This clause applies to both DBE and non-DBE sub-contractors.

**12. DELIVERY AND RETURN:**

- 12.1 Delivery Time and Location:** Vendors shall specify approximate delivery dates when submitting bids. Delivery of the vehicle shall be completed within 150 days after receipt of executed contract documents. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.
- 12.2 Late Delivery:** The Division must be notified in writing if delivery is delayed for any reason. The request for extension must be received by the Division of Public Transit no less than ten (10) days prior to the originally planned vehicle delivery date and must include detailed justification for the length of the time extension. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 12.3** Delivery shall be FOB destination to:

**Kanawha Valley Regional Transit Authority (KRT)**  
**1550 4<sup>th</sup> Avenue,**  
**Charleston, WV 25324**

Vendor must contact KRT 24 hours before delivery at 304-343-7594. Delivery will be accepted Monday through Friday, between 9 a.m. and 2 p.m. exclusive of State holidays. Any delay in delivery resulting from the common carriers' operations, accidents, or mechanical failures in route shall be construed as a cause beyond the Vendor's control. However, the Vendor shall have the responsibility of releasing the vehicle to the common

REQUEST FOR QUOTATION  
Mid-Size – Medium Duty Cutaway Bus

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carrier in time to reach the delivery site under normal delivery conditions.

- 12.4** In case the delivery of the complete vehicle shall be necessarily delayed because of strike, Injunction, civil disturbance, government controls, or by reason of any cause or circumstances beyond the control of the Vendor, as detailed in writing by the Vendor, the term of completion of delivery shall be extended by a number of days to be determined in each instance by mutual agreement of the Division of Public Transit and Vendor.
- 12.5** If the vehicle is delivered over-the-road, a written report shall be submitted by the driver to the Division of Public Transit listing all incidents and unusual vehicle performance during the trip.

Should any service or repair be required during delivery, a comprehensive report shall be submitted to the Executive Director of the Division of Public Transit describing the nature of the service or repair and the cause.

- 12.6** Prior to acceptance, the Vendor shall have total risk of loss of the vehicle, including any damage sustained during the Vendor's driveway operation. Drivers shall keep a maintenance log enroute and it shall be delivered to the Division of Public Transit with the vehicle.

**13. ACCEPTANCE TESTS**

**13.1 Responsibility**

Fully-documented tests shall be conducted on each production vehicle following manufacture to determine its acceptance to the Division of Public Transit. These acceptance tests shall include pre-delivery inspections and testing by the Division of Public Transit after the vehicles have been delivered.

**13.2 Pre-Delivery Tests**

The Vendor shall conduct acceptance tests at its plant on each vehicle following completion of manufacture and before delivery to the Division of Public Transit. These pre-delivery tests shall include visual and measured inspections, as well as testing the total vehicle operation. The tests shall be documented. Additional tests may be conducted at the Vendor's discretion to ensure that the completed vehicles have attained the desired quality and have met the requirements of Section 3: Specifications. This additional testing shall be recorded on appropriate test forms provided by the Vendor.

The pre-delivery tests will be scheduled and conducted with sufficient notice so that they may be witnessed by the resident inspectors, who may accept or reject the results of the tests. The results of pre-delivery tests, and any other tests, will be filed with the assembly inspection records for each vehicle. The under-floor equipment will be made available for inspection by the resident inspectors, using a hoist. A scaffold, or elevated platform will be provided by the Vendors to inspect vehicle roofs easily and safely. Delivery of each vehicle will require written authorization of

REQUEST FOR QUOTATION  
Mid-Size – Medium Duty Cutaway Bus

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a resident inspector. Authorization forms for the release of each vehicle for delivery will be provided by the Vendor. An executed copy of the authorization will accompany the delivery of each vehicle.

**13.3 Inspection - Visual and Measured**

Visual and measured inspections shall be conducted with the vehicle in a static condition. The purpose of the inspection testing is to verify overall dimensional and weight requirements, to verify that required components are included and are ready for operation, and to verify that components and subsystems that are designed to operate with the vehicle in a static condition do function as designed.

**14 Total Vehicle Operation**

Total vehicle operations shall be evaluated during road tests. The purpose of the road tests is to observe and verify the operation of the vehicle as a system and to verify the functional operation of the subsystem that can be operated only while the vehicle is in motion.

Each vehicle shall be driven for a minimum of 15 miles during the road tests. Observed defects shall be recorded on the test forms. The vehicle shall be retested when defects are corrected, and adjustments are made. This process shall continue until defects or required adjustments are no longer detected. Results shall be pass/fail for these vehicle operation tests.

**15 Final Pre-Delivery Inspection:** Prior to delivery, all vehicles must be thoroughly inspected and serviced in compliance with the manufacturer's prescribed procedures which includes but is not limited to:

- a. Complete vehicle lubrication;
- b. Confirm oil level, fill crank case as needed, top off all fluids;
- c. Adjust engine to proper operating condition;
- d. Verify tire pressure and correct as necessary;
- e. Check front end alignment or four-wheel alignment, perform alignment, and balance all tires;
- f. Wash/Clean interior and exterior of vehicle. Remove all unnecessary tags, stickers (including window stickers), papers, tags, etc.
- g. Upon delivery, the vehicles fuel tanks shall be full of fuel;
- h. Affix a valid West Virginia Inspection Sticker to the windshield. The vehicle must be inspected in the month delivered.

REQUEST FOR QUOTATION  
Mid-Size – Medium Duty Cutaway Bus

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- i. No dealer insignia or other advertising shall be affixed to the vehicle or appear on any accessory such as mud flaps, bumpers, deck lids, etc. Vehicles delivered with such advertising will be rejected.
- j. Perform operational checks which will cover all controls, systems, and devices, doors, windows, accessories, and road testing of the completed vehicle. Vehicle shall be driven at various speeds; brakes tested for dependability, vehicle checked for rattles, squeaks and must be in compliance with pre-delivery inspection/servicing procedures and make adjustments, as necessary.

**16 Post-Delivery Tests**

The Division of Public Transit shall within fifteen (15) calendar days of **notice from Vendor that vehicle is ready to be inspected for conditional acceptance**, proceed with its inspection of vehicle for conditional acceptance. The Division of Public Transit will conduct acceptance tests on each delivered vehicle. The purpose of these tests is to identify defects that have become apparent between the time of vehicle release and delivery to the Division of Public Transit. The post-delivery tests shall include visual inspection and vehicle operations. The road tests for total vehicle operation are similar to those conducted at the Vendor's plant. Operational deficiencies of each vehicle shall be identified and recorded.

Vehicles that fail to pass the post-delivery tests are subject to non-acceptance. The Division of Public Transit shall record details of all defects and shall notify the Vendor of non-acceptance of each vehicle within 5 days after completion of the tests.

- 17 Conditional Acceptance of Vehicle's** The vehicle shall undergo the Division of Public Transit's acceptance test. If the vehicle passes these tests, conditional acceptance of the vehicle by the Division of Public Transit occurs on the fifteenth day after delivery. Acceptance may occur earlier if the Division of Public Transit notifies the Vendor of early acceptance. If the vehicle fails these tests, it shall not be accepted until the repairs have been made.

**17.1 Repairs After Non-Acceptance**

The Division of Public Transit may require the Vendor, or its designated representative, to perform the repairs after non-acceptance or the work may be done by the Transit Authority or Recipient Agency's personnel with reimbursement by the Vendor.

**17.1.1 Repairs by Vendor**

If the Transit Authority or Recipient Agency requires the Vendor to perform repairs after non-acceptance of the vehicle, Vendor's

**REQUEST FOR QUOTATION**  
**Mid-Size – Medium Duty Cutaway Bus**

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representative must begin work within five (5) working days after receiving notifications from the Division of Public Transit or Transit Authority of failure of acceptance tests. The Transit Authority or Recipient Agency shall make the vehicle available to complete repairs timely with the Vendor's repair schedule.

The Vendor shall provide, at its own expense, all spare parts, tools, and space required to complete the repairs. At the Transit Authority or Recipient Agency's option, the Vendor may be required to remove the vehicle from their property. The repair procedure must be diligently pursued by the Vendor's representatives and the Vendor shall assume risk of loss while the vehicle is under its control.

**17.1.2 Repairs by Transit Authority or Recipient Agency**

- a) **Parts Used.** If the Transit Authority or Recipient Agency decides to perform the repairs after non-acceptance of the vehicle, it shall correct or repair the defect and any related defects using Vendor specified parts available from its own stock or those supplied by the Vendor specifically for this repair.

Monthly, or at a period to be mutually agreed upon, reports of all repairs covered by this procedure shall be submitted by the Transit Authority or Recipient Agency to the Vendor for reimbursement or replacement of parts. The Vendor shall provide forms for these reports.

- b) **Vendor Supplied Parts.** If the Vendor supplies parts for repairs being performed by the Transit Authority or Recipient Agency, after non-acceptance of the vehicle, these parts shall be shipped prepaid to the Transit Authority or Recipient Agency from any source selected by the Vendor within ten (10) working days after receipt of the request for said parts, provided said parts are available for shipment.
- c) **Return of Defective Components.** The Vendor may request that parts covered by this provision be returned to the manufacturing plant. The total cost for this action shall be paid by the Vendor.
- d) **Reimbursement for Labor.** The Transit Authority or Recipient Agency shall be reimbursed by the Vendor for labor. The amount shall be determined by multiplying the number of actual "man-hours" straight wage rate plus 53 percent fringe benefits, plus the cost of towing in the vehicle if such action was necessary. These wage and fringe benefit rates shall not exceed the rates in effect at the Transit Authority or Recipient Agency's service garage at the time the defect correction is made.
- e) **Reimbursement for Parts.** The Transit Authority or Recipient Agency shall be reimbursed by the Vendor for defective parts that must be replaced to correct the defect. The reimbursement shall include taxes where applicable and ten (10) percent handling cost.

**REQUEST FOR QUOTATION**  
**Mid-Size – Medium Duty Cutaway Bus**

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- 17.1.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's designated location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery.

**18. VENDOR DEFAULT:**

- 18.1** The Following shall be considered a vendor default under this Contract.
- 18.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.
  - 18.1.2 Failure to comply with other specifications and requirements contained herein.
  - 18.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
  - 18.1.4 Failure to remedy deficient performance upon request.
- 18.2** The Following remedies shall be available to Agency upon default.
- 18.2.1 Immediate cancellation of the Contract.
  - 18.2.2 Immediate cancellation of one or more release orders issued under this Contract.
  - 18.2.3 Any other remedies available in law or equity.



REQUEST FOR QUOTATION  
Mid-Size – Medium Duty Cutaway Bus

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**19. MISCELLANEOUS:**

- 19.1 No Substitutions:** Vendor shall supply only Vehicles as submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.
- 19.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.
- 19.3 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

**Contract Manager:** Mike Wilson

**Telephone Number:** (574) 343-1050

**Fax Number:** (574) 830-0063

**Email Address:** mikew@creativebussales.com

**19.4 NOTIFICATION OF FEDERAL PARTICIPATION**

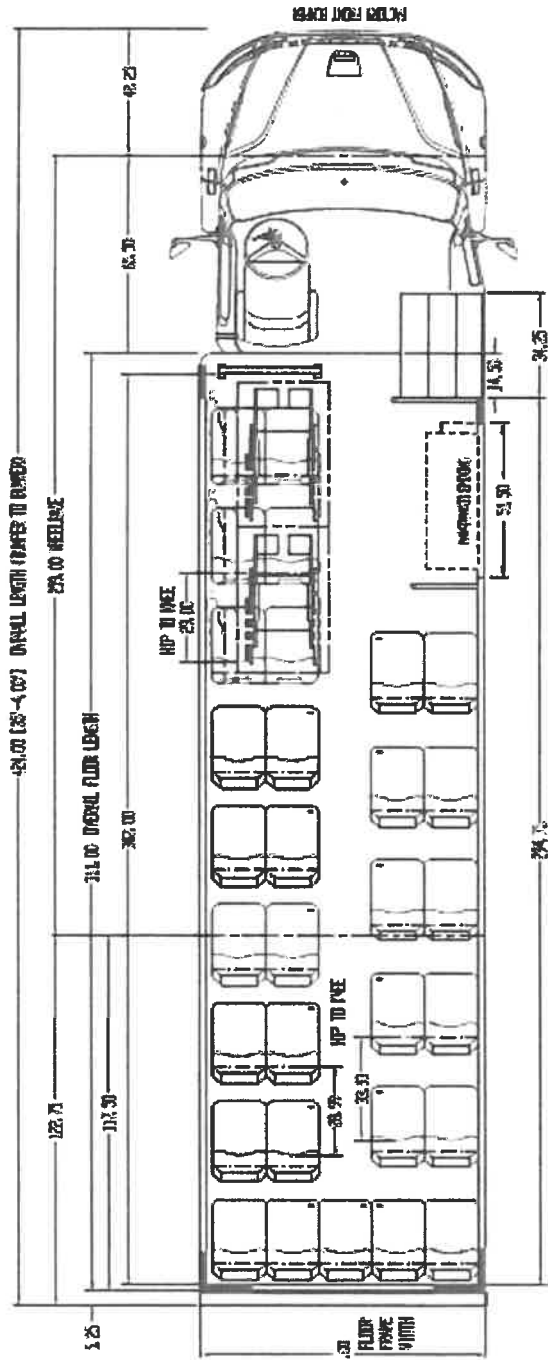
Federal funding for this project is being provided by the Federal Transit Administration through various CFDA grants for 80% of the project cost. CFDA grants will be specified after award.



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**CLASS C**



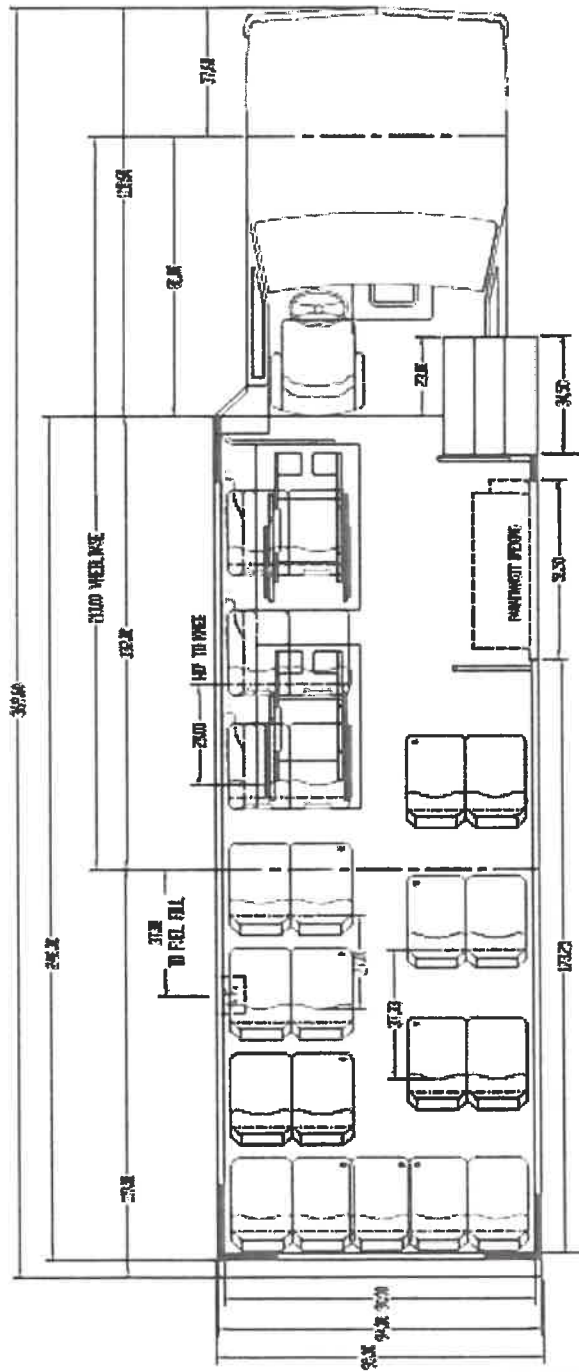


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REQUEST FOR QUOTATION  
Mid-Size – Medium Duty Cutaway Bus

CLASS G





REQUEST FOR QUOTATION  
Mid-Size – Medium Duty Cutaway Bus

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**22. REQUIRED BID FORMS**

The following certifications should be properly **completed and furnished by the bidder as part of the bid and must be completed before award can be made.**

*A required documentation checklist has been provided for bidder's usage.*

REQUEST FOR QUOTATION  
Mid-Size – Medium Duty Cutaway Bus

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**BID FORM #1**

Location(s) of the Technical Service Representative(s) and parts distribution center(s) closest or in the State of West Virginia.

**Location(s) of the technical service representative(s).**

**Name:** Creative Bus Sales - Indiana

**Address:** 57475 County Road 3, Elkhart, IN 46517

**Telephone:** (800) 326-2877

**Name:** Creative Bus Sales - Georgia

**Address:** 1525 Willingham Drive, Atlanta, GA 30344

**Telephone:** (770) 422-8920

**Location(s) of parts distribution center(s).**

**Name:** Creative Bus Sales - Indiana

**Address:** 57475 County Road 3, Elkhart, IN 46517

**Telephone:** (800) 326-2877

**Name:** Creative Bus Sales - Parts Distribution Warehouse

**Address:** 3615 S. 28th Street, Phoenix, AZ 85040

**Telephone:** (888) 993-5040

REQUEST FOR QUOTATION  
Mid-Size – Medium Duty Cutaway Bus

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**BID FORM #2**

**CERTIFICATION FOR AIR & WATER POLLUTION**

The Vendor certifies that the vehicles proposed:

**ARE**  X  in compliance with the regulations in 40 CFR Part 85, 40 CFR Part 86, 40 CFR Part 600, Clean Water Act and the air/water pollution criteria established by the Environmental Protection Agency of the United States Government.

**ARE NOT**   in compliance with the regulations in 40 CFR Part 85, 40 CFR Part 86, 40 CFR Part 600, Clean Water Act and the air/water pollution criteria established by the Environmental Protection Agency of the United States Government.

6/1/2021

Date



Authorized Signature

Bid Manager

Title

Creative Bus Sales, Inc.

Company Name

REQUEST FOR QUOTATION  
Mid-Size – Medium Duty Cutaway Bus

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**BID FORM #3**

**DISADVANTAGED BUSINESS ENTERPRISE  
VENDORS/ MANUFACTURERS CERTIFICATION**

**(Check appropriate statement)**

☐ The Vendor, if a transit vehicle manufacturer, hereby certifies that it has complied with the requirements of 49 CFR Section 26.49 by submitting an annual DBE goal to the Federal Transit Administration (FTA). The goal has either been approved or not disapproved by FTA.

☒ The Vendor, if a non-manufacturing supplier, hereby certifies that the manufacturer of the transit vehicle to be supplied has complied with the above-referenced requirement of 49 CFR Section 26.49.

6/1/2021

Date



Authorized Signature

Bid Manager

Title

Creative Bus Sales, Inc.

Company Name

REQUEST FOR QUOTATION  
Mid-Size – Medium Duty Cutaway Bus

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**BID FORM #4**

**BUY AMERICA CERTIFICATION  
ROLLING STOCK**

**Certificate of Compliance**

The bidder or offeror hereby certifies that it will comply with the requirements of section 165(b) (3), of the Surface Transportation Assistance Act of 1982, as amended, and the applicable regulations of 49 CFR 661.11:

6/1/2021

Date



Authorized Signature

Creative Bus Sales, Inc.

Company Name

Marcus Hoffman

Name

Bid Manager

Title

**Certificate for Non-Compliance**

The bidder or offeror hereby certifies that it cannot comply with the requirements of section 165(b) (3) of the Surface Transportation Assistance Act of 1982, as amended, but may qualify for an exception to the requirement consistent with section 165(b) (2) or (b) (4) of the Surface Transportation Assistance Act, as amended, and the applicable regulations in 49 CFR 661.7.

Date

Authorized Signature

Company Name

Name

Title

REQUEST FOR QUOTATION  
Mid-Size – Medium Duty Cutaway Bus

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**BID FORM #5**

**FEDERAL MOTOR VEHICLE  
SAFETY STANDARDS CERTIFICATION**

The vendor hereby certifies that it shall submit, as required by Title 49 of the CFR, Part 663 - Subpart D, its self-certification information stating that the vehicle(s) will comply with the relevant Federal Motor Vehicle Safety Standards issued by the National Highway Traffic Safety Administration in Title 49 of the Code of Federal Regulations, Part 571.

6/1/2021

Date



Authorized Signature

Bid Manager

Title

Creative Bus Sales, Inc.

Company Name

REQUEST FOR QUOTATION  
Mid-Size – Medium Duty Cutaway Bus

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**BID FORM #6**  
**U.S. Comptroller's Debarment List Certification**

Creative Bus Sales, Inc. hereby certifies that it

       IS or

  X   IS NOT (specify one) included on the U.S. GSA's debarment and suspension  
information available at <https://www.sam.gov>.

6/1/2021  
Date

  
Authorized Signature

Bid Manager  
Title

Creative Bus Sales, Inc.  
Company Name

REQUEST FOR QUOTATION  
Mid-Size – Medium Duty Cutaway Bus

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**BID FORM #7**

**CERTIFICATION OF PRIMARY PARTICIPANT REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential contractor for a major third-party contract),  
Creative Bus Sales, Inc. (COMPANY NAME) certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

If the primary participant (applicant for an FTA grant, or cooperative agreement, or potential third-party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.)

THE PRIMARY PARTICIPANT (APPLICANT FOR AN FTA GRANT OR COOPERATIVE AGREEMENT, OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD-PARTY CONTRACT),  
Creative Bus Sales, Inc., CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.



Bid Manager

Signature and Title of Authorized Official



REQUEST FOR QUOTATION  
Passenger Type Dual Rear Tire Van (Non-Raised Roof)

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**BID FORM #8**

***VENDOR'S CERTIFICATION OF  
UNDERSTANDING AND ACCEPTANCE***

The Vendor hereby certifies that all Technical Specifications and Contract Terms and Conditions have been carefully reviewed, are fully understood, and shall be adhered to in performance and completion of any contract resulting from this bid.

6/1/2021

Date



Authorized Signature

Bid Manager

Title

Creative Bus Sales, Inc.

Company Name

**SPECIFICATION COMPLIANCE**

**NOTE:** Please check if what is offered is in exact compliance with specifications. **Any discrepancies required be listed as an attachment to the bid proposal. Exact dimensions and/or descriptions must be provided as a part of the Vendor's bid proposal when submitted.**



Bid proposal submitted meets and/or exceeds all specification requirements.

\_\_\_\_\_

Bid proposal submitted contains deviations from specification requirements. Detailed descriptions of these deviations have been provided with this bid proposal.

REQUEST FOR QUOTATION  
Passenger Type Dual Rear Tire Van (Non-Raised Roof)

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**BID FORM #9**

**CERTIFICATION OF RESTRICTIONS ON LOBBYING**

The undersigned (Vendor, Contractor) certifies, to the best of his or her knowledge and belief, that:


1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influence or attempt to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress regarding the award of a Federal grant, loan (including a line of credit), cooperative agreement, loan guarantee, or loan insurance, or the extension, continuation, renewal, amendment, or modification of any Federal grant, loan (including a line of credit), cooperative agreement, loan guarantee, or loan insurance.
2. If any funds other than Federal appropriated funds have been or will be paid to any person to influence or attempt to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with any application for a Federal grant, loan (including a line of credit), cooperative agreement, loan guarantee, or loan insurance, the undersigned assures that it will complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," Rev. 7-97; and
3. The undersigned understands that the language of this certification shall be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, sub agreements, and contracts under grants, loans (including a line of credit), cooperative agreements, loan guarantees, and loan insurance.

Undersigned understands that this certification is a material representation of fact upon which reliance is placed by the Federal government and that submission of this certification is a prerequisite for providing a Federal grant, loan (including a line of credit), cooperative agreement, loan guarantee, or loan insurance for a transaction covered by 31 U.S.C. 1352. The undersigned also understands that any person who fails to file a required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The (Vendor, Contractor) Creative Bus Sales, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the (Vendor, Contractor) understands and agrees that the provisions of 31 U.S.C. §§ 3801, et seq., apply to this certification and disclosure.

6/1/2021

Date

  
Authorized Signature

Bid Manager

Title

REQUEST FOR QUOTATION  
Passenger Type Dual Rear Tire Van (Non-Raised Roof)

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**BID FORM #10**

**BID DOCUMENTATION CHECKLIST**

Model Year: 2021      Model: Glaval Legacy

**Bid Forms**

- ☒ Bid Form #1: Locations of Technical Service Representatives and Parts Distribution Centers
- ☒ Bid Form #2: Certification for Air & Water Pollution
- ☒ Bid Form #3: Disadvantaged Business Enterprise Vendors/Manufacturers Certification
- ☒ Bid Form #4: Buy America Certification Rolling Stock
- ☒ Bid Form #5: Federal Motor Vehicle Safety Standards Certification
- ☒ Bid Form #6: U.S. Comptroller's Debarment List Certification
- ☒ Bid Form #7: Certification of Primary Participant Regarding  
Debarment, Suspension, and Other Responsibility Matters
- ☒ Bid Form #8: Vendor's Certification of Understanding and Acceptance
- ☒ Bid Form #9: Certification of Restrictions on Lobbying
- ☒ Exhibit A Pricing Page

REQUEST FOR QUOTATION  
Passenger Type Dual Rear Tire Van (Non-Raised Roof)

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**Documentation – to be submitted with bid:**

**Referenced**

- ✓ 3.2 Engine: An ISB-10 Engine (6.7 liter) with EGR and Diesel Particulate Filter exhaust system – provide product description, warranty information and product literature.
- ✓ 3.2.8 High Idle System: provide product description, warranty information and product literature.
- ✓ 3.4 Transmission (separate cooling system): provide product description, warranty information and product literature.
- ✓ 3.5.4 Back Up Camera System: provide product description, warranty information and product literature.
- ✓ 3.10 Tires: provide product description, warranty information and product literature.
- ✓ 3.15.5 Alternator: provide product description, warranty information and product literature.
- ✓ 3.1.11 Water Testing: provide details of water testing procedures.
- ✓ 3.14 f. Exterior Vinyl Colors: provide samples/chart of available colors.
- ✓ 3.15 Undercoating and Rustproofing: provide product description, warranty information and literature.
- ✓ 3.16.2 Ambulatory Passenger Entrance/Exit: provide location, size, door operating details.
- ✓ 3.16.8 Stepwell Heater: provide product description, warranty information and product literature.
- ✓ 3.22 Floor Covering: provide samples of floor covering and colors to be provided.
- ✓ 3.27 Seating: provide product description, warranty information, product literature and color charts for all of the seating products to be utilized. **Proposed floor plans.**
- ✓ 3.27.11 Driver's Seat: provide description of product.
- ✓ 3.27.1 Exterior Mirrors: provide product description, warranty information and product literature.
- ✓ 3.19 Dual Purpose Safety Vent: provide product description, warranty information and product literature.
- ✓ 3.30 Wheelchair Securement System: provide product description, warranty information and product literature.
- ✓ 3.37 Strap/Buckle Storage: provide description and location of product.

REQUEST FOR QUOTATION  
Passenger Type Dual Rear Tire Van (Non-Raised Roof)

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- ☒ 3.31 Wheelchair Occupant Restraint System: provide product description, warranty information and product literature.
- ☒ 3.32 Wheelchair Lift: provide Make, Model #, product description, warranty information and product literature.
- ☒ 3.34 AM/FM Radio/CD: provide product description, warranty information and product literature.
- ☒ 3.39 Training: submit letter of understanding to the terms in this Section.
- ☒ 3.38.4 Fare box Provisions: provide description of proposed location.
- ☒ 3.38.1 Destination Signs: provide product description, warranty information and product literature.
- ☒ 3.38.5 PA System: provide product description and product literature.
- ☒ 3.21.15 Strobe Light: provide product description and product literature.
- ☒ 3.28.11 Security Cameras Only: provide product description, warranty information and product literature.
- ☒ 4.10 Security Camera System Including Playback: provide product description, warranty information and product literature.
- ☒ 4.15 Warranty on complete vehicle.
- ☒ 4.16 Warranty on Basic Vehicle Structure.
- ☒ 4.17.1 Warranty: warranties to be provided on subsystems and components.
- ☒ 6.1.2 Complete two (2) bids in binder form – one (1) marked for DPT.
- ☒ 10.2 A. Complete mechanical description of vehicle, its construction and equipment including manufacturer's model name and /or number. Include description of front and rear air conditioning and heat systems.
- ☒ 21 Proposed interior floor plans, showing detailed dimensions including the location of the wheelchair securement system and stanchions.
- ☒ 10.2 C. Curb weight (empty weight) and gross vehicle weight rating (GVWR) of vehicle.
- ☒ 10.2 D. Samples or paint charts of available exterior paint colors and vinyl.
- ☒ 10.2 H. Identification of the conversion location of the van.

REQUEST FOR QUOTATION  
Passenger Type Dual Rear Tire Van (Non-Raised Roof)

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- ☒ 10.2 I. A list of five (5) users names, addresses, emails, and telephone numbers who have been provided similar equipment by the Vendor.
- ☒ No Debt Affidavit
- ☒ Addendum Acknowledgement

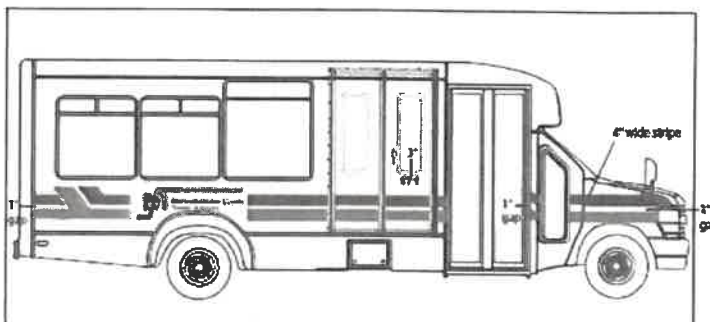
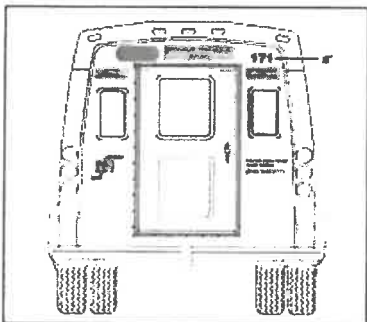
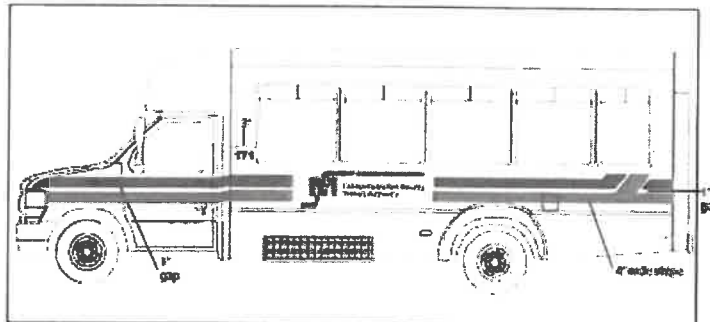
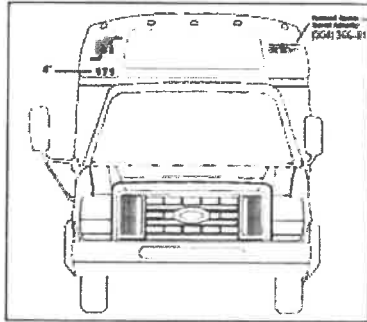
**EXHIBIT B, VINYL LOGOS AND STRIPES**

**CENTRA**



## EXHIBIT B, VINYL LOGOS AND STRIPES

### Fairmont-Marion County Transit Authority



\* Graphic colors and placement are representative, the final product may vary. ■ 125 Wild Cardinal Red ■ 266 Patriot Blue ■ 2" White Conspicuity Tape



## EXHIBIT B, VINYL LOGOS AND STRIPES

### HERE & THERE TRANSIT



## EXHIBIT B, VINYL LOGOS AND STRIPES

### Ohio Valley Eastern Ohio Regional Transit



## EXHIBIT C, EXAMPLES OF PAINT SCHEMES

### Bluefield Area Transit



## EXHIBIT C, EXAMPLES OF PAINT SCHEMES

### Buckwheat Express

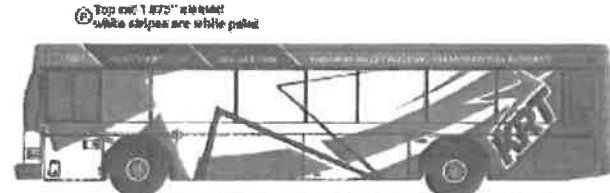




# EXHIBIT C, EXAMPLES OF PAINT SCHEMES

## Kanawha Valley Regional Transit Authority

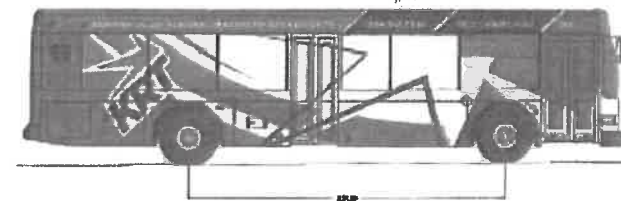
FRONT  
24" Roof Numbers



① Top end 1 1/2" x 1 1/2" white stripes are white paint

② Decals on the windows are non-reflective 1-way vision except for the green/blue/white KVRT logos/blue stripes are opaque reflective decals, silver/tau red lines is reflective decal

Side website white reflective decals are 18" x 78" x 6" placed in 42" x 4.875"



③ Side bus numbers are white reflective 8" height Helvetica Neue Condensed Black

④ Rear website white reflective decal is 60.25" x 3.3"



⑤ Rear KVRT reflective logo is 24.6" x 21.875" Rear bus number is blue reflective 8.25" height



⑥ Front KVRT reflective logo is 25" x 18.25"

### CHARLESTON, WV

⑦ Low Floor, 45 foot by 102 inches  
Serial Numbers 18004 - 18041  
Bus Numbers 1801 - 1808

Supplier: Armstrong and Associates, Ltd.  
any for other representation of quality drawing standard.  
Figure: Front Sheet 2.00.00

180 12-16-17-18

### FABRIC (Acrylic)

White  
Green  
Black Gloss  
Safety White Acrylic 8307 - Hubs  
Customs painted to match scheme

Paint chip to color: ☐ Yes ☐ No

Yes (ing) CC Date sent: NA

Approved: ☒ Yes ☐ No

Paint Effect: ☒ Yes ☐ No

Hard ☒ Soft ☐

### DECALS

White Reflective-680CR-10  
Light Blue Reflective-680CR-70  
N0001-EX

The green in the KVRT logos are  
supplied on 680CR  
color matching the green paint:  
Green 182185-EX  
The blue in the logo is:  
Light Blue Reflective-680CR-70

### Approval & Acceptance

Approved by: Chris Hartley

Title: AVT General Manager

For: KVRT

Date: 11/15/17

Rev: 8 Date: 11-17-17

POC: \_\_\_\_\_



## EXHIBIT C, EXAMPLES OF PAINT SCHEMES

### Eastern Panhandle Transit Authority

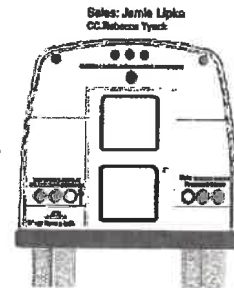
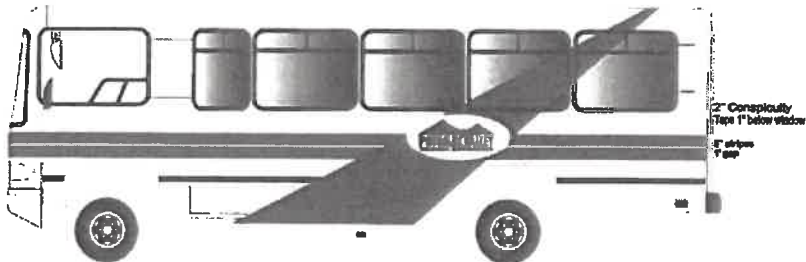


## EXHIBIT C, EXAMPLES OF PAINT SCHEMES

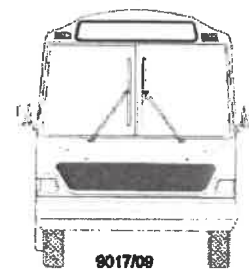
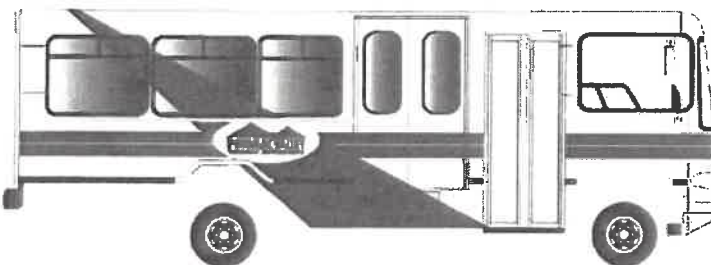
### Potomac Valley Transit Authority

Paint Scheme form

Unit #



2\"/>



Vinyl Colors & Numbers

- 1.) # 140 Blue
- 2.)
- 3.) # Spectra Everglade Green

Customer Signature

Generic form

Robin Miller  
(Graphics Dept.)

February 16, 06

## EXHIBIT C, EXAMPLES OF PAINT SCHEMES

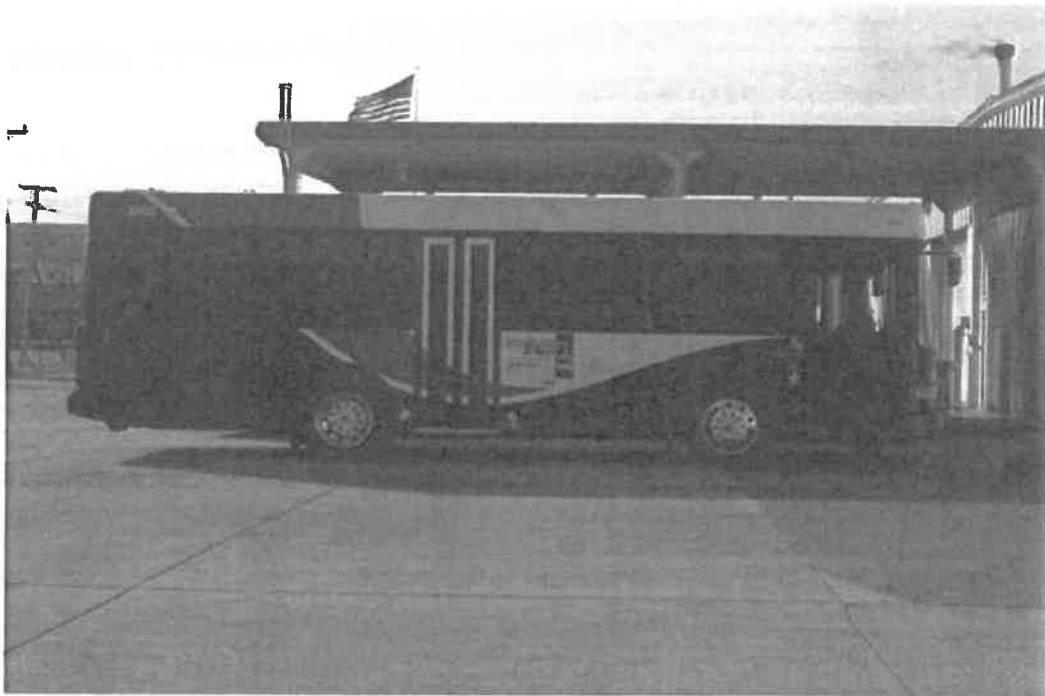
### Little Kanawha Transit Authority





## EXHIBIT C, EXAMPLES OF PAINT SCHEMES

### Tri-State Transit Authority



## EXHIBIT C, EXAMPLES OF PAINT SCHEMES

### Mid-Ohio Valley Transit Authority



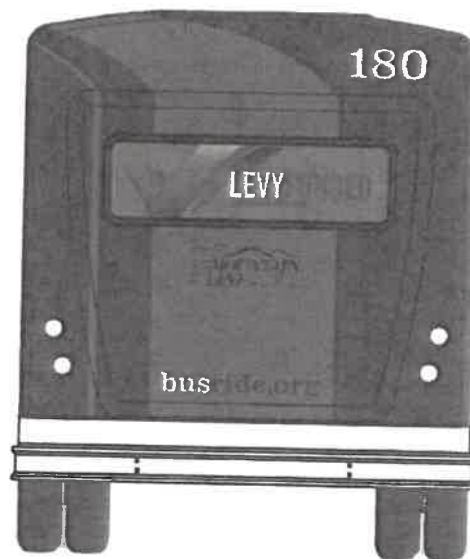
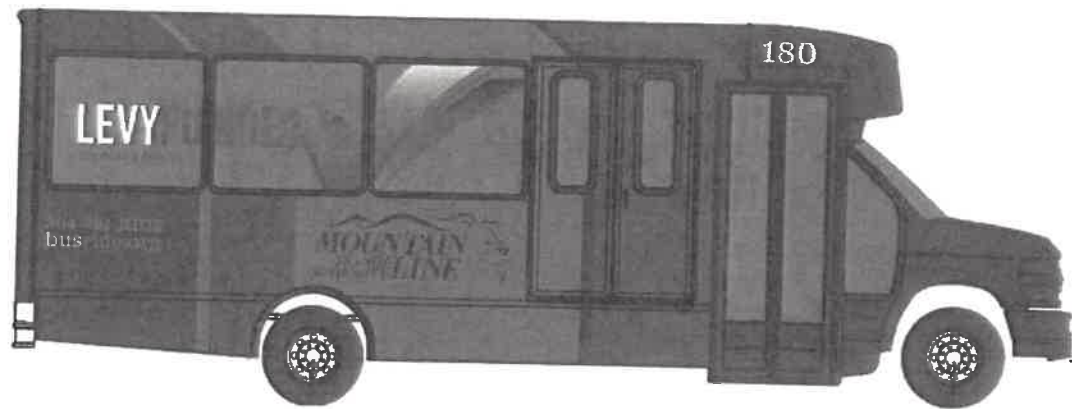
## EXHIBIT C, EXAMPLES OF PAINT SCHEMES

### Tri-River Transit



## EXHIBIT C, EXAMPLES OF PAINT SCHEMES

### Mountain Line Transit Authority



## EXHIBIT C, EXAMPLES OF PAINT SCHEMES

### New River Transit



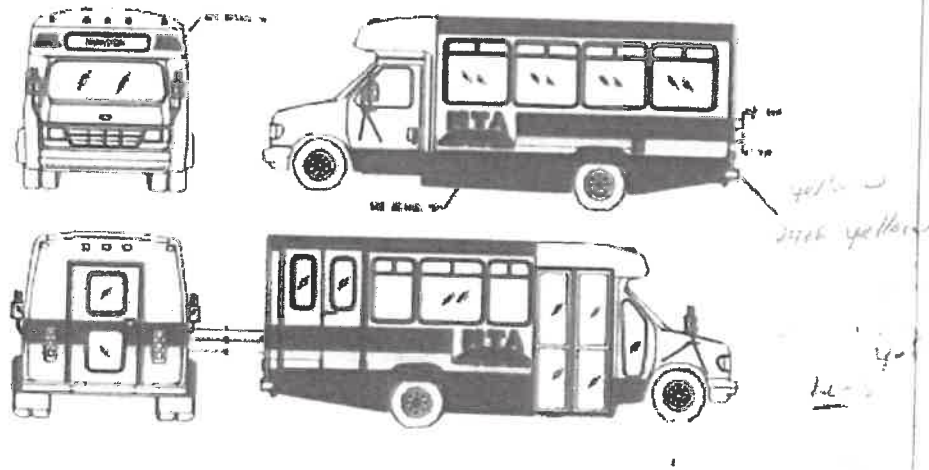


## EXHIBIT C, EXAMPLES OF PAINT SCHEMES

### Mountain Transit Authority

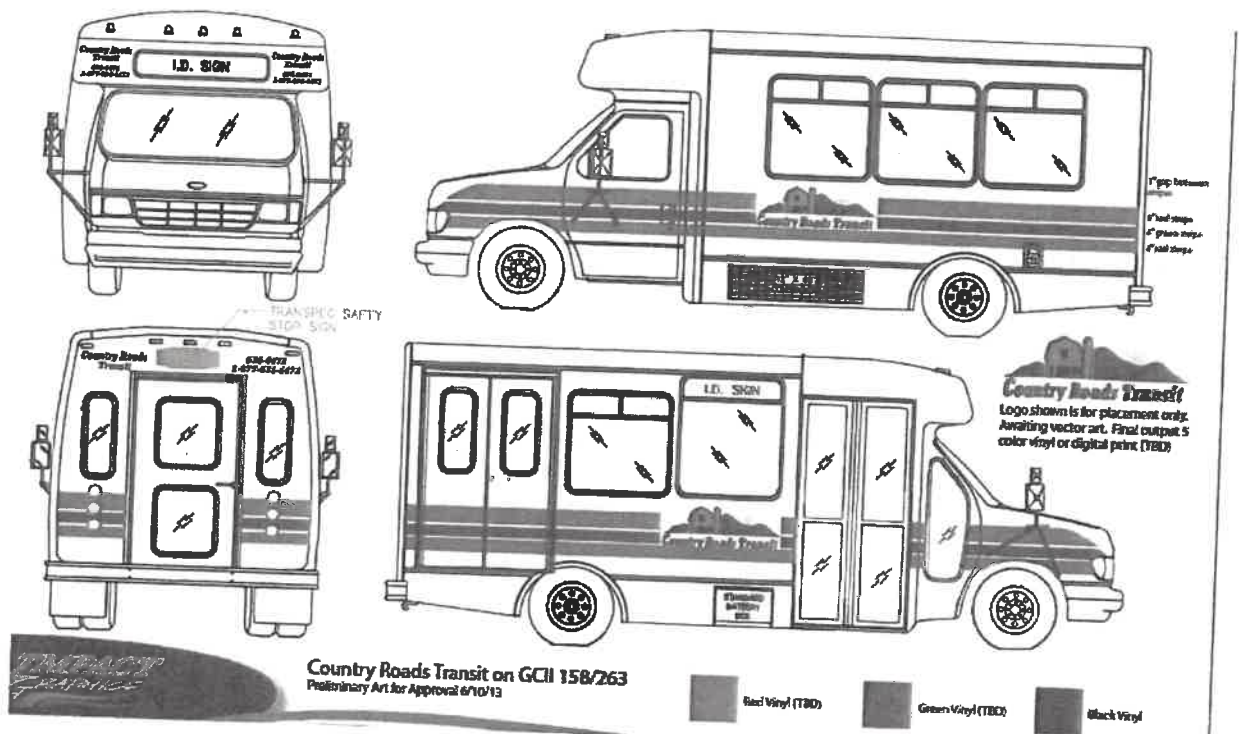
#### Paint Scheme Mountain Transit Authority

REMARKS:  
1. ALL AND SHOWN TO BE IN 1/2" BEYOND VEHICLE



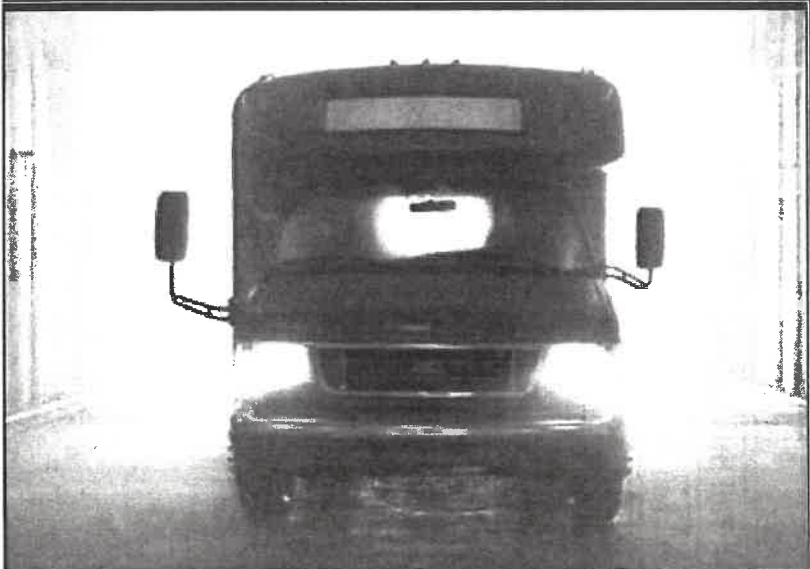
## EXHIBIT C, EXAMPLES OF PAINT SCHEMES

### Country Roads Transit



## **RAIN BOOTH INFORMATION**

Constructed as part of a corporate-wide pre-delivery inspection facility, the Forest River 20' x 50' motorized vehicle rain booth utilized by Glaval Bus offers exceptional performance in the area of water leak detection.



The motorized vehicle rain booth adds front wall nozzles to the design of the towable rain booth, simulating the pelting of oncoming rain at highway speeds. Both booths include two 1200 gallon recycling tanks and utilize a 12Horsepower pump with multi-bank filters capable of delivering 40 – 60 p.s.i. That equates to 300 gallons per minute pushed through the spray heads, or the equivalent of a 24 inch-per-hour downpour!

With nozzles directed at the roof, sidewalls, front and undercarriage, nothing goes untouched in our quest for leak elimination. Using both velocity and volume in our test procedure ensures our valuable customers that we are doing the utmost to deliver a leak-free product to them.



Visitors are always welcome to witness the test booths whenever they are in operation.





Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

State of West Virginia  
Centralized Request for Quote  
Vehicles

**Proc Folder:** 882993

**Doc Description:** Addendum No. 1 - Mid-Size Medium Duty Vehicles

**Reason for Modification:**

Addendum no. 1 is issued to publish a copy of the vendor's questions with responses and to extend the close date.

**Proc Type:** Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2021-06-04	2021-06-30 13:30	CRFQ 0805 PTR2100000011	2

**BID RECEIVING LOCATION**

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
US

**VENDOR**

**Vendor Customer Code:**

**Vendor Name :** Creative Bus Sales, Inc.

**Address :** 57475 County Road 3

**Street :**

**City :** Elkhart

**State :** IN

**Country :** USA

**Zip :** 46517

**Principal Contact :** Marcus Hoffman

**Vendor Contact Phone:** (800) 326-2877

**Extension:** 508

**FOR INFORMATION CONTACT THE BUYER**

Toby L Welch  
(304) 558-8802  
toby.l.welch@wv.gov

Vendor  
Signature X

**FEIN#** 33-0388707

**DATE** 6/25/2021

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION**

Addendum No. 1 issued for the following reasons:

1. To Publish a copy of vendors questions with responses from the agency
  2. To extend the close date to June 30, 2021 to allow vendors more time to submit bids.
- no other changes

**INVOICE TO**

PUBLIC TRANSIT DIVISION  
OF  
BLDG 5 RM 650

1900 KANAWHA BLVD E  
CHARLESTON WV  
US

**SHIP TO**

PUBLIC TRANSIT DIVISION  
OF  
KANAWHA VALLEY  
REGIONAL  
TRANSPORTATION  
AUTHORITY

1550 FOURTH AVE  
CHARLESTON WV  
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Mid-Size Medium Duty Vehicles	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
25101502			

**Extended Description:**

Mid-Size Medium Duty Vehicles  
Grand Total of Class A - G vehicles as per attached Exhibit A Pricing Page

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions Due by 4:00 p.m.	2021-06-02

**Exhibit A PRICING PAGE**  
**Mid-Sized Medium Duty Transit Vehicles**

VENDOR NAME: Creative Bus Sales, Inc.  
 Manufacturer/ Brand: Glaval Bus

Class	Item Description	Unit Price Per Vehicle	Estimated Quantity	Extended Price
A	Bus; Rear Air Suspension	\$154,741.00		
B	Bus; Rear Air Suspension; Extended length +4	\$157,324.00		
C	Bus; Rear Air Suspension; Extended length +8	\$161,282.00		
D	Bus, Automatic Tire Chain Devices; full bus paint	\$164,048.00		
E	Bus, Automatic Tire Chain Device; Extended length +4, full bus paint	\$166,631.00		
F	Bus, Automatic Tire Chains Device; Extended length +8, full bus paint	\$170,589.00		
			<b>TOTAL</b>	

*\*Complete Form provided.*

*\*Please note these are only estimated quantities and do not reflect any guarantee of purchase.*

*\*The WV DPT may purchase more or less as needed.*