



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

WV PURCHASING AGENCY SECTION Fax 304-558-4115

Oct 13 2009 04:28pm P001/001

**Request for
 Quotation**

RFQ NUMBER
PTR10013

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
**FRANK WHITTAKER
 304-558-2316**

VENDOR

MUNCIE RECLAMATION AND SUPPLY
 DBA MUNCIE TRANSIT SUPPLY
 3720 S. MADISON ST.
 MUNCIE, IN 47302

S.P.O.

DIVISION OF PUBLIC TRANSIT
 BUILDING 5, ROOM 906
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0432 304-558-0428

DATE PRINTED 10/13/2009	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: 11/05/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	GAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA	929-20	ADDENDUM NO. 1 OPTION 3 - 626 PORTABLE BUS WASH SYSTEMS	\$24,690.00	\$24,690.00
***** THIS IS THE END OF RFQ PTR10013 ***** TOTAL:						\$24,690.00
<p>THIS ADDENDUM IS ISSUED TO REMOVE THE VENDOR PREFERENCE CERTIFICATE FROM THIS REQUEST FOR QUOTATION.</p> <p>THIS PRICE INCLUDES THE FOLLOWING: BITIMEC PORTABLE BUS WASH MACHINE MODEL 626, THIS MODEL IS TOTALLY AUTONOMOUS AND DOES NOT REQUIRE ANY ELECTRIC HOOK UPS OR ATTACHED WATER SUPPLY. AS YOU CAN SEE IN THE ATTACHED BROCHURE THERE IS A WATER TANK AND POWER SUPPLY (BATTERY OR DIESEL ENGINE MODEL A-225) ON BOARD. THIS OPTION GIVES YOU THE ABILITY TO OPERATE THIS MACHINE WITHOUT EXTERNAL HOOK UPS.</p>						

RECEIVED

2009 NOV -5 A 10:15

PURCHASING DIVISION
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE STEVE PRINCE TELEPHONE 765-288-1971 DATE NOVEMBER 4, 2009
 TITLE DIRECTOR OF OPERATIONS FEIN 36-3648851 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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0001	1	EA		929-20	\$24,690.00	\$24,690.00
PORTABLE BUS WASH SYSTEMS THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF PUBLIC TRANSIT IS SOLICITING BIDS FOR AN OPEN END CONTRACT TO PROVIDE THE AGENCY WITH AN ESTIMATED QUANTITY OF 1 TO 10 PORTABLE BUS WASH SYSTEMS TO BE DISTRIBUTED THROUGHOUT THE STATE PER THE ATTACHED SPECIFICATIONS. ALL THECNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO THE WEST VIRGINIA PURCHASING DIVISION C/O FRANK WHITTAKER VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV OF VIA FAX AT 304-558-4115. DEADLINE FOR TECHNICAL QUESTIONS IS 10/20/2009 AT 4:00 PM. ALL TECHNICAL QUESTIONS WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE. EXHIBIT 3 LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABL TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE. UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE		STEVE PRINCE		TELEPHONE	765-288-1971	DATE
TITLE		DIRECTOR OF OPERATIONS		FEIN		36-3648851
ADDRESS CHANGES TO BE NOTED ABOVE						

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RFQ COPY

TYPE NAME/ADDRESS HERE

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MUNCIE RECLAMATION AND SUPPLY
 DBA MUNCIE TRANSIT SUPPLY
 3720 S. MADISON ST.
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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. 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.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	STEVE PRINCE	TELEPHONE	765-288-1971	DATE	NOVEMBER 4, 2009
TITLE	DIRECTOR OF OPERATIONS	FEIN	36-3648851	ADDRESS CHANGES TO BE NOTED ABOVE	

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ADDRESS CORRESPONDENCE TO ATTENTION OF:
FRANK WHITTAKER
804-558-2316

RFQ COPY

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 05/26/2009</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="margin-left: 40px;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER:				44		
RFQ. NO.:				PTR10013		
BID OPENING DATE:				11/05/09		
BID OPENING TIME:				1:30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
-- 765-286-0164 -----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
-- BECKY HUFF -----						
***** THIS IS THE END OF RFQ PTR10013 ***** TOTAL:						\$24,690.00

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Technical Specifications
For The Procurement Of
Portable Power Brush Washing System

SCOPE:

The technical specifications establish requirements for portable power bus washing system.

The vendor shall comply with all applicable federal and state regulations in the manufacturing of the each unit and the attached federal terms and conditions.

All units or parts not specified shall be manufacturer's best quality and shall conform in material, design or workmanship to the best practice known. All parts shall be new. No parts will be accepted if used, reconditioned or obsolete.

GENERAL SPECIFICATIONS:

The power bus wash system shall be an ACC Eco-Power Brush, Bitimec or Equal.

Dimensions:

Height: not to exceed 13'
Width: maximum 42" x 48"

Electrical:

Motor: 230V- 3 phase, minimum, 2.0hp.
Controls: Controls for operator to be full unobstructed visibility for working the unit with a 24-volt safety button on each operating side.
Integrated timing relay to prevent motor overload and subsequent damage when reversing the motor.

Mechanical:

The unit shall be equipped with a tilt mechanism operated by wate powered cylinder with magnetic valves, which shall be push button controlled from both operating sides.

The unit shall be capable of continuous tilting throughout the entire wash cycle. When in a tilted position, the shield, nozzles and brush are to be in alignment at a correct distance from vehicle surface to avoid overspray and incorrect rinsing. All water nozzles must continually supply water flow directly to the entire surface of the rotating brush throughout the tilt cycle, to eliminate the possibility of dry brushes.

Construction:

The unit base and frame shall be manufactured of stainless steel or aluminum and be void of all corrosion prone materials. All painted (powder coated) surfaces shall also be stainless steel. The frame chassis shall have a lifetime warranty against corrosion or weld failure.

Brush:

Brush Fiber Type: Diamond/Star shaped, designed to channel water, to reduce friction and eliminate scratching. Diameter will be min. of 0.8 m/m . Brush fibers shall be feathered at the ends.

Brush Fiber assembly will be on a corrosion proof main shaft, riveted in replaceable segments max 12" high, in order to allow minimal replacement cost in case of partial damage.

Rinse:

The unit shall have two (2) steel water pipes with brass nozzles capable of executing a 180 degree spray pattern.

Dual and single spray switch that is a water consumption reducer switch. This reduces the water consumption from five (5) gpm to three (3) gpm. When on single spray, the operating spray pipe will automatically switch sides, when direction of the brush unit is reversed. When the unit is stopped, the water shall instantly and automatically stop. One additional set of safety distance wheels. Automatic Dual Valve Assembly (installed) to allow user to operate EPB with two (2) different water sources, recycled water for the wash direction, clean water for the rinse direction.

The bidder is requested to submit description, warranty information and complete literature information of the product with bid.

IDENTIFICATION NUMBER:

Each unit shall have an I.D. Number securely attached in the manner that it cannot be removed for the purpose of inventory and record keeping.

WARRANTY:

Each unit shall have a minimum of a written three-year warranty against all defects of the product. **The vendor is requested to supply the warranty information and local service centers with the bid.**

MANUALS:

The vendor shall supply an operations and maintenance manual for each unit ordered. **The vendor is requested to supply a copy with bid.**

TRAINING:

The vendor shall have at its own expense one or more qualified factory instructor(s) who shall be available at the Recipient Agency(ies) property for a single day training session to conduct a complete training session on the usage of the complete system. The training shall be conducted within 3 days of complete installation of the equipment.

Assemble and Delivery:

Each unit shall be completely assemble and delivered at each property when ordered in West Virginia.

The vendor shall include in the bid all travel, transportation, shipping and handling of each unit to each site. The vendor will be responsible for providing the complete electrical end/plug from the bus washer to the proper outlet. No additional fees will be paid by the Division of Public Transit or any system other than the bid price for each unit. All additional cost will be the responsibility of the bidder or any subs that the bidder contracts with to supply any part of this bid.

SPECIFICATIONS – Bitimec Speedy Wash Battery Model 626-LX *All-Stainless-Steel-Frame* Battery Power Bus-Washer

Brief Description: The Bitimec Model 626 Battery Power Bus and Truck Washer is a **Dual Control**, autonomous traction-drive washing machine on an all-stainless-steel chassis. **Dual Controls** allow the machine to be operated (work) safely in **BOTH** directions. The frame and base come with a **lifetime warranty against corrosion and weld failure**. The traction system is a **patented centrally located drive wheel**, affording maximum maneuverability (the machine can turn on itself for uninterrupted productive work in the tightest of spaces). The spray system is all stainless steel, and the smooth “**brush only**” **inclination system** only inclines the brush, and not the steel brush frame, avoiding possible damage to costly bodywork.

Power Brush:

The power brush bus washing system shall be Bitimec **SPEEDY WASH** Model **626** or comparable autonomous self drive, system with bidirectional controls for safe operation in **TWO** directions

Dimensions:

- | | |
|---------------------|--|
| a) Height: | Available wash heights of 10' to 15' |
| b) Base Dimensions: | 42" x 48" |
| c) Weight empty: | approx. 1188 lbs (depends on options) |
| d) Weight Full | approx. 2,112 lbs (depends on options) |

Drive System – Battery 24 Volt:

- a) Batteries: Industrial batteries (set of 4 in-line 6V deep cycle tubular).
- b) Traction: **24V-DC motor** operated drive wheel under base shall be centrally located and spring loaded for maximum operating ease, traction, and maneuverability.
- c) Brush: 1KW (1.25HP) 24V electric DC Drive Motor.

Operating Controls:

There shall be dual operating controls **affording operator full unobstructed visibility for working in TWO directions**. All machine power functions shall be operable from either set of controls.

Brush Inclination (tilt) System:

- a) The unit shall be equipped with a ‘**brush only**’ inclination mechanism operated by a 24V motor on a stainless steel guide. Inclination shall be push button controlled from both operating sides and have extra precise, smooth travel.
- b) The unit shall be capable of continuous tilting throughout the entire wash cycle. When in a tilted position, the ‘**brush only**’ shall be tilted. The base and water shield must remain in the 90° upright position in order to guarantee stability and avoid machine frame from approaching/hitting/damaging the vehicle being washed.

Water Tank: The unit shall be totally autonomous and shall include a water tank of roll-molded-plastic, with a capacity of 110 gallons minimum.

Brush:

- a) Brush Fiber Type: Diamond/Star shaped, designed to channel water, to reduce friction and eliminate scratching. Diameter will be 0.8 mm (other available diameters are 0.5mm or 1.2mm).
- b) Brush fibers shall be feathered at the ends.
- c) Brush Fiber assembly will be on a corrosion proof main shaft, riveted in replaceable segments max 12" high, in order to allow minimal replacement cost in case of partial damage.

Construction:

The unit base and frame shall be manufactured of stainless steel and be void of all corrosion prone materials. All painted (powder coated) surfaces shall also be stainless steel. The frame chassis shall have a lifetime warranty against corrosion or weld failure

Wheels:

Caster wheels shall be **extreme service grade** (8" or 10" size as required). Wheel bearings shall be sealed and turntable bearings shall include greasing apparatus for long life and smooth operation.

Safety:

Safety features shall include:

- a) Automatic hands free stopping when operator releases controls.
- b) Safety switches on brush, water pump, and detergent pump. Safety switches must include a release to be pushed for the switch to engage. Safety switches will be able to be engaged with one single finger motion, but only deliberately,
- c) The unit shall automatically reduce travel speed by 50% when Brush rotation or water pump are engaged.

Safety Distance Protection against accidental blemishing:

A 3" rubber molding shall run the total height of the machine, on both edges of the brush shroud, providing a permanent safety 'bumper' alongside the whole height of the vehicle being washed. Two, 8" air filled distance wheels shall be installed (one on each side beam) for additional operations safety.

Rinse:

The unit shall have two sets of nozzles along the entire height of the brush, each capable of effecting a 180 degree spray pattern on vehicles.

Options available to be machine mounted:

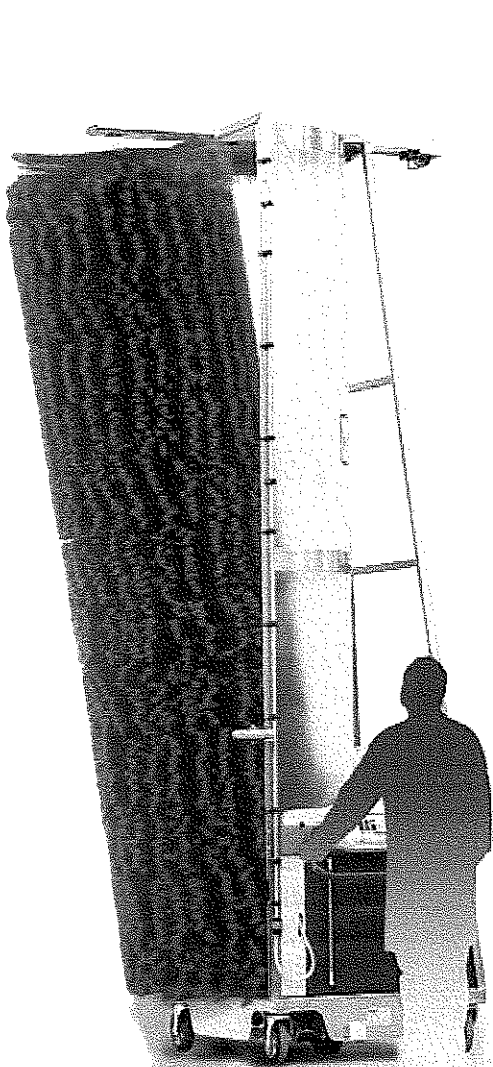
- a) Independent 3rd water circuit and spray bar for detergent application.
- b) Dema (venturi) detergent applicator
- c) Brill combination closed pore foam brush for extra clear-cote protection
- d) Automatic refill shutoff nozzles for water tank refilling.
- e) Side water spray protection flaps.
- f) E-Z drive control system (one standard, second available as an option)
- g) GEL no maintenance batteries
- h) Lead-Acid batteries with irrigation system for low maintenance.

Our local service/warranty representative is:

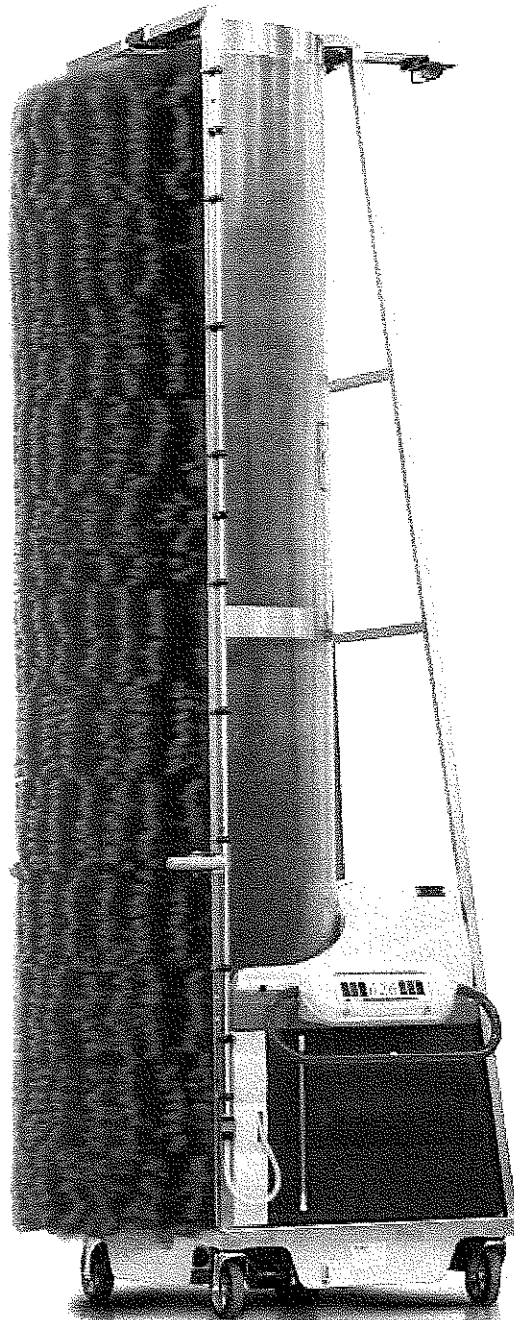
Bowling Sales Corp
730 2nd Ave.
South Charleston, West VA 25303

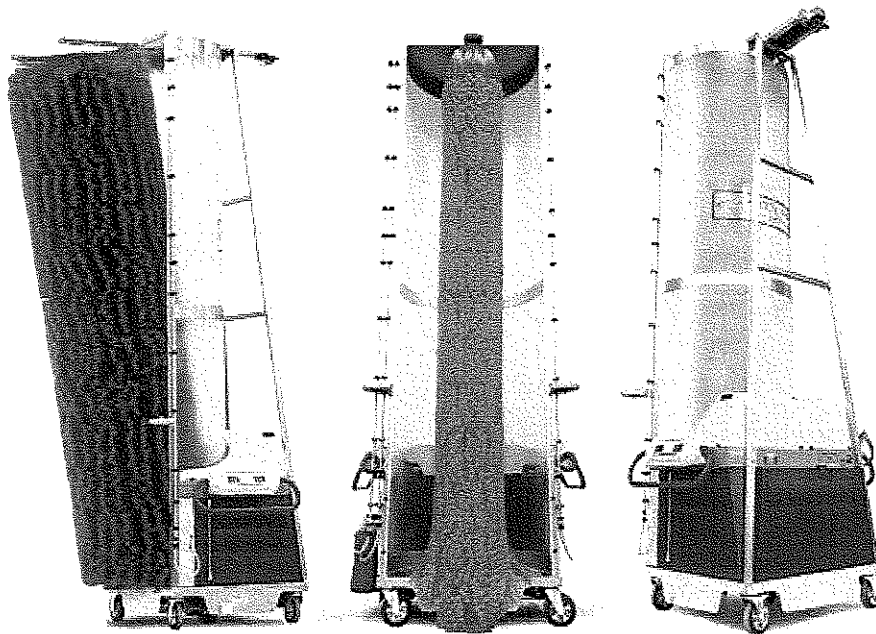
BITIMEC

SPEEDY WASH
BITIMEC



Speedy Wash
626 LX





Speedy Wash 626 LX

SPEEDY WASH 626, una macchina completamente autonoma, alimentata da batterie da 24V CC, senza cavi di collegamento.

The 24V battery drive 626 LX is ideal for washing up to 40 buses or trailers on one charge, quietly and emission-free, indoors or outdoors.

Due velocità di trazione, flessibile nelle manovre, rispettosa dell'ambiente (zero emissioni) e silenziosa.

Può lavorare sia all'esterno che all'interno del garage.

This amazing, first ever battery operated totally self contained washing machine provides an autonomous two-speed power-brush which can be operated with minimal effort, in two directions. With the 626 LX, your vehicles will regain their shine effortlessly and economically. Options such as the closed-pore-foam 'Brill' brush and the detergent application system (also available on other models) have made the 626 LX a best seller on 5 continents.

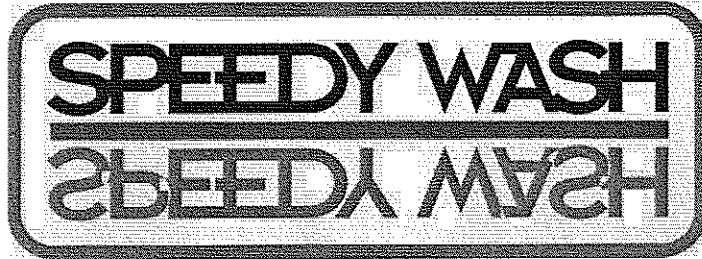
In pochi minuti può far splendere il vostro veicolo senza fatica, in economia e sicurezza.

SCHEDA TECNICA: SPEEDY WASH 626 LX			
		u.m.	
CARATTERISTICHE	Alimentazione	-	Batteria 24V
	Sistema di guida	-	Ruota centrale motorizzata e doppia maniglia di comando
	Inclinazione spazzola	gradi	0° - 10°
	Alimentazione inclinazione spazzola	-	Elettrica 24V
	Alimentazione rotazione spazzola	-	Elettrica 24V
	Alimentazione trazione	-	Elettrica 24V
	Peso a pieno carico	Kg	960
	Peso a vuoto	Kg	540
DIMENSIONI	Altezza totale con spazzola standard	cm	420
	Altezza effettiva di lavaggio	cm	410
	Dimensioni base	cm	105x120
	Diametro spazzola	cm	103
PRESTAZIONI	Capacità serbatoio acqua	L	420
	Giri spazzola	RPM	100
	Potenza motore spazzola	KW	1
	Velocità lavaggio	m/min	20
	Velocità spostamento	m/min	40

SPECIFICATIONS: SPEEDY WASH 626 LX			
		u.m.	
FEATURES	Power supply	-	Battery 24V
	Traction and steering	-	Central motorized wheel and dual handle controls
	Brush inclination	Degrees	0°- 10°
	Inclination system power supply	-	Electric 24V
	Brush rotation power supply	-	Electric 24V
	Traction system	-	Electric 24V
	Weight loaded	Lbs	2112
DIMENSIONS	Weight empty	Lbs	1188
	Overall height with standard brush	ft.	13'10"
	Effective wash height	ft.	13'6"
	Base size	ft.	3'6" x 4'
	Brush diameter	ft.	3'5"
PERFORMANCE	Water tank capacity	Gal.	112
	Brush revolutions per minute	RPM	100
	Output of brush engine	KW	1
	Washing speed	Ft/m.	66'
	Travel speed	Ft/m.	112'

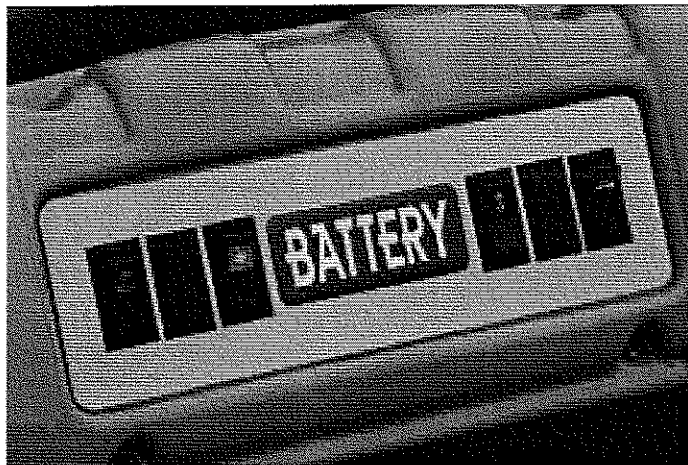


SINGLE BRUSH WASH



USE AND MAINTENANCE MANUAL

A-626 SERIES 5



Machines Directive EC/89/392



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0. GENERAL INFORMATION**0.1. - INTRODUCTION**

This manual gives all instructions about this equipment, its use under safety conditions and its maintenance in order to achieve the best results and a longer endurance.

It refers to the following machine:

SW 626 with wash water tank which can be delivered, on demand, with a special detergent delivery system.

In order to ensure a correct use of this machine we deem it compulsory to have a good knowledge of this manual.

BITIMEC is at your disposal for any customer-care need which should occur and states that the non-observance of the necessary procedures described in this manual will cause the cancellation of the guarantee and of the corresponding responsibilities.

BITIMEC reserves the right to carry out all changes which will be deemed necessary for a better functioning of the machine.

For any possible enquiry or requests you can contact us at the following address and numbers:

BITIMEC S.r.l.
Legal headquarters - Via E. Rossi 19 - 52025 Montevarchi (ITALY)
Plant - Via Rona di Sopra 139/g/h/ Loc. Matassino - 50066 Reggello (FI) - ITALY
Tel. 0039/0-55-8635760 - Fax. 0039/0-55-8635758
E-MAIL: Bitimec@Bitimec.it

0.2. - DEFINITIONS

Worker in charge : person in charge of carrying out all standard washing procedures and cleaning phases during use of this machine



Maintenance man: person in charge of performing special activities, different from those performed by normal users, such as: maintenance, re-setting of the machine after emergency situations, extraordinary interventions and all adjustment procedures in general

Because of his/her duties, this professional worker must have a specific experience in this field, a substantial basic technical knowledge, allowing him/her to carry out his/her tasks under safety conditions.

Any worker who is going to be using this machine will have to have a deep knowledge of the contents of this manual, of its warnings, of all considerations and pieces of information regarding safety. Whenever this is not the case BITIMEC declines all responsibility deriving from non-observance of the above mentioned conditions.

0.3. - MARKING

The identification plate is mounted on the right side of this machine (marked with T00 in the picture at paragraph 1.10.1 – PLATES, a reproduction of it with specific data is featured below).

			
VIA G. DI VITTORIO 8/10 Figline V.no Firenze Italy Tel.0039-55-959651 Fax 0039-55-951286			
Matricola	<input type="text"/>	Modello	<input type="text"/>
Mese/Anno	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>			

Registration number
Month/Year-----
Model

0.3.1 - SW 626 BATTERY QUICK-REFERENCE INSTRUCTIONS

1. Wear individual protection devices.
2. Do not use this machine in places with deflagration risks.
3. Use this machine when installed on a levelled surface and under normal wind conditions.
4. Check the correct functioning and perfect conditions of safety devices, warning plates and ensure that there are no leaks.
5. Check the conditions of the working area.
6. Place the brush into a vertical position before the transfer.
7. Check to be sure that all tanks have been filled: fuel, hydraulic oil, water.
Start::
 - Rotate the selector with key and check the charge level of the battery
 - Go to the control handle
8. Cause the movement by acting of the handle and go near the vehicle to be washed.
9. Adjust the emissions of the sprayers and start the brush.
10. Always apply the brake when leaving the driving station of the machine
11. Always apply the brake of the machine and anchor it in case of a long stop outdoors.
12. At the end of any washing process always put the brush back into its vertical position
13. Norms for the use of the battery charger :
 - Charge batteries in a well-aired environment
 - Open the caps in order to enable the gases to exit
 - Do not go near the batteries in case of free flames, possibility of deflagration because of the building-up of explosive gases.
 - Do not perform temporary or anomalous electric connections.
 - Clamps and endings must be well tightened and without foulings.
 - Insulating parts of cables must be in good conditions.
 - Keep the batteries clean, dry and free from oxidation by-products by using antistatic cloth.
 - Do not put tools or any other metal object on the batteries.
 - Make sure that the level of the electrolyte exceeds about 5-7 mm the splash guard device.
 - During the battery charge procedure, check the temperature of the electrolyte which must never exceed 45°C max.
 - Do not charge the batteries till they haven't reached at least 50% discharge level.
 - Use solely the battery charger supplied by Bitimec s.r.l. under penalty of nullity of the guarantee on the batteries.
14. Empty out the hydraulic system in case of frost by acting as follows:
 - OPEN THE COCK OF THE PUMP LOCATED ON ONE SIDE OF THE BASE, OPEN THE COCKS OF THE BRANCH-PIPES, DISCONNECT THE HOSES OF THE BRANCH PIPES BY MEANS OF THEIR SPECIAL QUICK-CONNECTION DEVICE.
15. Specialized personnel only must be in charge of maintenance procedures.
16. Perform maintenance procedures with the machine under safety conditions.
17. Do not throw away and leave within the working area lubrication means, dirty wipers and other materials.
18. Always read the "Use and Maintenance Manual" in case of doubts.

1. – SECTION 1 – USE AND MAINTENANCE MANUAL**1.1. – USE OF THIS EQUIPMENT**

The SPEEDY-WASH equipment was built in order to supply an extremely flexible tool, easy to be handled and used in order to wash heavy vehicles like trucks, and was planned as to be easy to install and to have limited installation and maintenance costs.

It is aimed at washing procedures on buses, vans, trucks by means of a rotating brush and a water-spraying system (with or without detergent) and with a pressure of 3 bar.

1.2. – USE CONDITIONS

This plant can be used when the worker in charge is present, when the washing areas have the following features:

a sliding surface having the following requirements:

- even surface, non-skid, without protruding parts, steps etc.
- perfectly levelled, without longitudinal (in the movement direction) angled surfaces and slopes
- having an inclined surface of max. 1%, converging towards the axis of the vehicle to be washed in order to favour the flowing of water;
- the possibility to take up the washing water, which will have to be sent to suitable treatment plants;
- Passages shall have the suitable height and no current lines which could come into contact with water jets or hit by the equipment itself during transfer phases shall be present.
- having enough lighting in order to make it possible to work with the equipment.

Special care should be taken in case of an installation in cold areas with frost risks (see use and maintenance).

As regards the transfer of the equipment from the parking / deposit area to the working one, make sure that all conditions shown at paragraph.1.5.8 are observed.

This equipment is not suitable to be used in areas with deflagration risks (deflagrating atmospheres, near petrol stations, petrol pumps).

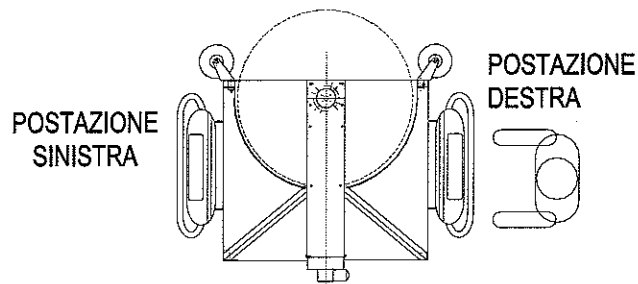
Installation and/or use under different conditions as compared to the above mentioned ones, will cause the immediate cancellation of the guarantee and responsibility on the part of BITIMEC and will oblige the user to pay all charges regarding the necessary changes to adjust the installation environment so as to make it suitable for use.

1.3. – WORKING STATIONS USED BY THE WORKER IN CHARGE

This machine must be used by a **worker in charge** of it, performing standard procedures according to the instructions contained in this manual and legislation of the State where the machine is used.

The working stations used by the worker in charge are the following:

- the area in front of the control handle for start procedures;
- the position in front of the right or left control handle, during the movement and working procedure of the equipment;
- the area in front of the control switchboard panel for the preparation of the machine for functioning;

**LATO COMANDI**

left working station

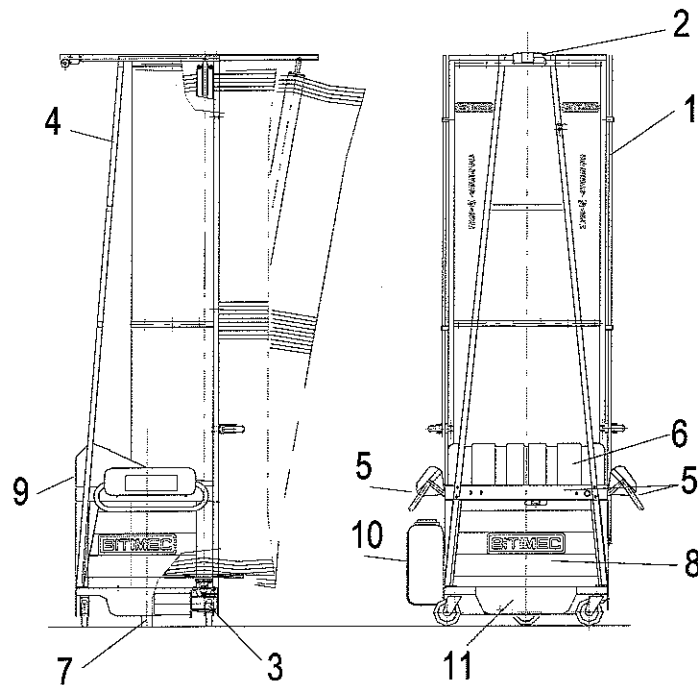
right working station

side of the control panel

- the areas used in case of standard control and maintenance procedures as described in this manual.

1.4. - DESCRIPTION AND TECHNICAL FEATURES OF THE MACHINE

This equipment is made up of the following main parts:



- 1 - Sprayers unit
- 2- Brush inclination unit
- 3- Brush driving unit
- 4- Overall structure unit
- 5- Control unit
- 6- Electronic control unit
- 7- Engine-driven wheel for the translation of the structure;
- 8- Tank for the washing water
- 9- Batteries unit, located on the tank. This is enclosed by a casing, fixed by means of quick-fixing devices.

10 Detergent delivery unit with corresponding tank (on demand)

11- Water-pump unit

1.4.1. – SPRAYERS UNIT

Their function is that of supplying water and spray it on the surface to be washed, in order to dissolve and /or soften dirt deposits/films, in order to favour the subsequent removal by means of the brush, without damaging the surface itself.

It is made up of two units, the right and the left one, which can be contemporaneously or separately supplied, with the same or a different water delivery power.

Each unit is made up of :

- 13 x 19 Anti – freeze hose
- sprayers-holding hose
- sprayers, consisting of nozzle-holding clamps mounted as clamps on the hose.
- "kematal" nozzle fixed on the clamp by means of a threaded ring.
- several connectors

1.4.2. – BRUSH INCLINATION UNIT

The brush is built in synthetic fibres applied on a carbon-steel shaft having two flanges at both ends for the connection with:

- the sliding support of the inclination unit in the upper part,
- the reduction gear shaft in the lower part.

The movement of the brush caused by the gear motor causes the fibres to touch the surface to be washed, and to remove dirty deposits.

The inclination unit of the brush makes it possible for the brush to be set into a position which is different from the vertical one (max inclination 12°) in order to adapt to the surface to be cleaned (front of the cabs).

This is made up of:

- electric gear reducer
- TPN screw for the movement of the sliding support
- driving frame for the movement of the slide
- slide for the brush inclination

The electronic control stops the movement of the sliding support, in both directions (in and out), when it has reached its stroke end; no consequences are caused by pressing the inclination pushbutton for a longer period of time.

1.4.3 - BRUSH DRIVING UNIT

Located under the lower surface of this structure, it controls the movements of the brush; it is made up of:

- GR70 RAP. 1 : 15 worm reduction gear
- Electric motor

- Universal joint integrated with the reduction-gear shaft and the connection flange with the brush, protected by a special "cover" containing lubricating grease.

1.4.4. - STRUCTURE UNIT

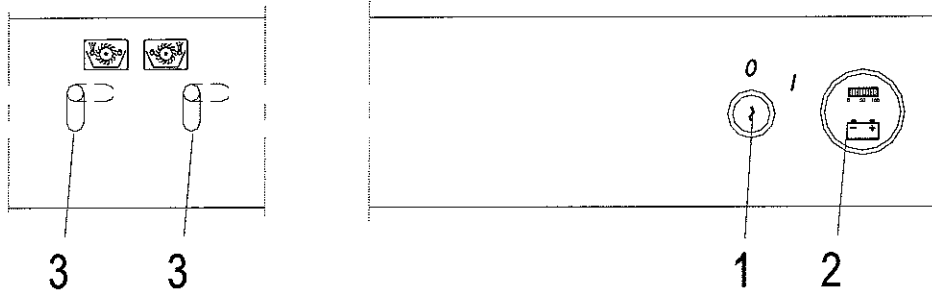
It has the function to support all the equipment units during movement around a vehicle to be washed. The structure is realized in welded stainless steel elements firmly connected with:

- rotating wheels
- container with control components, located near the batteries;
- Pneumatic – tyres for the movement towards the vehicles to be washed.
- glassfibre bulkheads
- blocking -band for bulkheads;

1.4.5. - CONTROL UNIT

It includes all devices to control the various gears of the equipment.

The control panel is mounted at the base (opposite to the brush) and contains the following devices:



1- Selector with two positions: in the position 0 it disconnects the functioning of the machine, whereas in the 1 position it enables all functions of the machine.

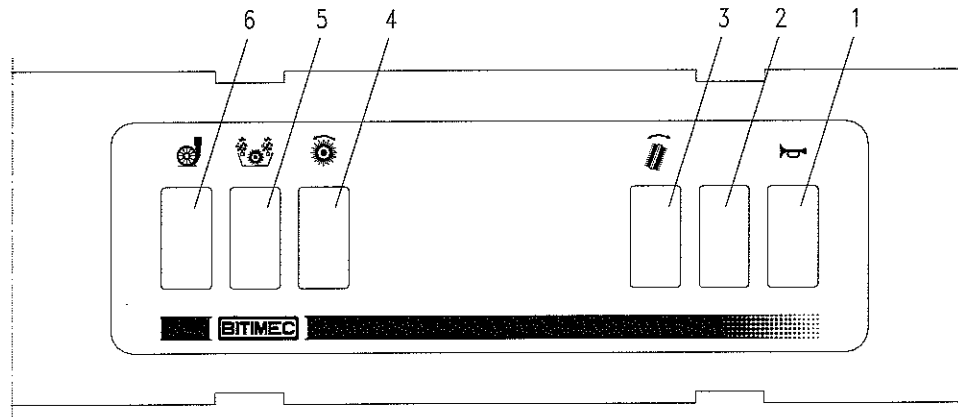
2- Warning device showing the charge level of batteries, the luminous bars show the achieved charge percentage. It is advisable to stop procedures being carried out and to the place for the recharge in order not to cause the blockage of the machine, which could occur, due to the protection devices of the engine, in case the battery should reach a lower level of charge. In order to stop the sound of the buzzer it is necessary to recharge the batteries at least till 75-80%; it is in any case advisable, to grant a longer lifecycle of the batteries, to extend the recharge for at least two hours after reaching 100% recharge.

A complete recharge requires about 12-14 hours.

3- Cocks to supply and adjust the water delivery of washing water to the nozzles ramps; this cock is closed when the lever is in vertical position, it is open when the lever is in horizontal position (dashed line). Any cock supplies the nozzles shown in the plate located above the lever, the quantity to be sent to each series of nozzles can be adjusted by using its corresponding lever.

The selector with key, apart from starting the machine, also avoids the use of the equipment by non authorized personnel. The key must be kept by an authorized worker in charge of it, who was adequately trained to use this equipment, and knows all possible risks connected with its use. We advise users of the equipment never to leave it unsupervised with the connected key.

The **control handles** are two, one for each working station, connected between themselves by means of an in-built tie rod within the casing and linked to the potentiometer for the transfer-speed adjustment. Each handle has a keyboard installed on the central upper part where the following control devices are located:



- 1- Pushbutton of the acoustic warning signal: when pressed it allows to signal the approaching movement of the equipment to strangers;
- 2- Not used.
- 3- The inclination control switch of the brush: it causes the upper top part of the brush to move toward the external part of the plant in order to wash inclined surfaces; it also enables the brush to move back towards its vertical position
- 4- Switch for the control of the rotation and the stop of the brush,
- 5- Control switch for the pump of the detergent-delivering unit
- 6- Control switch for the water pump.

1.4.6. -CONTROL ELECTRONIC UNIT

It is possible to reach it by removing the casing, it includes all electric and electronic devices necessary for the functioning of the machine. Any intervention on this unit is only to be performed by personnel , who had been previously trained to this aim.

1.4.7. - ENGINE-DRIVEN WHEEL

The engine-driven wheel allows to move the equipment. It is installed on a mobile support with spring device in order to adapt it to the sliding surface;

1.4.8. - WATER TANK

A water tank for the washing water is installed on the base. This tank is filled by means of a screw-cap located on one side of the control unit. On the border of the tank, left side of the plant, there is a transparent stripe for the control of the water level; always take into account this level when filling the tank in order to avoid water to come out from the tank or before starting the washing procedures.

1.4.9. - BATTERIES UNIT

Installed within the housing under the casing, it is made up of four batteries connected in series. Each battery supplies a voltage of 6V, they therefore altogether supply a 24V voltage. They supply the power to all control engines. **Carefully read quick-reference instructions and the chapter on the recharge of the batteries (see page. 17).**

1.4.10. - DETERGENT DELIVERING UNIT

This unit is only supplied on demand, it is useful to make it easier for the worker to perform the washing procedures which are to be performed with water only. It is made up of a tank, installed on the left side of the machine, containing detergent; the supply is controlled by a special pump, which can be driven from the working station, which is located under the base, whereas a filter is placed upstream of the pump. The detergent is driven towards the spraying unit installed near the water sprayers;

1.4.11. - WATER PUMP UNIT

Installed under the base it takes the water from the tank and sends it to the sprayers units.

1.4.12. - TECHNICAL FEATURES

The following table shows the main technical features of the two versions, whereas other data are mentioned at the end of this manual.

Technical features		SW 626
Brush Diameter	mm	1030
Brush Revolutions	1/min	100
Base	mm	1050x1200
water tank capacity	l	420
Detergent tank capacity (if present)	l	50
Water pressure on the nozzles	bar	3-4
Water consumption (14 open nozzles)	L/min	30
Brush inclination	degrees	12°
Washing speed	m/min	20
Transfer speed	m/min	40
Batteries	-	4
Total voltage	V	6x4=24
Charge cycles	-	700
Capacity	Ah	240
Weight when void	kg	480
Weight with max. load	kg	930
Working endurance	h	4

1.5. INSTALLATION**1.5.1. - PACKAGING**

This equipment, weighing max. 430 kg (without batteries), is delivered completely assembled on an export pallet and/or container and horizontally positioned. The equipment, its batteries and its possible accessories will be fixed at the packaging. The "CE" mark together with an indication (if the packaging will be closed) showing the position of the equipment inside it, the centre of gravity and the net and gross weight, will be stuck outside on the packaging so as to be seen.

In case the packaging is a wooden one, the buyer will have to be in charge of its disposal, complying with laws in force in one's country.

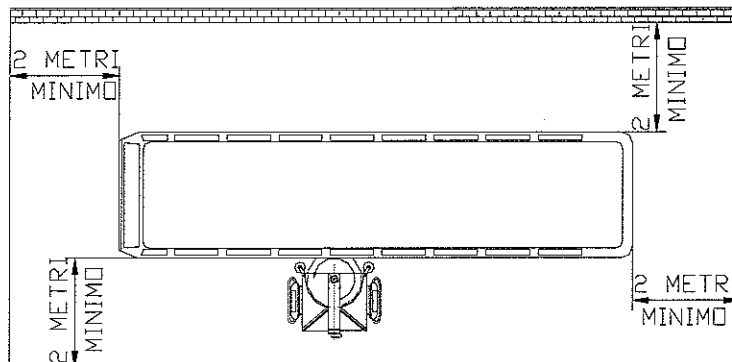
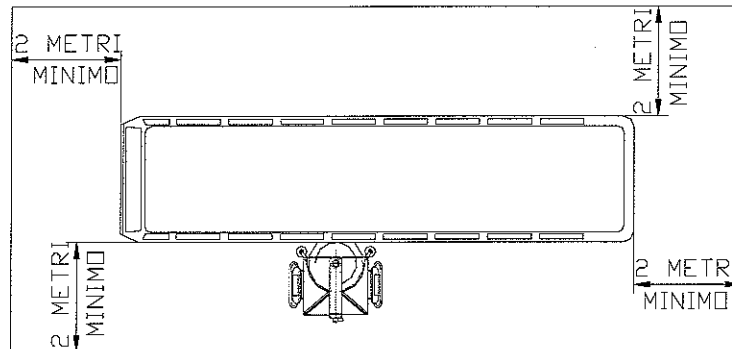
Together with this equipment a use and maintenance manual will be supplied, describing all reasonably useful information on all standard adjustment and maintenance procedures of the plant.

1.5.2. - PLACE AND MIN. REQUIREMENTS FOR INSTALLATION

BITIMEC always supplies their buyers with a lay-out showing the necessary requirements for the installation of this plant as regards the necessary space.

The following pictures show the min. dimensions of the working area:

2 metres min.



The recharge of batteries must be performed in a well-aired, cool and dry environment. Since hydrogen forming an explosive mixture is developed during recharge procedures, it is extremely dangerous to go near the battery with free flames.

BITIMEC DECLINES ALL RESPONSIBILITY IN CASE OF NON-COMPLIANCE WITH THE ABOVE MENTIONED PRESCRIPTIONS.

1.5.3. – ENVIRONMENT WITH DEFLAGRATION RISKS

Any installation must be performed at a safety distance, according to legislation, in case it should occur close to petrol stations. – Safety standards for the construction and working procedures of garages and similar premises – Chapter 6 (connected services) - DM 20.11.81.

Bitimec declines all responsibility in case the user does not comply with legislation in force regarding the above mentioned fields.

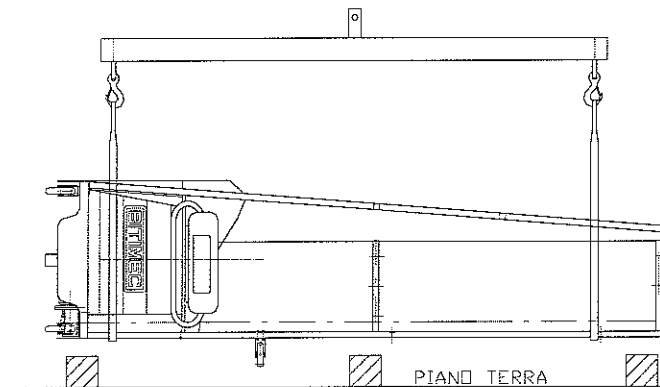
1.5.4. - PREPARATION FOR INSTALLATION

As already stated, BITIMEC supplies all necessary information to favour a correct installation of the machine, during the buying phase.

It will be up to the customer to correctly prepare all requirements for installation as requested.

WE ADVISE OUR CUSTOMERS TO CHECK, ON ARRIVAL OF THE GOODS, IF THE PLANT AND ITS COMPONENTS ARE IN GOOD CONDITIONS. IN CASE THEY ARE FOUND DAMAGED, WE KINDLY ASK YOU TO IMMEDIATELY INFORM THE CARRIER.

The lifting must be performed by means of suitable belts. The equipment must be slung so as to be perfectly balanced.



LEVEL OF THE GROUND

The cables being used must have suitable dimensions, and the slinging of the equipment must grant stability and balance.

BECAUSE OF THE RISKS CONNECTED TO THESE PROCEDURES, WE SUGGEST TO USE SPECIALIZED STAFF TRAINED TO THIS AIM (CRANE OPERATORS, DOLLY OPERATORS...) AND TO DEEM IT AS NECESSARY FOR A PERSON IN CHARGE OF GIVING THE NECESSARY INDICATIONS FOR THE MANOEUVRE (REF.DPR-547/55N ART 228) TO BE PRESENT.

1.5.5. - ASSEMBLY

This equipment, as stated above, is delivered already assembled; sometimes, due to delivery requirements, it can be necessary to disassemble the tyres and the inclination slide. It will be extremely easy for the customer to assemble the above mentioned parts and therefore no special instructions are required.

This equipment is not equipped with special blocking devices for the parts during transportation but, in case this should become necessary, BITIMEC will use suitable means to signal it.

This equipment does not require special protection against rust-inhibiting oils to be shipped, so no solvents are needed to remove it.

In case it would be necessary to ship this equipment disassembled, and this can only occur on the customer's demand and in special cases, please carefully follow the instructions mentioned below.

1.5.5.1 - ASSEMBLY INSTRUCTIONS

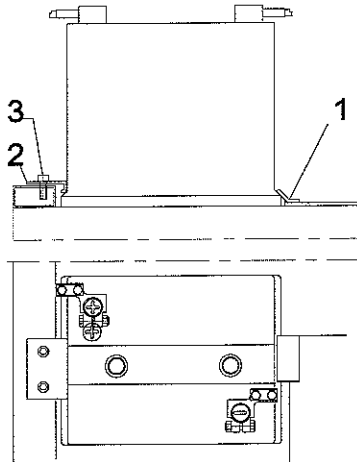
- 1) - Assemble the tyres (in case they have not been already installed)
- 2) - Mount the inclination unit of the brush, paying attention to check that when the slide is in, there are no interferences or frictions between the support of the brush shaft and the upper part of the brush frame.
- 3) - Lift the equipment and set it in vertical position
- 4) - Mount the brush by inserting it at first on the upper shaft and then fixing it by means of special screws on the flange coming out of the base.

1.5.5.2 - INSTRUCTIONS FOR THE INSTALLATION OF THE BATTERIES

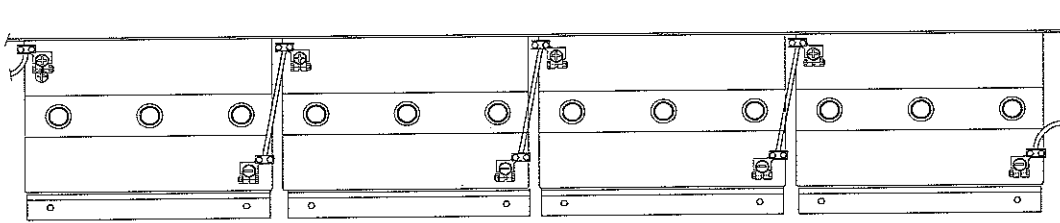
Batteries must be removed from their housing before shipment in order to avoid electrolyte losses.

In order to install it on the equipment and connect it follow instructions in the picture and procedures shown.

- Release the protection cover by acting on blocking devices. (press the device and rotate it anti-clockwise of half a revolution)



- Lift the cover along its vertical axis till the necessary room is made free
- Install the batteries in their housing, by placing them side by side
- Install the blocking stirrups of each battery and lock the screws
- Connect the + and – poles with the intermediate cables
- Connect the red cable to the + pole and the blue cable to the – pole,
- firmly tighten the clamps of all cables
- Adjust the caps of the clamps.
- Assemble the cover again and fix it.



Caution! Do not put any tool of any kind nor conductive bodies on the batteries.

1.5.6. –RECHARGE OF BATTERIES

Life-cycle and endurance of the batteries are particularly influenced by the care and regularity of control discharge, and charge procedures. An equipment must never be used till the complete battery discharge but one has to limit it to about 80-90%. An exceeding discharge could damage the batteries. We therefore advise not to perform recharge till the charge has not reached at least less than 50%, and at least once a month we advise to perform a complete recharge procedure by starting from the minimum level of charge.

The working time must be programmed by keeping into account the discharge and charge cycles in order to avoid an early deterioration of the batteries.

One must check the charge level of batteries through the level signalling device located near the start key, without waiting till the performance of the equipment diminish.

The recharge procedure supplies batteries with the energy consumed during the functioning of the equipment, for this reason it must not be either less or more than necessary.

The recharge must be performed in a dry, cool and well-aired environment. It is extremely dangerous to bring free flames near the batteries.

In case, after the above mentioned control procedures, the necessary conditions should not occur, we invite the user to supply the necessary required conditions.

THE FIRST PROCEDURE TO BE PERFORMED IS THAT OF CHECKING THE COMPLIANCE BETWEEN THE CHARGE VOLTAGE OF BATTERIES AND THE NECESSARY VOLTAGE FOR THE EQUIPMENT, SHOWN BY THE PLATE LOCATED NEAR THE CONNECTION SOCKET.

The correct level of the electrolyte depends from the charge of the batteries. It is maximum when the charge is maximum. Filling the battery with water when the charge is low will cause a raise in the level at the moment of the battery recharge, and could cause leaks of the corrosive and dangerous electrolyte.

Because of the use and of the external temperatures there could happen a phenomenon of evaporation of the sole distilled water. It is therefore necessary to periodically check and reinstate the level of distilled water in order to grant the performances and the endurance of the battery. We advise the user to frequently check, maximum every 15 days.

The level of the electrolyte, when the machine is on a levelled position and with charged and cold battery, must be slightly higher (6-7mm) as compared to the splash guards.

Check that the endings and the clamps are carefully cleaned, well tightened and protected with vaseline.

Caution! the electrolytic solution contained in the battery is poisonous and corrosive, avoid any contact with skin and eyes. In case of accidental contact, immediately wash with a substantial running water quantity. In order to avoid accidental contacts, it is compulsory to use suitable individual protection devices (gloves, overalls, glasses).

Do not pierce the container.

After untightening the exhaust caps of the battery so as to let the developed hydrogen leak out, remove the socket from the plug on one angle of the band and insert it into the plug the socket of the recharge source. During recharge procedures, check that the temperature of the electrolyte does not exceed 45°C.

In order to stop the sound of the buzzer it is necessary to recharge batteries at least till 75-80%, it is in any case advised, in order to obtain a longer life endurance of batteries, to prolong the recharge procedure for at least 2 hours since the moment in which the signalling device will show the achievement of 100%. A complete recharge requires about 12-14 hours.

BITIMEC declines any responsibility due to the lack of observance of the above mentioned procedures and Norms, which can also cause the cancellation of the guarantee.

1.5.6.1- AUTOMATIC RE-FILL SYSTEM OF THE LIQUID IN THE BATTERIES

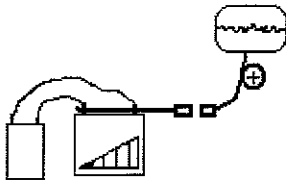
Caution. Make sure that you are using distilled water only.

Carry out this procedure only when the batteries have their maximum charge. The re-filling under conditions of low charge of the battery can cause leaks of the electrolyte outside the battery.

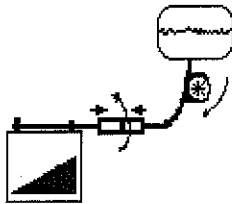
Bitimec, being aware of the importance of a periodical check and re-filling of the liquid, and having ascertained that the difficulty or complexity of this procedure can cause a detrimental slowing of procedures on the part of the worker in the frequency of interventions, has equipped Bitimec's machines with an innovative and efficient system, which makes it easier and quicker the check and the reinstatement of the level, and which therefore will encourage the workers in charge of the machine to frequently carry out the re-filling procedures.

A system of valves with automatic closing device enables the worker to fill in the liquid into the batteries only in case the level is inferior to the corresponding one with maximum charge. The connection, by means of a quick coupling bayonet clutch, with distilled water tank, located in a high position on the structure, enables the worker to carry out the re-filling procedure through gravity in an autonomous way. The connection must occur only in case of re-filling procedures, and after finishing these procedures the quick-coupling device must be disconnected again. During periodical maintenance procedures the liquid tank will be re-filled. Every six months, during control procedures of the status of batteries, check the liquid level and the functioning status of the re-filling system.

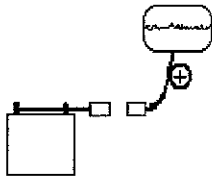
For control and filling to the brim procedures, act as follows:



1- Recharge of the battery must happen when the connection device is open.



2- Once battery recharge is completed, possibly when batteries are no more hot, the tank has to be connected to the batteries inserting and rotating the two parts of the quick bayonet clutch. The rotation of the small hydraulic wheel, located under the tank, is a sign that the water is flowing to fill the "dry" battery cells. The stopped wheel shows the completion of the filling to the brim procedure of the liquid. In case air balls could be developed, or in order to be sure that the wheel is freely rotating, it is sufficient to produce slight shocks or vibrations in order to free the wheel from temporary blocks.



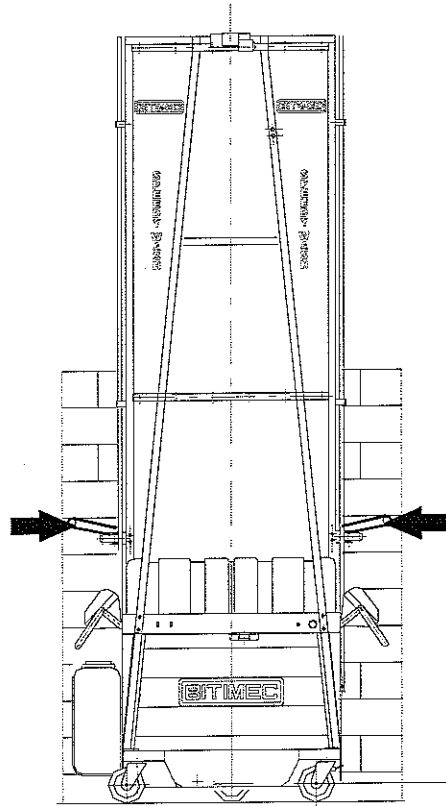
3- Once the re-filling procedure is completed, that is when the wheel stops, disconnect the quick coupling clutch in order not to cause a levelling of the liquid during the discharge of the battery. The clutch connection must remain open till the next refilling procedure.

BITIMEC declines any responsibility due to the lack of observance of the above mentioned procedures and Norms, which can also cause the cancellation of the guarantee.

1.5.7- PLANT STOP FOR NORMAL INACTIVITY

When the machine is not supervised it is necessary to avoid it to cause any damages to people or things. It must be parked in special areas only, far from public access and passage, on a levelled and solid ground, repaired against strong winds. The stop brake is automatic.

In case the parking area is outdoors, since it could be a windy area, the equipment must be anchored to solid connections by means of ropes or chains stretched through the support devices of the wheels as shown in this picture.

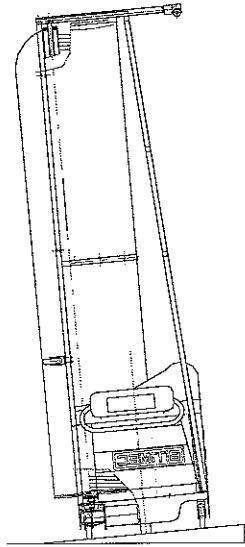


! **Do not leave the key in the switchboard panel of the engine!** People who are not in charge of this equipment could use it and cause damages.

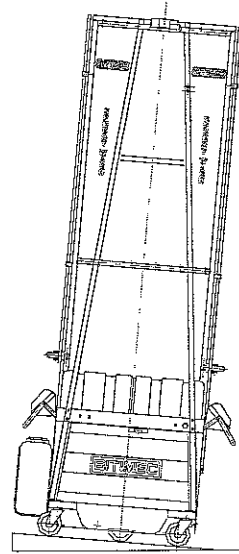
1.5.8- MOVEMENT FROM THE PARKING TO THE WORKING AREA

The transfer from the parking area to the working one and vice versa must be carried out when the brush is in vertical position, using the utmost care, paying attention to the conformation of the sliding surface (inclination, flatness, etc.) and to weather conditions (wind).

In case there is no wind, that is the least risky situation, do not cross surfaces with an inclination exceeding the values shown in the following chart:



MAX inclination 6%



MAX inclination 8%

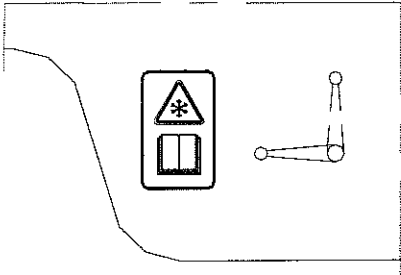
The ramp must be faced along the direction of the maximum inclination, never change directions or perform manoeuvres when being on the ramps.

1.5.9- WINTER PRECAUTIONS

In the winter period, or whenever ambient temperature could decrease below zero, it is necessary to empty the tank and the water distribution system out. To avoid leaks this procedure must be performed near the collection areas for drain-water.

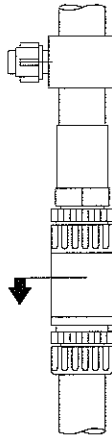
To this aim the following devices were installed:

- 1- a cock, located in a lower position on the left side of the equipment, correctly signalled and shown in the following picture.



When this cock is set as shown in this picture with continuous line the exhaust/discharge is closed, while by setting the cock as shown in the picture by means of a broken line, the discharge is open and it is possible to unload / empty out.

2- quick-connection device with sleeve for each ramp of water nozzles was installed in order to make it possible to drain the tubes of the ramp,



in order to disconnect the sleeve it is necessary to turn the ring into the shown direction. Valves for water-supply adjustment as regards the nozzles will have to be open.

1.6 - - FIRST START PROCEDURES**1.6.1. - CONTROL PROCEDURES BEFORE THE START**

Before starting the machine check the following things:

- The correct installation of the equipment as regards the working surface (flatness, protruding parts, inclination etc.)
- Cleanliness and lubrication of the sliding parts of the slide.
- Removing possible blockages and/or locks.
- Filling of the water tank

1.6.2 – TESTS BEFORE START

After safety tests mentioned in the previous paragraph, one can proceed to the start process of the plant to check the functioning of all devices:

Connect the control devices to power supply through the 1 selector with key, located on the control switchboard panel

Check the charge level of batteries by means of the leds of the 2 signalling device

go in front of the right working station to check the functionality of:

- of the control pushbutton of the brush rotation.
- of the control handle of the brush movement.
- of the control pushbutton of the brush inclination and movement.
- of the pushbutton of the acoustic signal

Do the same thing as regards the control panel of the left working station.

IMPORTANT NOTICE:
ONCE THE TEST PHASE IS FINISHED, BRING THE BRUSH BACK INTO ITS
VERTICAL POSITION

1.7 - USE**1.7.1. – POSITIONING OF THE VEHICLE TO BE WASHED**

The vehicle to be washed must be positioned in the washing area by authorized staff having the necessary requirements to drive vehicles according to the legislation of the state of installation. The axis must be parallel to the overground supply line (when pre-prepared), and the necessary free room for the passage of the spraying and brushing equipment around the vehicle must be left. Brakes must be applied to the vehicle, the motor must be turned off, windows and doors closed, no possible hooking points for the brush bristles (for ex. profiles, coachwork elements) or protruding parts shall be present.

It is useful to perform a further external vehicle check before starting washing.

1.7.2. - FIRST CHECKS

Before starting with working procedures it is necessary to test:

- The correct positioning of the vehicle
- Absence of obstacles on the working zone around the vehicle

1.7.3. – WORKING CYCLE

The working cycle includes the transfer of the equipment from the parking area to the washing area and the washing procedures of the vehicle, which must be positioned in a correct way as described.

Starting the machine

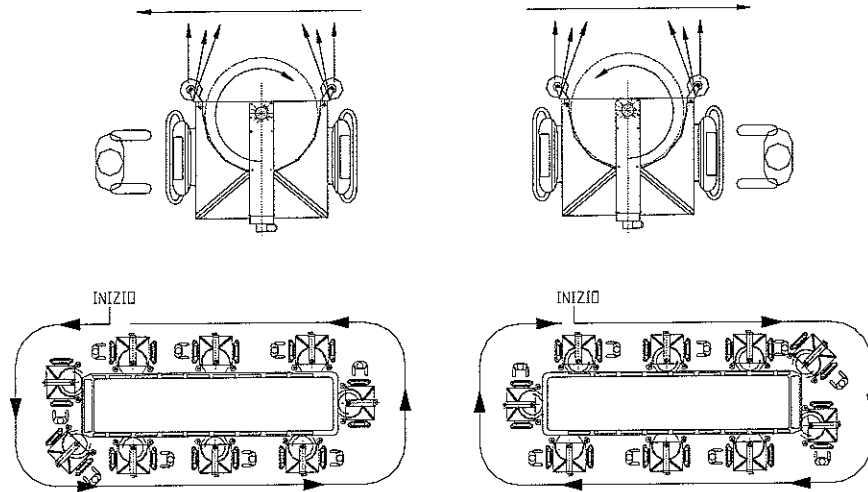
Rotate the 1 selector with key of the control switchboard panel in order to close the electric circuit and to enable the functions of the machine. This way it is possible to visualize the charge level of the batteries and make sure that this is sufficient to proceed to perform the necessary procedures; otherwise proceed with charge procedures.

Go to the control handle and, acting on it gradually, move the equipment towards the vehicle into the foreseen position to start the washing phase. The upward rotation of the handle, pushing on the handle, controls the forward movement of the machine as compared with the worker in charge of it, whereas the downward rotation, by drawing the handle, will control the movement of the machine into the opposite direction. Proceed with the maximum caution, by signalling the movement by means of the acoustic warning bip warning about the presence of the equipment, in particular in the areas where visibility is scarce. Once the equipment is near the vehicle in the needed position in order to start washing it, stop the plant and set the water supply system. The distribution of water to the nozzles can be controlled by means of its special switch and adjusted by means of the cocks on one side of the control pushbuttons. The equipment can be driven around the vehicle by the operator in charge at the right working speed.

The movement of the equipment during washing is made easier by the movement of the rotating brush into the (favourable) direction of the translation of the equipment, the worker shall therefore draw the handle and proceed by walking backwards

The movement must follow the scheme as shown in the pictures:

Start= inizio



- the washing procedures start after the pressure of the switches enabling the start of the water pump and of the brush.
- In case it would be necessary to carry out a second washing cycle, **one must work** into the **opposite direction** as compared to the previous one (see Picture).
- In case the equipment is endowed with a device to spread the detergent and the vehicle is particularly dirty, proceed as follows:
 - Only open the cock corresponding to the side chosen by the worker in charge
 - perform a first washing cycle with detergent and then, after stopping the delivery of detergent, proceed to wash with water only.

The washing procedure of the angled surfaces of the vehicles (front side, cabs, etc.) can be performed by adjusting the inclination of the brush to those surfaces, acting on the 3 inclination switch located on the control unit of the handle.

- The electronic control of the driving engine for the inclination movement stops the movement of the brush, both (out- and inwards) when this has reached its travel end.

Do not press the brush against the surface.

Once the washing procedures have come to an end, bring the brush back into its vertical position in order to allow a greater stability of the equipment, and to this aim we advise you to anchor the equipment during the parking period so as to protect it against possible tilting in case of shocks / wind.

1.7.4. - VOLUNTARY STOP

In case of voluntary stop of the plant follow this proceeding:

- Release the control handle for the movement
- Stop the brush and the water pump
- Bring the brush into its vertical position
- Rotate the selector with key into the "0" position and remove the key.

1.7.5. - EMERGENCY STOP

Because of the features of this equipment any anomalous situation can be solved by means of the voluntary stop procedure. Anyway, in case of need, the stop of all the functions of this machine can be achieved by rotating the selector with key into the 0 position.

In case the problem causing the emergency situation is not easy to solve, the worker in charge should call on the customer care service staff, who will work under safety conditions.

In order to start the equipment once again after an emergency stop, it is enough to follow normal start procedures.

1.8 – CERTIFICATIONS – NORMS / LEGISLATION

This chapter underlines the applied technical norms, certifications and emissions of the plant.

1.8.1. - APPLIED TECHNICAL NORMS

During planning procedures the following Technical Standards were taken into account, with which this equipment complies:

A - Provisions of the Law

DL - 19-9-1994 - n. 626	Enforcement of 89/391/EEC, 89/654/ EEC, 89/655/ EEC, 89/656/ EEC, 90/269/ EEC, 90/270/ EEC, 90/394/ EEC, 90/679/EEC directives regarding the improvement of safety and health conditions of workers within the working place.
DPR - 27-4-1955 - n. 547	Regulations on the prevention of accidents at the workplace.
DPR - 24-5-1988 - n. 224	Objective responsibility for faulty products
DL - 12-8-1991 - n. 277	Enforcement of EEC n. 80/605 - 83/477 - 86/188 -88/642 directives as regards risks originated by exposure to chemicals, physical and biological agents, during working hours complying with art. 7 of the Law dated 30 July 1990 n. 212
DL - 4-12-1992 - n. 476	Enforcement of EEC directive n. 89/336 regarding electromagnetic compatibility (EMC)

B - National and International Legislation

- EEC directive n. 85/374 products	Responsibility for damages caused by faulty products
- EEC directive n. 89/392	- Machines Directive
- EEC directive n. 91/368	- Amendment of directive 89/392
- EEC directive n. 93/44	- Amendment of directive 89/392
- EEC directive n. 93/68	- Amendment of directive 89/392
- EEC directive n. 73/23	- Low Voltage (DBT)
- EEC directive n. 89/336	- Electromagnetic compatibility (EMC)

C - Uniformed Norms - Plans for Uniformed Norms -National Technical Norms

By Uniformed Norms we mean those CEN – CENELEC technical norms whose references were already printed in the EEC Official Gazette.

By Plans for Norms we on the contrary mean those technical norms at A-B-C levels, which are being finalized by technical committees: “TC 114 – Safety of Machinery” and “TC 122 – Ergonomy” by CEN.

CENT/TC - 114 - Ref. EN 292-1992

Safety of Machinery – Fundamental concepts: general planning principles
Part I - Basic methodological terminology (EN 292-1)

Part II - Technical details and principles (EN 292-2)
CENT/TC - 114 - Ref. EN 294-1992

Safety of Machinery - Safety distance in order to avoid reaching dangerous areas with the upper limbs.

CENT/TC - Ref. EN 349-1993

Safety of Machinery - Minimum space to avoid the crushing of parts of the human body

CENT/TC - 114 - Ref. EN 418/1992

Safety of Machinery - Emergency stop devices; functional aspects.- Planning principles.

CENELEC - Ref. 60204-I

Safety of Machinery: Electric fittings installed on the machines
I Part - General Requirements

1.8.2 - CERTIFICATIONS OF THE MACHINE AND OF ITS COMPONENTS

The products of the components employed in this plant have the following features:

- Supplied by selected producers, controlled according to provisions by UNI-EN-ISO-9001 Norms.
- Marked and provided with conformity certificates issued by manufacturers in order to prove compliance with norms.
- The planning and manufacturing processes are carried out within the factory, according to UNI-EN-ISO-9001 norms.

1.8.3. - NOISE

Noise measurements of this equipment have been performed during working movement procedures of the plant, during the washing phase, in the working position at a height of 1,6m above ground level. These measurements found values lower than 70 dBa.

1.8.4. - VIBRATIONS

The operator walks in front of the plant holding in his/her hands the control handle. The components do not release vibrations either to the structure or to the bar, the operator is not subject to dangerous vibrations.

1.9 – SAFETY

This equipment, so as it will be delivered, does not involve any risk for workers during normal working procedures. The working and control area is in fact completely protected against all possible risks, which can be foreseen, and it sure enough complies with the safety criteria required by norms, since it does not allow any access to dangerous areas due to the presence of mechanical or electric gears.

The following chapter will supply some general and specific information on safety. The buyer is responsible for any procedure being carried out without observing the instructions of this chapter and those included in other parts of this Manual. For this reason the buyer will have to inform the workers in charge of the washing procedures about all contents of this manual.

1.9.1. - GENERAL INFORMATION

The worker in charge of the washing process does not need to be particularly specialized but **he/she must only be trained to use this plant** by using the control devices for the washing procedure of vehicles.

Standard and extraordinary maintenance procedures must be solely performed by:

- a specialized mechanical maintenance man for procedures to be performed on mechanical gears
- electricians and staff specialized in electronics as regards the electric and electronic devices

Any professional worker working with this equipment must know this manual, all warnings, considerations and instructions regarding safety described in it, in detail.

If this is not the case BITIMEC declines all responsibility caused by a lack of observance of the above mentioned conditions.

This equipment, as it is delivered, is set to work under safety conditions for the worker in charge of it; any change of the safety systems or working systems and an improper use will cause the cancellation of the guarantee and for this reason all responsibility shall be given to the user.

1.9.2 - NON-STANDARD USE – MISUSE

Misuse and/or incorrect use consist in:

- tampering with safety devices (protection devices – case etc.)
- using the structure as a support during maintenance and/or washing procedures
- doing maintenance procedures when the plant is not under safety conditions

Lack of observance of these conditions will cause the cancellation of the guarantee and the user will therefore have full responsibility for consequences.

Any change of the plant and/or installation, of parts and/or accessories altering the initial safety conditions, will cause the cancellation of the guarantee and the user will therefore have the full responsibility for the consequences of these actions.

1.9.3. - SAFE WORKING AND CONTROL AREAS

This plant was planned to allow an easy control over all functions regarding normal working conditions.

The working position of the operator is so planned as to allow:

- perfect vision
- safety and protection against all risks which can be foreseen

The control and driving unit is located in such a place as to ensure the maximum control and an easy use of devices so as to grant at the same time a quick intervention in case of emergencies and/or anomalies.

1.9.4 - - PROTECTION DEVICES

89/392 NORM stated the definitions for the following terms:

- DANGEROUS AREA Any area within or near the machine, which could turn out to be dangerous for persons.
- PERSON SUBJECT TO EXPOSURE Any person being within or on one side of a dangerous area
- OPERATOR - WORKER IN CHARGE The person in charge of installing, using, adjusting, performing maintenance, cleaning, repairing the plant.

This plant is initially equipped with all necessary protection systems so as to work under safety conditions.

Description of BITIMEC's systems with details on safety protection devices:
WORKING POSITION (control handle)

This potentially dangerous area is protected thanks to:

- Plant surface functioning as protection barrier as regards the motor-joint unit
- Suitable engine in order to work outdoors, with IP55 protection device
- Closed control switchboard panel
- Brush bristles fixed so as to be able to disconnect themselves from the rotating shaft, in case of exceeding load due to hooking with possible protruding parts / and/ or grips of various kind
- Protection glassfibre bulkhead.

- the surface of the brush is raised above ground level so as to avoid any hooking of lower limbs in case of fall and so as to avoid reaching the area of the rotating brush

- Another potentially dangerous area is within the working area of the big brush, which is encircled by a glassfibre protection device.

Any incorrect deliberate use, as when removing the case or any safety system in general, causes the cancellation of the guarantee and the buyer has therefore the full responsibility as regards any consequence.

1.10 – REMAINING RISKS

This equipment is supplied with all necessary safety systems so that the operator can work under max. safety conditions.

Under normal correct use conditions, this plant does not involve any environmental contamination risks, but it is necessary to remember that the use of detergent means and/or the washing procedures of vehicles with a layer of special material (oils etc.) can cause contamination dangers; it will be therefore necessary to treat any residual reflux according to legislation of the Country of installation.

In these cases it is up to the buyer to adapt and to comply with Norms in force within the user's country, regarding the worker's protection and/or the environmental safeguard.

Risks for the operator are mainly due to:

- reduced dimensions of the working area turning out to be too small and therefore causing risks of entrapment between the equipment and the fixed surfaces
- dirty and greasy walking surface, which could turn out to be slippery
- Misuse of the plant and/or tampering with safety devices
- Staff do not wear safety and non-slip shoes

lack of use of individual protection devices during maintenance and lubrication procedures

It is therefore necessary to:

- wash the walking surface after any washing procedure
- use individual protection devices (gloves, anti-slip shoes, headphones against noise)
- follow all warnings mentioned in this manual
- follow all warnings and instructions shown on the signalling plates

A series of plates are located on the plant in order to warn about possible risks, even if this possible dangerous areas are protected by suitable protection devices.

The removal of protection devices causes the cancellation of the guarantee and therefore the buyer will have full responsibility for any danger which could occur and / or be caused.

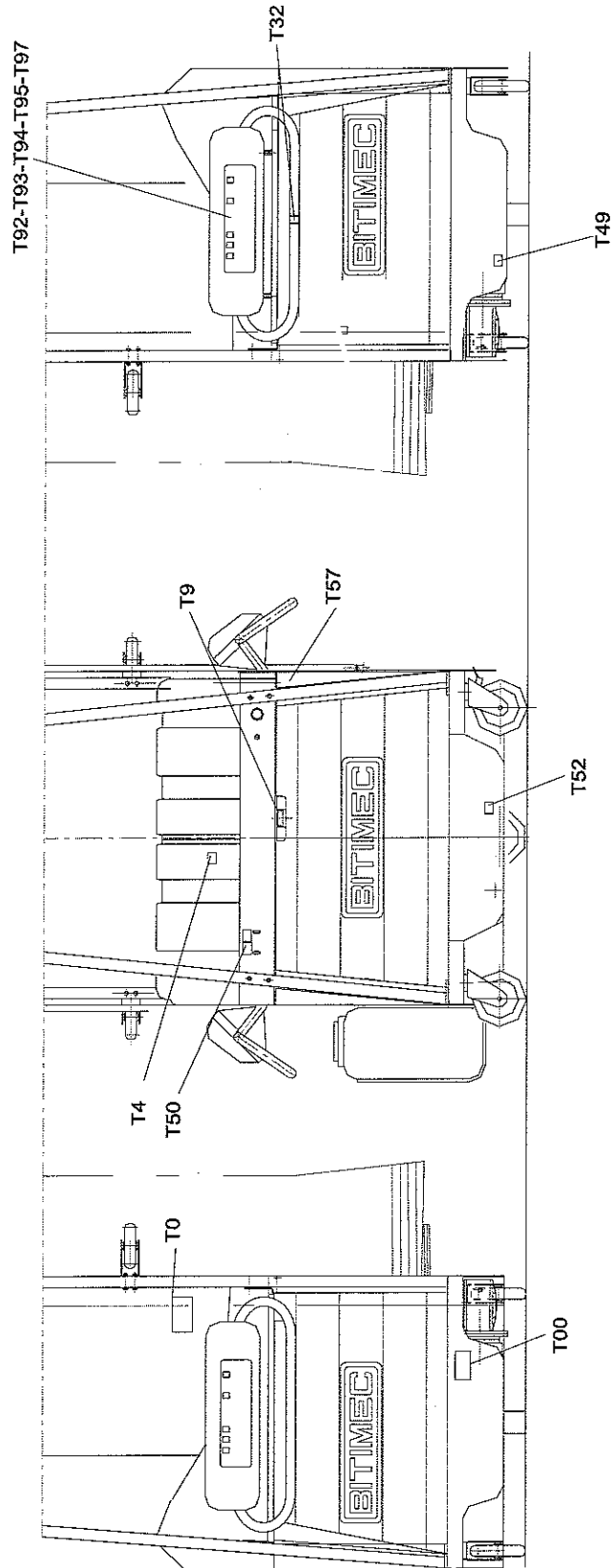
The warning and information plates, located on the plant, have an important function because they warn people about existing dangers in the areas and they show the function of each device.

Plates must be replaced in case of damage

1.10.1. - PLATES

The following picture shows the position of all plates (warning and signalling plates) which are installed on the machine.

T00 plate is the identification plate and it can be found at point 0.3 in the MARKING paragraph.



The removal of warning plates with safety function is forbidden. The non-observance of this norm will cause the cancellation of the guarantee and the full responsibility on the part of the buyer.

The meaning of each plate is described in the following chart:

Danger and compulsory plates:

T0/B		This plate underlines that it is compulsory to carefully read the use and maintenance manual before using the machine and it warns about the dangers caused by the presence of electricity.
T4		It warns against possible risks deriving from the presence of the batteries and of its acids; it is necessary to take the necessary precautions before intervening on this part.
T49		It warns about the danger deriving from frost and very low temperatures, making reference to the section "winter precautions" of this manual

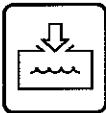
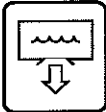
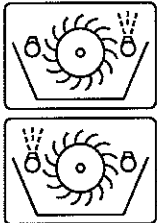
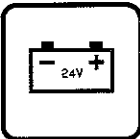
Plates regarding functions:

These plates use suitable symbols to make people aware of the function of the device they are working with or they are near to.

T95		The pressure on the pushbutton located near the plate will control the water supply.
T94		The pressure on the pushbutton located near the plate will control the acoustic warning device.
T92		The pressure on the pushbutton located near the plate will control the rotation of the brush.
T93		The pressure on the pushbutton located near the plate will control the movement of the brush
T97		The pressure on the pushbutton located near the plate will control the delivery of detergent
T32		It signals the idle run position and the directions towards which the lever can be moved in order to select the desired direction of working. The direction is shown by the arrow.

Signalling plates for devices.

They offer information on the position of a special device.

T9		water tank refilling Cap (if foreseen)
T52		water tank emptying-out Cap (if foreseen)
T50		Opening valve for water jets and the selected side
T57		Plug for batteries recharge procedures



1.10.2. - RESIDUES AND ENVIRONMENTAL POLLUTION

This equipment uses either solely water or water with a small quantity of detergent for the washing procedures. Contamination dangers for the environment are not high but it is anyway compulsory for the user to comply with Norms in force in one's own country.

BITIMEC declines all responsibility in case of lack of observance of the above mentioned principles.

We underline the fact that all residues due to washing - maintenance procedures (wipers, solvents, grease etc.) will have to be disposed of by the user by complying with legislation in force in one's own country.

An incorrect application of these norms causes the full responsibility to be up to the user.

1.11 - MAINTENANCE**1.11.1. - GENERAL SPECIFICATIONS**

A suitable maintenance is a deciding factor for a longer durability of the plant because it enables the best functioning and performance conditions.

To this aim a series of controls and maintenance procedures listed in the following chapters was planned.

Warnings.

It is advisable to use **original spare parts**, the only ones offering the same quality guarantee as the components initially installed on this machine.

Before any maintenance or repair procedure it is necessary to carry out a careful cleaning of the plant.

During maintenance procedures it is unavoidable to come into contact with grease or lubrication means, for this reason it is necessary to use suitable individual protection devices.

As regards the cleaning procedures, use equipment in good conditions with suitable grips.

The removed residues and the wipers must be collected and disposed of according to legislation in force; it is not possible to throw them away because these are polluting materials.

CAUTION! All maintenance procedures on mechanical parts and on the electric equipment must be performed by specialized staff when the plant is under safety conditions.

1.11.2. - SAFETY: PRECAUTIONS AND SETTING INTO MAINTENANCE STATUS

Any necessary maintenance procedure must be only performed when the plant is in maintenance status so as to grant safety.

In order to ensure this condition, the status of the plant must be changed from working mode into voluntary stop mode and it is necessary to disconnect the plant from the mains power supply by means of 1 selector with key and to block the base as to avoid uncontrolled movements.

In order to reach the higher parts it is necessary to have a suitable scaffolding or movable bridge which can be extended.

The utmost care must be taken to avoid possible falls from a certain height and one must pay attention so that no one stands or passes by under the working area.

1.11.3. - CONTROLS AND FUNCTIONAL TESTS OF SAFETY DEVICES

It is necessary to **periodically (at least once a month)** perform a check of the good functioning of the safety systems, so as to grant the functionality and efficiency even with the passing of time.

Check of the correct functioning of:

- removable-key selector; when the selector is in 0 no power connection to the control devices must be present

One must furthermore control the integrity of the following devices:

- Bulkheads,
- warning and signalling plates

1.11.4. – LUBRICATION

Only the plant lubrication procedures listed in the table below must be performed: it is compulsory to respect their frequency and the clarifying notes.

PROCEDURE	FREQUENCY	150 HOUR S
Upper skates of the slide		◇
Screw for the movement of the brush		◇
Coupling axis of the brush with the slide		◇

Greasing procedures can be performed with a paintbrush:

- Upper skates of the brush-holding slide: grease the sliding zone with the box;
- Screw for the movement of the brush; this can be done from the right side of the machine and from the lower side of the slide
- In order to allow the greasing of the coupling axis of the brush with the brush-holding, the brush must be located in an angled position.

Use water-repellent grease. We suggest the following types:

Persian oil LBT2
CH/NFS

water-repellent
water-repellent

Q8
ROL OIL

1.11.5. - CLEANING AND MAINTENANCE

This machine was planned to reduce maintenance procedures to the minimum.

For a correct functioning and a long durability, we suggest to perform the following easy procedures within the mentioned terms.

PLANT MAINTENANCE

PROCEDURE	FREQUENCY	10 HOUR S	50 HOUR S	150 HOUR S	300 HOUR S	600 HOUR S
Check of integrity and cleanliness of the brush		◇				
Check of integrity of water-supply hoses		◇				
Check of orientation and jet of the nozzles		◇				
Cleaning of the filter for hose-supply system of sprayers			◇			
Cleaning of the detergent filter			◇			
Check of water leaks from connections and joints		◇				

Check the level of the battery electrolyte		◇			
Check the charge status of the battery		◇			
Check the cleanliness of the ends and clamps,		◇			
Check the tightening and the protection with vaseline of endings and clamps		◇			
Control of the movement of the inclination slide of the brush			◇		
Check of the wear of the snake slide				◇	
Check of the wear and cleanliness of the brushes of the electric engines. *				◇	
Check of the wear of the bushings of the drive wheel suspension unit				◇	
Check of the wear of the rubber band of the wheels					◇

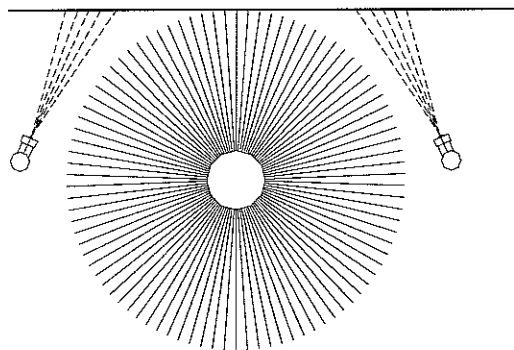
* To be replaced every 2000 hours.

Note

In the winter period and whenever a risk of frost in the water should occur, the system must be emptied out of water by means of a special cock and the quick-connection devices to the tubes must be disconnected.

Control of the brush nozzles

- Check the position of the nozzles, the direction of the jets must be the one shown below



The length of the bristles of the brush must be between 350 and 450 mm, they must be replaced whenever necessary. For the replacement: unscrew the 4 (four) screws of the lower flange of the brush, then remove it from the upper shaft by moving it downwards. The small spindle will remain on the upper support and will have to be inserted into the new brush: to install the new brush follow the instructions according to the opposite order.

Battery checks

The possible re-filling of the electrolyte of the battery must be performed by means of distilled water. The re-filling must be carried out after the charging procedure and the level of the electrolyte must be about 5-7 mm higher as compared to the level of the splash-guard device.

Caution! the electrolyte solution contained in the battery is poisonous and corrosive, avoid the contact with skin and eyes. In case of accidental contact, immediately wash with abundant water running water.

In order to avoid accidental contacts it is compulsory to use suitable individual protection devices (gloves, overalls, glasses).

Do not pierce the container.

The check of the charge status can be performed by means of the leds on the control switchboard panel or indirectly by measuring the density of the electrolyte by a special densimeter, or by measuring the voltage at the ends with a voltmeter for constant current. Perform the cleaning of the battery and keep the caps and the connections covered and dry. A good cleaning process maintains the electric insulation, favours a good functioning and the durability of the battery.

The recharge of the battery must be performed complying with the described ways and conditions.

Check the status of the front and back wheels and the efficiency of the stop brake.

BITIMEC S.R.L. TECHNICAL STAFF IS AT YOUR DISPOSAL FOR ANY INFORMATION YOU COULD NEED, AND WHICH IS NOT INCLUDED IN THIS MANUAL

1.11.6. - BREAKDOWN DETECTION

The following tables offer information on the main inconveniences which could occur when using this plant and suggest the most frequent causes which could have originated them. They can be useful as a support for breakdown detection.

PLANT INCONVENIENCES:

POSSIBLE CAUSE	IT DOES NOT START	THE MACHINE DOES NOT MOVE FORWARD	LACK OF WATER TO THE NOZZLES	BRUSH DOES NOT FOLLOW INCLINATION	POOR QUALITY WASHING PERFORMANCE	VIBRATION OF THE BRUSH
Selector with key which can be removed, in 0 position	◇	◇	◇	◇		
Disconnected network fuses	◇	◇	◇	◇		
Uncertain or wrong connection of cables with battery	◇	◇	◇	◇		
Accelerator potentiometer broke down		◇				
Breakdown of the electric system	◇	◇	◇	◇		
Breakdown of the translation engine		◇				
Breakdown of the water pump			◇			
Empty tank			◇			
Broken hoses			◇			
Closed or not completely open cock			◇		◇	
Clogged nozzles					◇	
Incorrect orientation of nozzles					◇	
Wear of the brush					◇	
Failure of the slide engine				◇		



Damaged container of the slide				◇		◇
Guiding devices of the slide are not greased				◇		◇
Wear of guiding devices of the slide						◇
Wear of Worn Female Screw				◇		◇

1.11.7. – SPARE-PARTS ORDER

- We kindly advise you to only use original spare parts. In case the use of non-original spare parts is detected, our Company does not take any responsibility and deems the guarantee terms as cancelled.
- Spare-parts order must be sent to the following address:

BITIMEC s.r.l.
Via Rona di Sopra 139/g/h Loc. Matassino
50066 REGGELLO
FIRENZE (ITALIA)
TEL: 0039/055 8635760 0039/055 8635758
E-MAIL: Bitimec@Bitimec.it

In order to single out the needed spare part it is necessary to refer to the enclosed tables and to inform our office about the following data:

- 1- Model of the machine;
- 2- Registration number of the machine;
- 3- Number of the drawing;
- 4- Number of the part to be ordered;
- 5- Desired quantity

For any maintenance or revision or repair procedure not included in this “Use and maintenance manual”, the manufacturer invites you to contact your local distributor or authorized sales agent.

We are willing and interested in a long and profitable relationship between our company and our customers for both parties. To this aim our company is always at your disposal for cooperation and possible information or enquiry have to be addressed to our company.

1.12 – DISMANTLING OF THE PLANT

The dismantling of this plant must be performed according to the following procedures:

- 1) Remove the batteries and separate them from the rest (it must follow special disposal procedures)
- 2) tilt the plant by using a suitable lifting method
- 3) Disassemble the plant in all its components
- 4) Once the disassembly phase has come to an end, a choice of the materials will have to take place, by sorting them out per type (steel, plastics, etc.).

The disposal of the sorted materials must be performed complying with legislation in force in the user's country.

Compliance with norms, regarding the disposal of waste and materials to be recycled in force in one's own country is part of the user's responsibility.



1.13 – ENCLOSURES

The following enclosures are part of this manual:

- Spare parts manual.

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

N/A

Certification and application* is hereby made for Preference in accordance with West Virginia Code, §5A-3-37. (Does not apply to construction contracts). West Virginia Code, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. Application is made for 5% resident vendor preference for the reason checked: Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

MUNCIE RECLAMATION AND SUPPLY
Bidder: DBA MUNCIE TRANSIT SUPPLY

Signed: [Signature]

Date: NOVEMBER 4, 2009

Title: DIRECTOR OF OPERATIONS

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

VENDOR OWING A DEBT TO THE STATE:

West Virginia Code §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will 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 the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors 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 agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she 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/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: MUNCIE RECLAMATION AND SUPPLY DBA MUNCIE TRANSIT SUPPLY

Authorized Signature:  Date: NOVEMBER 4, 2009