



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

# Request for Quotation

RFQ NUMBER
<b>PTR08023</b>

PAGE
<b>1</b>

ADDRESS CORRESPONDENCE TO ATTENTION OF
<b>FRANK WHITTAKER 304-558-2316</b>

VENDOR

**RFQ COPY**  
 TYPE NAME/ADDRESS HERE

SHIP TO

**DIVISION OF PUBLIC TRANSIT**  
**BUILDING 5, ROOM 830**  
**1900 KANAWHA BOULEVARD, EAST**  
**CHARLESTON, WV**  
**25305-0432 304-558-0428**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
<b>03/11/2008</b>				

BID OPENING DATE: **05/15/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				<b>ADDENDUM #01</b>		
				<b>TO ADD BID SPECIFICATIONS FOR 138" WHEELBASE CONVERTED VAN WITH WINDOWS WITH A/C WHICH WERE OMITTED FROM ORIGINAL BID PACKET</b>		
<b>0001</b>	<b>1</b>	<b>EA</b>		<b>070-93</b>		
				<b>138" WHEELBASE VONVERTED VAN WITH WINDOWS WITH A/C</b>		
<b>***** THIS IS THE END OF RFQ PTR08023 ***** TOTAL:</b>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	<b>ADDRESS CHANGES TO BE NOTED ABOVE</b>

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

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA Business Associate Addendum -** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

---

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

**SIGNED BID TO:**

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

Spending Unit: Division of Public Transit  
Department of Transportation**PART 1 GENERAL CONDITIONS****1.0 INTENT OF RFQ**

It is the intent of this Request for Quotation (RFQ) to require the Vendor to deliver a complete new vehicle of the type prescribed, ready for operation.

**2.0 PRICE FOR A COMPLETE VEHICLE**

- A. The price quoted in any proposal submitted shall include all labor, materials, tools, warranties, equipment, and other costs necessary to complete the manufacture and delivery of the vehicle. Any items omitted from the specifications which are clearly necessary for the completion and operation of such equipment and its appurtenances shall be considered a portion of such equipment, although not directly stated or covered in these specifications.

Notwithstanding the provision of drawings, technical specifications, or other data by the Division of Public Transit, the Vendor shall have the responsibility of supplying all parts and details required to make the vehicle complete and ready for service even though such details may not be specifically mentioned in the drawings and specifications. Fareboxes, radios, and other items that are installed by the Recipient Agency shall not be the responsibility of the Vendor unless they are included in this contract.

- B. The Purchasing Division of the Department of Administration in conjunction with the Division of Public Transit and the vendor shall mutually agree when it is necessary to make changes in, additions to, or deductions from the work to be performed or the material to be furnished, pursuant to the contract. Any changes which affect the contract price shall be in writing and require the approval of the Division of Public Transit and the Purchasing Division.
- C. **All prices are to be quoted in whole dollars** and submitted on Bid Form. Bid to be awarded to responsive vendor with lowest base vehicle bid price including delivery charges.
- D. Unit and extended prices, delivery charges and options should all be itemized.

**3.0 POSSIBLE RENEWAL**

- A. This Contract may be renewed upon the mutual written consent of the Division of Public Transit and the successful bidder. Such a request for renewal would be submitted to the Director of the WV Purchasing Division thirty (30) days prior to the expiration date of the awarded Contract. 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.
- B. Quantities listed in the RFQ are approximations only, based on estimates supplied by the Division of Public Transit. The awarded Contract shall cover the quantities actually ordered for delivery during the term of the Contract.
- C. Additional agencies could purchase from any awarded contract resulting from this RFQ. Specified deliverables would be as originally advertised, competed, evaluated and awarded including the base and option quantities.

**4.0 DELIVERY AND ACCEPTANCE**

- A. Vendors shall specify approximate delivery date(s) when submitting bids. Delivery of the vehicle should be completed within 150 days after receipt of executed contract documents.

If the delivery is delayed, for any reason, the request for extension must be made in writing to the Division of Public Transit.

The request for extension must be received by the Division of Public Transit no less than 10 days prior to the originally planned vehicle delivery date and must include detailed

**Spending Unit: Division of Public Transit  
Department of Transportation**

justification for the length of the time extension. In the event that the Vendor fails to give timely written notice of any delay, in delivery, it is agreed that liquidated damages will be assessed, **NOT AS A PENALTY**, in the amount of \$50.00 per calendar day, per unit, beyond the required delivery date.

- B. Vendor shall make arrangements through the Division of Public Transit for delivery of the vehicles to Division of Public Transit c/o Kanawha Valley Regional Transportation Authority, 1550 4<sup>th</sup> Avenue, Charleston, WV. Delivery will be accepted Monday through Friday, between 9 a.m. and 2 p.m. exclusive of State holidays.

Any delay in delivery resulting from the common carrier's operations, accidents, or mechanical failures enroute, shall be construed as a cause beyond the Vendor's control; however, the Vendor shall have the responsibility of releasing the vehicle to the common carrier in time to reach the delivery site under normal delivery conditions.

- C. In case the delivery of the complete vehicle shall be necessarily delayed because of strike, injunction, civil disturbance, government controls, or by reason of any cause or circumstances beyond the control of the Vendor, as detailed in writing by the Vendor, the term of completion of delivery shall be extended by a number of days to be determined in each instance by mutual agreement of the Division of Public Transit and Vendor.

- D. If the vehicle is delivered over-the-road, a written report shall be submitted by the driver to the Division of Public Transit listing all incidents and unusual vehicle performance during the trip.

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

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

- F. Vendor shall have 10 working days to complete a vehicle for conditional acceptance once the vehicle is received at Kanawha Valley Regional Transportation Authority. After 10 working days, the Vendor shall be responsible for paying the storage fee invoiced at a per day rate of currently \$10. The per day rate shall be deducted from payment of the final 10% of the vehicle cost.

#### **4.1 Summary of Items to be Provided Upon Delivery**

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

- 4.1.1 All warranty verification vouchers, certificates or coupons.
- 4.1.2 Successful Vendor shall furnish each transit system: two (2) complete parts books and two (2) copies of maintenance manuals for each model year vehicle, including wiring schematics of auxiliary circuits, and all other necessary prints for the maintenance of the vehicle and (1) complete set of OEM Operations manual per transit system. All other orders, to other than transit systems, the successful Vendor shall supply (1) one copy of each mentioned per vehicle.
- 4.1.3 Drawings showing wiring schematics of auxiliary circuits, which would not be included in the standard vehicle maintenance manual.
- 4.1.4 Completely filled fuel tank or tanks.
- 4.1.5 Protection to 20° F below zero with permanent type antifreeze.



**Spending Unit: Division of Public Transit  
Department of Transportation**

- 4.1.6 A vehicle(s) free of dealer signs and emblems.
- 4.1.7 Assurance of compliance with manufacturer's pre-delivery service.
- 4.1.8 A vehicle(s) which is clean, (If delivery of the vehicle occurs during the winter months of October through March, the vehicle shall be washed directly prior to delivery at Kanawha Valley Regional Transportation Authority to insure that the vehicle is free of dirt and salt deposits.) lubricated, serviced and ready for immediate service.
- 4.1.9 Operation, maintenance and warranty information for any add on equipment will be provided upon delivery if available to the Vendor.
- 4.1.10 Original vehicle chassis manufacturer's factory sticker itemizing equipment on the vehicle.
- 4.1.11 A certified weight slip showing front and drive axle weights for the vehicle at its curb weight as defined in Part 2 - Technical Specifications.
- 4.1.12 Vehicle shall comply with and conform to the State of West Virginia Motor Vehicle Inspection Law and shall have the current inspection sticker attached to the windshield.

**4.2 Pre-Delivery Tests and Inspections**

The pre-delivery tests and inspections shall be performed at or near the Vendor's plant in accordance with the procedures outlined in Part 4, "Quality Assurance", and shall be witnessed by the Vendor's resident inspector and/or by a representative of the Division of Public Transit. The vehicles shall be tested and inspected to determine whether they comply with the technical specifications in general and in particular with the quality assurance provisions. When the vehicles pass these tests and inspections, the resident inspector shall authorize release of the vehicles. The Division of Public Transit is under no obligation to perform the pre-delivery tests and inspections; however, this does not relieve the Vendor from the responsibility of adhering to these specifications.

**4.3 Acceptance of Vehicle(s)**

Within fifteen (15) calendar days after arrival at the designated point of delivery, the vehicle shall undergo the Division of Public Transit acceptance test. If the vehicle passes these tests, conditional acceptance of the vehicle by the Division of Public Transit occurs on the fifteenth day after delivery. Acceptance may occur earlier if the Division of Public Transit notifies the Vendor of early acceptance. If the vehicle fails these tests, it shall not be accepted until the repairs have been made.

**4.4 Repairs After Non-Acceptance**

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

**4.4.1 Repairs By Vendor**

If the Recipient Agency requires the Vendor to perform repairs after non-acceptance of the vehicle, the Vendor's representative must begin work within five (5) working days after receiving notifications from the Recipient Agency of failure of acceptance tests. The Recipient Agency shall make the vehicle available to complete repairs timely with the Vendor's repair schedule.

The Vendor shall provide, at its own expense, all spare parts, tools, and space required to complete the repairs. At the Recipient Agency's option, the Vendor may be required to remove the vehicle from the Recipient Agency's property. The repair procedure must

**Spending Unit: Division of Public Transit  
Department of Transportation**

be diligently pursued by the Vendor's representatives, and the Vendor shall assume risk of loss while the vehicle is under its control.

#### 4.4.2 Repairs By Recipient Agency

- a) Parts Used. If the Recipient Agency decides to perform the repairs after non-acceptance of the vehicle, it shall correct or repair the defect and any related defects using Vendor specified parts available from its own stock or those supplied by the Vendor specifically for this repair.
- Monthly, or at a period to be mutually agreed upon, reports of all repairs covered by this procedure shall be submitted by the Recipient Agency to the Vendor for reimbursement or replacement of parts. The Vendor shall provide forms for these reports.
- b) Vendor Supplied Parts. If the Vendor supplies parts for repairs being performed by the Recipient Agency, after non-acceptance of the vehicle, these parts shall be shipped prepaid to the Recipient Agency from any source selected by the Vendor within ten (10) working days after receipt of the request for said parts, provided said parts are available for shipment.
- c) Return of Defective Components. The Vendor may request that parts covered by this provision be returned to the manufacturing plant. The total cost for this action shall be paid by the Vendor.
- d) Reimbursement For Labor. The Recipient Agency shall be reimbursed by the Vendor for labor. The amount shall be determined by multiplying the number of actual man-hours' straight wage rate plus 53 percent fringe benefits, plus the cost of towing in the vehicle if such action was necessary. These wage and fringe benefit rates shall not exceed the rates in effect in the Recipient Agency's service garage at the time the defect correction is made.
- e) Reimbursement For Parts. The Recipient Agency shall be reimbursed by the Vendor for defective parts that must be replaced to correct the defect. The reimbursement shall include taxes where applicable and 10 percent handling cost.

#### 5.0 TITLE

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

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

#### 6.0 PAYMENT TO VENDOR

- A. Payment of 90% of the total cost shall be paid upon conditional acceptance of the vehicle.
- B. Conditional acceptance of the vehicles by the Division of Public Transit shall be made upon completion of inspection by the Division of Public Transit under Section 4.3 of this Part 1.

**Spending Unit: Division of Public Transit  
Department of Transportation**

- C. Under the conditional acceptance of the vehicles provided, the Division of Public Transit shall retain 10% of the total cost per vehicle until all vehicles provided have been in actual service for 30 days.
- D. In the event any vehicle is found to be unacceptable during the 30 day period of conditional acceptance, the Division of Public Transit shall furnish to the Vendor in writing, a letter of non-acceptance detailing any and all deficiencies.
- E. Final acceptance of each vehicle shall be made by the Division of Public Transit in writing upon completion of the period of conditional acceptance and/or after any and all deficiencies have been corrected.
- F. Final acceptance shall be made on each individual vehicle provided. (Some vehicles may be accepted, while acceptance of others remain pending.)
- G. Final acceptance of each vehicle shall be provided in writing by the Director of the Division of Public Transit or his/her authorized representative.
- H. All warranties as described in this contract shall begin with the first day after the date of final acceptance of each vehicle. **Vendor shall furnish Notification of Delayed Delivery Date or In-Transit Mileage Accumulation Forms for completion by the Division of Public Transit upon acceptance of the vehicle.**
- I. Prompt Payment The prime Vendor agrees to pay each sub-contractor under this prime contract for satisfactory performance of its contract no later than 15 days from the receipt of each payment the prime Vendor receives from the Division of Public Transit. The Vendor agrees further to return retainage payments to each subcontractor within 15 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Division of Public Transit. This clause applies to both DBE and non-DBE subcontractors.
- J. When submitting invoices for payment to the Division of Public Transit, the Vendor shall be required to provide an original typed invoice. The following items shall appear on the invoice:
- 1) Vendor's Federal Employee Identification Number (FEIN)
  - 2) Purchase Order Number
  - 3) Invoice should reflect the base vehicle cost and any applicable options with unit cost. **NOTE: Two invoices shall be submitted for each vehicle. One for 90% and one for 10%.**
  - 4) Submit all invoices to:  
Division of Public Transit  
Building 5, Room 830  
1900 Kanawha Blvd., East  
Charleston, West Virginia 25305-0432

## 7.0 SERVICE AND PARTS

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

**Spending Unit: Division of Public Transit  
Department of Transportation**

**7.1 Specified Parts and "Approved Equals"**

7.1.1 All parts shall be new and in no case will used (except for testing), reconditioned, or obsolete parts be accepted. Vehicles shall have identical units, accessories, and construction.

7.1.2 In all cases, materials shall be furnished as specified. Where brand names or specific items or processes are used in the specifications, consider the term "approved equal" to follow. However, a request for approval for any proposed substitution or "approved equal" shall be included in writing under the terms stated in Section 8.2 of Part I.

The Vendor may be required to supply the purchaser with performance data, samples, and special guarantees as a condition of acceptance of any proposed alternates.

7.1.3 The Division of Public Transit shall have the power to reject any material furnished or work performed under the contract which does not conform to these specifications and contract.

**7.2 Materials and Workmanship**

7.2.1 Vendor shall incorporate in the proposed vehicle(s) the latest technological achievements consistent to achieving maximum service life and superior attractiveness of appearance.

7.2.2 Vehicle(s) shall be delivered in new, first-class condition, complete and ready for operation on the street and the Vendor shall assume all responsibility and liability incident to said delivery.

7.2.3 All materials used in the construction of vehicle(s) and in all its parts and accessories shall conform to A.S.T.M., S.A.E., or similar associations published standards, and be of top quality.

7.2.4 The vehicle(s) shall be built with suitable and easily accessible compartments provided for all apparatus, sound deadening insulation, wherever needed, and all operating devices so mounted as to reduce and keep all noise and vibration to an absolute minimum.

7.2.5 Vendor shall assume responsibility for all material and accessories used in vehicle(s) and their proper installation and their warranty, whether the same is manufactured by the Vendor or purchased ready-made from a source outside the Vendor's company.

**7.3 Spare Parts**

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

**7.4 Engineers**

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

**7.5 Documents**

The Vendor shall provide current maintenance manuals, current parts manuals and standard operator manuals, for each agency or authority, to the Division of Public Transit as part of this

**Spending Unit: Division of Public Transit  
Department of Transportation**

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

## **8.0 BID REQUIREMENTS**

All bids must remain in effect for 120 days from the date that bids are opened.

### **8.1 Qualifications for Award**

Award of the contract shall be made to the Vendor quoting the lowest base vehicle bid price, including delivery charges, as described on Bid Form, provided the bid is responsive in all respects to these procurement requirements. The Vendor must be a person, firm or corporation that:

Has in operation, a manufacturing plant adequate to assure delivery of all equipment within the time specified under the contract.

Has adequate engineering and service personnel, or has the capability to have such personnel, to satisfy any engineering or service problems that may arise during the warranty period.

Has similar vehicles in operation in comparable service for a minimum of one (1) year. The Vendor may be required to furnish a customer list indicating the number of units and dates in service during approved equal period or during the bid evaluation period in addition to the requirements under 8.5.9 of this part of the specifications.

In lieu of this requirement, certified results of a shaker test may be requested by the Division of Public Transit during the approved equal period to prove the proposed vehicles to be capable of operating the service contemplated for these vehicles.

Has the necessary facilities and financial resources to complete the contract in a satisfactory manner within a required time. The Division of Public Transit shall have the right to conduct a pre-award survey of each Vendor.

Has complete and accurate maintenance, parts and operator's manuals.

### **8.2 Requests for Approved Equals or Clarifications**

A Vendor may submit requests for "approved equals" or clarifications on items that are included within this bid document and specification package. All such submissions must be in writing and must be fully supported with technical data, test results, or other pertinent information, as evidence that the substitute offered is equal to or better than that required herein. All requests for "approved equals" or clarifications shall be received by the Division of Public Transit at least twenty-eight (28) calendar days prior to the bid due date. Requests received twenty-seven (27) or less days prior to the bid due date shall not be considered.

The Division of Public Transit shall review requests for approved equals or clarifications and shall issue a written response no later than fourteen (14) days prior to the time for receipt of bids. All potential Vendors who have received a copy of these contract documents and specifications shall be forwarded a copy of the written response at the same time as the response is sent to the requesting party.

### **8.3 Summary of Items to be Supplied With Bid**

By submitting the items in 8.3.1 and 8.3.2 below, the Vendor certifies that it will comply with all requirements of this RFQ and related addenda.

8.3.1 All forms included under Part 5 (Bid Forms) must be properly completed and furnished by the Vendor as part of the bid. Failure to submit any of these forms shall disqualify the bid.

**Spending Unit: Division of Public Transit  
Department of Transportation**

8.3.2 Technical and other data as required under 8.5, "Pre-Award Review".

#### **8.4 Certifications**

Vendor shall certify on **Bid Form #2 and #5** that the vehicles offered comply with the following:

##### **8.4.1 Air and Noise Pollution Certification**

The Vendor bidding on these specifications shall be required to certify in writing that the vehicle(s) shall comply with the air pollution criteria established by the Environmental Protection Agency of the United States Government.

##### **8.4.2 Safety Certification**

The Vendor shall furnish written certification that the vehicle(s) shall comply with the Federal Motor Vehicle Safety Standards as established by the U. S. Department of Transportation and with requirements of the laws of the State of West Virginia, all as in effect at the time of manufacture, as to lighting equipment and all warning, operating and safety devices.

#### **8.5 Pre-Award Review**

**The Vendor shall submit the following items within the bid and any further items if requested by the Division of Public Transit. Failure to submit items will result in disqualification of the bid.**

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

**Spending Unit: Division of Public Transit  
Department of Transportation**

## **8.6 Disadvantaged Business Enterprise**

8.6.1 All U. S. Department of Transportation, Federal Transit Administration (FTA) assisted contracts between FTA, the Division of Public Transit, and any Vendor shall include the following language:

**POLICY.** It is the policy of the Department of Transportation that Disadvantaged Business Enterprises as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 26 apply to the agreement.

**DBE OBLIGATION.** The recipient or its Vendor agrees to ensure that Disadvantaged Business Enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under this agreement. In this regard, all recipients or Vendors shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that Disadvantaged Business Enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their Vendors shall not discriminate on the basis of race, color, national origin, religion, sex, age or physical handicap in the award and performance of DOT-assisted contracts.

8.6.2 The manufacturer of transit vehicles shall certify that it has complied with the requirements of 49 CFR Part 26 (March 4, 1999), Section 26.49, "Transit Vehicle Manufacturers." This certification shall be submitted with responses to this solicitation on **Bid Form #3**.

8.6.3 The Vendor shall make good faith efforts to replace a Disadvantaged Business Enterprise subcontractor, that is unable to perform, with another Disadvantaged Business Enterprise subcontractor.

8.6.4 Where the Vendor is found to have failed to exert sufficient reasonable and good faith efforts to involve DBE's in the work provided, the Division of Public Transit may declare the Vendor non-compliant and in breach of contract.

8.6.5 The Vendor will keep records and documents for a reasonable time following performance of this contract to indicate compliance with WV Department of Transportation, Division of Public Transit DBE Program. These records and documents will be made available at reasonable times and places for inspection by any authorized representative of the WV Department of Transportation, Division of Public Transit and will be submitted to the WV Department of Transportation, Division of Public Transit upon request.

8.6.6 The Vendor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Vendor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the Vendor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the WV Department of Transportation, Division of Public Transit deems appropriate.

## **8.7 Fly America**

The Vendor agrees to comply with 49 U.S.C. 40118 (the "Fly America" Act) in accordance with General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients and subrecipients of Federal funds and their vendors are required to use U.S. Flag air carriers for U.S. Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The Vendor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. Flag air carrier was not available or why it was necessary to use a foreign air carrier and

**Spending Unit: Division of Public Transit  
Department of Transportation**

shall, in any event, provide a certificate of compliance with the Fly America requirements. The Vendor agrees to include the requirements of this section in all subcontracts that may involve international air transportation.

### **8.8 Prohibited Interest**

No employee, officer, board member, agent or their family members of the Division of Public Transit may participate in the selection, award, or administration of a Contract supported by Federal funds if a real or apparent conflict of interest is involved. Such a conflict could arise when any of the parties mentioned above have a financial or other interest in the Vendor selected for the Contract.

### **8.9 Civil Rights Requirements**

In connection with the execution of this contract, the following requirements will apply:

- (1) Nondiscrimination. In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, Section 202 of the Americans With Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Vendor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age or disability. In addition, the Vendor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
- (2) Equal Employment Opportunity. The following equal employment opportunity requirements apply to the underlying contract:
  - (a) Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000 e, and Federal transit laws at 49 U.S.C. § 5332, the Vendor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Vendor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, color, creed, national origin, sex or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Vendor agrees to comply with any implementing requirements FTA may issue.
  - (b) Age. In accordance with Section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. §§ 623 and Federal transit law at 49 U.S.C. § 5332, the Vendor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Vendor agrees to comply with any implementing requirements FTA may issue.
  - (c) Disabilities. In accordance with Section 102 of the Americans With Disabilities Act, as amended, 42 U.S.C. § 12112, the Vendor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans With Disabilities



**Spending Unit: Division of Public Transit  
Department of Transportation**

Act," 29 CFR, Part 1630, pertaining to employment of persons with disabilities. In addition, the Vendor agrees to comply with any implementing requirements FTA may issue.

- (3) The Vendor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

### **8.10 Bus Testing**

The Vendor agrees to comply with 49 U.S.C. § 5323(c) and FTA's implementing regulation at 49 CFR Part 665 and shall perform the following:

- (1) A manufacturer of a new bus model or a bus produced with a major change in components or configuration shall provide a copy of the final test report to the Division of Public Transit at a point in the procurement process specified by the Division of Public Transit which will be prior to the Division of Public Transit's final acceptance of the first vehicle.
- (2) A manufacturer who releases a report under paragraph 1 above shall provide notice to the operator of the testing facility that the report is available to the public.
- (3) If the manufacturer represents that the vehicle was previously tested, the vehicle being sold should have the identical configuration and major components as the vehicle in the test report, which must be provided to the Division of Public Transit prior to the Division's final acceptance of the first vehicle. If the configuration or components are not identical, the manufacturer shall provide a description of the change and the manufacturer's basis for concluding that it is not a major change requiring additional testing.
- (4) If the manufacturer represents that the vehicle is "grandfathered" (has been used in mass transit service in the United States before October 1, 1988, and is currently being produced without a major change in configuration or components), the manufacturer shall provide the name and address of the recipient of such a vehicle and the details of that vehicle's configuration and major components.
- (5) Any bidder or offerer must submit to the Division of Public Transit FTA's Bus Testing Requirements Certification on **Bid Form #8**. Bids or offers that are not accompanied by a completed certification must be rejected as non-responsive. **A copy of the bus testing report should be included with the bid.** This requirement does not apply to lower tier subcontractors.

### **8.11 Buy America Certification**

Vendor agrees to comply with 49 U.S.C. 5323(j) and 49 CFR Part 661, which provide that Federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA or the product is subject to a general waiver. General waivers are listed in 49 CFR 661.7 and include, microcomputer equipment, software, and small purchases (currently less than \$100,000) made with capital, operating, or planning funds. Separate requirements for rolling stock are set out at 49 CFR 661.11. Rolling stock not subject to a general waiver must be manufactured in the United States and have a 60 percent domestic content.

A bidder or offerer must submit to the Division of Public Transit the appropriate Buy America certification on **Bid Form #4** with all bids on FTA-funded contracts, except those subject to a general waiver. Bids or offers that are not accompanied by a completed Buy America certification must be rejected as non-responsive. This requirement does not apply to lower tier subcontractors. **Should the Vendor be declared responsive and low bid, pursuant to Pre-Award and Post Delivery Audit Requirements, the Division of Public Transit will require the Vendor to submit documentation (prior to any award) that lists:**

**Spending Unit: Division of Public Transit  
Department of Transportation**

- (1) Component and sub-component parts of the rolling stock to be purchased identified by manufacturer of the parts, their country of origin and costs; and
- (2) The location of the final assembly point for the rolling stock, including a description of the activities that will take place at the final assembly point and the cost of final assembly.
- (3) The Vendor shall submit one manufacturer's Federal Motor Vehicle Safety Standards (FMVSS) self-certification sticker providing information that the vehicle quoted complies with relevant FMVSS, or Manufacturer's certified statement that the contracted vehicles will not be subject to FMVSS regulations.
- (4) Vendor shall submit evidence that it will be capable of meeting the bid specifications.

**As required by the Post Delivery Audit Requirement, any successful vendor will be required to furnish the following prior to any completed vehicle being placed into service or before any payment can be made:**

- (1) Actual component and sub-component parts of the rolling stock provided, identified by manufacturer of the parts, their country of origin and costs; and
- (2) Actual location of the final assembly point for the rolling stock provided, including a description of the activities that took place at the final assembly point and the actual cost of final assembly.

#### **8.12 Cargo Preference**

The Vendor agrees:

- 8.12.1 To utilize privately owned United States--Flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, material, or commodities pursuant to this contract, to the extent such vessels are available at fair and reasonable rates for United States--Flag commercial vessels;
- 8.12.2 To furnish within twenty (20) working days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, "on board" commercial ocean bill of lading in English for each shipment of cargo described in the paragraph above to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590 and to the Division of Public Transit (through the Vendor in the case of a subcontractor's bill of lading.)
- 8.12.3 To include these requirements in all subcontracts issued pursuant to this contract when the subcontract may involve the transport of equipment, material, or commodities by ocean vessel.

#### **8.13 Federal Regulation Changes**

Vendor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement (Form FTA MA(14) dated October 1, 2007) between the WV Department of Transportation, Division of Public Transit and FTA, as they may be amended or promulgated from time to time during the term of this Contract. Vendor's failure to so comply shall constitute a material breach of this contract.

Spending Unit: Division of Public Transit  
Department of Transportation**8.14 Debarment and Suspension**

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into. By signing and submitting its bid or proposal, the bidder certifies as follows:

The certification in this clause is a material representation of fact relied upon by the WV Division of Public Transit. If it is later determined that the bidder knowingly rendered an erroneous certification, in addition to remedies available to the WV Division of Public Transit, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder further agrees to include a provision requiring such compliance in its lower tier covered transactions. All Vendors shall be required to certify that they are not on the Comptroller General's list of ineligible contractors on **Bid Forms #6 and #6-A**.

**8.15 Restrictions on Lobbying**

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

**8.16 Environmental Regulations**

The Vendor agrees to comply with all applicable standards, orders, or requirements issued under Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR, Part 15), which prohibits the use under nonexempt federal contracts, grants or loans of facilities included on the EPA list of violating facilities. Any violations shall be reported to the Division of Public Transit who will forward the report to the Federal Transit Administration and to the US EPA Administrator for enforcement (9EN-329).

**8.17 Clean Air**

The Vendor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7414 and other applicable provisions of the Clean Air Act, as amended, 42 U.S.C. §§ 7401 *et seq.* The Vendor agrees to report each violation to the Division of Public Transit and understands and agrees that the Division of Public

Transit will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

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

**Spending Unit: Division of Public Transit  
Department of Transportation****8.18 Clean Water**

The Vendor agrees to comply with all applicable standards, orders or regulations issued pursuant to Section 308 of the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1318, and other provisions of the Federal Water Pollution Act, as amended, U.S.C. 1251 et seq. The Vendor agrees to report each violation to the Division of Public Transit and understands and agrees that the Division of Public Transit will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

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

**8.19 Energy Conservation Requirements**

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

**8.20 Contract Work Hours and Safety Standards Act**

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

Overtime Requirements. No Vendor or subcontractor for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

Violation; Liability for Unpaid Wages; Liquidated Damages. In the event of any violation of the clause set forth in paragraph (2) of this section, the Vendor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such Vendor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (2) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (2) of this section.

Withholding for Unpaid Wages and Liquidated Damages. The WV Division of Public Transit shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Vendor or subcontractor under any such contract or any other Federal contract with the same prime Vendor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Vendor, such sums as may be determined to be necessary to satisfy any liabilities of such Vendor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (3) of this section.

Subcontracts. The Vendor or subcontractor shall insert in any subcontracts the clauses set forth in this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime Vendor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this section.

Payrolls and Basic Records. Payrolls and basic records relating thereto shall be maintained by the Vendor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such

**Spending Unit: Division of Public Transit  
Department of Transportation**

records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in Section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR .5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in Section 1(b)(2)(B) of the Davis-Bacon Act, the Vendor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits.

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

#### **8.21 Hold Harmless**

The Vendor agrees to protect, defend, indemnify and hold the State of WV, the Division of Public Transit, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, action, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this Contract and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc. relating to personal injury, infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decrees of any court, shall be included in the indemnity hereunder. The Vendor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if such claim is groundless, false or fraudulent.

#### **8.22 Patent Infringement**

The Vendor shall advise the Division of Public Transit of any impending patent suit and shall provide all information available. The Vendor shall defend any suit or proceeding brought against the Division of Public Transit based on a claim that any equipment, or any part thereof, furnished under this contract constitutes an infringement of any patent, and the Vendor shall pay all damages and costs awarded therein, excluding incidental and consequential damages, against the Division of Public Transit. In case said equipment, or any part thereof, is in such suit held to constitute infringement and use of said equipment or parts is enjoined, the Vendor shall, at its own expense and its option, either procure for the Division of Public Transit the right to continue using said equipment or part, or replace same with non-infringing equipment, or modify it so it becomes non-infringing.

#### **9.0 AMENDMENTS TO SOLICITATION AND POSTPONEMENT OF BID DUE DATE**

- A. The State of West Virginia reserves the right to amend any element or part of these bid documents and specifications and/or change the bid opening date and time, up to the time and date that bids are due. In this event, all potential Vendors that have received a copy of these contract documents and specifications shall be notified of the postponement and the new time and date that bids will be due. Such notification shall be mailed or otherwise provided. Any bids received in accordance with the original bid due date shall be held unopened till the new bid opening date.

**Spending Unit: Division of Public Transit  
Department of Transportation**

- B. In the event that amendments are issued by the State fourteen (14) or more days prior to the original bid due date, the original date and time established for the receipt of bids, at the State's option, may or may not be changed. The addendum notification sent by the State shall contain either a statement that the bid due date remains as previously established or shall provide a new time and date if the bid due date is changed.
- C. In the event that addenda are issued by the State, Vendors must complete the Addendum Acknowledgment form contained within these contract documents and specifications and submit that form with their bid. **Bid Form #10** shall be used for this purpose.

## **10.0 BID PROTEST PROCEDURES**

### **1. Submission of Protest**

- a. Protests based on bid specifications must be submitted no later than (5) working days prior to the bid opening to the Purchasing Division. Protest of purchase order/contract award must be submitted no later than five working days after the award. The vendor is responsible for knowing the bid opening and award dates. Protests received after these dates may be rejected at the option of the Purchasing Division Director.
- b. All protests shall be submitted in writing to the Purchasing Division and contain the following information:
1. The name and address of the protester;
  2. The requisition, purchase order/contract numbers;
  3. A statement of the grounds of protest;
  4. Supporting documentation (if necessary); and
  5. The resolution or relief sought.

Failure to submit this information shall be grounds for rejection of the protest by the Director of the Purchasing Division.

### **2. Protest Review**

- a. The Purchasing Director or his/her designee shall review the matter of protest and issue a written decision. A hearing may be conducted at the option of the Purchasing Director or assigned designee. Continuation or delay of the purchase order/contract is at the discretion of the Purchasing Director.
- b. The Purchasing Division may refuse to review any protests when the matter involved is the subject of litigation before a court of competent jurisdiction; if the merits have previously been decided by a court of competent jurisdiction; or if it has been decided in a previous protest by the Purchasing Division. The provisions of this subsection do not apply where the court requests, expects, or otherwise expresses interest in the decision of the State.

### **3. Appeals to the Federal Transit Administration (FTA)**

Under the Federal Transit Administration's Circular 4220.1E, the Federal Transit Administration's (FTA's) review of any protest will be limited to:

- a. Failure of the Division of Public Transit to have or adhere to its written bid protest procedures, or failure of the Division of Public Transit to review a complaint or protest.
- b. Alleged violations on other grounds are under the jurisdiction of the appropriate State or local administrative authorities.

**Spending Unit: Division of Public Transit  
Department of Transportation**

- c. Alleged violations of a specific Federal Law or regulation that provides an applicable complaint procedure shall be submitted and processed in accordance with that Federal Law or regulation. See, e.g., Buy America Requirements, 49 C.F.R. Part 661 (Section 661.15); Participation by Minority Business Enterprise in Department of Transportation Programs, 49 C.F.R. Section 26.89.
- d. The Federal Transit Administration will only review protests submitted by an actual or prospective bidder, whose direct economic interest would be affected by the award of the Contract or by failure to award the Contract. The Federal Transit Administration reserves the right not to participate in the funding of any Contract awarded pending resolution of a protest to them.
- e. An appeal to the Federal Transit Administration must be received by the cognizant FTA Regional or Headquarters Office within five (5) working days of the date the protester learned or should have learned of an adverse decision by the Division of Public Transit or other basis of appeal to FTA.

## **11.0 TERMINATION OF CONTRACT**

The State reserves the right to cancel any purchasing agreement arising out of an award under these Specifications if, in its opinion, there is any failure to adequately perform the requirements of these Specifications. Under these conditions, cancellation will be effective immediately upon written notification to the Vendor and such cancellation will relieve the State from any obligation to purchase any items under such purchasing agreement.

### **11.1 Termination for Convenience**

The performance of work under this Contract may be terminated by the Director of the Division of Purchasing in accordance with this clause in whole, or from time to time in part, whenever the Purchasing Division shall determine that such termination is in the best interest of the State. Any such termination shall be effected by delivery to the Vendor of a notice of termination specifying the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective.

After receipt of a notice of termination, and except as otherwise directed by the Purchasing Division, the Vendor shall: stop work under the Contract on the date and to the extent specified in the notice of termination; place no further orders or subcontracts for materials, services or facilities, except as may be necessary for completion of such portion of the work under the Contract as is not terminated; terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the notice of termination; assign to the State in the manner, at the time, and to the extent directed by the Purchasing Division, all of the right, title, and interest of the Vendor under the orders and subcontractors so terminated, in which case the State shall have the right, in its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts; settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Purchasing Division, to the extent as may be required, which approval or ratification shall be final for all the purposes of this clause, transfer title to the State and deliver in the manner, at the times, and to the extent, if any, directed by Purchasing Division the fabricated or unfabricated parts, work in process, completed work, supplies, and other material produced as part of, or acquired in connection with the performance of, the work terminated, and the completed or partially completed plans, drawing, information and other property which, if the Contract had been completed, would have been required to be furnished to the Division of Public Transit; use its best efforts to sell, in the manner, at the times, to the extent, and at the price(s) directed or authorized by the Purchasing Division, any property of the types referred to above, provided, however, that the Vendor shall not be required to extend credit to any purchaser, and may acquire any such property under the conditions prescribed by and at a price(s) approved by the Purchasing Division, and provided further, that the proceeds of any such transfer or disposition shall be applied in reduction of any payments to be made by the State to the Vendor under this Contract or shall otherwise be credited to the price or cost of the work covered

**Spending Unit: Division of Public Transit  
Department of Transportation**

by this Contract or paid in such other manner as the Purchasing Division may direct; complete performance of such part of the work as shall not have been terminated by the notice of termination; and take such action as may be necessary, or as the Purchasing Division may direct, for the protection or preservation of the property related to this contract which is in the possession of the Vendor and in which the State has or may acquire an interest.

Settlement of claims by the Vendor under this termination for convenience clause shall be in accordance with the provisions set forth in Federal Procurement Regulations (FPR) 18.701 (c), (d), (e), (f), (g), (h), (i), (j), and (k) except that wherever the word "Government" appears, it shall be deleted and the word "State" shall be substituted in lieu thereof.

### **11.2 Termination for Default**

The Division of Public Transit may, by written notice of default to the Vendor, terminate the whole or any part of this Contract if the Vendor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or if the Vendor fails to perform any of the other provisions of the Contract, or so fails to make progress as to endanger performance of this Contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days (or such longer period as the Purchasing Division may authorize in writing) after receipt of notice from the Purchasing Division specifying such failure.

If the Contract is terminated in whole or in part for default, the Division of Public Transit may procure, upon such terms and in such manner as the Purchasing Division may deem appropriate, supplies or services similar to those so terminated. The Vendor shall be liable to the Division of Public Transit for any excess costs for such similar supplies or services, and shall continue the performance of this Contract to the extent not terminated under the provisions of this clause.

Except with respect to defaults of subcontractors, the Vendor shall not be liable for any excess costs if the failure to perform the Contract arises out of causes beyond the control and without the fault or negligence of the Vendor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Vendor and subcontractor, and without the fault or negligence of either of them, the Vendor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Vendor to meet the required delivery schedule.

Payment for completed supplies delivered to and accepted by the Division of Public Transit shall be at the Contract price. The Division of Public Transit may withhold from amounts otherwise due the Vendor for such completed supplies such sum as the Purchasing Division determines to be necessary to protect the Division of Public Transit against loss because of outstanding liens or claims of former lien holders. If, after notice of termination of this Contract under the provision of this clause, it is determined for any reason that the Vendor was not in default under the provisions of this clause, or that the default was excusable under the provisions of this clause, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to termination for convenience of the Division of Public Transit.

The rights and remedies of the Division of Public Transit provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

### **12. NO GOVERNMENT OBLIGATION TO THIRD PARTIES**

The Division of Public Transit and the Vendor acknowledge and agree that, notwithstanding any concurrence by the Federal government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to the Contract and shall not be subject to any obligations or liabilities to the Division of Public Transit, the Vendor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Contract.



Spending Unit: Division of Public Transit  
Department of Transportation

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

13. **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS**

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

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

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

14. **EXCLUSIONARY OR DISCRIMINATORY SPECIFICATIONS**

The Vendor agrees that it will comply with the requirements of 49 U.S.C. § 5323(h)(2) by refraining from using any Federal assistance awarded by the Division of Public Transit to support procurements using exclusionary or discriminatory specifications.

15. **GEOGRAPHIC RESTRICTIONS**

The Vendor agrees to refrain from using state or local geographic preferences, except those expressly mandated or encouraged by Federal statute, and as permitted by FTA.

16. **APPLICATION OF FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS**

To achieve compliance with changing Federal, State and Local requirements, the Vendor shall note that Federal, State and Local requirements may change and the changed requirements will apply to this Contract as required.

17. **BANKRUPTCY**

Upon entering of a judgment of bankruptcy or insolvency by or against a Vendor, the Division of Public Transit may terminate this contract for cause.

18. **PREFERENCE FOR RECYCLED PRODUCTS**

The Vendor agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act, as amended (42 U.S.C. 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.

Spending Unit: Division of Public Transit  
Department of Transportation

19. **METRIC SYSTEM**

To the extent required by the U.S. Department of Transportation or the Federal Transit Administration, the Vendor agrees to use the metric system of measurement in its Contract activities, as may be required by 15 U.S.C. §§ 205a *et seq.*; Executive Order No. 12770, "Metric Usage in Federal Government Programs," 15 U.S.C. § 205a note; and other regulations, guidelines, and policies issued by the U.S. Department of Transportation or the Federal Transit Administration. To the extent practicable and feasible, the Vendor agrees to accept products and services with dimensions expressed in the metric system of measurement.

20. **LICENSING AND PERMITS**

The Vendor shall be appropriately licensed for the work required as a result of the Contract. The cost for any required licenses or permits shall be the responsibility of the Vendor. The Vendor is liable for any and all taxes due as a result of the Contract.

21. **COMPLIANCE WITH LAWS AND PERMITS**

The Vendor shall give all notices and comply with all existing and future Federal, State and Municipal Laws, Ordinances, Rules, Regulations, and Orders of any public authority bearing on the performance of the Contract, including, but not limited to, the laws referred to in these provisions of the Contract and the other Contract documents. If the Contract documents are at variance therewith in any respect, any necessary changes shall be incorporated by appropriate modification. Upon request, the Vendor shall furnish to the Division of Public Transit certificates of compliance with all such laws, orders, and regulations.

22. **SEVERABILITY**

In the event any provision of the Contract is declared or determined to be unlawful, invalid or unconstitutional, such declaration shall not affect, in any manner, the legality of the remaining provisions of the Contract and each provision of the Contract will be and is deemed to be separate and severable from each other provision.

23. **INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS**

The preceding provisions include, in part, certain Standard Terms and Conditions required by the U.S. Department of Transportation (DOT), whether or not expressly set forth in the preceding Contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1E, dated June 19, 2003, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. The Vendor shall not perform any act, fail to perform any act, or refuse to comply with any Division of Public Transit requests which would cause the Division of Public Transit to be in violation of the FTA terms and conditions.

24. **TRAINING**

The Vendor shall have at its own expense one or more qualified instructor(s) who shall be available at the Recipient Agency(ies) property for up to 3 calendar days per month between the hours of 8:00 a.m. to 5:00 p.m. for one (1) month prior and 5 calendar days two (2) months after, acceptance of the first vehicle. Training must take place at each Recipient Agency's property. The dates will be mutually agreed upon. Instructors shall conduct schooling sessions during the beginning of this two month period which shall be designed to instruct the Recipient Agency's (ies) in-house driver training staff in proper and safe on-road operation of the vehicle, in operating characteristics and limitations of the vehicle, and identification and proper operation of all driver's controls. Instructors shall also, during the beginning of this period, conduct training sessions for maintenance instructors and qualified mechanics to give thorough and proper training in the maintenance and repair of all operating systems of the vehicle including: (1) power train, (2) electrical system, (3) heating, ventilation and air conditioning system, (4) braking and air system,

Spending Unit: Division of Public Transit  
Department of Transportation

and (5) wheelchair lift and securement systems. The Vendor shall also provide visual and other teaching aids for use by each Recipient Agency's (ies) own training staff.

25. **ADDITIONAL OPTIONS**

Additional options, at the dealer's cost, may be added at a later date. The successful vendor must provide documented proof of the dealer cost of the option at the time of the purchase order.

**Any questions regarding this proposal should be addressed to:**

**Buyer for Purchasing Division:  
Chuck Bowman, Senior Buyer  
Building 15  
2019 Washington Street, East  
Charleston, WV 25305  
PHONE: 304-558-2157  
E Mail: [charles.a.bowmanjr@wv.gov](mailto:charles.a.bowmanjr@wv.gov)**

Spending Unit: Division of Public Transit  
Department of Transportation

## PART 2 - TECHNICAL SPECIFICATIONS CONVERTED WINDOW VAN WITH WHEELCHAIR LIFT

### 1. GENERAL INFORMATION

This converted window van with wheelchair lift shall have a high roof for standing adults with a low doorstep, and a high quality interior trim and seating package. The converted window van should be on a Ford E-350, or approved equal, chassis and shall be available with all possible options which make the van suited to stop-start duty cycles. Vendor shall provide a complete Floor Plan and mechanical description of vehicle, its construction and equipment including model year, model and manufacturer of vehicle being bid. The bid shall be submitted in a binder form with each section properly labeled with the required information attached to each section.

Vendor shall provide pricing for vehicles with one (1) wheelchair position and two (2) wheelchair positions.

Two (2) copies of the bid form shall be sent to the West Virginia Purchasing Division with One (1) clearly marked for the West Virginia Division of Public Transit. One (1) copy shall be sent to the State Auditor's Office before the bid deadline.

### 2. GENERAL DIMENSIONS

Length Overall	210" - 252"
Width	80" - 90"
Height Overall	117" maximum
Seating, minimum	10 ambulatory passengers
Interior Headroom	72"
Width of Aisle	14" minimum
Minimum gross vehicles weight	9,400 lbs. minimum
Wheel Base Minimum	138"

### 3. APPLICABLE SPECIFICATIONS AND STANDARDS

- 3.1 Federal - EPA Standards.
- 3.2 Federal - Motor Vehicles Safety Standards U.S. Department of Transportation.
- 3.3 Federal - U.S. Department of Transportation's Americans With Disabilities Requirements under 49 CFR Part 38.

### 4. REQUIREMENTS

- 4.1 Components, Materials, Workmanship, and Completeness: These specifications reflect the Division of Public Transit's preference as to dimensions, materials, and major components. However, the vendor shall not omit any part or detail which goes to make the vehicle complete and ready for service, even though such part or detail is not mentioned in these specifications.

Spending Unit: Division of Public Transit  
Department of Transportation

- 4.2 All units and parts shall be vendor's best quality and shall conform in material, design and workmanship to the best practice known in the automotive industry. All parts shall be new and in no case shall used, reconditioned or obsolete parts be accepted. The parts on all vehicles provided by the same vendor shall be interchangeable.
- 4.3 The price quoted in any proposal submitted shall include all items of labor, material, tools, equipment, and other costs necessary to fully complete the manufacture and delivery of the van pursuant to these specifications. It is the intent of these specifications to provide and require a complete vehicle of the type prescribed ready for operation. The vendor shall assume sole responsibility for the entire vehicle as to warranty and after-sales parts and service.
- 4.4 Warranty to become effective on the first day, after the date of final acceptance, of each vehicle by the Division of Public Transit.
- 4.5 The exterior customized vehicle paint scheme layout on individual vehicles shall be provided to the vendor upon award.
- 4.6 Numbers and special signing shall be applied to both sides of the vehicle by the Vendor at the factory. All vehicles will have the transit systems stripes and logos, the paratransit vehicles will have, as shown on sample, down both sides and may have agency names and phone numbers on both sides. The artwork for the logos will be provided by the Division upon award, as well as, a list of agency names and phone numbers. Signs and numbers shall be durable, fade, chip, and peel-resistant; NO painted signs, decals or pressure sensitive appliques. All decals shall be sealed with clear, waterproof sealant around the edges and on all exposed surfaces. The basic body color shall be white.

All vinyl shall be reflective vinyl and meet the DOT-C2 STANDARDS.

## 5. ENGINE

- 5.1 V-8 Engine displacement of at least 330 cubic inches, Gasoline. **It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**
- 5.2 Air Cleaner - Paper type.
- 5.3 Oil Filter - Replaceable type.
- 5.4 High Idle System- A high idle system, intended to maintain battery charging under heavy demand when the vehicle is stationary and the emergency brake is applied shall be provided. The fast idle switch will automatically disengage when the vehicle is placed in forward or reverse gear. **It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**

Spending Unit: Division of Public Transit  
Department of Transportation**6. COOLING SYSTEM**

Radiator surge or overflow tank shall be provided. Vehicle shall be equipped with radiator and fan of the maximum capacity available.

**7. FUEL SYSTEM**

7.1 Fuel tank shall be a minimum 30 U.S. gallon capacity.

7.2 An engine mounted fuel filter is required with replaceable type elements.

**8. EXHAUST SYSTEM**

The vehicle shall be equipped with an exhaust system which meets U.S. Government noise level and exhaust emissions requirements. The vehicle shall be equipped with an exhaust system, which directs emissions towards the street side of the vehicle.

**9. TRANSMISSION**

9.1 Transmission shall be fully automatic, power shift, hydraulic drive type. The transmission shall be installed such that removal as a unit without disturbing engine or final drive is possible with a minimum of 4 forward speeds. **It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**

9.2 Transmission shift lever shall be interlocked with starting motor to prevent engagement of starter in any gear possible other than neutral or park.

9.3 Backup buzzer: A backup buzzer shall be provided that is audible outside the vehicle when transmission is in reverse.

9.4 Drive shaft shall be equipped with a guard to prevent it from striking the floor or ground when broken.

**10. FRONT SUSPENSION**

10.1 Axle capacity shall be a minimum of 4,200 lbs. Vendor shall submit description, warranty information and literature information of product with bid.

10.2 Capacity of each spring shall be 1,915-lbs. minimum at ground. The heaviest available gas filled shock absorbers shall be provided - 1 3/8 inch diameter minimum. Shock absorbers and suspension shall be matched to the vehicle's gross weight.

**11. REAR AXLE AND FINAL DRIVE**

11.1 Axle capacity shall be a minimum of 6,300 lbs. **It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**

Spending Unit: Division of Public Transit  
Department of Transportation

11.2 Capacity of each spring shall be 2,750-lbs. minimum at ground. The heaviest available gas filled shock absorbers shall be provided - 1 3/8 inch diameter minimum. Shock absorbers and suspension shall be matched to the vehicle's gross weight.

11.3 Vehicles shall be equipped with factory installed positraction. (Limited slip differential)

## 12. STEERING

Power steering is required with power steering unit being an integral part of steering gear.

## 13. BRAKES

13.1 The brake dimensions shall conform to the following minimums:

Dual Hydraulic with Vacuum Assist  
12.52" X 1.19", disc type  
12" X 3.5", drum type  
All Wheel Anti Lock Brakes (ABS type)

**It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**

13.2 Parking brake shall be capable of stopping vehicle at a deceleration rate equivalent to a stop within 50 feet from a speed of 20 m.p.h., on dry pavement with a fully seated load. Brakes shall be capable of holding a fully loaded bus on a 20 percent grade.

## 14. WHEELS

Vehicles shall be equipped with the heaviest duty available ventilated pressed steel wheels, single front and rear. All wheels shall be interchangeable. Extra heavy duty wheel bearings shall be required. Wheels shall be matched to the vehicle's gross weight including spare. All Wheels shall be painted white inside and outside.

## 15. TIRES

15.1 Vehicles shall be equipped with five (four regular and one full size spare) steel belted radial tires, load range E (Equal to 10 ply rating). Tires shall be supplied with the vehicle from the factory. Tire treads shall be all weather type. Tires shall be matched to the vehicle's gross weight and be adequately inflated prior to delivery. **It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**

15.2 Spare wheel and tire shall be mounted under the rear of each van.

15.3 Each vehicle shall be equipped with one set of appropriate size tire traction chains for winter driving. Chains are to be secured under a rear single seat. The Division of Public Transit must approve the location and type of securement.

Spending Unit: Division of Public Transit  
Department of Transportation

## 16. ELECTRICAL SYSTEM

- 16.1 An alternator of at least 160 or highest OEM ampere rating. **It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**
- 16.2 Radio noise suppressing ignition system.
- 16.3 The supplemental wiring harnesses, junctions, fuses and circuit breakers shall be coded and grouped together and accessible from a lockable access box mounted near the driver's seat. The location shall not be beside the driver's seat.
- 16.4 Wiring shall be adequately supported and enclosed in non-metallic loom.
- 16.5 Where penetration of structural members occurs, grommets or similar devices shall be used to prevent chafing.

## 17. INSTRUMENTS AND CONTROLS

17.1 The following instruments shall be provided:

- AM/FM digital CD/radio with clock – Vendor to provide literature and warranty information.
- Speedometer with recording odometer
- Ammeter or voltammeter gauge
- Low-charge warning light
- Oil pressure gauge
- Fuel tank level gauge(s)
- Engine temperature gauge
- Headlight on indication and headlight high beam indicator
- Directional signal and flasher action light

17.2 The following controls, in addition to the normal steering, braking, and transmission functions, shall be provided:

- Master exterior light switch, and auxiliary switches for any clearance or marker lights.
- Separate switches and temperature controls for rear passenger compartment heater and air conditioner.
- Separate switch and temperature controls for driver's heater, defroster and air conditioner.
- Two speed wiper control.
- Passenger compartment lights.
- Tilt Steering Wheel
- Intermittent Wipers
- Cruise Control

17.3 All controls shall be within the driver's arm reach when his seat belt is fastened.



Spending Unit: Division of Public Transit  
Department of Transportation

## 18. BODY STRUCTURE RAISED ROOF

18.1 The body structure shall be a fully integrated structural unit, constructed at all points and corners where stress concentration may occur, to adequately carry required loads and stand road shock. Vendor shall submit description, warranty information and literature information of product with bid. **Water Testing Report shall be submitted with procedures and details.**

The roof modification shall include a FMVSS-220 Certified Roll Cage. Roll cage shall be comprised of 1", 14 gauge tubular cross members, welded to and integrated with the body on frame construction of the van. All joints must be welded.

Roof and Liner shall be one piece fiberglass components reinforced by roll cage, and insulated against weather and sound by R-8 fiberglass (minimum).

Minimum headroom from floor to headliner shall be 74 inches at center aisle. Roof and headliner shall be cosmetically joined to the van to form a water resistant seal.

18.2 Before assembling, all metal parts shall be given a thorough anti-corrosion treatment. Interior surfaces of body panels and posts which are covered by trim materials shall also be given protection against corrosion.

18.3 All nuts, bolts, clips, washers, clamps and like fasteners shall be zinc or cadmium plated or phosphate coated to prevent corrosion. All exterior panels shall be riveted in place or otherwise securely fastened.

18.4 A lowered ambulatory passenger entry step shall be installed at the right front entrance door stepwell. This step will consist of a non-skid tread with contrasting edge markers and be no higher than twelve (12) inches above ground.

18.5 Stepwells shall be of either formed aluminum, or corrosion resistant steel, with coved corners and adequate reinforcement to prevent deflection. Stepwell shall be the full width of the door opening. The leading edge of each step shall be marked with bright yellow or white marking with abrasive strip insert not less than one (1) inch wide, preferably of a reflective type material. All Flooring shall be Blue with the entrance area covered with 3/16" ribbed floor covering and the flooring under the seats shall be smooth 1/8" floor covering. White Flooring will not be accepted. Aisle and securement area shall be 3/16 ribbed floor covering. **It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**

18.6 Individual risers shall not exceed nine (9) inches in height, and in the case of more than one riser, all shall be the same height.

18.7 The wheelhouse shall be of sturdy construction of galvanized or treated corrosion resistant steel providing ample clearance of front and rear tires, under load and under all positions of the front wheel while steering.

**Spending Unit: Division of Public Transit  
Department of Transportation**

18.8 Splashguards shall be provided on each vehicle and be made of not less than ¼ inch fiber reinforced rubber. Splashguards shall be mounted at the rear of each wheel housing. Rubber mudflaps shall be provided at all wheels. No Hard Plastic flaps will be accepted.

18.9 The vehicle shall be fully undercoated and rustproofed at the point of manufacturer before delivery. The warranty shall be 5 years on the undercoat and rustproofing.  
**It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**

## 19. DOORS

19.1 The vehicle shall be equipped with a rectangular, fully glazed, electric operated, single leaf or double leaf "transit style" door located opposite the driver. All controls to door shall be mounted on the console or dash for easy access to driver. **It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**

19.2 The door shall have a clear opening width of 25" (minimum) and the full height of 74" (minimum) clear "walking" headroom as measured from the top of the front step to the entrance header. The entire entrance door frame shall be stainless steel or aluminum construction only.

The door opener shall be placed so as to be operable by the seated driver and not interfere with the boarding passengers. The passenger entrance door shall have a key switch outside in order for the driver to access the vehicle from the passenger entrance door.

All parts must be interchangeable and the recipient agency shall be able to replace each part of the door opener without purchasing the complete unit. Door mount on the entrance door shall be of solid construction.

19.3 Vehicle shall be equipped with dual rear opening emergency doors, with a standard 3-point safety latch with appropriate operating instructions affixed and Emergency Exit decal, denoting exit, affixed.

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

19.5 A driver side stainless steel running board shall be provided for driver access into vehicle.

## 20. WINDOWS

20.1 Glass shall be safety glass, with all latch mechanisms recessed

20.2 Windshield shall be fixed type, glazed with safety laminated glass, tinted above eye level.

20.3 Passenger windows shall be OEM's and approximately 40" x 30" in size.

20.4 Dual (2) rain drip moldings to be provided for the full length of body.

## 21. HEATING AND VENTILATION

The heating and ventilating system shall consist of one (1) fresh-air high output chassis heater and rear under seat auxiliary heater that when combined provide a minimum of 48,000 BTU's. The heating and ventilating system with loaded bus in motion shall provide one complete change of air per minute. Heating system shall include a multiple fan speed forced-air ventilation system. **It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**

## 22. INTERIOR LIGHTING

22.1 Interior shall be illuminated so as to provide a minimum of twelve (12)' candles of illumination measured at thirty-six (36) inches above the floor over each two-passenger cross seat. Lights shall operate with or without engine running. Front door hooded stepwell light shall be mounted and wired to light when the front door is open so stairwell and immediate outside area is illuminated.

22.2 A wheelchair lift light which illuminates the lift device and the area outside the vehicle, in front and to the side of the lift shall be provided and shall operate automatically when the side doors are opened.

## 23. EXTERIOR LIGHTING

Exterior lighting shall be in accordance with Federal Motor Carrier Safety Regulations (393.12). All lights shall have wire long enough to move the light at least six inches (6") from vehicle for service. Lights shall be grounded to body framing structure. All lights shall be sealed from moisture. Fixtures, which are surfaced mounted to the body, shall be sealed from moisture.

23.1 Headlights and headlight supports and mountings shall be sufficiently rugged to maintain adjustments under road shock and service conditions. Headlight high beam indicator shall be installed on instrument panel. An audible "headlight on" warning buzzer shall be installed to notify the operator that the lights are on with the engine turned off.

23.2 Tail lamps shall be mounted on the rear of the vehicle so as not to be affected by engine exhaust heat. Each side shall include a hazard, signal, tail, and stop light. Lamp lenses shall not protrude from body more than two inches (2"). Lights shall consist of sealed, single unit light fixtures.

23.3 Rear tail lamps shall include a pair of amber combinational hazard and signal lights. Rear tail lamps shall also include a pair of red taillights and red stoplights, which may be combinational.

23.4 Brake lights shall not override emergency flashers or turn signals. A collision avoidance light shall be installed on the rear at the centerline of the vehicle. It

**Spending Unit: Division of Public Transit  
Department of Transportation**

shall be activated simultaneously with the stop lamp circuit. Collision avoidance lamp shall be a sealed, single unit light fixture.

- 23.5 Two (2) back-up lights adequate to illuminate for visibility when backing shall be furnished. One mounted on each side of the vehicle. The lamps shall each be a sealed, single unit light fixture.
- 23.6 Passenger entry door area shall be lighted by a hooded exterior door light, suitably mounted so that entire ground area immediately outside the entry door is sufficiently illuminated to comply with ADA requirements.
- 23.7 Each vehicle shall be equipped with an exterior curb lamp. Light shall be positioned in manufacturer's standard location in such a manner as to illuminate the ground area in the immediate vicinity of the area of operation of the wheelchair lift. Light shall be automatically activated only when the wheelchair lift doors are open. Illumination shall be sufficient to comply with ADA requirements.
- 23.8 The vehicle shall be equipped with daytime running lights.

## 24. INTERIOR

**It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**

- 24.1 Floor shall be of 3/4 inch minimum thickness exterior grade plywood, with all edges properly sealed to prevent entrance of moisture. Flooring shall be securely fastened to the under frame members by bolts. Self-tapping screws will only be accepted if they are used with tapping plates equal in thickness to a standard nut.
- 24.2 All flooring shall be RCA Transit Flooring or Approved Equal. Floor covering to be Blue and shall contrast with seat cover colors. Entrance area shall be covered with three-sixteenth (3/16) inch ribbed floor covering. All Abrasive step edges to be marked in accordance with FTA/ADA requirements. (Yellow is the preferred color). Floor covering under seats shall be one-eighth (1/8) inch smooth floor covering. Aisle front entrance and securement areas shall be covered with three-sixteenth (3/16) inch ribbed floor covering. A white standee line is required.
- 24.3 All interior panels shall be of ABS plastic, fiberglass or vinyl-type material, to cover major surface areas and jointed area between raised roof and body. Interior panels, materials and treatments shall be flame retardant and treated to be easily cleaned. Colors of covering shall harmonize with exterior vehicle colors. Inside walls and ceiling shall be adequately insulated to prevent condensation, preferably with three (3) inch fiberglass blankets or urethane foam sheets 3/4 inch thickness and 1.5 density.
- 24.4 Passenger assists shall be constructed of corrosion-resistant tubular stock having an outside diameter of 1.25 inches. The diameter or width of the padded gripping surface of assists and stanchions shall be 1.25 inches to 1.50 inches. Padded stanchions and padded grab rails shall be provided in the entry area, within reach

**Spending Unit: Division of Public Transit  
Department of Transportation**

from the ground, to assist passengers in both boarding and exiting. Some vehicles may require two (2) sets of handrails, one (1) for adults and one (1) for small children. Stanchions and grab rails shall be padded and shall be positioned at both the left and right side of the stepwell entry area.

24.5 All sharp edges, protruding fasteners, brackets, etc., that can cause injury to the passenger or catch on clothing shall be eliminated.

24.6 Interior Decals:

- 1) "No Smoking" at the front top of vehicle;
- 2) "All Passengers Are Required To Wear Seat Belts When Vehicle Is In Motion" at the front top of the vehicle;
- 3) "Clearance \_\_\_\_\_ feet \_\_\_\_\_ inches" above driver's visor. (The specific figures on clearance will be determined by exact dimensions of vehicle.)
- 4) Emergency Telephone Numbers
  - Police:
  - Ambulance:
  - Fire:
  - Transportation System:
- 5) EMERGENCY EQUIPMENT - Apply to the storage compartment above the driver's seat.

24.7 Exterior Decals:

- 1) "This Vehicle Makes Frequent Stops" on the back of the vehicle.
- 2) The International Wheelchair Accessibility Symbol on the back of the vehicle.
- 3) "CAUTION: Loading and Unloading Passengers" on the back of vehicle.

The exterior decals shall have 3" lettering shall be white letters on red back ground. Location to be approved by the Division of Public Transit.

24.8 Storage Compartment: A storage compartment capable of accommodating the first aid kit, blood borne pathogen kit, reflectors, fire extinguisher, jumper cables, seat belt cutter and other items shall be provided in the front header above the driver. The compartment will be lockable and be provided with a latching or other mechanism to hold it in the open position.

Bottom hinged compartment doors will be provided with restraint straps to limit its movement to 90 degrees. The Division of Public Transit must approve location and size.

Spending Unit: Division of Public Transit  
Department of Transportation

## 25. SEATING

**It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.** Proposed seating configurations are to be supplied with bid submittal.

- 25.1 Passenger seats shall be all forward facing. Wherever possible, all seats shall be covered with commercial grade (3) vinyl, or equal, and heavy duty, fully padded construction. Minimum seat cushion depth sixteen (16) inches, width eighteen (18) inches per passenger. seat cushions shall have a minimum of five (5) inch padding and springs on seat with two and one-half (2½) inches on back support. The back of the seat shall be a minimum of eighteen (18) inches, maximum of twenty-two (22) inches high, measured from the top of the seat cushion. passenger seats, excluding the rearmost, shall have padded horizontal grab rails across the top of each seat, with a minimum of one and one-half (1½) inches between the grab rail and the seat top. Seats shall be a maximum of seventeen (17) inches from the floor to the front edge of the seat cushion. At least twenty six (26) inches of hip to knee room shall be provided.

All seats shall be equipped with under-seat retractable seat belts. Vendor shall submit description, warranty information and literature information of product with bid. C.E. White #1-2096-02-A or Freedman Seating USR shall be used or Approved Equal.

Each vehicle shall be equipped with one (1) seat belt extender.

All seat belt assemblies shall meet the Current Edition of the Federal Motor Vehicle Safety Standards. The Division of Public Transit shall approve the seat belt extender.

The center or side aisle shall be a minimum width of eleven (11) inches and shall extend the length of the vehicle such that there is a clear path to all doors and dual purpose safety vent. All materials used in the seat assembly shall meet the flammability requirements of the Current Edition of the Federal Motor Vehicle Safety Standards.

- 25.2 Driver's seat shall be an OEM or Body Chassis Manufacturer Power cloth deluxe high back bucket type with standard seat belt. Seat shall be adjustable forward and backward. A fold up armrest will be provided on the right side of the seat. Vendor shall submit description, warranty information and literature information of product with bid. The power seat can be body chassis manufacturer.
- 25.3 Seat color shall be approved by procuring agency to provide a harmonious interior with suitable contrast to the floor covering.
- 25.4 All exposed metal shall be padded with a minimum of one and one-half (1 1/2) inches of padding.

Spending Unit: Division of Public Transit  
Department of Transportation

## 26. EMERGENCY/SAFETY EQUIPMENT

- 26.1 First Aid Kit - First-Aid Kit shall comply with Federal Motor Vehicle Carrier Safety Regulations Part 393(h), Section 393, Part 96(c), with a minimum of 15 units. First-aid kits shall be stored in storage compartment or mounted so as to provide for easy access in the event of an accident, away from foot traffic.

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

Instant Cold Pack (1)	2" x 6 yds. Gauze Bandage
Certicaine Burn Spray (1 oz.)	1/2" x 2.5 yds. Adhesive Tape
1" x 3" Adhesive Bandages (25)	Burn Ointment (1/8 oz.) (4)
3/4" x 3" Adhesive Bandages (10)	Insect Sting Swabs (4)
Extra Large Adhesive Bandages (10)	PVP Iodine Swabs (4)
3" x 3" Gauze Pads (10)	Tweezers (1)
Antiseptic Wipes (10)	Scissors (1)
Alcohol Prep Pads (20)	Safety Pins (5)
Ammonia Inhalants (10)	

- 26.2 Fire Extinguisher - A 5 lb. dry chemical fire extinguisher with a minimum of a 20-A:180-B:C rating shall be provided in vehicle and shall be mounted in an access compartment with a hinged door or on a vehicular-type quick access bracket away from foot traffic.
- 26.3 Reflectors - Three bi-directional emergency reflective triangles conforming to requirements of FMVSS No. 125, Section 571.125 shall be secured in the storage compartment of the vehicle.
- 26.4 Jumper Cables - Jumper cables of stranded copper, 4-6 gauge, seven (7) feet minimum length shall be secured in the storage compartment of the vehicle.
- 26.5 Bloodborne Pathogen Protection Kit - A 10 unit (minimum) kit housed in a polypropylene or metal box and containing at least the following items:
- |                                  |  |
|----------------------------------|--|
| Gown/Cap (1)                     | Antiseptic Towelettes(4)                 |
| Goggles (Eye Shield) (1)         | Disinfectant Towelette (4)               |
| Mask (1)                         | Mouth to Mouth Barrier (1)               |
| Sets of Gloves (3)               | Scoop Bag (3)                            |
| Scraper (1)                      | Infectious Liquid Control Powder (2 oz.) |
| Crepe Towels (2)                 |  |
| Red BioHazard Bags with Ties (2) |  |
- 26.6 Wheel Jack & Lug Wrench secured in a location approved by the Division of Public Transit.
- 26.7 Seat Belt Cutter – Sure-Lok Webbing Cutter, or approved equal, shall be secured in the storage compartment of the vehicle.

Spending Unit: Division of Public Transit  
Department of Transportation

## 26.8 INTELLIGENT AUDIBLE ALARM

An audible warning signal that alerts the driver to the presence of an obstacle in the monitored zone. Echovision, Hindsight 20-20 or approved equal. **It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**

## 27. MIRRORS

27.1 Interior One rearview at least 5" X 9" which affords driver view of all passengers.

27.2 Exterior Two rearview, one right and one left Metegal 6 ½" x 9 ½". When installed, need to allow for logo. **It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**

27.3 Each vehicle shall be equipped with a Fresnel flat, wide-range lens ready for installation/placement by the purchaser upon delivery of the vehicle.

## 28. AIR CONDITIONING

**It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**

The OEM chassis supplier's heaviest duty air conditioning system shall be supplied plus such other components as necessary to ensure effective, uniform cooling throughout the vehicle. At a minimum, the system shall consist of:

- a) The OEM's dash mounted evaporator system and grill mounted front condenser;
- b) The OEM's engine driven compressor with a minimum displacement of 9 cubic inches;
- c) A 2 fan skirt mounted condenser, Carrier CM-2 or approved equal;
- d) A ceiling mounted evaporator at the rear of the passenger compartment with a minimum capacity of 32,000 BTU's, Carrier EM-4 or approved equal;
- e) The Quick Click Hose System or approved equal shall be used.

## 29. DUAL PURPOSE SAFETY VENT

Each vehicle shall be equipped with a 5 way 23" x 23" Model 1900 or Approved Equal dual purpose safety vent as manufactured by Transpec, Inc., or an approved equal, capable of being used as a multi-position roof ventilator and as an emergency exit in compliance with FMVSS 217 and 302. **It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**



Spending Unit: Division of Public Transit  
Department of Transportation

### 30. WHEELCHAIR SECUREMENT SYSTEM

**It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**

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

- 30.1 Vehicle shall be equipped with one (1) or two (2) wheelchair positions. At each required wheelchair position a wheelchair securement system shall be provided to securely hold the wheelchair in the wheelchair position.
- 30.2 Provisions shall be made, in the wheelchair position area, to stow the straps and buckles off the floor when they are not in use. The stored straps shall not interfere with passenger movement or sitting space. Vendor shall submit description and location of product with bid.
- 30.3 The vendor shall provide with each vehicle upon delivery a pamphlet, brochure or similar literature describing and instructing the use of the wheelchair securement system and shall demonstrate to the recipient the proper method of using the system. Demonstration of the securement system must be performed to insure correct use of the system.
- 30.4 A Freedman Seating 3 Step Forward Facing Fold Down Double Seat, or approved equal, shall be used in every wheelchair position for use by non-disabled persons when the securement system is not needed. When folded up, the seat shall not interfere with the use of the wheelchair positions by passengers in wheelchairs. An under-seat retractable seat belt shall be provided for each seated position.
- 30.5 Each wheelchair station shall have a securement system fully complying with ADA requirements and capable of securing most common wheelchairs and other mobility aid devices. Each wheelchair space shall have at least 3-5" in between each space for easy access of driver.

### 31. WHEELCHAIR OCCUPANT RESTRAINT SYSTEM

A restraint system shall be provided for the occupant of the wheelchair at each wheelchair position. The restraint system shall be a seat belt assembly permanently attached to the floor or side of the vehicle or to the wheelchair lock supports. The restraint system shall be capable of securing a passenger in all types of wheelchairs or Scooters, while the chairs are locked in position. The seat belt shall be at least eighty (80) inches long and shall be easily fastened and unfastened by the wheelchair occupant. Each seat belt shall be equipped with a retractor or other device, which keeps the seat belt webbing or strap off the floor when the seat belt is not in use.

A complete retractable wheelchair and occupant restraint system with S-Hooks shall be installed at each wheelchair location. The system will have automatic belt retractors; tensioning knobs; and easy to use tension release mechanisms. The system shall be a Sure-Lok Titan AL712S-4C; Q-Straint QRT Deluxe or approved equal. L-Track System to be used.

**Spending Unit: Division of Public Transit  
Department of Transportation**

- The TITAN wheelchair retractors shall be fully automatic, auto locking and self-tensioning.
- The TITAN retractors shall automatically remove any slack in the webbing after they are secured to the wheelchair.
- The TITAN retractors are self retracting; therefore no belts are left on the floor, keeping them cleaner and longer lasting.
- The TITAN retractor shall have a "LOCKED" indicator tag and shall only be visible when the retractor is in the LOCKED mode assuring the retractor is not in the release condition when properly secured to the wheelchair.
- The TITAN retractors shall be heavy duty with heat treated structural components and plated for superior corrosion resistance.
- The TITAN retractors shall have a chrome plated metal cover for long lasting protection.
- The TITAN retractors shall have BLUE webbing and the occupant restraints shall be of a contrasting color for easy identification in the field.
- The TITAN retractors shall be designed to be low profile to fit under most wheelchair foot rests.
- The TITAN retractors shall be equipped with anchoring points for the attachment of the occupant restraint lap belts.
- The TITAN retractors shall be able to be used with a variety of shoulder/lap belt combinations.
- The TITAN retractors shall have manual knobs for additional tightening if needed.
- The TITAN retractor shall be able to secure a wheelchair with one hand in as little as 10 seconds.
- The TITAN retractors shall have a warranty period of 3 years and shall have a manufacturing label to identify the part number and date of manufacture for easy traceability.
- The TITAN retractors, occupant restraints and anchoring equipment shall be installed in accordance with the manufacturer's installation instructions and recommendations.
- The TITAN retractors and occupant restraints shall meet or exceed but not limited to the following specifications: 30mpg/20g Impact Test Criteria per SAE J2249; ISO 10542; Canadian Z605; National Standards for School Buses; ADA (49 CFR Part 38); FMVSS 209, 222 and 302.

**It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**

**32. WHEELCHAIR LIFT:**

Lift must meet all new and current Federal Regulations.

The lift shall meet or exceed all the U.S. Department of Transportation's minimum Americans With Disabilities Act requirements.

- 32.1 Vehicle shall be equipped with one (1) fully automatic wheelchair lift, Braun Vista Lift Model, or approved equal, mounted on the right side of the vehicle. An extra leaf spring shall be added to the rear suspension on the wheelchair lift side of vehicle.

The wheelchair door shall be located on the right (curb) side of the vehicle, behind the front entrance door and in front of the rear wheels. The frame of the wheelchair door shall be stainless steel construction only.

**Spending Unit: Division of Public Transit  
Department of Transportation**

The wheelchair door shall provide 64" (minimum) of walk-in-headroom as measured when lift is in full raised usable position. The lift door shall have 42" (minimum) clear opening width.

Lift door shall be equipped with a metal safety device to hold door securely in full open position when lift is in operation.

Lift door shall be equipped with a locking door handle and each vehicle shall be provided with at least two (2) sets of door keys.

Lift door shall also be equipped with a Back-up door locking mechanism in case the primary door handle fails while the vehicle is in motion.

**It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**

- 32.2 The lift shall have a self-cleaning, see-through, non-skid platform which can be folded and unfolded by one person. The controls shall be placed adjacent to the lift in such a position to enable the attendant or the disabled person, once the person is on the platform, to operate the lift.

In the fully lowered position the platform shall measure at least thirty three (33) inches wide and have an effective length of at least forty eight (48) inches. A safety barrier shall be the full length of the curb side edge of the platform and shall be a moveable hinged surface to provide a barrier to prevent the wheelchair from rolling off the lift during operation. A two (2) inch high barrier shall also be provided on each side of the platform to prevent wheelchairs from rolling over the edge. Two (2) automatic fold handrails shall be provided one on each side of the platform.

- 32.3 Power unit shall be twelve (12) volt electro-hydraulic operated. Power unit shall be readily accessible for service. A manual hand crank shall be installed for lift operation in the event of power failure.
- 32.4 Lift shall be capable of being used from curb level or ground. The lift should be capable of safely lifting a minimum static-load of six-hundred (600) pounds. The lift platform should be capable of being raised or lowered with a load in no more than twelve (12) seconds. All power units, operating joints, linkage, and mounting points to the body shall be certified by the manufacturer as being adequate for the loading. The operation of the unit shall provide a smooth, jerk-free ride in both up and down directions.
- 32.5 Systems control valve shall be solenoid controlled and shall be externally mounted for easy maintenance.
- 32.6 All sliding surfaces and load bearing pivot points shall be free of exposed grease and constructed with ball and roller bearings. All electrical and hydraulic lines and units, all control mechanisms and cables shall be securely fastened and placed so as not to interfere with passenger ingress and egress, or with any moving

Spending Unit: Division of Public Transit  
Department of Transportation

parts. All moving parts shall be shielded from contact with passengers and operator.

- 32.7 Platform shall fold into door area for storing while not in use. Platform in stored position shall not intrude into vehicle body more than 14 inches. Lift shall be adequately restrained in stored position to prevent lift from coming adrift while vehicle is in motion. The lift in its stored position shall not rattle.
- 32.8 Lift control switch shall be completely weather proof and labeled as to function.
- 32.9 It is the vendor's responsibility to provide instructions on the use of securement system to meet the specified performance standards, and on the safe operation, maintenance and service of the lift, as well as warranty information. An instructional video explaining the lift operations and lift maintenance shall be provided with each vehicle.
- 32.10 Lift controls shall be interlocked with the vehicle brakes and transmission and door, or other approved means, to ensure that the vehicle cannot be moved when the lift is not stowed and so the lift cannot be deployed unless the interlock mechanism(s) are engaged. The lift must not be able to be deployed without engaging the interlock system and the interlock must prevent the vehicle from being moved until the lift is stowed. Any interlock which can be disengaged prior to lift stowage will cause the vehicle not to be accepted. Intelligent Lift Interlock System Model # ILIS501 or approved equal. **It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**

### 33. MANUALS

The vendor shall furnish each vehicle with complete driver, parts and maintenance manuals, including AS-BUILT wiring schematics of auxiliary circuits, air line diagrams and all other necessary prints for the maintenance of the wheelchair lift, auxiliary air conditioning unit and any other optional items added by the vendor during conversion.

### 34. OPTION A – FIXED ROUTE PACKAGE

#### FAREBOX PROVISIONS

Prewiring and mounting plate and stanchion for farebox installation shall be provided. Farebox mounting arrangements shall be provided adjacent to the driver's immediate right.

#### DESTINATION SIGN

Only a front destination sign shall be provided. Sign shall be an electric scroll type. Sign shall have a minimum of 28" clear opening capable of displaying approximately 15 characters at a minimum letter height of 5". The sign shall contain 25 blanks for locations, with provision for the vendor to complete the curtain with the destinations provided by the Division of Public Transit.

Spending Unit: Division of Public Transit  
Department of Transportation

The destination sign shall be illuminated by means of incandescent or fluorescent lighting. Readings shall be indexed for proper centering of the destination displayed and compatible with a viewing window to be provided in the access door of the destination sign. Sign shall be electrically gear driven with circuit breaker protection and provision to avoid creeping of the sign.

#### PA SYSTEM

Mobile PA with hand held mic with one external speaker and 2 internal speakers shall be provided. PA system shall be separate from the radio system.

#### PASSENGER SIGNALLING SYSTEM

A pull cord system stop request and chime with touch tape at the wheelchair positions shall be provided.

#### STROBE LIGHT

A protected or guarded strobe light shall be installed on the top of the vehicle to the rear.

**It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**

#### 35. OPTION B - NON-ACCESSIBLE VEHICLE

Quote for a vehicle having at least 12 fixed forward facing seats. Proposed seating configuration shall be provided by the vendor with bid submittal.

#### 36. OPTION C - PAINTING VEHICLE SKIRT

Painting the vehicle skirt, raised roof and chassis cab may be required on some transit system's paint and logo schemes. The paint must match the colors in the transit system's logo scheme.

#### 37. OPTION D - REPEL CLOTH PASSENGER SEATS

Passenger seats shall be covered with commercial grade 3, heavy-duty cloth material. Freedman Seating Company or Approved Equal. Cloth shall be repel fabric (Water Resistant) which is antimicrobial and antibacterial. All other requirements in Section 25 - SEATING must be met. **It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**

#### 38. OPTION E - FLIP - UP PASSENGER SEAT ARMREST

A Flip-up armrest for each outside passenger seat shall be installed. **It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**

Spending Unit: Division of Public Transit  
Department of Transportation

**39. OPTION F- CHILD RESTRAINT SEAT**

Option to upgrade one double mid-high to a double child restraint seat. Integrated child restraint seat which is capable of securing a child between the heights of 33" and 49" with weight between 20 to 60 lbs. Instructions for the securement shall be printed on the seat and shall be easy to understand. **It is recommended that the vendor supply the description, warranty and literature information of this product with the bid.**

**40. OPTION G- VEHICLE ON-LINE INSPECTION SERVICES**

The vendor shall perform transit bus line inspections and secondary in-plant quality Assurance services according to the Federal Transit Administration's 49CFR, Part 663 "Pre-Award and Post Delivery Audits of Rolling Stock Purchases".

The vendor shall perform the following: 1) Pre and Post Award Audits; 2) Pre-Inspection Activities; 3) In-Plant Quality Control; 4) Production (Start, Middle and Final) Line Inspections for each vehicle ordered, and; 5) Submit weekly, monthly production reports and the final vehicle built terminology report.

**41. OPTION H- SECURITY CAMERA SYSTEM**

Provide and install REI Bus-Watch system with DBW4 80g hard drive, seat mounted security box with keys and two (2) color dome cameras per bus. Locations of camera to be selected by the Division of Public Transit.

**42. OPTION I -SECURITY CAMERA PLAYBACK SYSTEM**

Provide an REI Bus-Watch playback system with 2 extra 80g hard drives and a 17" color flat screen monitor.

**43. OPTION J -FAREBOXES FOR VEHICLES**

Fare box with cabinet, (2) two money vaults, a set of keys for each with locking system. A separate price for each of the following types of fare boxes to be provided. Diamond Model #XV, E-5 and Main Fare Box Model # M-4

## **PART 3 WARRANTY**

### **1.0 WARRANTIES**

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

### **2.0 WARRANTY REQUIREMENTS**

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

#### **2.1 Complete Vehicle**

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

#### **2.2 Warranty of Basic Vehicle Structure**

The Vendor shall warranty the frame and suspension members for three (3) years or 36,000 miles, whichever comes first. This warranty shall not cover air bags, leveling valves, springs or other normal wearing parts. The Vendor is not liable for warranty if the Recipient Agency(ies) voids the warranty as outlined in Section 3.0 of this Part. If the frame or suspension fails or shows indication of imminent failure, the Recipient Agency(ies) will immediately notify the Vendor of said defect. Within ten (10) calendar days the Vendor will inform the Recipient Agency(ies) on how the Vendor will repair the vehicle. Repair of frame and suspension failures will be the responsibility of the Vendor. Within fifteen (15) calendar days from notification of the defect the Vendor shall begin the repair of the frame and suspension defects. If the vehicle with the reported frame and suspension defect is out of revenue service for more than twenty (20) calendar days because of the reported defect, the Vendor will have to either provide a substitute vehicle of equal seating capacity with wheelchair lift (if applicable) of the same age or newer than the vehicle with the defect or directly reimburse the Recipient Agency(ies) the cost of leasing a substitute vehicle. The maximum daily reimbursement will be \$300. The Vendor will have to continue to provide a substitute vehicle or reimburse the Recipient Agency(ies) until the defect is completely repaired.

##### **2.2.1 Warranty Locations**

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

### 2.3 Subsystems and Components

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

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

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

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

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

BASIC BODY STRUCTURE INTEGRITY: Three (3) years or 75,000 miles, whichever comes first or higher of the OEM.

AIR CONDITIONING SYSTEM: Two (2) years or two (2) operating seasons, whichever is greater or higher of the OEM.

WHEELCHAIR LIFT SYSTEM: Two (2) years or higher of the OEM.

ALL ADD ON COMPONENTS: Two (2) years, 75,000 or higher of the OEM.

**It is recommended that the vendor supply a warranty grid on all components of the vehicle with the Bid.**

### 3.0 VOIDING OF WARRANTY

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

### 4.0 EXCEPTIONS TO WARRANTY

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



## **5.0 DETECTION OF DEFECTS**

If the Recipient Agency detects a defect within the warranty periods defined in Section 2.0 of this Part, it shall promptly notify the Vendor's representative five (5) working days after receipt of notification, the Vendor's representative shall either agree that the defect is in fact covered by warranty, or reserve judgment until the subsystem or component is inspected by the Vendor's representative or is removed and examined at the Recipient Agency's(ies') property or at the Vendor's plant. At that time, the status of warranty coverage on the subsystem or component shall be mutually resolved between the Recipient Agency and the Vendor. Work necessary to effect the repairs defined in Section 8.0 of this Part shall commence within ten (10) working days after receipt of notification by the Vendor.

## **6.0 SCOPE OF WARRANTY REPAIRS**

When warranty repairs are required, the Recipient Agency(ies) and the Vendor's representative shall agree within five (5) days after notification on the most appropriate course for the repairs and the exact scope of the repairs to be performed under the warranty. If no agreement is obtained within the five (5) day period, the Recipient Agency(ies) reserves the right to commence the repairs in accordance with Section 8.0.

## **7.0. FLEET DEFECTS**

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

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

## **8.0 REPAIR PROCEDURES**

### **8.1 Repair Performance**

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

### **8.2 Repairs by Vendor**

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

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

Agency's(ies)' property, repair procedures must be diligently pursued by the Vendor's representative.

### **8.3 Repairs by Recipient Agency(ies)**

#### **8.3.1 Parts Used**

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

#### **8.3.2 Vendor Supplied Parts**

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

#### **8.3.3 Defective Components Return**

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

#### **8.3.4 Reimbursement for Labor**

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

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

#### **8.3.5 Reimbursement for Parts**

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

### **9.0 WARRANTY AFTER REPLACEMENT/REPAIRS**

If any component, unit, or subsystem is rebuilt or replaced by the Vendor or by the Recipient Agency's(ies)' personnel, with the concurrence of the Vendor, the subsystem shall have the unexpired warranty period of the original subsystem.

## **PART 4 THE VENDOR'S IN-PLANT QUALITY ASSURANCE REQUIREMENTS**

### **1.0 QUALITY ASSURANCE ORGANIZATION**

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

#### **1.1 Control**

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

#### **1.2 Authority and Responsibility**

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

### **2.0 QUALITY ASSURANCE ORGANIZATION FUNCTIONS**

The quality assurance organization shall include the following minimum functions.

#### **2.1 Work Instructions**

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

#### **2.2 Records Maintenance**

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

#### **2.3 Corrective Actions**

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

### **3.0 STANDARDS AND FACILITIES**

#### **3.1 Configuration Control**

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

**3.2 Measuring and Testing Facilities**

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

**3.3 Production Tooling as Media of Inspection**

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

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

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

**4.0 CONTROL OF PURCHASES**

The Vendor shall maintain quality control of purchases.

**4.1 Supplier Control**

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

**4.2 Purchasing Data**

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

**5.0 MANUFACTURING CONTROL**

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

**5.1 Completed Items**

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

**5.2 Non-conforming Materials**

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

### 5.3 Statistical Techniques

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

### 5.4 Inspection Status

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

## 6.0 INSPECTION SYSTEM

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

### 6.1 Inspection Stations

Inspection stations shall be at the best locations to provide for the work content and characteristics to be inspected. Stations shall provide the facilities and equipment to inspect structural, electrical, hydraulic, and other components and assemblies for compliance with the design requirements.

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

### 6.2 Inspection Personnel

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

### 6.3 Inspection Records

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

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

**6.4 Quality Assurance Audits**

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

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

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

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

**7.0 ACCEPTANCE TESTS**

**7.1 Responsibility**

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

**7.2 Pre-Delivery Tests**

The Vendor shall conduct acceptance tests at its plant on each vehicle following completion of manufacture and before delivery to the Division of Public Transit. These pre-delivery tests shall include visual and measured inspections, as well as testing the total vehicle operation. The tests shall be documented. Additional tests may be conducted at the Vendor's discretion to ensure that the completed vehicles have attained the desired quality and have met the requirements of Part 2: Technical Specifications. This additional testing shall be recorded on appropriate test forms provided by the Vendor.

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

**7.3 Inspection - Visual and Measured**

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

and subsystems that are designed to operate with the vehicle in a static condition do function as designed.

#### **7.4 Total Vehicle Operation**

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

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

#### **7.5 Post-Delivery Tests**

The Division of Public Transit may conduct acceptance tests on each delivered vehicle. These tests shall be completed within 15 days after vehicle delivery. The purpose of these tests is to identify defects that have become apparent between the time of vehicle release and delivery to the Division of Public Transit. The post-delivery tests shall include visual inspection and vehicle operations.

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

#### **7.6 Vehicle Operation**

The road tests for total vehicle operation are similar to those conducted at the Vendor's plant. Operational deficiencies of each vehicle shall be identified and recorded.

Spending Unit: Division of Public Transit  
Department of Transportation

## **PART 5 REQUIRED BID FORMS**

The following certifications **must be properly completed and furnished by the bidder**. It is **preferred** that these forms be submitted with the bid proposal. Failure to submit any of these certifications in a timely manner upon the request of the agency shall deem the vendor non-responsive and result in the disqualification of the vendor's bid.

*A documentation checklist has been provided for bidder's usage in Part 6.*



**BID FORM #1**

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

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

**BID FORM #2**

**CERTIFICATION FOR AIR POLLUTION**

Pursuant to Section 8.4 of Part 1 of the Procurement, the Vendor certifies that the vehicles proposed:

**ARE or ARE NOT** (specify one) in compliance with the regulations in 40 CFR Part 85, 40 CFR Part 86, 40 CFR Part 600 and the air pollution criteria established by the Environmental Protection Agency of the United States Government.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

**BID FORM #3**

**DISADVANTAGED BUSINESS ENTERPRISE  
VENDORS/ MANUFACTURERS CERTIFICATION**

**(Check appropriate statement)**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

**BID FORM #4**  
**BUY AMERICA CERTIFICATION**  
**ROLLING STOCK**

**Certificate of Compliance**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**Certificate for Non-Compliance**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**BID FROM #5**

**FEDERAL MOTOR VEHICLE  
SAFETY STANDARDS CERTIFICATION**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

**BID FORM #6**

\_\_\_\_\_ hereby certifies that it **IS** or **IS NOT** (specify one) included on the U.S. Comptroller General's Consolidated List of Persons or Firms Currently Debarred for Violations of Various Public Contracts Incorporating Labor Standards Provisions.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

**BID FORM #6-A**

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

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential contractor for a major third party contract),

\_\_\_\_\_ (COMPANY NAME) certifies to the best of its knowledge and belief, that it and its principals:

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

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

THE PRIMARY PARTICIPANT (APPLICANT FOR AN FTA GRANT OR COOPERATIVE AGREEMENT, OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTRACT),

\_\_\_\_\_, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

\_\_\_\_\_  
Signature and Title of Authorized Official

**BID FORM #7**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

**SPECIFICATION COMPLIANCE**

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

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

\_\_\_\_\_ Bid proposal submitted contains deviations from specification requirements. Detailed descriptions of these deviations have been provided with this bid proposal. Changes or deviations to the specifications must be approved in the Approved Equals process.



**BID FORM #8**

**CERTIFICATION OF COMPLIANCE WITH FTA'S  
BUS TESTING REQUIREMENTS**

The undersigned (Vendor/Manufacturer) certifies that the vehicle offered in this procurement complies with 49 U.S.C. § 5323(c) and FTA's implementing regulation at 49 CFR Part 665.

The undersigned understands that misrepresenting the testing status of a vehicle acquired with Federal financial assistance may subject the undersigned to civil penalties as outlined in the Department of Transportation's regulation on Program Fraud Civil Remedies, 49 CFR Part 31. In addition, the undersigned understands that FTA may suspend or debar a manufacturer under the procedures in 49 CFR Part 29.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

**BID FORM #9**

**CERTIFICATION OF RESTRICTIONS ON LOBBYING**

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. [as amended by "Government Wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

**BID FORM #10**

**ADDENDUM ACKNOWLEDGMENT**

I hereby acknowledge receipt of the following checked addendum(s)  
and have made the necessary revisions to my proposal, plans and/or  
specifications, etc.

**Addendum No.'s:**

No. 1 \_\_\_\_\_

No. 2 \_\_\_\_\_

No. 3 \_\_\_\_\_

No. 4 \_\_\_\_\_

No. 5 \_\_\_\_\_

I understand that failure to confirm the receipt of the addendum(s) is  
cause for rejection of bids.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

RFQ No. \_\_\_\_\_

STATE OF WEST VIRGINIA  
Purchasing Division  
**PURCHASING AFFIDAVIT**

**West Virginia Code §5A-3-10a states:** 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

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**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. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

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

Vendor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spending Unit: Division of Public Transit  
Department of Transportation

**PART 6 SEATING DIAGRAMS**

**BID DOCUMENTATION CHECKLIST**

Buyer: CB-23 Page \_\_\_\_\_ PO# PTR08023

Spending Unit: Division of Public Transit  
Department of Transportation**Documentation Checklist  
RFQ PTR08023****Converted Van****Section  
Referenced****Part 1**

- \_\_\_\_\_ 4.1 Items in sections 4.1.1 – 4.1.12 provide proof of compliance
- \_\_\_\_\_ 8.5.1 Complete Mechanical Description of Vehicle, its construction and equipment including manufacturer's model, model name and/or number and model year Include Warranty Information
- \_\_\_\_\_ 8.5.3 Curb Weight (empty weight and Gross Vehicle Weight Rating (GVWR) of vehicle
- \_\_\_\_\_ 8.5.5 & Part 3, 2.2.1 Warranty Locations- A description of how and by whom warranty service will be provided in four (4) areas of WV to cover both Mechanical and body work. Provide vendor who will do warranty of both chassis and body, including bus body, air conditioning and wheelchair lifts.  
Four areas of WV include: Northern Panhandle, Eastern Panhandle Central WV and Southern WV
- \_\_\_\_\_ 8.5.6 Location of nearest depot which will furnish a complete supply of parts and components for the repair and maintenance of the vehicle to be supplied
- \_\_\_\_\_ 8.5.8 Location of assembly
- \_\_\_\_\_ 8.5.9 List of five users names, addresses and telephone numbers who have been provided similar equipment
- \_\_\_\_\_ 24 Training- submit letter of understanding to the terms in this section

**Part 2**

- \_\_\_\_\_ 5.1 Engine - provide description, warranty and literature
- \_\_\_\_\_ 5.4 High Idle System- provide description, warranty and literature
- \_\_\_\_\_ 9.1 Transmission- provide description, warranty and literature

Spending Unit: Division of Public Transit  
Department of Transportation

- \_\_\_\_\_ 11.1, 13.1 Heavy Duty Brakes- provide description warranty and literature
- \_\_\_\_\_ 15.1 Tire Information- provide description, warranty and literature
- \_\_\_\_\_ 16.1 Electrical System- provide description, literature and warranty
- \_\_\_\_\_ 18.1 Body Construction- provide description of body construction including materials, methods of joining and assembling components or subassemblies and method of attachment of the body to the chassis, warranty and literature
- \_\_\_\_\_ 18.5 Sample of Flooring- provide color per specifications, warranty and literature for entire section 8.4
- \_\_\_\_\_ 19.1 Doors- provide description, warranty and literature
- \_\_\_\_\_ 21 Heating System- provide description, warranty and literature
- \_\_\_\_\_ 24 Interior and Exterior Color Schemes- provide details of schemes available
- \_\_\_\_\_ 25 Seating Diagram- provide proposed seating diagram
- \_\_\_\_\_ 26.8 Intelligent Audible Alarm- provide description, warranty and literature
- \_\_\_\_\_ 27.2 Exterior Mirrors- provide description, warranty and literature
- \_\_\_\_\_ 28 Air Conditioning System – provide description, warranty and Literature
- \_\_\_\_\_ 29 Roof Hatch- provide description, warranty and literature
- \_\_\_\_\_ 30,& 31 Mobility Aid Securement- provide details of proposed system, warranty, and literature
- \_\_\_\_\_ 32 Lift- provide details, model #, warranty and literature. **Provide information and literature that lift will meet the NHTSA platform lift requirements.**
- \_\_\_\_\_ 32.10 Interlock System- provide description, warranty and literature
- \_\_\_\_\_ 34 Option A - Fixed Route Package- provide description, warranty and literature

Buyer: CB-23 Page \_\_\_\_\_ PO# PTR08023

Spending Unit: Division of Public Transit  
Department of Transportation

- \_\_\_\_\_ 37 Option D - Repel Cloth Passenger Seats- provide description, warranty and literature
- \_\_\_\_\_ 38 Option E – Flip Up Armrest For Passenger Seats - provide description, warranty and literature
- \_\_\_\_\_ 39 Option F – Child Restraint Seat- provide description, warranty and literature
- \_\_\_\_\_ 41 Option H- Security Camera System -provide description, warranty and literature
- \_\_\_\_\_ 42 Option I- Security Camera Playback System- provide description, warranty and literature
- \_\_\_\_\_ 43 Option J – Fareboxes for Vehicles - provide description, warranty and literature

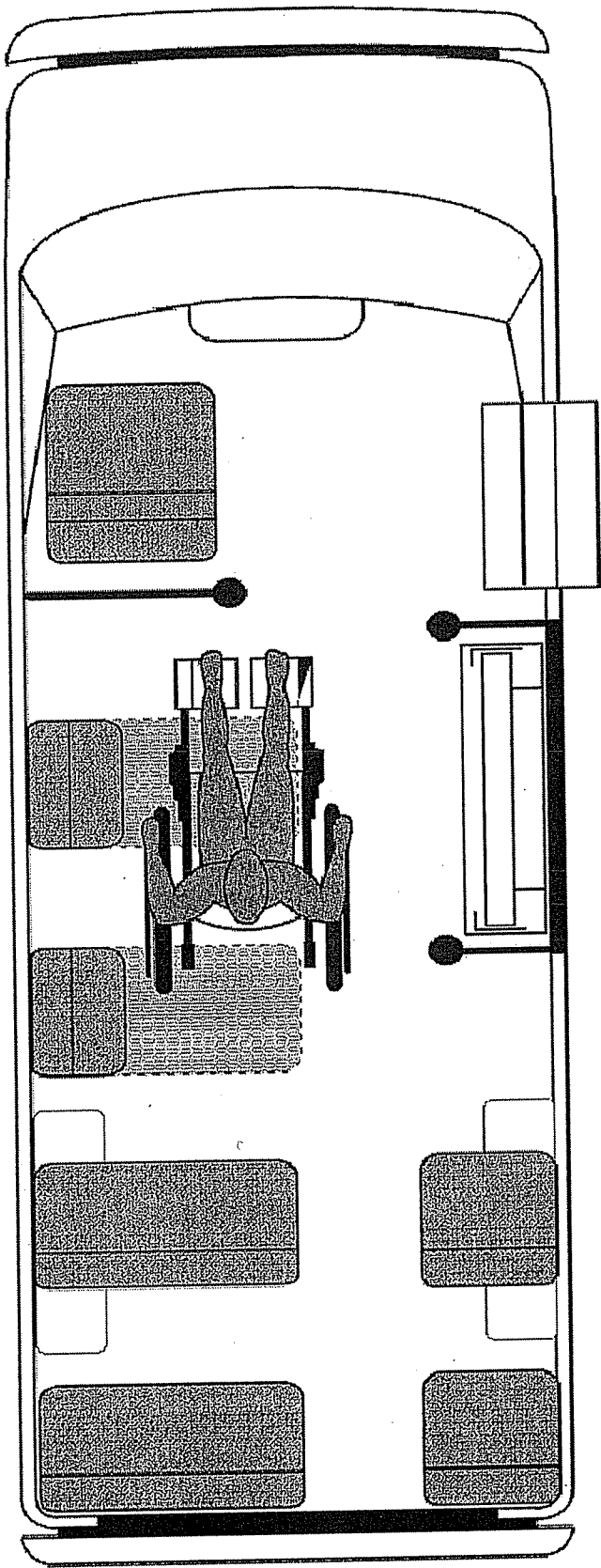
Part 3

- \_\_\_\_\_ 2.1 Warranty on completed vehicle
- \_\_\_\_\_ 2.2 Warranty on Basic Vehicle Structure
- \_\_\_\_\_ 2.3 Warranty per specs. on subsystems and components

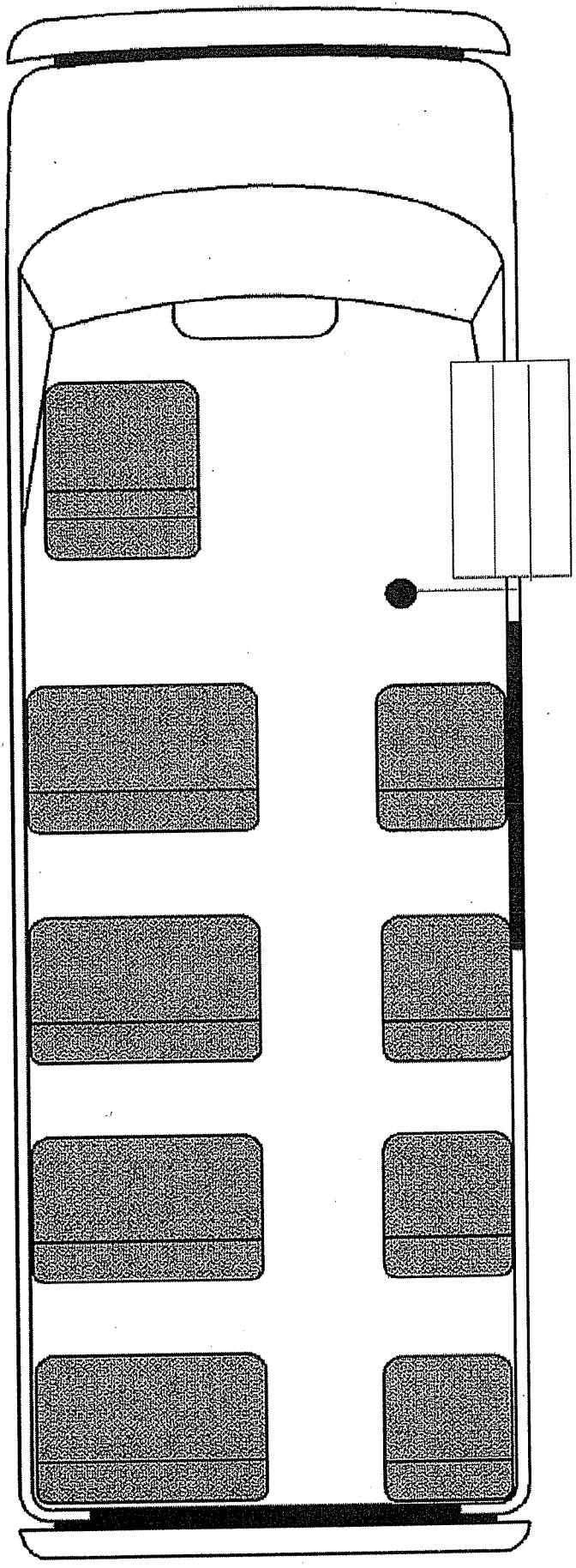
Part 5

- \_\_\_\_\_ ALL REQUIRED FORMS 1-10  
INCLUDE COPY OF RELEVANT BUS TESTING REPORT
- \_\_\_\_\_ Purchasing Affidavit



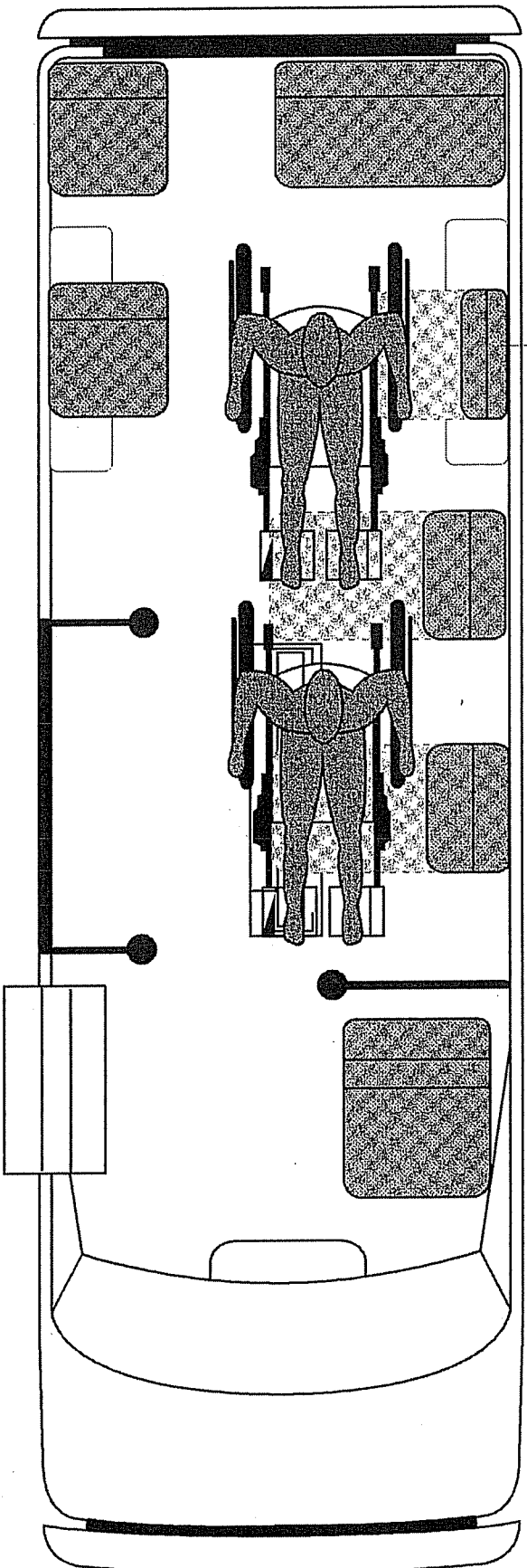


One Wheelchair Space



All Passenger Vehicle

single passenger  
fold-away seat



Two Wheelchair Spaces

Price for each complete van with 2 wheelchair spaces	\$ _____	each	50	\$ _____
Price for each complete van with 1 wheelchair space	\$ _____	each	50	\$ _____

OPTION PAGE

OPTION A: FIXED ROUTE PACKAGE	\$ _____	each	50	\$ _____
OPTION B: NON-ACCESSIBLE VEHICLE	\$ _____	each	50	\$ _____
OPTION C: PAINTING VEHICLE SKIRT	\$ _____	each	50	\$ _____
OPTION D: REPEL CLOTH PASSENGER SEATS	\$ _____	each	50	\$ _____
OPTION E: FLIP UP PASSENGER SEAT ARMREST	\$ _____	each	50	\$ _____
OPTION F: CHILD RESTRAINT SEAT	\$ _____	each	50	\$ _____
OPTION G: VEHICLE ON LINE INSPECTION SERVICES	\$ _____	each	50	\$ _____
OPTION H: SECURITY CAMERA SYSTEM	\$ _____	each	50	\$ _____
OPTION I: SECURITY CAMERA PLAYBACK SYSTEM	\$ _____	each	50	\$ _____
OPTION J: FARE BOXES FOR VEHICLES	\$ _____	each	50	\$ _____
Diamond MFG: Model #XV	\$ _____	each	50	\$ _____
Diamond MFG: Model #E-5	\$ _____	each	50	\$ _____
Main Fare Box: Model# M-4	\$ _____	each	50	\$ _____

TOTAL FOR BID EVALUATION:  
 NOTE: Unit pricing above must be firm and will used for when awarding the contract for these items.

\$ \_\_\_\_\_