

NEW

**State of Maine**



**Master Agreement**

**Effective Date:** 02/15/17

**Expiration Date:** 02/14/20

**Master Agreement Description:** Mass Transportation - Transit Bus

**Buyer Information**

Terry Demerchant 207-624-7334 ext. TERRY.L.DEMERCHANT@MAINE.GOV

**Issuer Information**

KELLY ARATA 207-624-3559 ext. kelly.arata@maine.gov

**Requestor Information**

Kelly Arata 207-624-3559 ext. kelly.arata@maine.gov

**Authorized Departments**

17A TRANSPORTATION

**Vendor Information**

**Vendor Line #: 1**

**Vendor ID**

VS0000017084

**Vendor Name**

Alliance Bus Group, Inc.

**Alias/DBA**

**Vendor Address Information**

13 Rebel Road

Hudson, NH 03304

US

**Vendor Contact Information**

John Savage

603-402-7030 ext.

johnsavage@alliancebusgroup.com

## Commodity Information

**Vendor Line #:** 1

**Vendor Name:** Alliance Bus Group, Inc.

**Commodity Line #:** 1

**Commodity Code:** 55600

**Commodity Description:** GLAVAL TITAN II LF

**Commodity Specifications:** As per the specifications attached and made part of this MA.

**Commodity Extended Description:** GLAVAL TITAN II LF with a base price of \$125,700 with a 150-210 day delivery time.

Agency will issue Delivery Orders against this MA with Qty and options attached to the order.

<b>Quantity</b> 0.00000	<b>UOM</b>	<b>Unit Price</b> \$0.00
<b>Delivery Days</b> 0	<b>Free on Board</b>	
<b>Contract Amount</b> \$125,700.00	<b>Service Start Date</b> 02/15/17	<b>Service End Date</b> 02/14/20
<b>Catalog Name</b>	<b>Discount</b> 0.0000 %	
	<b>Discount Start Date</b>	<b>Discount End Date</b>

## Terms and Conditions

### **Agreement Terms and Conditions**

**T&C #:** 165

**T&C Name:** Payment Terms

**T&C Details:** Net 30

**STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
DIVISION OF PURCHASES**

**ECONOMIC IMPACT FORM**

**RFQ # 17A 16080200000000000066  
Mass Transportation - Transit Bus**

**Instructions**

In addition to all other information requested within this RFQ, each Bidder should complete the table below to quantify the Bidder’s economic impact upon and within the State of Maine. The use of economic impact in making contract award decisions is outlined in Executive Order 2012-004, which states that certain contracts “...advertised for competitive bid shall include scoring criteria evaluating the responding Bidder’s economic impact on the Maine economy and State revenues.”

For the purposes of this RFQ, the term “economic impact” shall be defined as through the “Economic Impact Factors” listed in the table below. To complete the “economic impact” section of the Bidder’s response, the Bidder shall provide the information requested below, describing the Bidder’s recent economic impact with the State of Maine. This information will be evaluated as described in Part IV A.


<b>Economic Impact Factors</b>	<b>Factors Expressed in Dollars</b>
Salaries paid to Maine residents in past 12-month period	\$ 0.00
Payments made to Maine-based subcontractors in past 12-month period	\$ 69.72
Payments of State and local taxes in Maine within past 12-month period	\$ 0.00
Payments of State licensing fees in Maine within past 12-month period	\$ 0.00
<b>Total Economic Impact Value</b>	<b>\$ 69.72</b>

For the table above, the following definitions are provided:

- “Maine resident”: any person whose primary residence is located within the State of Maine.
- “Maine-based”: any organization whose primary operations are located within the State of Maine.
- “Past 12-month period”: the past 12-months, starting on the date that the RFQ was publicly released.

**Certification Statement**

*To the best of my knowledge all information provided above is complete and accurate at the time of submission, and I confirm that I am authorized to make such a determination on behalf of my organization.*

Name: John Savage	Title: Regional Vice President
Authorized Signature: 	Date: 8/30/2016

3.1 CERTIFICATE OF ELIGIBILITY

The Alliance Bus Group, Inc. (Company name)  
hereby certifies that it:

- (1) Is 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, nor 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 anti-trust 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 listed in paragraph (2) of this certification; and
- (4) Have not, within a three year period preceding this application, had one or more public transactions (Federal, State, or Local) terminated by default.

The Bidder certifies that if it becomes aware of any later information that contradicts the statements of paragraphs (1) through (4) above, it will promptly inform the State of Maine. Should the Bidder be unable to certify to the statements of paragraphs (1) through (4) above, it shall so acknowledge on its Signature Page and provide a written explanation to the State of Maine.

8/30/216  
Dated

John Savage  
Printed Name of Person Bidding



Authorized Signature

Regional Vice President  
Title



3.2 **NONCOLLUSION BIDDING CERTIFICATION**

By submission of this Bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid, each party certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

1. The prices in this Bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition as to any other matter relating to such prices with any other Bidder or with any other competitor;
2. Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and,
3. No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a Bid for the purpose of restricting competition.

8/30/2016  
Dated

John Savage  
Printed Name of Person Bidding



Authorized Signature

Regional Vice President  
Title



3.3 AMENDMENT PAGE

The undersigned acknowledges receipt of the following amendments to the documents (Give number and date of each):

Amendment No. 16 & 2 Notes for Pre-Bidders Conference      Dated 8/22/16

Amendment No. Glaval Approved Equals 20160822              Dated 8/25/16

Amendment No. \_\_\_\_\_    Dated \_\_\_\_\_

Amendment No. \_\_\_\_\_    Dated \_\_\_\_\_

Amendment No. \_\_\_\_\_    Dated \_\_\_\_\_

Amendment No. \_\_\_\_\_    Dated \_\_\_\_\_

Failure to acknowledge receipt of all amendments may cause the bid to be considered non responsive to the Invitation, which would require rejection of the bid. The outside of the envelope carrying the bid shall also be marked to show amendments received.

8/30/2016  
Dated

John Savage  
Printed Name of Person Bidding



Authorized Signature

Regional Vice President  
Title





**3.4 VEHICLE PERFORMANCE AND WARRANTY DATA**

The information provided on this form will be used in determining operating costs of the vehicle. Bid must complete this form and submitted with bid. Bids received without this information will be considered non-responsive to the bid. THIS FORM MUST BE REPRODUCED AND COMPLETED FOR EACH CATEGORY OF VEHICLES BID.

1. **VEHICLE CATEGORY: Glaval Titan II LF**
2. **DESCRIBE THE PROCESS FOR THE SUBMISSION OF WARRANTY CLAIMS FOR REIMBURSEMENT OUTLINED AND SUBMITTED WITH THE BID. (written process to follow for reimbursement of warranty claims)**

Upon recognition of potential warrantable issue and before any repairs are started the end user shall contact the Alliance Bus Group, warranty support clerk or service advisor at (603) 886-0880. The end-user shall report the nature of the problem the VIN, any applicable component serial numbers and mileage of the vehicle in question. When required Alliance Bus Group staff will seek warranty approval from the manufacturer and will notify end-user upon approval so that repairs may begin. Alliance Bus will provide parts and require the return of defective parts per the manufacturer's requirements. Upon receipt of payment by the manufacturer Alliance Bus will issue reimbursement to the end-user.

**3. VEHICLE INFORMATION:**

YEAR 2016/2017 VEHICLE MAKE Chevrolet / Glaval

VEHICLE MODEL Express 4500 / Titan II LF

EPA MILEAGE RATING: CITY \_\_\_\_\_ HWY \_\_\_\_\_ \*EPA does not rate these vehicles Altoona Test results provided:  
1.86m/lb (11.2mpg) central business district  
2.48m/lb (14.9mpg) arterial  
4.01m/lb (24.0mpg) highway

**4. MANUFACTURER'S RECOMMENDED PREVENTATIVE MAINTENANCE SCHEDULE MUST BE PROVIDED FOR BOTH CHASSIS AND BODY**

See Attached





**Limited Warranty  
and  
Owners Information**



# **GLAVAL BUS LIMITED WARRANTY AND CUSTOMER INFORMATION**

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## **GLAVAL BUS Commitment**

We are committed to supplying you with a bus that has been designed and manufactured using quality materials and the finest workmanship available to our industry.

We focus on providing the highest standards of quality control over every component that goes into your bus to ensure maximum safety and reliability. Due to our commitment and focus we are able to provide you with one of the longest warranties in the industry.

## **About this Booklet**

This booklet explains in detail the warranty coverage for your bus. This booklet also explains **Owner Assistance** information and information regarding alternative **Dispute Resolution**.

Please note that other warranty coverage's are provided by the chassis and/or other component manufacturers. Review the other manufacturers' warranty manuals for their particular warranty coverage. Refer to **Other Warranties That May Apply**.

We ask that you keep this booklet in your bus for reference and to be available to any repair facility that is providing warranty service. We also ask that you pass this manual on to any future owners.

## **Warranty Registration Notice**

As an Owner your Warranty Registration Start Form must be completed, signed and mailed to GLAVAL BUS. If you do not remember signing the warranty card during the initial delivery please contact your dealer.

The warranty registration helps ensure that we can find you in the event that either GLAVAL BUS or a Component Manufacturer needs to contact you. We must have the company name, owner's name, street address, city, state/province, zip/postal code and telephone number.

This signed form **must** be returned to GLAVAL BUS Warranty Department **before** the GLAVAL BUS Limited Warranty will be in affect.

Note: The GLAVAL BUS Limited Warranty is one of the many express warranties that accompany your bus and are included within your packet of information. Please review the information to be sure you are properly registered with the manufacturers of the chassis and other components. Refer to **Other Warranties That May Apply**.



## **Warranty Start Date**

For a new bus the Warranty Start Date for the GLAVAL BUS Limited Warranty is the day you take delivery of your new bus.

For a GLAVAL BUS Demo the Warranty Start Date for the GLAVAL BUS Limited Warranty is the day you take delivery. However, the Manufacturers' warranties for other components will run from the original in service date for the bus.

For a GLAVAL BUS Dealer Demo the Warranty Start Date for the GLAVAL BUS Limited Warranty is the day the Dealer put the bus into service.

## **Who Warrants the Bus**

Each new bus body is warranted by the manufacturer and installer of the body: GLAVAL BUS, Division of Forest River, Inc., hereinafter referred to as GLAVAL BUS, 914 County Road 1 North, Elkhart, Indiana; and is administered by the GLAVAL BUS Customer Service Department, Elkhart, Indiana 46514.

## **Who Is Covered**

GLAVAL BUS, the warrantor, extends this limited warranty to the original and any subsequent owners of the bus during the WARRANTY PERIOD.

## **What Is Covered**

GLAVAL BUS warrants that each new bus body will be free from defects in any materials or workmanship supplied or performed by GLAVAL BUS that occur under normal use within the applicable warranty period and subject to certain limitations and exclusions as specified in this limited warranty.

Refer to items under **Other Warranties That May Apply, Exclusions and Limitations and Limits of Warranty.**

Replacement parts provided under the terms of the warranty will whenever possible, match original equipment. When necessary, GLAVAL BUS will substitute parts of comparable function and value. Defective items may be replaced with new, remanufactured, reconditioned or repaired components.

## Warranty Period

The **GLAVAL BUS Limited Warranty** is for a period of five (5) years from the date of first delivery or 100,000 miles, whichever occurs first, **except** for other coverage's listed under this paragraph and items listed under **Other Warranties That May Apply, Exclusions and Limitations and Limits of Warranty**.

**Paint and/or Tape application**, if performed by GLAVAL BUS, is warranted to be free of substantial defects in workmanship and materials provided by GLAVAL BUS for **1 year (12 months)** from date of first delivery.

**Exterior Body parts** are warranted against rust-through due to improper application or assembly for two (2) years from date of first delivery, regardless of mileage.

## Other Warranties That May Apply

The bus's engine, chassis, drive train, suspension system, battery, and other chassis components are covered by a separate warranty offered by the chassis manufacturer and are administered by the chassis manufacturer's authorized dealers. The tire manufacturer separately warrants tires.

Other components throughout the bus may also be covered by separate warranties from the component manufacturer(s) and administered by the manufacturer(s) and/or their authorized dealers.

If you do not understand the different warranty cards and registrations supplied with your bus please contact your dealer for assistance.

**Examples of the other manufacturer warranties.** These are subject to change per the manufacturer and there may be others.

Elec. Components Limited Warranty	1 year	Unlimited mileage
Alternators Limited Warranty	1 year	Unlimited mileage
Air Conditioning Limited Warranty	2 year	Unlimited mileage
Heater(s) Limited Warranty	2 year	Unlimited mileage
Electric Door Limited Warranty	1 year	Unlimited mileage
Wheelchair lift		
Braun Limited Warranty	3 year	Unlimited mileage
Ricon Limited Warranty	5 year	Unlimited mileage
Wheelchair tie down	90 days	Unlimited mileage

## **What Is Not Covered**

As stated previously, GLAVAL BUS does not warrant the base vehicle engine, chassis, drive train, suspension system, battery, and other chassis components. These components are covered by a separate warranty offered by the chassis manufacturer and administered by the chassis manufacturer's authorized dealers. The tire manufacturer separately warrants tires.

GLAVAL BUS does not cover any accessory covered by a separate warranty offered and administered by the component manufacturer. Examples of these are listed in "**Other Warranties That May Apply.**"

All items are subject to the terms set forth under "**Exclusions and Limitations**" and "**Limits of Warranty.**"

## **Exclusions and Limitations**

**The GLAVAL BUS Limited Warranty specifically does not extend to the following:**

### **Components that have been Altered, Modified or Substituted**

Components or systems which have been modified, altered, substituted or repaired by unauthorized personnel without the written authorization of GLAVAL BUS.

Contact GLAVAL BUS Customer Service before you make any changes to your bus.

### **Damages resulting from Overloading**

Damages that may occur as the result of overloading or uneven weight distribution, including damages to the chassis, frame, and other parts or components, will not be covered and can invalidate portions of the GLAVAL BUS Limited Warranty.

**Note:** To avoid damage when loading make sure the weight is evenly distributed throughout the unit.

### **Deterioration from Normal Wear and Tear**

Deterioration from normal wear and tear is not covered including, but not limited to, wear and tear to the interior seating, flooring, facing of fabrics, carpeting or windows and exterior body panels, lights, trim, mirrors and other accessories.

## **Maintenance and Consumable Items**

The GLAVAL BUS Limited Warranty does not cover parts and/or consumables needed to maintain the bus including, but not limited to, light bulbs, fuses, wiper blades, batteries, etc.

## **Damages Caused by Lack of Maintenance**

Damages caused by failure to perform regular and reasonable preventive maintenance are not covered including, but not limited to,

- Failure to maintain the paint and/or finishes which can result in rust or corrosion.
- Failure to maintain and flush the underbody to remove salt and other road chemicals which can result in rust or corrosion.
- Failure to yearly inspect undercoating and to replace gouged or missing areas which can result in rust or corrosion.
- Failure to yearly inspect and repair exterior caulk and sealant resulting in leaks.

## **Damages resulting from Accidents, Abuse or Misuse**

Your warranty does not cover damages caused by driver, other people in or around the bus and/or road situations including, but not limited to,

- Accidents, collisions or objects striking the bus (including power washers)
- Negligence
- Theft, vandalism
- Customer applied chemicals or accidental spills.
- Misuse (driving over curbs, etc) or otherwise using the bus in a manner other than its intended purpose.

## **Damages caused by the Environment**

Damages or surface corrosion caused by the environment, exposure to road chemicals or exposure to the elements are not covered including, but not limited to,

- Acid rain, air borne fallout, road salt or other road condition chemicals.
- Tree sap, bird and bee droppings, tree damage
- Natural disasters, flood, fire or explosion, lightning, hail, freezing conditions, or windstorms
- Acts of war or riot

## **Damages caused by Road Hazard**

Road hazard damage is not covered. It may be necessary for the owner to check and adjust the chassis alignment due to rough road conditions, or hitting curbs, pots holes, etc.

The need for a front suspension alignment is maintenance and not covered under the GLAVAL BUS Limited Warranty.

Stones or rocks and other items hitting into glass and/or the body causing cosmetic damage and/or surface corrosion are not covered.

## **Other Expenses**

GLAVAL BUS does not cover the costs of loss of vehicle use, rental vehicle, interim transportation, storage, payment for loss of time or pay, lost revenue or profits, lodging, meals, transporting of the bus to an appropriate Warranty Service Location for service, travel costs, downtime, or any other incidental or consequential damages or expenses or inconvenience incurred while your bus is out of service due to warranty repair work.

## **LIMITS OF WARRANTY**

THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES OF ANY KIND WHETHER WRITTEN, ORAL, OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IT CANNOT BE AMENDED BY ANY DEALERSHIP, SALESPERSON OR AGENT. THE SOLE OBLIGATION OF GLAVAL BUS UNDER THIS WARRANTY SHALL BE TO REPAIR OR REPLACE AT THE DISCRETION OF GLAVAL BUS, ANY DEFECTIVE COMPONENT OR PART.

## **PURCHASER'S EXCLUSIVE REMEDY**

THIS WARRANTY SHALL BE THE OWNER'S SOLE AND EXCLUSIVE REMEDY AGAINST GLAVAL BUS, WHETHER IN CONTRACT, UNDER STATUTE (INCLUDING STATUTORY PROVISIONS AS TO CONDITIONS AS TO QUALITY OR FITNESS FOR ANY PARTICULAR PURPOSE OF GOODS SUPPLIED PURSUANT TO THE CONTRACT OF SALE), WARRANTY, TORT, STRICT LIABILITY OR ANY OTHER LEGAL THEORY.

## **LIMITATION OF LIABILITY**

THE LIABILITY OF GLAVAL BUS UNDER THIS WARRANTY IS LIMITED TO THE COST TO REPAIR OR REPLACE, IN THE SOLE DISCRETION OF GLAVAL BUS, THE DEFECTIVE COMPONENT OR PART, WHICH IN NO EVENT SHALL EXCEED THE FAIR MARKET VALUE OF THE BUS AT THE TIME THE DEFECT IS DISCOVERED. IN NO EVENT SHALL GLAVAL BUS BE LIABLE ON A CLAIM OF ANY KIND FOR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES INCLUDING, BUT NOT LIMITED TO INJURIES TO PERSONS OR DAMAGE TO PROPERTY, LOSS OF PROFITS OR ANTICIPATED PROFITS, OR ANY LOSS OF VEHICLE USE, RESULTING FROM THE OWNERSHIP OR USE OF THE BUS.

## **DISPUTE RESOLUTION**

Should you be unable to resolve a disagreement with your dealer regarding your right to pursue warranty coverage for a needed repair, contact the GLAVAL BUS Customer Service Manager (see address on page 8). If a dispute about warranty service arises between GLAVAL BUS and you, the owner, the disagreement will be resolved in accordance with the customary procedures of the American Arbitration Association relating to commercial transactions, or the dispute will be submitted to a panel of three (3) arbitrators for decision. The panel will be made up of one member appointed by GLAVAL BUS, one member appointed by the complainant/owner, and one member from the arbitrators group mentioned above. Any and all legal remedies shall be available to the owner after pursuing this informal dispute resolution if a ruling is entered against GLAVAL BUS and GLAVAL BUS fails to abide the ruling. The expenses of the arbitration will be paid by the party against whom the arbitrator(s) rule.

## **FEDERAL COMPLIANCE**

THE TERMS OF THE WARRANTOR'S UNDERTAKING EXPRESSED IN THIS LIMITED WARRANTY ARE DRAFTED TO COMPLY WITH THE MAGNUSEN MOSS WARRANTY LEGISLATION, P.L. 93-637 OF 1974, AND OTHER APPLICABLE LAW. ANY WARRANTY PROVISIONS PROMULGATED BY THE FEDERAL TRADE COMMISSION PURSUANT TO RULES OR ANY OTHER LAW RELATIVE THERETO ARE EXPRESSLY INCORPORATED HEREIN. TO THE EXTENT ANY PROVISIONS OF THIS LIMITED WARRANTY ARE INCONSISTENT WITH STATE LAWS, ONLY THOSE PARTS INCONSISTENT ARE VOID.

## **Who Performs Warranty Service**

You need to be aware that not all dealers and/or repair facilities are equipped to understand a bus body and/or features.

To obtain warranty service, contact or visit the dealership where you originally purchased your vehicle. Your dealer should be able to meet your service needs or can refer you to another GLAVAL BUS warranty service facility. If you need assistance in locating a servicing dealer and/or repair facility contact GLAVAL BUS Customer Service Department listed below.

## **Who Pays For Warranty Repairs**

When you have warranty work performed by a GLAVAL BUS dealer or a GLAVAL BUS repair facility you will not be charged for the repairs.

Your claim must be made within 30 days of the discovery of the defect. Based on the determination of GLAVAL BUS, and subject to the terms of the warranty, the warranty repair work will be authorized by GLAVAL BUS.

If you prefer a non GLAVAL BUS service facility, or a GLAVAL BUS service center is not available, you may be required to initially pay for the repairs.

**Please Note:** In the case that you need to stop at or rely on a non GLAVAL BUS repair facility, **before** the repair is started, have the facility call GLAVAL BUS for assistance and authorization. Unauthorized repairs amount could alter your reimbursement.

Once the job is complete send a copy of the paid repair order either by mail or fax along with the authorization number for reimbursement. See below for contact information.

## **Owner Assistance**

Should you ever encounter a problem or issue that is not resolved to your satisfaction with either your dealer or repair facility please contact GLAVAL BUS Customer Service.

Please have available the Vehicle Identification Number or the GLAVAL BUS Unit number when calling and/or include with any written correspondence.

GLAVAL BUS Customer Service  
914 County Road #1 North· Elkhart, IN 46514  
Phone: 1-800-445-2825 or 574-262-2212 • Fax: 574-264-9036

If we can not resolve the issue to your satisfaction please follow the steps outlined under **Dispute Resolution** on page 7.





WSF011.00  
022210

**AT A GLANCE SUGGESTED PREVENTATIVE  
MAINTENANCE SCHEDULE**

AREA OF CONCERN	SCHEDULE			INSPECTION AND PROCEDURES
	Weekly	30 Days	120 Days	
Exterior Bus Body Roof Cap	X			Remove tar, bugs, sap, and bird droppings and road chemicals as soon as possible to prevent staining and corrosion. Wash with a mild liquid detergent and lukewarm or cold water out of direct sunlight. Never use strong soap or chemical detergents. All cleaning products should be promptly flushed from the surface and not allowed to dry on the finish. <b>Special Note:</b> Solutions containing acetone ether, lacquer thinner or other solutions can destroy the high strength of many plastics and seals and using a pressure washer may cause damage to the finish and any graphics that may be applied. (Items damaged by these processes or procedures are not covered under warranty).
		X		Check for scratches or dings. If left untreated exposed areas can rust or water can seep under paint and damage the finish.
			X	Wax with nonabrasive wax/polish. Do not polish in direct rays of the sun. <b>Note:</b> Use Automotive wax for painted steel and Marine grade polish for Filon, ABS and Fiberglass.
Seals and Adhesives			X	Inspect and reseal as necessary.
Underbody		X		During the winter months or if the unit is exposed to a sea breeze do a complete underbody flush to remove salt and chemicals.
Tires		X		Move the unit to avoid flat spots in the tire.
Batteries		X		Check tire pressures. (Inflate to the recommended PSI.) Test batteries (more often in high heat or cold areas). Please note we suggest you disconnect the batteries if the unit is going to be sitting for extended periods of time.
Doors, Entry and Access			X	Check vinyl seals to ensure there are no cracked and damaged exterior seals.
Windows			X	Lubricate door locks, hinges pivot points and strikers areas. Adjust and lubricate egress window latches w/powdered graphite or light oil.
Electrical Check		X		Check vinyl seals to ensure there are no cracked and damaged exterior seals.
Interior check		X		Check all exterior electrical connections for corrosion. Treat with corrosion spray or dielectric grease.
Seating			X	Check the interior of the unit for any water intrusion (more often in the case of very heavy rains). Lubricate all mechanisms.
OEM Chassis and Components	X	X	X	Follow the recommended maintenance programs supplied by the Chassis Manufacturer.

**Important Note:** This preventative maintenance section is not to be construed as a complete list of all possible items that should be performed or the only intervals that they should be performed



## Maintenance Schedule

### Owner Checks and Services

#### At Each Fuel Stop

- Check the engine oil level. See [Engine Oil](#).

#### Once a Month

- Check the tire inflation pressures. See "Tire Pressure" in the owner manual.
- Inspect the tires for wear. See "Tire Inspection" in the owner manual.
- Check the windshield washer fluid level. See "Washer Fluid" in the owner manual.

### Engine Oil Change

When the CHANGE ENGINE OIL SOON message displays, have the engine oil and filter changed within the next 1 000 km/600 mi. If driven under the best conditions, the engine oil life system might not indicate the need for vehicle service for more than a year. The engine oil and filter must be changed at least once a year and the oil life system must be reset. Your trained dealer technician can perform this work. If the engine oil life system is reset accidentally, service the vehicle within 5 000 km/3,000 mi since the last service. Reset the oil life system when the oil is changed. See [Engine Oil Life System](#).

### Tire Rotation and Required Services Every 12 000 km/7,500 mi

Rotate the tires, if recommended for the vehicle, and perform the following services. See "Tire Rotation" in the owner manual.

- Check engine oil level and oil life percentage. If needed, change engine oil and filter, and reset oil life system. See [Engine Oil](#) and [Engine Oil Life System](#).
- Check engine coolant level. See [Engine Coolant](#).
- Check windshield washer fluid level. See "Washer Fluid" in the owner manual.
- Visually inspect windshield wiper blades for wear, cracking, or contamination. See "Exterior Care" in the owner manual. Replace worn or damaged wiper blades. See "Wiper Blade Replacement" in the owner manual.
- Check tire inflation pressures. See "Tire Pressure" in the owner manual.
- Inspect tire wear. See "Tire Inspection" in the owner manual.
- Visually check for fluid leaks.
- Inspect engine air cleaner filter. See [Engine Air Cleaner/Filter](#).
- Inspect brake system.
- Visually inspect steering, suspension, and chassis components for damaged, loose, or missing parts or signs of wear. See "Exterior Care" in the owner manual. Lubricate the suspension and steering components at least every other oil change (if equipped with grease fittings).
- Check restraint system components. See "Safety System Check" in the owner manual.
- Visually inspect fuel system for damage or leaks.
- Visually inspect exhaust system and nearby heat shields for loose or damaged parts.
- Lubricate body components. See "Exterior Care" in the owner manual.
- Check starter switch. See "Starter Switch Check" in the owner manual.
- Check automatic transmission shift lock control function. See "Automatic Transmission Shift Lock Control Function Check" in the owner manual.
- Check ignition transmission lock. See "Ignition Transmission Lock Check" in the owner manual.
- Check parking brake and automatic transmission park mechanism. See "Park Brake and P (Park) Mechanism Check" in the owner manual.
- Check accelerator pedal for damage, high effort, or binding. Replace if needed.
- Visually inspect gas strut for signs of wear, cracks, or other damage. Check the hold open ability of the strut. See your dealer if service is required.
- Pickup models: Inspect sunroof track and seal, if equipped. See "Sunroof" in the owner manual.
- Pickup models: Verify spare tire key lock operation and lubricate as needed. See "Tire Changing" in the owner manual.

Maintenance Schedule Additional Required Services - Normal	12 000 km/7,500 mi	24 000 km/15,000 mi	36 000 km/22,500 mi	48 000 km/30,000 mi	60 000 km/37,500 mi	72 000 km/45,000 mi	84 000 km/52,500 mi	96 000 km/60,000 mi	108 000 km/67,500 mi	120 000 km/75,000 mi	132 000 km/82,500 mi	144 000 km/90,000 mi	156 000 km/97,500 mi	168 000 km/105,000 mi	180 000 km/112,500 mi	192 000 km/120,000 mi	204 000 km/127,500 mi	216 000 km/135,000 mi	
Rotate tires and perform Required Services. Check engine oil level and oil life percentage. Change engine oil and filter, if needed.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Replace engine air cleaner filter. (1)						✓					✓								✓
Change automatic transmission fluid and													✓						

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	216 000 km/135,000 mi																			
	204 000 km/127,500 mi																			
	192 000 km/120,000 mi																			
	180 000 km/112,500 mi																			
	168 000 km/105,000 mi																			
	156 000 km/97,500 mi																			
	144 000 km/90,000 mi																			
	132 000 km/82,500 mi																			
	120 000 km/75,000 mi																			
	108 000 km/67,500 mi																			
	96 000 km/60,000 mi																			
	84 000 km/52,500 mi																			
	72 000 km/45,000 mi																			
	60 000 km/37,500 mi																			
	48 000 km/30,000 mi																			
	36 000 km/22,500 mi																			
	24 000 km/15,000 mi																			
	12 000 km/7,500 mi																			
Maintenance Schedule Additional Required Services - Normal																				
filter. Filter is external on pickups and internal on vans.																				
Change automatic transmission external filter - pickup only.																				
Drain and fill engine cooling system. (2)																				
Visually inspect accessory drive belts. (3)																				
Replace brake fluid. (4)																				

**Footnotes — Maintenance Schedule Additional Required Services - Normal**

- (1) Or every four years, whichever comes first.
- (2) Or every five years, whichever comes first. See Cooling System.
- (3) Or every 10 years, whichever comes first. Inspect for fraying, excessive cracking, or damage; replace, if needed.
- (4) Or every 10 years, whichever comes first.

	216 000 km/135,000 mi																			
	204 000 km/127,500 mi																			
	192 000 km/120,000 mi																			
	180 000 km/112,500 mi																			
	168 000 km/105,000 mi																			
	156 000 km/97,500 mi																			
	144 000 km/90,000 mi																			
	132 000 km/82,500 mi																			
	120 000 km/75,000 mi																			
	108 000 km/67,500 mi																			
	96 000 km/60,000 mi																			
	84 000 km/52,500 mi																			
	72 000 km/45,000 mi																			
	60 000 km/37,500 mi																			
	48 000 km/30,000 mi																			
	36 000 km/22,500 mi																			
	24 000 km/15,000 mi																			
	12 000 km/7,500 mi																			
Maintenance Schedule Additional Required Services - Severe																				
Rotate tires and perform Required Services. Check engine oil level and oil life percentage. Change engine oil and filter, if needed.																				
Replace engine air cleaner filter. (1)																				
Change automatic transmission fluid and filter. Filter is external on pickups and internal on vans.																				
Change automatic transmission external filter - pickup only.																				

Maintenance Schedule Additional Required Services - Severe	12 000 km/7,500 mi	24 000 km/15,000 mi	36 000 km/22,500 mi	48 000 km/30,000 mi	60 000 km/37,500 mi	72 000 km/45,000 mi	84 000 km/52,500 mi	96 000 km/60,000 mi	108 000 km/67,500 mi	120 000 km/75,000 mi	132 000 km/82,500 mi	144 000 km/90,000 mi	156 000 km/97,500 mi	168 000 km/105,000 mi	180 000 km/112,500 mi	192 000 km/120,000 mi	204 000 km/127,500 mi	216 000 km/135,000 mi
Drain and fill engine cooling system. (2)																		
Visually inspect accessory drive belts. (3)																		
Replace brake fluid. (4)																		

**Footnotes -- Maintenance Schedule Additional Required Services - Severe**

- (1) Or every four years, whichever comes first.
- (2) Or every five years, whichever comes first. See Cooling System.
- (3) Or every 10 years, whichever comes first. Inspect for fraying, excessive cracking, or damage; replace, if needed.
- (4) Or every 10 years, whichever comes first.

## Additional Maintenance and Care

Your vehicle is an important investment and caring for it properly may help to avoid future costly repairs. To maintain vehicle performance, additional maintenance services may be required.

It is recommended that your dealer perform these services — their trained dealer technicians know your vehicle best. Your dealer can also perform a thorough assessment with a multi-point inspection to recommend when your vehicle may need attention.

The following list is intended to explain the services and conditions to look for that may indicate services are required.

### Battery

The 12-volt battery supplies power to start the engine and operate any additional electrical accessories.

- To avoid break-down or failure to start the vehicle, maintain a battery with full cranking power.
- Trained dealer technicians have the diagnostic equipment to test the battery and ensure that the connections and cables are corrosion-free.

### Belts

- Belts may need replacing if they squeak or show signs of cracking or splitting.
- Trained dealer technicians have access to tools and equipment to inspect the belts and recommend adjustment or replacement when necessary.

### Brakes

Brakes stop the vehicle and are crucial to safe driving.

- Signs of brake wear may include chirping, grinding, or squealing noises, or difficulty stopping.
- Trained dealer technicians have access to tools and equipment to inspect the brakes and recommend quality parts engineered for the vehicle.

### Fluids

Proper fluid levels and approved fluids protect the vehicle's systems and components. See [Recommended Fluids and Lubricants](#) for GM approved fluids.

- Engine oil and windshield washer fluid levels should be checked at every fuel fill.
- Instrument cluster lights may come on to indicate that fluids may be low and need to be filled.

### Hoses

Hoses transport fluids and should be regularly inspected to ensure that there are no cracks or leaks. With a multi-point inspection, your dealer can inspect the hoses and advise if replacement is needed.

### Lamps

Properly working headlamps, taillamps, and brake lamps are important to see and be seen on the road.

- Signs that the headlamps need attention include dimming, failure to light, cracking, or damage. The brake lamps need to be checked periodically to ensure that they light when braking.
- With a multi-point inspection, your dealer can check the lamps and note any concerns.

### Shocks and Struts

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Shocks and struts help aid in control for a smoother ride.

- Signs of wear may include steering wheel vibration, bounce/sway while braking, longer stopping distance, or uneven tire wear.
- As part of the multi-point inspection, trained dealer technicians can visually inspect the shocks and struts for signs of leaking, blown seals, or damage, and can advise when service is needed.

### **Tires**

Tires need to be properly inflated, rotated, and balanced. Maintaining the tires can save money and fuel, and can reduce the risk of tire failure.

- Signs that the tires need to be replaced include three or more visible treadwear indicators; cord or fabric showing through the rubber; cracks or cuts in the tread or sidewall; or a bulge or split in the tire.
- Trained dealer technicians can inspect and recommend the right tires. Your dealer can also provide tire/wheel balancing services to ensure smooth vehicle operation at all speeds. Your dealer sells and services name brand tires.

### **Vehicle Care**

To help keep the vehicle looking like new, vehicle care products are available from your dealer. For information on how to clean and protect the vehicle's interior and exterior, see [Interior Care](#) and [Exterior Care](#).

### **Wheel Alignment**

Wheel alignment is critical for ensuring that the tires deliver optimal wear and performance.

- Signs that the alignment may need to be adjusted include pulling, improper vehicle handling, or unusual tire wear.
- Your dealer has the required equipment to ensure proper wheel alignment.

### **Windshield**

For safety, appearance, and the best viewing, keep the windshield clean and clear.

- Signs of damage include scratches, cracks, and chips.
- Trained dealer technicians can inspect the windshield and recommend proper replacement if needed.

### **Wiper Blades**

Wiper blades need to be cleaned and kept in good condition to provide a clear view.

- Signs of wear include streaking, skipping across the windshield, and worn or split rubber.
- Trained dealer technicians can check the wiper blades and replace them when needed.



2017 Chevrolet Express | Chevrolet Express Owner Manual GMNA-Localizing-U.S./Canada/Mexico-9967827 | Service and Maintenance | Recommended Fluids, Lubricants, and Parts | Maintenance | Document ID: 4477136

## Recommended Fluids and Lubricants

This maintenance section applies to vehicles with a gasoline engine. If the vehicle has a diesel engine, see the maintenance schedule section in the Duramax diesel supplement.

Fluids and lubricants identified below by name, part number, or specification can be obtained from your dealer.

Usage	Fluid/Lubricant
Automatic Transmission	DEXRON®-VI Automatic Transmission Fluid.
Chassis Lubrication, Parking Brake Cable Guides	Chassis Lubricant (GM Part No. 12377985, in Canada 88901242) or lubricant meeting requirements of NLGI #2, Category LB or GC-LB.
Engine Coolant	50/50 mixture of clean, drinkable water and use only DEX-COOL® Coolant. See <a href="#">Engine Coolant</a> .
Engine Oil	Engine oil meeting the dexos1™ specification of the proper SAE viscosity grade. ACDelco dexos1 Synthetic Blend is recommended. See <a href="#">Engine Oil</a> .
Front Wheel Bearings	Wheel bearing lubricant meeting requirements of NLGI #2, Category GC or GC-LB (GM Part No. 1051344, in Canada 993037).
Hydraulic Brake System	DOT 3 Hydraulic Brake Fluid (GM Part No. 19299818, in Canada 19299819).
Key Lock Cylinders, Hood Hinges	Multi-Purpose Lubricant, Superlube (GM Part No. 12346241, in Canada 10953474).
Power Steering System	GM Power Steering Fluid (GM Part No. 19329450, in Canada 89021186).
Rear Axle (Dual Rear Wheels)	SAE 75W-90 Synthetic Axle Lubricant (GM Part No. 88900401, in Canada 89021678).
Rear Axle (Single Rear Wheels)	SAE 75W-85 Synthetic Axle Lubricant (GM Part No. 19300457, in Canada 19300458).
Weatherstrip Conditioning	Weatherstrip Lubricant (GM Part No. 3634770, in Canada 10953518) or Dielectric Silicone Grease (GM Part No. 12345579, in Canada 10953481).
Weatherstrip Squeaks	Synthetic Grease with Teflon, Superlube (GM Part No. 12371287, in Canada 10953437).
Windshield Washer	Automotive windshield washer fluid that meets regional freeze protection requirements.

**6. NAME/LOCATION OF REPAIR FACILITY(S) (BOTH AUTHORIZED WARRANTY,PARTS & SERVICE PER REQUESTED LOCATION). These facilities must be located within a 75-mile radius of the vehicle location:**

**A. VEHICLE CHASSIS**

VEHICLE LOCATION: Presque Isle, Augusta, Waterville

WARRANTY AND SERVICE FACILITY: Quirk Chevrolet

ADDRESS: 293 Hogan Road, Bangor, ME 04401

CONTACT NAME: Don Baker TELEPHONE (877) 274-3015

VEHICLE PARTS PROVIDER: Quirk Chevrolet

ADDRESS: 293 Hogan Road, Bangor, ME 04401

CONTACT NAME: Jody Farley TELEPHONE: (800) 664-6008

**B. VEHICLE BODY & COMPONENT**

VEHICLE LOCATION: Presque Isle, Augusta, Waterville

WARRANTY AND SERVICE FACILITY: Autotronics

ADDRESS: 69 Perry Road, Bangor, ME 04401

CONTACT NAME: Richard Levesque TELEPHONE: (207) 947-9897

VEHICLE PARTS PROVIDER: Alliance Bus Group, Inc

ADDRESS: 13 Rebel Road, Hudson, NH 03051

CONTACT NAME: Jerry Davis TELEPHONE: (603) 402-7031

**C. VEHICLE AIR CONDITION**

VEHICLE LOCATION: Presque Isle, Augusta, Waterville

WARRANTY AND SERVICE FACILITY: Autotronics

ADDRESS: 69 Perry Road, Bangor, ME 04401

CONTACT NAME: Richard Levesque TELEPHONE: (207) 947-9897

VEHICLE PARTS PROVIDER: Alliance Bus Group, Inc

ADDRESS: 13 Rebel Road, Hudson, NH 03051

CONTACT NAME: Jerry Davis TELEPHONE: (603) 402-7031

**D. VEHICLE WHEEL CHAIR LIFT OR RAMP**

VEHICLE LOCATION: Presque Isle, Augusta, Waterville

WARRANTY AND SERVICE FACILITY: Autotronics

State of Maine RFQ 17D 1608020000000000066

Rev. 11/14

ADDRESS: 69 Perry Road, Bangor, ME 04401

CONTACT NAME: Richard Levesque TELEPHONE: (207) 947-9897

VEHICLE PARTS PROVIDER: Alliance Bus Group, Inc

ADDRESS: 13 Rebel Road, Hudson, NH 03051

CONTACT NAME: Jerry Davis TELEPHONE: (603) 402-7031

**E. VEHICLE CAMERA SYSTEM**

VEHICLE LOCATION: Presque Isle, Augusta, Waterville

WARRANTY AND SERVICE FACILITY: Autotronics

ADDRESS: 69 Perry Road, Bangor, ME 04401

CONTACT NAME: Richard Levesque TELEPHONE: (207) 947-9897

VEHICLE PARTS PROVIDER: Alliance Bus Group, Inc

ADDRESS: 13 Rebel Road, Hudson, NH 03051

CONTACT NAME: Jerry Davis TELEPHONE: (603) 402-7031

**F. VEHICLE SIGNAGE**

VEHICLE LOCATION: Presque Isle, Augusta, Waterville

WARRANTY AND SERVICE FACILITY: Autotronics

ADDRESS: 69 Perry Road, Bangor, ME 04401

CONTACT NAME: Richard Levesque TELEPHONE: (207) 947-9897

VEHICLE PARTS PROVIDER: Alliance Bus Group, Inc

ADDRESS: 13 Rebel Road, Hudson, NH 03051

CONTACT NAME: Jerry Davis TELEPHONE: (603) 402-7031

**G. VEHICLE ENGINE**

VEHICLE LOCATION: Presque Isle, Augusta, Waterville

WARRANTY AND SERVICE FACILITY: Quirk Chevrolet

ADDRESS: 293 Hogan Road, Bangor, ME 04401

CONTACT NAME: Don Baker TELEPHONE (877) 274-3015

VEHICLE PARTS PROVIDER: Quirk Chevrolet

ADDRESS: 293 Hogan Road, Bangor, ME 04401

CONTACT NAME: Jody Farley TELEPHONE: (800) 664-6008

**H. VEHICLE TRANSMISSION**

VEHICLE LOCATION: Presque Isle, Augusta, Waterville

WARRANTY AND SERVICE FACILITY: Quirk Chevrolet

ADDRESS: 293 Hogan Road, Bangor, ME 04401

CONTACT NAME: Don Baker TELEPHONE (877) 274-3015

VEHICLE PARTS PROVIDER: Quirk Chevrolet


ADDRESS: 293 Hogan Road, Bangor, ME 04401

CONTACT NAME: Jody Farley TELEPHONE: (800) 664-6008

This form must be reproduced and completed for any additional vehicle warranty/facility information.

8/30/216  
Dated

John Savage  
Printed Name of Person Bidding



Authorized Signature

Regional Vice President  
Title



**5. BASIC VEHICLE WARRANTY DESCRIPTION**

COMPONENT	MANUFACTURER	YEAR	MILES-CYCLES
CHASSIS: (BUMPER/BUMPER)	General Motors	3 Yr.	36,000 Miles
TRANSMISSION:	General Motors		See attached GMC Warranty Statements
ENGINE:	General Motors		See attached GMC Warranty Statements
ENGINE COMPONENTS:	General Motors		See attached GMC Warranty Statements
CORROSION:	General Motors	3 Yr.	36,000 Miles
ROADSIDE ASSISTANCE / TOWING:	General Motors		See attached GMC Warranty Statements
SAFETY RESTRAINT SYSTEM:	General Motors		See attached GMC Warranty Statements
ALTERNATORS:	General Motors		See attached GMC Warranty Statements
EMISSIONS:	General Motors	2 Yr.	24,000 Miles
BUS BODY:(BASIC BODY)	Glaval Bus	1 Yr.	12,000 Miles
STRUCTURE	Glaval Bus	5 Yr.	100,000 Miles
CORROSION	Glaval Bus	2 Yr.	Unlimited Miles
PAINT	Glaval Bus	1 Yr.	Unlimited Miles
SUSPENSION SYSTEMS:	Spartan Chassis, Inc.	5 Yr.	100,000 Miles
LIFTS:			
LIFT COMPONENTS:	Braun	3 Yr.	Unlimited Miles
DOORS:	A&M	1 Yr.	Unlimited Miles

<b>ELECTRICAL SYSTEM:</b>	Glaval Bus	1 Yr.	Unlimited Miles
<b>SEATS:</b>			
Covers & Upholstery- Level 4	Freedman Seating Co.	5 Yr.	Unlimited Miles
Frame	Freedman Seating Co.	5 Yr.	Unlimited Miles
Foam: Upholstered Components (Foam)	Freedman Seating Co.	3 Yr.	Unlimited Miles
<b>AIR CONDITIONING:</b>	ProAir	2 Yr.	Unlimited Miles
<b>HEATERS:</b>	ProAir	2 Yr.	Unlimited Miles
<b>WEBASTO HEATERS:</b>	Webasto	3 Yr.	Unlimited Miles
<b>AUDIO EQUIPMENT:</b>	GMC		See attached GMC Warranty Statements
<b>VISUAL EQUIPMENT:</b>	REI		Variable see attached
<b>RESTRAINT SYSTEM:</b>	Q'Straint	3 Yr.	Unlimited Miles with warranty card submitted
<b>UNDER COATING:</b>	Pure Asphalt Company	3 Yr.	Unlimited Miles
<b>SIGNAGE:</b>	TwinVision	39 Mos.	Unlimited Miles

<b>LIGHTING:</b>	Glaval Bus	1 Yr.	Unlimited Miles
<b>WINDOWS/GLASS:</b>	Cleer Vislon	18 Mos.	Unlimited Miles





3.5 APPLICABLE REGULATIONS: SAFETY, EXHAUST & NOISE STANDARDS

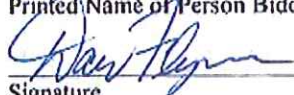
Vehicles must meet all appropriate State and Federal Motor Vehicle Safety Standards, including standards for \* impact, rollover, brakes, windshield, windows and lights. FMVSS

Vehicles must meet Federal noise and exhaust emission standards.

Vehicle must meet Federal accessibility specifications as published in the Americans with Disabilities Act (ADA) and 49 CFR Parts 27.37 and 38 as they apply to this purchase.

Please certify that vehicle being bid meets all Federal and State Safety Standards, Federal Noise & Exhaust/Emissions Standards, ADA regulations, ALL according to regulations cited above.

8/31/2016  
Date

DAN FLYNN  
Printed Name of Person Bidding  
  
Signature  
REGIONAL SALES MANAGER  
Title

\* SEE ATTACHED QUALIFICATION





August 31, 2016

RE: State of Maine RFQ # 17A 160802000000000066: Form: 3.5 Applicable Regulations: Safety, Exhaust & Noise Standards

Division of Purchases  
4<sup>th</sup> Floor Burton M. Cross Building  
#9 State House Station  
111 Sewall Street  
Augusta, Maine 04333-0009  
Terry Demerchant

Terry,

The form states, "Vehicles must meet all appropriate State and Federal Motor Vehicle Safety Standards, including standards for impact, rollover, brakes, windshield, windows and lights. FMVSS"

If by the word, "Impact" the State is referring to FMVSS Standard No. 214 Side impact protection we (Glaval Bus) would respectfully like to site paragraph S2 Applicability.

*"This standard applies to passenger cars, and to multipurpose passenger vehicles, trucks and buses with a gross vehicle weight rating (GVWR) of 4,536 kilograms (kg) (10,000 pounds (lb)) or less, except for walk-in vans, or otherwise specified."*

Glaval Bus has not performed a side impact test on our Titan II Low Floor. We are signing this form with the understanding that we **do not have this test in place for our bus**. Because of the "vague" nature of the wording on this document we ask that the State accept our reasoning for excluding FMVSS 214 from this bid.

Respectfully submitted,

**Dan Flynn**  
Region Sales Manager

Glaval Bus  
914 C.R. #1 NO.  
Elkhart, IN • 46514  
Ph.: 800-445-2825 ext. 121: Fax: 574-264-4259: Cell: 269-362-1827  
Email: [dflynn@forestriverinc.com](mailto:dflynn@forestriverinc.com); [www.glavalbus.com](http://www.glavalbus.com)







This is to certify all bus models manufactured by Glaval Bus are in full compliance with all current applicable FMVSS and ADA requirements, including:

- A. FMVSS 101: Controls and displays.
- B. FMVSS 102: Transmission shift lever sequence, starter interlock and transmission braking effect.
- C. FMVSS 103: Windshield defrosting and defogging systems.
- D. FMVSS 104: Windshield wiping and washing systems.
- E. FMVSS 105: Hydraulic and electric brake systems.
- F. FMVSS 106: Brake hoses.
- G. FMVSS 108: Lamps, reflective devices and associated equipment.
- H. FMVSS 111: Rearview mirrors.
- I. FMVSS 113: Hood latch system.
- J. FMVSS 116: Motor vehicle brake fluids.
- K. FMVSS 117: Re-treaded pneumatic tires.
- L. FMVSS 119: New pneumatic tires.
- M. FMVSS 120: Tire selection and rims for motor vehicles other than passenger cars.
- N. FMVSS 124: Accelerator control systems.
- O. FMVSS 125: Warning devices.
- P. FMVSS 205: Glazing materials.
- Q. FMVSS 207: Seating systems.
- R. FMVSS 208: Occupant crash protection.
- S. FMVSS 209: Seat belt assemblies.
- T. FMVSS 210: Seat belt assembly anchorages.
- U. FMVSS 217: Bus emergency exits, window retention and release.
- V. FMVSS 220: School bus rollover protection. *(Bid Requirement)*
- W. FMVSS 221: Joint Strength. *(Bid Requirement)*
- X. FMVSS 302: Flammability of interior materials.
- Y. FMVSS 403: Platform lift systems for motor vehicles.
- Z. FMVSS 404: Platform lift installations on motor vehicles.

Rob Froelich  
Engineering

A handwritten signature in blue ink that reads "R. Froelich".

January 5<sup>th</sup>, 2016



**3.6 DISADVANTAGED BUSINESS/WOMEN OWNED BUSINESS ENTERPRISE GOALS**

The undersigned hereby certifies that its Disadvantaged Business Enterprise/Women Owned Business Enterprise Goals have not been disapproved by the U.S. Department of Transportation Federal Transit Administration pursuant to 49 CFR, Part 26.49.

8/30/2016  
Date

DAN FLYNN  
Printed Name of Person Bidding

  
Authorized Signature

REGIONAL SALES MANAGER  
Title

**TRANSIT VEHICLE MANUFACTURERS (TVM)**

**Certification of Compliance with Disadvantaged Business Regulations**

This procurement is subject to the provisions of 49 CFR Section 26.49. Accordingly, the following certification must be completed and submitted with the bid, as a condition of bidding. A bid which does not include the certification will not be considered.

**TVM Certification**

The bidder 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/WBE goal to the Federal Transit Administration (FTA). The goal has either been approved or not disapproved by FTA.

The bidder, if a non-manufacturer 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.

8/30/2016  
Date

DAN FLYNN  
Printed Name of Person Bidding

  
Signature

REGIONAL SALES MANAGER  
Title







U.S. Department  
of Transportation  
**Federal Transit  
Administration**

Headquarters

East Building, 5<sup>th</sup> Floor – TCR  
1200 New Jersey Avenue, SE  
Washington, DC 20590

September 28, 2015

**Glaval Bus**  
**914 County Road 1**  
**Elkhart, IN 46514**

Attn: **Joe Goeglein**

Re: TVM DBE Goal Concurrence/Certification Letter – Fiscal Year 2016

Dear Mr. Goeglein:

This letter is to inform you that the Federal Transit Administration's (FTA) Office of Civil Rights has received Glaval Bus' Disadvantaged Business Enterprise (DBE) goal and methodology for FY 2016 for the period of October 1, 2015–September 30, 2016. This goal submission is required by the U.S. Department of Transportation's DBE regulations at 49 CFR Part 26 and must be implemented in good faith.

We have reviewed your FY 2016 DBE goal and determined that it is compliant with DOT's DBE regulations. You are eligible to bid on FTA-funded transit contracts. This letter or a copy of the TVM listing on FTA's website may be used to demonstrate your compliance with DBE requirements when bidding on federally funded vehicle procurements.

FTA reserves the right to remove/suspend this concurrence if your DBE program or FY 2016 DBE goal is not implemented in good faith. In accordance with this good faith requirement, you must submit your DBE Uniform Report to FTA by December 1, 2015. This report should reflect all FTA-funded contracting activity for the second period of FY 2015 (i.e., from April 1 to September 30).

Please also be mindful that your FY 2017 DBE goal methodology must be submitted to FTA by August 1, 2016. Any updates to the program plan must be submitted to FTA as they occur. Thank you for your cooperation. If you have any questions regarding this approval, please contact the FTA DBE Team via e-mail at [FTATVMSubmissions@dot.gov](mailto:FTATVMSubmissions@dot.gov).

Sincerely,

for

John Day  
Office of Civil Rights  
Program Manager



**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM  
(GLAVAL BUS DIVISION OF FOREST RIVER INC.)**

**1. GENERAL REQUIREMENTS. (Ref: DOT, 49 CFR, SUBPART A)**

**1.1 Program Objectives. (Ref: DOT, 49 CFR, Section 26.1):**

The objectives are found in the policy statement on the first page of this program.

**1.2 Applicability. (Ref: DOT, 49 CFR, Section 26.3):**

The Glaval Bus Division of Forest River Inc. is the recipient of federal airport funds authorized by 49 U.S.C. 47101, et seq.

The Glaval Bus Division of Forest River Inc., through its network of Dealers, is the indirect recipient of federal transit funds authorized by Titles I,III,V, and VI of ISTEA, Pub. L. 102-240 or by Federal transit laws in Title 49, U.S. Code, or Titles I, II, and V of the Teas-21, Pub. L. 105-178.

**1.3 Definitions (Ref: DOT, 49 CFR, Section 26.5):**

The Glaval Bus Division of Forest River Inc. has adopted the definitions contained in DOT 49 CFR, Part 26.5 for this program.

**1.4 Non-discrimination Requirements (Ref: DOT, 49 CFR, Section 26.7):**

The Glaval Bus Division of Forest River Inc. will never exclude any supplier from participation in, deny any supplier the benefits of, or otherwise discriminate against any supplier in connection with the award and performance of any contract covered by DOT 49 CFR, part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, The Glaval Bus Division of Forest River Inc. will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE supplier program with respect to individuals of a particular race, color, sex, or national origin.

**1.5 Record Keeping Requirements. (Ref: DOT, 49 CFR, Section 26.11):**

The Glaval Bus Division of Forest River Inc. will report DBE supplier participation on an annual basis, using DOT Form 4630. These reports will reflect payments actually made to DBE suppliers who support the Glaval Bus Division in the manufacture of vehicles to be purchased for DOT assisted contracts.

**1.5.1 Bidders List(Ref: DOT, 49 CFR, Section 26.11c):**

The Glaval Bus Division of Forest River Inc. will maintain a suppliers list, consisting of information about all DBE and non-DBE suppliers that bid or quote on components and/or services which will be utilized by Glaval Bus in the manufacture of vehicles being purchased for DOT-assisted contracts. This "Bidder's List" will include the name and address of both DBE suppliers and non-DBE suppliers, the type of products or services offered, and the actual annual purchase that are made by Glaval Bus.

The Glaval Bus Division will use this "Bidder's List" approach to calculating overall DBE supplier goals for the Division, and will retain this bidders list on file at its facility in Elkhart, Indiana.

**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM  
(GLAVAL BUS DIVISION OF FOREST RIVER INC.)**

**1.6 Federal Financial Assistance Agreement, (Ref: DOT, 49 CFR, Section 26.13):**

N/A – Glaval Bus does not receive any direct DOT/FTA financial assistance and is therefore not obligated to enter into any financial assistance contracts or agreements with its suppliers.

**1.6.1 Assurance, (Ref: DOT, 49 CFR, Section 26.13a)**

N/A – Glaval Bus does not receive any direct DOT/FTA financial assistance and as a result, does not enter into any financial assistance agreements.

**1.9 Contract Assurance, (Ref: DOT, 49 CFR, Section 26.13b)**

N/A – Glaval Bus does not receive any direct DOT/FTA financial assistance and is therefore not obligated to enter into any financial assistance contracts or agreements with its suppliers.

**2.0 ADMINISTRATIVE REQUIREMENTS, (Ref: DOT, 49 CFR 26 SUBPART B)**

**2.1 DBE Program Updates, (Ref: DOT, 49 CFR, Section 26.21)**

The Glaval Bus Division of Forest River Inc. does not receive any direct DOT/FTA grants or financial assistance. The Glaval Bus Division will provide DOT/FTA updates on its DBE Supplier Program on an annualized basis.

**2.2 Policy Statement, (Ref: DOT, 49 CFR, Section 26.23)**

The Policy Statement is elaborated on the first page of this program.

**2.3 DBE Liaison Officer (DBELO), (Ref: DOT, 49 CFR, Section 26.25)**

The Glaval Bus Division of Forest River Inc. has designated the following Individual as our DBE Liaison Officer:

Jim Shupert  
914 County Road # 1 North  
Elkhart, IN 46514  
574-262-2212  
**[jshupert@forestriverinc.com](mailto:jshupert@forestriverinc.com)**

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that The Glaval Bus Division of Forest River Inc. complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the General Manager concerning DBE program matters. An organization chart displaying the DBELO's position in the organization is found in Attachment "A" to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE Supplier Program, in coordination with other appropriate officials. The duties and responsibilities include the following:

**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM  
(GLAVAL BUS DIVISION OF FOREST RIVER INC.)**

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all departments to set overall annual goals.
4. Ensures that bid notices and requests for proposals are available to DBE suppliers in a timely manner.
5. Identifies contracts and procurements so that DBE supplier goals are included in solicitations (both race-neutral methods and contract specific goals attainment and identifies ways to improve progress.
6. Analyzes Glaval Bus Division's progress toward attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advises the General Manager\governing body on DBE matters and achievement.
9. Acts as the DBE Advisor.
10. Provides DBE Suppliers with information and assistance in preparing bids, obtaining bonding and insurance.
11. Plans and participates in DBE supplier training seminars.
12. Certifies DBEs suppliers according to the criteria set by DOT and acts as liaison to the Uniform Certification Process in state of Indiana.
13. Provides outreach to DBE suppliers and community organizations to advise them of opportunities.
14. Maintains The Glaval Bus Division of Forest River Inc.'s updated directory on certified DBE suppliers.

**2.4 DBE Financial Institutions, (Ref: DOT, 49 CFR, Section 26.27)**

It is the policy of The Glaval Bus Division of Forest River Inc. to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage Glaval Bus suppliers, providing products or services in the manufacture of vehicles purchased through DOT assisted contracts, to make use of these institutions. Information on the availability of such institutions can be obtained from the DBE Liaison Officer.

**2.5 Prompt Payment Mechanisms, (Ref: DOT, 49 CFR, Section 26.29)**

N/A – Glaval Bus does not receive any direct DOT/FTA grants or financial assistance and is therefore will employ its standard payment schedule of 30days

**2.6 DBE Directory, (Ref: DOT, 49 CFR, Section 26.31)**

The Glaval Bus Division of Forest River Inc. maintains a directory identifying all supplier firms eligible to participate as DBE suppliers. The directory lists the supplier's name, address, phone number, date of the most recent certification, and the type of work the firm has been certified to perform as a DBE supplier. The Directory is revised on an annual basis the same time the state of Indiana revises its published DBE supplier listing. The Directory is available to potential DBE & non-DBE suppliers through the Division. The latest version of this Directory may be found in Attachment "B" to this program document.

**2.7 Overconcentration, (Ref: DOT, 49 CFR, Section 26.33)**

## **DISADVANTAGED BUSINESS ENTERPRISE PROGRAM (GLAVAL BUS DIVISION OF FOREST RIVER INC.)**

Glaval Bus Division of Forest River Inc. has not identified that overconcentration exists in the types of work that relevant DBE suppliers perform.

### **2.8 Business Development Programs. (Ref: DOT, 49 CFR, Section 26.35)**

Glaval Bus Division of Forest River Inc. has not established a business development program.

### **2.9 Monitoring and Enforcement Mechanisms. (Ref: DOT, 49 CFR, Section 26.37)**

The Glaval Bus Division of Forest River Inc. will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

1. The Glaval Bus Division will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the DBE supplier program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.
2. The Glaval Bus Division will consider similar action under our own legal authorities, including responsibility determinations in future contracts. Attachment "C" lists the regulation, provisions, and contract remedies available to us in the events of non-compliance with the DBE regulation by a participating DBE supplier in the Division's procurement activities.
3. The Glaval Bus Division will also provide a monitoring and enforcement mechanism to verify that work committed to DBE suppliers at contract award is actually performed by the DBE supplier. This will be accomplished by the DBELO monitoring the selection of component suppliers by the Glaval Bus Division of Forest River Inc. at the time of each contract award, and reporting to the Division's General Manager the DBE suppliers who have been awarded business and given purchase orders for products or services.
4. Glaval Bus will keep a running tally of actual payments to DBE suppliers for work committed to them at the time of contract award.

### **3.0 GOALS, GOOD FAITH EFFORTS, AND COUNTING. (Ref: DOT, 49 CFR 26, SUBPART C)**

#### **3.1 Set-asides or Quotas. (Ref: DOT, 49 CFR, Section 26.43)**

The Glaval Bus Division of Forest River Inc. does not use quotas in any way in the administration of this DBE Supplier Program.

#### **3.2 Overall Goals. (Ref: DOT, 49 CFR, Section 26.45)**

A description of the methodology to calculate the overall goal and the goal calculations can be found in Attachment "D" to this DBE Supplier Program. This section of the program will be updated annually.

The Glaval Bus Division of Forest River Inc. will submit its overall goal to DOT on August 1 of each year. Before establishing the overall goal each year, Glaval Bus Division or Forest River Inc. will consult with the federal and Indiana State and regional DBE affiliated Agencies to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBE suppliers, and the efforts by the Glaval Bus Division to establish a level playing field for the participation of DBE suppliers, (Partial listing of available contacts are shown in attachment "E" to this DBE Supplier Program).

Following this consultation, Glaval Bus will publish a notice of the proposed overall goals, informing the public that the proposed goal and its rationale are available for inspection

## **DISADVANTAGED BUSINESS ENTERPRISE PROGRAM (GLAVAL BUS DIVISION OF FOREST RIVER INC.)**

during normal business hours at your principal office for 30 days following the date of the notice, and informing the public that Glaval Bus and DOT will accept comments on the goals for 45 days from the date of the notice. Normally, Glaval Bus will issue this notice by June 1 or each year.

The overall goal submission to DOT will include a summary of information and comments received during this public participation process and the corresponding responses made by the Glaval Bus Division.

Glaval Bus will begin using our overall goal on October 1 of each year, unless The Glaval Bus Division has received other instructions from DOT.

### **3.3 Transit Vehicle Manufacturers Goals, (Ref: DOT, 49 CFR, Section 26.49)**

Upon request, the Glaval Bus Division or Forest River Inc. will provide copies of its DBE Program and Goals to DOT/FTA assisted Transit Agencies who are soliciting bids for DOT/FTA assisted transit vehicle procurements.

Alternatively, the Glaval Bus Division may, at its discretion and with DOT/FTA approval, establish project-specific goals for the DBE supplier participation in the procurement of components or services required for vehicles being manufactured by the Glaval Bus Division, that are to be purchased through DOT assisted contracts.

### **3.4 Breakout of Estimated Race-Neutral & Race-Conscious Participation, (Ref: DOT, 49 CFR, Section 26.51, a-c)**

The breakout of estimated race-neutral and race-conscious participation can be found in Attachment "D" to this DBE Supplier Program. This section of the DBE Supplier Program will be updated annually when the goal calculation is updated.

### **3.5 Contract Goals, (Ref: DOT, 49 CFR, Section 26.51, d-g)**

The Glaval Bus Division of Forest River Inc. will use contract goals to meet any portion of the overall goal Glaval Bus Division or Forest River Inc. does not project being able to meet using race-neutral means.

The Glaval Bus Division of Forest River Inc. will establish contract goals only on those DOT-assisted contracts that have component or service subcontracting possibilities corresponding with the products or services being offered by DBE suppliers.

The Division is not required to establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBE suppliers to perform the particular type of work.)

### **3.6 Good Faith Efforts Procedures, (Ref: DOT, 49 CFR, Section 26.53)**

#### **3.6.1 Demonstration of good faith efforts, (Ref: DOT, 49 CFR, Section 26.53, a & c)**

The Glaval Bus Division is obligated to make good faith efforts in securing DBE suppliers for components or services required for vehicles being manufactured by the Glaval Bus Division which will be purchased for DOT/FTA assisted contracts. The Glaval Bus Division will demonstrate it has done so either by meeting its published DBE goal or documenting its good faith efforts in attempting to meet this goal.



## **DISADVANTAGED BUSINESS ENTERPRISE PROGRAM (GLAVAL BUS DIVISION OF FOREST RIVER INC.)**

Glaval Bus will ensure that all information is complete and accurate and adequately documents the Division's good faith efforts in attempting to secure DBE suppliers for providing components or services required for vehicles being manufactured by the Glaval Bus Division which will be purchased for DOT/FTA assisted contracts.

### **3.6.2 Information to be submitted. (Ref: DOT, 49 CFR, Section 26.53, b)**

When submitting Annual DBE Goals to DOT/FTA, the Glaval Bus Division of Forest River Inc. will submit the following information with regards to DBE suppliers who will potentially provide components or services required for vehicles manufactured by the Glaval Bus Division and will be purchased for DOT/FTA assisted contracts.

1. The names and addresses of DBE supplier firms that will participate in the contract;
2. A description of the work that each DBE supplier will perform;
3. The dollar amount of the participation of each DBE supplier firm participating;
4. Written and signed documentation of commitment to use a DBE supplier whose participation it submits to meet a contract goal.
5. Written and signed confirmation from the DBE supplier that it is participating in the contract as provided in the prime contractor's commitment.
6. If the DBE supplier goal is not met, evidence of good faith efforts.

### **3.6.3 Administrative reconsideration. (Ref: DOT, 49 CFR, Section 26.53, d)**

Within 15 days of being informed by a customer that the Glaval Bus Division has been non-responsive or non-responsible, because it has not documented sufficient good faith efforts, the Division will request administrative reconsideration.

The Glaval Bus Division will make the request for administrative reconsideration in writing to the Customer's designated reconsideration official, and request confirmation that the assigned reconsideration official did not play any role in the original determination that the Glaval Bus Division did not document sufficient good faith efforts.

The Glaval Bus Division will provide written documentation or argument concerning the issue of whether it met the goals or made adequate good faith efforts to do so. The Glaval Bus Division will also provide a written request to meet in person with the Customer's assigned reconsideration official to discuss the issue of whether the Glaval Bus Division met the goal or made adequate good faith efforts to do so.

The Glaval Bus Division will also request that the Customer's assigned reconsideration official provide a written decision on reconsideration, explaining the basis for finding that the Glaval Bus Division did or did not meet the goal or make adequate good faith efforts to do so.

### **3.6.4 Good Faith Efforts when a DBE is replaced on a contract, (Ref: DOT, 49 CFR, Section 26.53, f)**

Glaval Bus Division of Forest River Inc. will make good faith efforts to replace a DBE supplier that is terminated or has otherwise failed to complete its work on a contract with another certified DBE supplier, to the extent needed to meet the Division's vehicle delivery commitments on a DOT/FTA funded contract.

The Glaval Bus Division's Purchasing Agent will notify the Division's DBE Liaison Officer immediately of the DBE supplier's inability or unwillingness to perform. The DBE Liaison Officer will then be responsible for providing reasonable documentation as to the non-performance of the responsible DBE supplier.

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In this situation, The Glaval Bus Division will require the Division's Purchasing Agent, (In conjunction with the Division's DBE Liaison Officer), will be responsible for obtaining prior approval from the Division's General Manager or Materials Manager for a replacement DBE supplier. The Division's DBE Liaison Officer will be responsible for obtaining copies of any new or amended supplier purchase orders , or place on file documentation of good faith efforts by the Division's Purchasing Agent to replace the non-performing DBE supplier.

If the DBE supplier fails or refuses to comply in the time specified, our contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the DBE supplier still fails to comply, the Division's Purchasing Agent may issue a termination for default by the DBE supplier.

The following statements will appear on all supplier solicitations and request for quotations (RFQ's), issued by the Glaval Bus Division when attempting to purchase supplier products and services for vehicles being manufactured by the Glaval Bus Division which will be purchased for DOT/FTA assisted contracts.

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this Request for Quotation, (RFQ), and any subsequent awarded of business for this DOT/FTA funded program.

"It is the policy of the Glaval Bus Division of Forest River Inc. to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All suppliers qualifying under this solicitation are encouraged to submit bids/proposals. Award of business will be conditioned upon satisfying the requirements of this RFQ specification. These requirements apply to all potential suppliers, including those who qualify as a DBE supplier."

**3.7 Counting DBE Participation. (Ref: DOT, 49 CFR, Section 26.55)**

The Glaval Bus Division will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

**4.0 CERTIFICATION STANDARDS. (Ref: DOT, 49 CFR, Section 26SUBPART D)**

**4.1 Certification Process. (Ref: DOT, 49 CFR, Section 26.61-26.73)**

The Glaval Bus Division will use the certification standards of Subpart D of Part 26 to determine the eligibility of firms to participate as DBE suppliers in DOT-assisted contracts. To be certified as a DBE supplier, a firm must meet all certification eligibility standards. The Glaval Bus Division will make our certification decisions based on the facts as a whole.

**5.0 CERTIFICATION PROCEDURES. (Ref: DOT, 49 CFR, Section 26 SUBPART E)**

**5.1 Unified Certification Programs, (Ref: DOT, 49 CFR, Section 26.81)**

Glaval Bus Division of Forest River Inc. is not a member of a Unified Certification Program (UCP) at this time.

**5.2 Procedures for Certification Decisions, (Ref: DOT, 49 CFR, Section 26.83)**

**5.2.1 DBE Supplier Re-certifications, (Ref: DOT, 49 CFR, Section 26.83 a & c)**

The Glaval Bus Division will review the eligibility of DBE suppliers that The Glaval Bus Division certified under former part 23, to make sure that they will meet the standards of

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Subpart E of Part 26. The Division will complete this review no later than three years from the most recent certification date of each firm.

For the DBE suppliers that the Glaval Bus Division has certified or reviewed and found eligible under part 26, The Glaval Bus Division will again review their eligibility every (5) years.

**5.2.2 "No Change" Affidavits and Notices of Change. (Ref: DOT, 49 CFR, Section 26.83 j)**

The Glaval Bus Division require all DBE suppliers to inform the Division, in a written affidavit, of any change in its circumstances affecting its ability to meet size, disadvantaged status, ownership or control criteria of 49 CFR Part 26 or of any material changes in the information provided with the DBE suppliers application for certification.

The Glaval Bus Division also require all owners of all DBE suppliers The Glaval Bus Division has certified to submit, on the anniversary date of their certification, a "no change" affidavit meeting the requirements of 26.83(j).

The Glaval Bus Division requires DBE suppliers to submit with this affidavit documentation of the firm's size and gross annual sales.

The Glaval Bus Division will notify all currently certified DBE suppliers of these obligations annually via email. This notification will inform DBE suppliers that to submit the "no change" affidavit, their owners must swear or affirm that they meet all regulatory requirements of DOT 49 CFR part 26, including personal net worth. Likewise, if a DBE supplier's owner knows or should know that he or she, or the supplier, fails to meet a part 26 eligibility requirement (e.g. personal net worth), the obligation to submit a notice of change applies.

**5.3 Denials of Initial Requests for Certification. (Ref: DOT, 49 CFR, Section 26.85)**

If The Glaval Bus Division deny a DBE supplier's application or decertify it, it may not reapply until 12months have passed from our action.

**5.4 Removal of a DBE's Eligibility. (Ref: DOT, 49 CFR, Section 26.87)**

In the event The Glaval Bus Division proposes to remove a DBE supplier's certification, The Glaval Bus Division will follow procedures consistent with 26.87.

To ensure separation of functions in a de-certification, The Glaval Bus Division has determined that the Division's General Manager will serve as the decision-maker in de-certification proceedings. The Glaval Bus Division has established an administrative "firewall" to ensure that the Division's General Manager will not have participated in any way in the de-certification proceeding against the DBE supplier firm (including in the decision to initiate such a proceeding).

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**5.5 Certification Appeals. (Ref: DOT, 49 CFR, Section 26.89)**

Any DBE supplier or complainant may appeal the Division's decision in a certification matter to DOT. Such appeals may be sent to:

U.S. Department of Transportation  
Departmental Office of Civil Rights  
External Civil Rights Programs Division (S-33)  
1200 New Jersey Ave., S.E.  
Washington, DC 20590  
Phone: (202) 366-4754  
TTY: (202) 366-9696  
Fax: (202) 366-5575

The Glaval Bus Division will promptly implement any DOT certification appeal decisions affecting the eligibility of DBE suppliers for our DOT-assisted contracting (e.g., certify a supplier if DOT has determined that our denial of its application was erroneous).

[Note: If a recipient has a system for administrative appeals of certification decision, it should mention it here and provide details of the procedure in an Attachment. The program should inform the public that resort to this system is not a remedy a firm need exhaust before making a certification appeal to DOT under 26.89].

**6.0 COMPLIANCE AND ENFORCEMENT. (Ref: DOT, 49 CFR, Section 26 SUBPART F)**

**6.1 Information, Confidentiality, Cooperation, (Ref: DOT, 49 CFR, Section 26.109)**

The Glaval Bus Division will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law. [Program should summarize applicable state and local law, such as state FOIA laws and how they apply.]

Notwithstanding any contrary provisions of state or local law, The Glaval Bus Division will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

**6.2 Monitoring Payments to DBE Suppliers**

As a prime contractor, The Glaval Bus Division will maintain records and documents of payments to DBE suppliers for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of The Glaval Bus Division of Forest River Inc. or DOT. This reporting requirement also extends to any certified DBE supplier.

The Glaval Bus Division will perform interim audits of contract payments to DBE suppliers. The audit will review payments to DBE suppliers to ensure that the actual amount paid to DBE supplier equals or exceeds the dollar amounts states in the schedule of DBE supplier participation.



3.7 BUY AMERICA:

The successful bidder agrees to comply with 49 U.S.C. 5323(j) and 49 C.F.R. 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 C.F.R. 661.7. Separate requirements for rolling stock are set out at 49 U.S.C. 5323(j)(2)(C) and 49 C.F.R. 661.11. :


**Rolling stock must be assembled in the United States and have a 60 percent domestic content.**

Certification requirement for procurement of buses, other rolling stock and associated equipment:

*Certificate of Compliance with 49 U.S.C. 5323(j)(2)(C).*

The bidder or offeror hereby certifies that it will comply with the requirements of 49 U.S.C. 5323(j)(2)(C) and the regulations at 49 C.F.R. Part 661.11.

Date 8/30/2016

Signature 

Company Name GLAVAL BUS, A DIVISION OF FOREST RIVER, INC.

Title REGIONAL SALES MANAGER

*Certificate of Non-Compliance with 49 U.S.C. 5323(j)(2)(C)*

The bidder or offeror hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j)(2)(C) and 49 C.F.R. 661.11, but may qualify for an exception pursuant to 49 U.S.C. 5323(j)(2)(A), 5323(j)(2)(B), or 5323(j)(2)(D), and 49 C.F.R. 661.7.

Date \_\_\_\_\_

Signature \_\_\_\_\_

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

Title \_\_\_\_\_





PRE AWARD BUY AMERICA COST DOCUMENTATION

State of Maine DOT

RFQ # 17A 1608020000000000066

9/2/2016

COMPONENT	MANUFACTURER	STATE	% OF TOTAL COST
Chassis	GM Motor Company / USA		0.259766764
ENGINE			
TRANSMISSION			
FRONT AXLE			
REAR AXLE			
DRIVE SHAFT			
FRONT SUSPENSION			
REAR SUSPENSION			
STEERING SYSTEM			
AIR CONDITIONING			
Glaval Base Build	Glaval Bus / USA	In	0.475218659
Air Conditioning System	Pro Air / USA		0.038095238
Heat System	Pro Air / USA		0.003741497
Wheelchair Securement System	Q'Straint		0.008656948
Wheelchair Lift Assembly	Braun / USA		0.056511176
Seating	Freedman Seating / USA		0.028221574
Telma Retarder	Telma / USA		0
Front & Side Destination Signs	Transign / USA		0
Farebox	Diamond Mfg / USA		0
Bike Rack	Sportsworks / USA		0
Help Bumper	Romeo Rim / USA		0.012147716
Destination Sign	Transign / USA		0
Help Bumper	Romeo Rim / USA		0
Bike Rack	Sportsworks / USA		0
Farebox	Diamond Mfg / USA		0
Brake Retarder	Telma / USA		0
			0
			0
			0
			0
			=====
Total unit cost minus discount	Total% of vehicle manufactured in the United States (minimum):		88.04%
Final assembly point will be Elkhart, Indiana. At this location the raw, cut away chassis is converted into a passenger and/or paratransit bus, complete and ready for use.			





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**Final Assembly Location**

Glaval Bus  
914 County Road #1 North  
Elkhart, In 46515

**Final Assembly Manufacturing Activities Performed**

Glaval Bus interconnects the OEM chassis incomplete vehicle consisting of but not limited to engine, transmission, axles, cooling system, heating system, air conditioning system and braking system with our bus body design consisting of but not limited to items and processes listed below. Glaval Bus creates an end product through many manufacturing processes starting with an incomplete vehicle and after adding many different elements and components completes the vehicle as a passenger Bus.

**Chassis Cab Alterations**

- Remove Chassis Components (Place in Dunnage Box for Re-Installation)
  - o Driver and Passenger Seats
  - o Remove Seat Belts
  - o Remove Sun Visors and Courtesy Light
  - o Remove Front Marker Lights
- Rear cab panel sheet metal cut out
- Cab roof panel sheet metal cut out (Removing area to allow more head room)
- Apply Rust Proofing to Cut Edges
- Rear Frame Extensions Added

**Floor Assembly and Installation**

- Cut all steel for floor assembly
- Weld all steel for floor assembly
- Install floor assembly onto chassis (floor bolted to chassis)

**Wall Assembly and Installation**

- Cut all steel for wall assembly (roadside and curbside)
- Weld all steel for wall assembly (roadside and curbside)
- Laminate interior, exterior and insulation in a vacuum press (roadside and curbside)
- Install wall assemblies to floor assembly (walls bolted to floor assembly)

**Roof Assembly and Installation**

- Cut all steel for roof assembly
- Weld all steel for roof assembly
- Laminate interior, exterior and insulation in a compression press
- Install roof assembly to wall assemblies (roof bolted to wall assemblies)

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#### **Connection of Body Structure to Chassis Cab**

- Install steel tube supports along cab "B" pillar (tubes bolted to "B" Pillar)
- Install steel structure above chassis cab (Upper roof support)
- Install Passenger steps / entry way
- Install steel structure and sheet metal for lower skirt panels
- Installation of plywood flooring
- Installation of flooring (Gerflor, RCA, Altro, etc.)

#### **Exterior ABS and Fiberglass**

- Install Front Overhead Cap (fiberglass)
- Install Driver's Side Transition (fiberglass)
- Install Passenger Side Transition (fiberglass)
- Install Rear ABS Caps (3-5 pieces)

#### **Electrical, Heating and Air Conditioning**

- Install wiring harnesses for:
  - o Interior lighting
  - o Heaters
  - o Speakers
  - o Destination Signs
  - o Entrance Doors
  - o Wheelchair Lift
  - o Interlocks (for wheelchair lifts & emergency rear doors)
  - o Front and Rear marker/clearance lights
  - o Rear Stop, Tail and Turn Lights
- Installation of all Electrical items, same as harness requirements
- Install hoses for auxiliary heaters
- Install auxiliary heaters and controls
- Install hoses for auxiliary air conditioning
- Install auxiliary air conditioning system/s
  - o Condensers
  - o Evaporators
  - o Compressors (engine mounted) requires modification of chassis engine components like compressor mount, belts, tensioners, etc.
  - o Operation Controls
  - o Charge and Test System

#### **Passenger Seating, ADA components, Doors, Windows**

- Installation of Seats may include
  - o Armrests
  - o Headrests
  - o Grab Handles
  - o Footrests
- Installation of Wheelchair Tie-Downs and Belts
- Installation of Wheelchair Lift
- Installation of Wheelchair Lift Doors (built in-house)
- Installation of Emergency Rear Door (built in-house)
- Installation of Passenger Entry Doors, Step Treads and Door Seals
- Installation or Overhead Grab Rails

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- Installation of Entry Grab Rails and Modesty Panels (built in-house)
- Installation of Windows in Walls, Doors and Transitions
- Install Rear Bumper
- Re-Installation of Parts From Dunnage Box

**Destination Signage and Interior Panels**

- Installation of Front Destination Sign (requires window installed in front Fiberglass cap)
- Side Destination Sign
- Controller (ODK) if applicable
- Installation of Interior Panels
  - o "B" Pillar
  - o Mor/View Panel
  - o Windshield Liner
  - o Front Vertical
  - o Entry Door Header
  - o Entry Door Surround
  - o Light Bar Panels
  - o Finish Trim work

**Inspections / Testing/Final Finish**

- Inspections performed in three places online
- Inspection performed in Final Finish
- Underbody Sealants Applied
- Front End Alignment (Toe-In / Toe-Out)
- Headlights Aimed
- Unit Weighed and Federal Tags Applied
- Test Drive and Road Inspections Performed
- Water Test Performed
- Paint and Body Damage Repair
- Cleaned and Detailed Inside and Out
- Graphics and Decals Applied
- After all Inspection Write-Ups are Corrected Unit Is Released for Shipment



**3.8 BUS TESTING PROVISION**

The Bidder and Manufacturer agree to comply with 49 U.S.C. A 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 recipient at a point in the procurement process specified by the recipient which will be prior to the recipient'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 recipient prior to recipient'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.

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

The undersigned [Bidder/Manufacturer] certifies that the vehicle offered in this procurement complies with 49 U.S.C. A 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: 8/30/2016

Signature: 

Company Name: GLADIAL BUS, A DIVISION OF FOREST RIVER, INC.

Title: REGIONAL SALES MANAGER





**Ford Motor Company**

*Is proud to recognize*

***Glaval Bus Division, Forest River***

*as a participant in the*

***Transit Bus***

***Qualified Vehicle Modifier Program***



A handwritten signature in black ink, appearing to read "Richard D. Cupka".

*Richard D. Cupka -- SVE Quality Programs Mgr.*

***November, 2015***







# CERTIFICATE

The Certification Body of  
**TÜV SÜD AMERICA INC.**

hereby certifies that

**Glaval Bus**  
914 County Rd #1 N  
Elkhart, IN 46514 USA

has implemented a Quality Management System  
in accordance with:

## ISO 9001:2008

The scope of this Quality Management System includes:

### Design and Manufacture of Shuttle Buses

Certificate Expiry Date: December 8, 2016

Certificate Registration No: 951 07 4532

Effective Date: December 9, 2013



  
\_\_\_\_\_  
Gary W. Minks  
VP, Regulatory Affairs





**BIDDERS MUST INCLUDE THE ALTOONA TEST REPORT WITH THEIR BID FOR VEHICLE BEING PROPOSED.**

**3.9 SPECIFICATION COMPLIANCE**

The bidder hereby certifies that the vehicle(s) being bid in response to this invitation meet or exceed these specifications and that where a deviation from the specifications exists, the bidder has obtained written approval of those exceptions, in accordance with paragraph (1.13 (d)), prior to submitting this bid.

If a conflict exists between these specifications and Federal and/or State laws, the Federal and/or State laws shall prevail and the bidder must alert the purchaser to any such conflicts.

8/30/216  
Dated

John Savage  
Printed Name of Person Bidding



Authorized Signature

Regional Vice President  
Title



3.10 **LOBBYING:**

Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352, as amended by the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. § 1601, et seq.] - Bidders who apply or bid for an award of \$100,000 or more shall file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose the name of any 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 recipient.

**APPENDIX A, 49 CFR PART 20--CERTIFICATION REGARDING LOBBYING**

**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

*(To be submitted with each bid or offer exceeding \$100,000)*

The undersigned [Bidder] 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 Bidder, Alliance Bus Group, Inc, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Bidder understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

8/30/216  
Dated

John Savage  
Printed Name of Person Bidding

  
Authorized Signature

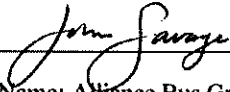
Regional Vice President  
Title

**3.11 RECYCLED PRODUCTS:**

(42 U.S.C. 6962; 40 CFR Part 247; Executive Order 12873)

The successful bidder agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), 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.

Date: 8/30/2016

Signature  \_\_\_\_\_

Company Name: Alliance Bus Group, Inc.

Title: Regional Vice President





**PART III APPENDICES**

**Appendix A**

**STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
DIVISION OF PURCHASES  
BID COVER PAGE**

<b>Bidder's Organization Name:</b> Alliance Bus Group, Inc.		
<b>Chief Executive - Name/Title:</b> J. Doug Dunn, President/CEO		
<b>Tel:</b> (866) 287-4768	<b>Fax:</b>	<b>E-mail:</b> dougdunn@alliancebusgroup.com
<b>Headquarters Street Address:</b> 1926 Hyannis Court		
<b>Headquarters City/State/Zip:</b> College Park, GA 30337		
<i>(provide information requested below if different from above)</i>		
<b>Lead Point of Contact for Bid - Name/Title:</b> John Savage, Regional Vice President		
<b>Tel:</b> (603) 402-7030	<b>Fax:</b> 603.880.9258	<b>E-mail:</b> johnsavage@alliancebusgroup.com
<b>Street Address:</b> 13 Rebel Road		
<b>City/State/Zip:</b> Hudson, NH 03051		

- This bid and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.



**STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
DIVISION OF PURCHASES**

**Municipality Political Subdivision and School District  
Participation Certification**

**RFQ # 17A 1608020000000000066**

**Mass Transportation - Transit Bus**

The Division of Purchases is committed to providing purchasing opportunities for **municipalities, political subdivisions and school districts** in Maine by allowing them access, through our vendors, to our contract pricing. A bidder's willingness to extend contract pricing to these entities will be taken into consideration in making awards.

Will you accept orders from political subdivisions and school districts in Maine at the prices quoted?

Yes

Yes with conditions as follows:

No

**Name of Company:**

**Alliance Bus Group, Inc.**

**Address:**

**13 Rebel Road, Hudson, NH 03051**

**Signature:**



Date: 8/30/16

