LEWISTON-AUBURN TRANSIT COMMITTEE
Thursday, November 12, 2015
12:30 PM

@ AVCOG

1. Declaration of Quorum/Call to Order

2. Consent Agenda
   A. October 8, 2015 Minutes – (enclosed)
   B. WMTS Fixed Route and ADA Invoices August 2015 – (enclosed)
   C. ATA Revenue September 2015 – (enclosed)

3. Public Comment

4. Bills and Communications
   A. Budget-to-Actual September 30, 2015 Year End – (to be presented)
   B. Budget-to-Actual October 31, 2015 - (to be presented)
   C. Fixed Route and ADA Ridership September 2015 – (enclosed)
   D. 10/21/15, Email B. Hurley, MaineDOT, Information Gathering – (enclosed)

5. Review and Update
   A. Bus Shelters – Disposal and Relocating
   B. FTA 5307 FY2015 Grant

6. LATC Title VI Plan – (2nd Reading/Adoption)
   Enclosed is LATC's Title VI Plan for a second and final review. No comments have been received to date.

7. Triennial Review
   AVCOG has been scheduled for an FTA Triennial Review. This will be the first Triennial Review since becoming an FTA Direct Recipient. Half fare, maintenance, ADA, procurement, and planning/program of projects are some of the 17 areas include in the compliance review.

8. Fixed Route Study
   A. Study Update
   B. Public Meetings

9. Buses – (Discussion/Action)
   A. RFP Used/Refurbished Bus Purchase – Contracts Enclosed (Discussion/Action)
      Additional information has been obtained since the last meeting and will be presented for discussion at the meeting.
   B. Piggyback Option – update

10. Bus Station – (Discussion)
    A. Auburn – project update
    B. Lewiston – maintenance review

11. Greyhound – (Discussion)
    Greyhound is interested in entering into a lease agreement for space at the Lewiston Bus Station.

12. Other

Adjourn

Next Meeting – December 10, 2015 @ 12:30 AVCOG

.LEWISTON-AUBURN TRANSIT COMMITTEE
Minutes of
October 8, 2015

@ AVCOG

MEMBERS PRESENT

Phil Nadeau	Lewiston
Lucy Bisson	Lewiston
Karen Veilleux	Auburn
Belinda Gerry	Auburn

MEMBERS ABSENT

Mark Cayer	Lewiston
Howard Kroll	Auburn
Vacant	Lewiston

STAFF AND OTHERS PRESENT

Sandy Buchanan	WMTS
Harold Allen	WMTS
Marsha Bennett	AVCOG/LATC
Greg Whitney	AVCOG
Jennifer Williams	ATRC

1. Declaration of Quorum/Call to Order
The meeting began at 12:30. A quorum was not called.

Phil Nadeau began the meeting addressing those agenda items that did not require a quorum. Agenda items were taken out of order.

Harold Allen noted that September ridership saw the first decrease in 17 months. However, ridership for FY2015 totaled 424,652, which is a 13.89% increase over FY2014.

5. Review and Update

A. Commuter Service – LA to Portland
METRO had to put this project aside for several months to work on their school bus transit program. METRO will be finalizing the RFP for a consultant within the next couple of months.

B. Kora Shrine Weekend – Saturday Service
citylink service continued as scheduled on Saturday afternoon, September 19, during the Kora Shrine parade. Harold Allen stated that it was controlled chaos at the bus station but once the buses were out of the downtown things ran smoothly. Greyhound kept the bus station opened Saturday afternoon during the parade. They were notified ahead of time so that they were able to reroute their one afternoon bus.

6. LATC Title VI Plan (Discussion)
LATC's Title VI Plan was sent out by email the agenda but as a separate attachment. As a recipient of FTA funds, LATC is required to have a Title VI Plan. MaineDOT requested to have the plan by October 1. This is a first review and discussion by the committee. The Plan will be on next month's agenda for final adoption. Bill Hurley stated that LATC's Plan was good. Some committee members did not receive attachment and asked that it be resent.

7. **Bus Shelter** – (Discussion) hand out?

A. Installation of New Shelters in Auburn

The four new bus shelters have been installed in Auburn – two on Lake Auburn Avenue, south and north bound near the Lake Auburn Towne House; one on Spring Street, Hannaford; and the fourth at Barker Mill. Three of the shelters replaced older, tired shelters. The shelters were paid 100% by the City of Auburn and installed by Auburn Public Works. It was noted that the newly located shelter on Lake Auburn Avenue has a rise on the concrete making it difficult for a person in a wheel chair to enter the shelter. Marsha Bennett will follow up with Auburn PW>

B. Disposal/Relocation of Old Shelters

Marsha Bennett contacted River Valley Village to see if they would be interested in replacing a very dilapidated shelter and possibly adding another shelter near the community center. River Valley Village is concerned with liability, specifically in the winter if they are unable to clear the shelter immediately after a storm. Phil Nadeau suggested calling Rick Burnham, Lewiston PW, to have him check to see if the shelter is in the city right of way. Auburn Housing Authority has also expressed interest in obtaining a couple of the shelters so residents can use them as smoking shelters. Marsha Bennett will follow up with LPW and check with MaineDOT regarding a disposal process.

Karen Veilleux arrived. A quorum was declared and the meeting was called to order at 12:45 PM.

C. Discussion of Bus Shelter Locations – (map will be provided at the meeting)

Additional shelters that were discussed for removal are the shelter at USM/LA and the shelter located at the corner of Montello and College Streets.

2. **Consent Agenda**

A. September 10, 2015 Minutes – (enclosed)
B. WMTS Fixed Route and ADA Invoices August 2015 – (enclosed)
C. ATA Revenue August 2015 – (enclosed)

MOTION by Lucy Bisson to approve the consent agenda. SECONDED by Karen Veilleux. MOTION passed 4-0.

3. **Public Comment**

There was no public comment.

4. **Bills and Communications**

A. Budget-to-Actual September 30, 2015 – (Hand out #2)

Greg Whitney stated that there are no surprises. The budget-to-actual is not quite year-end figures. Greg is anticipating receiving one more check from both ATA and vending, and possibly the quarterly water and sewer bill. No major changes to report. Expenditures are below budget because the budget was established on operating two bus station and we currently only have one. ATA revenue is tracking ahead of budget. September fare box has not been reported yet, but route fare box already exceeds the budget at $198,000. Fare box was budgeted at $192,000. Fuel is right on budget. More fuel was used this year, but that was off-set by low fuel costs. LATC is projected to have a surplus of $28,263 at the end of the year. A new page containing LATC's available capital funds has been added to the budget to actual report. The FY15 5307 funds are an estimate and the total includes FY16 local funds. Total federal capital funds available from FY13, 14 and 15 5307 and 5330 funding sources are $477,298. Total local funds available are $155,365.

B. Fixed Route and ADA Ridership August 2015 – (enclosed)

Ridership was discussed at the beginning of the meeting. August 2015 ridership saw an increase.

C. 9/25/15 – email FTA, LoNo Emissions Vehicle Deployment Program - Information
A new FTA grant program has come out seeking applications for low emission or no emission vehicles.

8. Fixed Route Study

A. Update on Main Street Connections
Main Street Connections is moving forward with the study. They are anticipating the final report to be completed in December. They suggested holding the public meeting around the December LATC meeting. LATC discussed holding the meeting in the early evening in order to have bus service still available. Belinda Gerry asked if service could be extended later to accommodate those that want to attend but ride citylink.

B. Discussion of citylink's Two Free Fare Shuttles
The citylink system has two free fare shuttles – Mall Shuttle and the Downtown Shuttle. Phil Nadeau stated that the Mall Shuttle is the second best performing route serving the stores in the Auburn malls area. The Downtown Shuttle serves as a connector between Lewiston and Auburn bus routes, serving both cities downtowns and CMMC. He stated that it may be time to look at these free routes to see if there is some level of fare that could be implemented to bring in more revenue. The Mall Shuttle will represent over 60,000 trips for FY2015 by year end. Not all of the passengers would be paying a fare because there are still transfers, Bus N' Buy and bus passes, but Phil noted that it is time to look at this route as a regular route with a fare or design a "Shuttle Pass" allowing unlimited rides. Harold Allen stated that in the Tom Crikelair study it was recommended that the Mall Shuttle route operate its own bus at 30-minute headways. Currently, the bus used for the Mall Shuttle alternates between the College Street bus and the Auburn Malls bus. The discussion is to continue at the next meeting.

9. Buses - (Discussion)

A. LATC Capital Improvement Plan Updated (Hand out #3)
An updated LATC's capital spreadsheet was handed out. Some changes were made including adding a new 30' bus after 2017. Also noted was the start of the mid-life overhaul process for the 2011 Gilligs beginning in 2018. If there is Federal funding available at the same rate LATC is receiving it, there will be enough funds to purchase a cut-away and all other available funds will be used for the mid-life overhauls and end of life overhauls for some of the other cut-away buses. Overall, the fleet will be in better shape.

B. RFP Used/Refurbished Bus Purchase – Update
The City of Bangor has been leading the effort on purchasing refurbished buses from Maine Military Authority. Bangor will be approving the contracts at their next City Council meeting. This project was put out in two parts – one RFP to hire a consultant to find decent used buses that have met their useful life and inspect the buses through the refurbishment process; and the second RFP was for a firm to refurbish the used bus, selling a final product. Two bids were received for the locating and inspecting of vehicles with Mike Merwin Vehicle Consulting being the low bidder by a significant amount. MMA was the only company that submitted a proposal for the refurbishment. There proposed cost per bus would not exceed $118,000. Phil Nadeau noted that when this project was discussed the finished bus was to be around $50,000-600,000. Phil stated that he is confident in MMA but right now he does not feel good with too many unknowns in this process.

MOTION by Lucy Bisson approving LATC to enter into the contract for Transit Consultant as long as we are assured that, by entering into a contract with the consultant to search for buses, we are NOT then committed to purchase a bus. If entering into the contract for

consultant search services does commit us to then purchase a bus, LATC will not sign on. The timeframe for the consultant search services should be no longer than 60 days. SECONDED by Karen Veilleux. MOTION passed 4-0.

C. Bus Purchases – Update
The recently purchased 2014 Eldorado is being outfitted for service. The camera system, radios, fare box and radios are being installed. The bike rack and the destination sign have been ordered. WMTS is working on finding someone that can install the destination sign. Marsha Bennett noted that WMTS does not have any spare equipment that can be reused on any new bus added into LATC's fleet, such as a fare box, bike rack or radio system. Phil Nadeau stated that he is working on purchasing a 1997 Gillig bus from Washington State. Phil is hoping to finalize the deal by early next week. A picture of the bus was distributed to the committee. The cost of the Gillig is $9,000 plus an estimated $5,000 in transportation costs. Phil estimates that the total cost to get the bus into service will be around $20,000.

D. Maintenance Review
A maintenance review was performed at WMTS on September 2. The written summary is included in the agenda packet for LATC's information. In summary, the PM's are on-time and the maintenance is being performed. WMTS did have some issues with documentation. This issue was not evident in April when the last review was conducted and WMTS has since addressed it. There is a very high level of documentation that is required with maintenance from driver's to mechanics to supervisors.

10. Bus Station – (Discussion)

A. Auburn – Update
Jennifer Williams informed the committee that the project is going back out to bid. The consultant has repackaged the bid documents and plans. They have been sent to MaineDOT for final review and approval before they will be posted. It is anticipated that the project will be advertised on October 7. DOT requires a minimum of 3 weeks to advertise a project before bids are due. It is anticipated that there will be fewer questions this time around, requiring fewer amendments to the project. Bids will be due November 4.

B. Lewiston
Marsha Bennett will be meeting with Mike Paradis, Lewiston PW Engineer, to go over the Lewiston bus station to develop a list of items that need to be addressed. Phil Nadeau noted that this is good timing as Lewiston is working on capital improvement projects. Phil stated that any issues identified at the bus station that are also related to the parking garage should be included in projects Mike is submitting. Phil stated that LATC will determine how to funds bus station specific projects as LATC's FY17 budget is developed. Capital improvement items may be included in LATC's annual budget.

Karen Veilleux left at 2:20 PM.

11. ATRC Unified Planning Work Program – (Discussion)
ATRC is putting together the UPWP for 2016-2017. This is the time to add any planning projects that LATC may have, such as the Management Study. The committee was not in support of moving this project forward but would leave it up to Auburn where it came from them in the first place.

12. Other
LCIP – Lewiston Capital projects are due November 13. LATC will be putting in a request for $40,000 for the purchase of new and used buses, as well as, funding vehicle overhauls and purchasing bus related equipment.

FTA FY2015 Grant – LATC's FY15 grant will be submitted in November. The full apportionment of federal funds was just recently released at the same time FTA was scheduled to switch to a new grant management system. FTA will be keeping the old system open allowing for everyone get their grant applications in, get them reviewed by FTA, and submitted in time allowing for a 30-day DOL review.

Adjournment

The meeting ended at 2:30 PM. Karen Veilleux left early 2:20 PM, leaving LATC without a quorum.

The next meeting is scheduled for November12, 2015
at 12:30 PM at AVCOG

Western
Maine
Transportation
Services

Ruth Cushman, Chairperson

Sandra S. Buchanan, General Manager

October 14, 2015

Mr. Phil Nadeau, Chairman, LATC
AVCOG
125 Manley Road
Auburn, Maine 04210

Re: September 2015 Billing

Dear Phil:

The following represents the invoice for Fixed Route transportation services to the LATC for the month of September 2015.

Total – Per Contract	$ 98,333.34
Less: Farebox	($ 10,769.66)
Less: Passes	($ 1,809.00)
Less: Bus-N-buy	($ 2,062.00)
Total Due to WMTS	$ 83,692.68

Thank you very much.

Sincerely,

Russell C. Soule
Deputy Manager/Director of Finance & Administration

96 Merrow Rd Auburn, Maine 04210
telephone 207-333-6572 fax: 207-795-6725

Western Maine Transportation Services

Ruth Cushman, Chairperson

Sandra E. Buchanan, General Manager

October 14, 2015

Mr. Phil Nadeau, Chairman, LATC
AVCOG
125 Manley Road
Auburn, Maine 04210

Re: September 2015 Billing

Dear Phil:

The following represents the invoice for ADA transportation services to the LATC for the month of September 2015:

Total – Per Contract	$ 12,975.00	
Less: ADA	$ (1,836.00)	612 Trips
Less: PCA's	$ (0.00)	4 Trips
Less: Escorts	$ (6.00)	2 Trips
Total Due to WMTS	**$ 11,133.00**	**618 Trips**
September No-Shows	$ 30.00	10 Trips (Excluded from above)

Thank you very much.

Sincerely,

Russell C. Soule
Deputy Manager/Director of Finance & Administration

76 Merrow Rd Auburn, Maine 04210
telephone 207-333-6972 fax 207-795-6725

Alternate Transit Advertising, Inc.
L/A Sales
September 2 - 30, 2015

Type	Date	Num	Name	Ship Date	Paid Amount
Service					
Net Due System					
NET L/A					
Invoice	9/2/2015	12994	Catholic Charities of Maine	8/1/2015	455.00
Invoice	9/8/2015	12692	U.S. Cellular	6/1/2015	1,050.00
Total NET L/A					1,505.00
Total Net Due System					1,505.00
Total Service					1,505.00
TOTAL					**1,505.00**

WESTERN MAINE TRANSPORTATION SERVICES, INC.
LEWISTON-AUBURN TRANSIT COMMITTEE
RIDERSHIP

SEPTEMBER 2015 **OPERATING DAYS = 25**

ROUTE	TRNSFR	CASH REGLR	CASH STDNT	CASH SEN/DIS	IULTIPAS REGLR	ULTIPAS SEN/DIS	MNTHPA REGLR	MNTHPAS STDNT	MNTHPASS SEN/DIS	SINGLE RIDE	LIS CNCT	VHLCHR	USNBUY	$0 FARE	RDSHP		RVNUE
1 - MAIN STREET	386	469	138	306	90	205	215	141	978	8	3	35	49	185	3,208	$	2,349.80
2 - SABATTUS STREET	628	901	48	431	521	317	663	76	772	0	6	23	186	323	4,895	$	4,062.71
3 - LISBON STREET	597	1274	126	554	213	368	310	107	842	0	8	18	140	187	4,744	$	4,060.39
4 - NEW AUBURN	302	284	69	292	37	74	62	14	626	0	6	15	0	35	1,816	$	1,297.47
5 - MINOT AVENUE	24	110	6	47	21	19	12	0	261	1	11	33	1	1	547	$	443.42
6 - COLLEGE ST	670	1461	463	773	232	614	197	500	1460	0	58	88	292	500	7,308	$	5,754.92
7 - AUBURN MALLS	324	470	144	426	70	112	163	124	1174	0	0	63	45	39	3,154	$	2,423.56
8 - MALL SHUTTLE	83	1	0	1	0	0	10	0	8	0	1	45	6	5170	5,325	$	57.30
9 - DOWNTOWN SHUTT	5	0	0	1	0	0	0	0	11	0	0	68	0	3188	3,273	$	58.35
TOTALS	3,019	4,970	994	2,831	1,184	1,709	1,632	962	6,132	9	93	388	719	9,628	34,270	$	20,507.92

SEPTEMBER TOTALS

FIXED ROUTE	T	>>>>>Fares<<<			>>>>>>>>Passes<<<<<<											Driver	Mileage
	TRAN	REG	STUD	SEN/ADA	REG -T	SEN/ADA - T	REG - MP	STUD -MP	SEN/ADA -MP	SINGLE RIDE	L/C	W/C	BB	FF	Total	Hrs	
1-MAIN ST	386	469	138	306	90	205	215	141	978	8	3	35	49	185	3208	234.28	3025
2-SABATTUS ST	628	901	48	431	521	317	663	76	772	0	6	23	186	323	4895	219.02	2376
3-LISBON ST	597	1274	126	554	213	368	310	107	842	0	8	18	140	187	4744	229.13	3090
4-NEW AUBURN	302	284	69	292	37	74	62	14	626	0	6	15	0	35	1816	239.90	2679
5 - MINOT AVE	24	110	6	47	21	19	12	0	261	1	11	33	1	1	547	100.32	1464
6-COLLEGE ST	670	1461	463	773	232	614	197	500	1460	0	58	88	292	500	7308	105.20	1697
7-AUBURN MALLS	324	470	144	426	70	112	163	124	1174	0	0	63	45	39	3154	117.63	1474
8-MALL SHUTTLE	83	1	0	1	0	0	10	0	8	0	1	45	6	5170	5325	214.55	2588
9- DOWNTOWN SHUTTLE	5	0	0	1	0	0	0	0	11	0	0	68	0	3188	3273	104.68	876
10-FUTURE RUN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
11-FUTURE RUN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
GRAND TOTALS	3019	4970	994	2831	1184	1709	1632	962	6132	9	93	388	719	9626	34270	1565	19269

WESTERN MAINE TRANSPORTATION SERVICES, INC.
LEWISTON-AUBURN TRANSIT COMMITTEE
OPERATING STATISTICS
SEPT 15' FY 15

OPERATING DAYS - 25

ROUTE	CURRENT RIDERSHIP	PERCENT	Y-T-D RIDERSHIP	PERCENT	CURRENT MILEAGE	PERCENT	Y-T-D MILEAGE	PERCENT	CURRENT HOURS	PERCENT	Y-T-D HOURS	PERCENT	CURRENT REVENUE	PERCENT	Y-T-D REVENUE	PERCENT
1 - MAIN STREET	3,208	9.36%	40,778	9.60%	3,025	15.70%	36,547	15.76%	234	14.97%	2792	14.76%	2349.80	11.46%	29708.39	11.64%
2 - SABATTUS STREET	4,895	14.28%	58,382	13.75%	2,376	12.33%	29,140	12.57%	219	14.00%	2663	14.08%	4062.71	19.81%	48582.65	19.04%
3 - LISBON STREET	4,744	13.84%	61,134	14.40%	3,090	16.04%	37,702	16.26%	229	14.64%	2777	14.68%	4060.39	19.80%	52194.99	20.46%
4 - NEW AUBURN	1,816	5.30%	26,148	6.16%	2,679	13.90%	31,596	13.62%	240	15.33%	2887	15.26%	1297.47	6.33%	18307.81	7.18%
5 - MINOT AVE	547	1.60%	6,066	1.43%	1,464	7.60%	17,916	7.73%	100	6.41%	1234	6.52%	443.42	2.16%	4729.46	1.85%
6 - COLLEGE STREET	7,308	21.32%	86,754	20.43%	1,697	8.81%	20,401	8.80%	105	6.72%	1269	6.71%	5754.92	28.06%	69180.31	27.11%
7 - AUBURN MALLS	3,154	9.20%	41,132	9.69%	1,474	7.65%	17,886	7.71%	118	7.52%	1433	7.58%	2423.56	11.82%	31311.01	12.27%
8 - MALL SHUTTLE	5,325	15.54%	64,097	15.09%	2,588	13.43%	31,152	13.43%	215	13.71%	2603	13.76%	57.30	0.28%	587.06	0.23%
9 - DOWNTOWN SHUTTLE	3,273	9.55%	40,161	9.46%	876	4.55%	9,567	4.13%	105	6.69%	1260	6.66%	58.35	0.28%	544.79	0.21%
TOTALS	**34,270**	100.00%	**424,652**	100.00%	**19,269**	100.00%	**231,907**	100.00%	**1,565**	100.00%	**18,918**	100.00%	**$20,508**	100.00%	**$255,146**	100.00%

ROUTE	CURRENT TPM	Y-T-D TPM	CURRENT TPH	Y-T-D TPH	CURRENT REV/HR	Y-T-D REV/HR
1 - MAIN STREET	1.1	1.1	13.7	14.6	$10.0	11
2 - SABATTUS STREET	2.1	2.0	22.3	21.9	$18.5	18
3 - LISBON STREET	1.5	1.6	20.7	22.0	$17.7	19
4 - NEW AUBURN	0.7	0.8	7.6	9.1	$5.4	6
5 - MINOT AVENUE	0.4	0.3	5.5	4.9	$4.4	4
6 - COLLEGE STREET	4.3	4.3	69.5	68.4	$54.7	55
7 - AUBURN MALLS	2.1	2.3	26.8	28.7	$20.6	22
8 - MALL SHUTTLE	2.1	2.1	24.8	24.6	$0.3	0
9 - DOWNTOWN SHUTTLE	3.7	4.2	31.3	31.9	$0.6	0
TOTALS	1.8	1.8	21.9	22.4	$13.1	13

WESTERN MAINE TRANSPORTATION SERVICES, INC.

LEWISTON-AUBURN TRANSIT COMMITTEE

Sep-15

ROUTE	TRNSFR	CASH REGLR	CASH STDNT	CASH SEN/DIS	MULTIPASS REGLR	MULTIPASS SEN/DIS	MNTHPASS REGLR	MNTHPASS STDNT	MNTHPASS SEN/DIS	SINGLE RIDE	LIS CNCT	WHLCHR	BUSNBUY	$0 FARE	TOTAL	YTD TOTAL
1 - MAIN STREET	386	469	138	306	90	205	215	141	978	8	3	35	49	185	3,208	40,778
PRIOR YEAR	316	431	70	340	155	147	239	179	948	0	2	33	57	159	3,076	35,105
INC/DEC	70	38	68	-34	-65	58	-24	-38	30	8	1	2	-8	26	132	5,673
PERCENT CHANGE	22%	9%	97%	-10%	-42%	39%	-10%	-21%	3%	#DIV/0!	50%	6%	-14%	16%	0	0
2 - SABATTUS STREET	628	901	48	431	521	317	663	76	772	0	6	23	186	323	4,895	58,382
PRIOR YEAR	600	913	108	596	621	311	882	95	728	0	3	81	90	321	5,349	53,446
INC/DEC	28	(12)	(60)	(165)	(100)	6	(219)	(19)	44	0	3	(58)	96	2	-454	4,936
PERCENT CHANGE	5%	-1%	-56%	-28%	-16%	2%	-25%	-20%	6%	#DIV/0!	100%	-72%	107%	1%	0	0
3 - LISBON STREET	597	1274	126	554	213	368	310	107	842	0	8	18	140	187	4,744	61,134
PRIOR YEAR	584	1193	65	526	404	685	641	105	474	0	3	50	115	265	5,110	53,871
INC/DEC	13	81	61	28	-191	-317	-331	2	368	0	5	-32	25	-78	-366	7,263
PERCENT CHANGE	2%	7%	94%	5%	-47%	-46%	-52%	2%	78%	#DIV/0!	167%	-64%	22%	-29%	0	0
4 - NEW AUBURN	302	284	69	292	37	74	62	14	626	0	6	15	0	35	1,816	26,148
PRIOR YEAR	285	214	12	237	67	103	283	52	734	0	1	17	0	87	2,092	24,167
INC/DEC	17	70	57	55	-30	-29	-221	-38	-108	0	5	-2	0	-52	-276	1,981
PERCENT CHANGE	6%	33%	475%	23%	-45%	-28%	-78%	-73%	-15%	#DIV/0!	500%	-12%	#DIV/0!	-60%	0	0
5 - MINOT AVENUE	24	110	6	47	21	19	12	0	261	1	11	33	1	1	547	6,066
PRIOR YEAR	60	101	12	71	30	20	33	1	178	0	0	9	0	7	522	5,680
INC/DEC	-36	9	-6	-24	-9	-1	-21	-1	83	1	11	24	1	-6	25	386
PERCENT CHANGE	-60%	9%	-50%	-34%	-30%	-5%	-64%	-100%	47%	#DIV/0!	#DIV/0!	267%	#DIV/0!	-86%	0	0
6 - COLLEGE ST	670	1461	463	773	232	614	197	500	1460	0	58	88	292	500	7,308	86,754
PRIOR YEAR	570	1200	404	675	265	522	605	956	1374	0	2	213	321	265	7,372	76,286
INC/DEC	100	261	59	98	-33	92	-408	-456	86	0	56	-125	-29	235	-64	10,468
PERCENT CHANGE	18%	22%	15%	15%	-12%	18%	-67%	-48%	6%	#DIV/0!	2800%	-59%	-9%	89%	0	0
7 - AUBURN MALLS	324	470	144	426	70	112	163	124	1174	0	0	63	45	39	3,154	41,132
PRIOR YEAR	342	485	174	437	141	174	373	325	1090	0	0	79	46	48	3,714	36,465
INC/DEC	-18	-15	-30	-11	-71	-62	-210	-201	84	0	0	-16	-1	-9	-560	4,667
PERCENT CHANGE	-5%	-3%	-17%	-3%	-50%	-36%	-56%	-62%	8%	#DIV/0!	#DIV/0!	-20%	-2%	-19%	0	0
8 - MALL SHUTTLE	83	1	0	1	0	0	10	0	8	0	1	45	6	5170	5,325	64,097
PRIOR YEAR	2	1	0	0	0	0	0	0	0	0	0	88	2	5779	5,872	56,387
INC/DEC	81	0	0	1	0	0	10	0	8	0	1	-43	4	-609	-547	7,710
PERCENT CHANGE	4050%	0%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-49%	200%	-11%	0	0
9 DOWNTOWN SHUTTLE	5	0	0	1	0	0	0	0	11	0	0	68	0	3188	3,273	40,161
PRIOR YEAR	1	1	0	1	0	0	0	0	2	0	0	40	0	3236	3,281	31,457
INC/DEC	4	-1	0	0	0	0	0	0	9	0	0	28	0	-48	-8	8,704
PERCENT CHANGE	400%	-100%	#DIV/0!	0%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	450%	#DIV/0!	#DIV/0!	70%	#DIV/0!	-1%	0	0
TOTALS	3,019	4,970	994	2,631	1,184	1,709	1,632	962	6,132	9	93	388	719	9,628	34,270	424,652
PRIOR YEAR	2,760	4,539	845	2,883	1,683	1,962	3,056	1,713	5,528	0	11	610	631	10,167	36,388	372,864
INC/DEC	259	431	149	-52	-499	-253	-1,424	-751	604	9	82	-222	88	-539	-2,118	51,788
PERCENT CHANGE	0	0	0	0	0	0	0	0	0	#DIV/0!	1	0	0	0	0	0

WESTERN MAINE TRANSPORTATION SERVICES, INC.
LEWISTON-AUBURN TRANSIT COMMITTEE
RIDERSHIP STATISTICS
FY 2015 (OCT 14-SEPT 15)

ROUTE	October	November	December	January	February	March	April	May	June	July	August	Sept	TOTAL	2014	2013	2012	2011
1 - MAIN STREET	3,408	2,981	3,411	2,981	3,050	3,540	3,494	3,428	3,794	4,023	3,460	3,208	**40,778**	**35,105**	**34,210**	**37,316**	**23,819**
2 - SABATTUS STREET	5,686	4,470	5,470	4,438	4,268	4,786	3,962	4,901	5,281	5,548	4,677	4,895	**58,382**	**53,446**	**48,683**	**43,590**	**32,490**
3 - LISBON STREET	5,647	4,499	5,202	4,935	4,997	5,286	4,808	5,219	5,447	5,738	4,612	4,744	**61,134**	**53,871**	**53,496**	**50,738**	**40,597**
4 - NEW AUBURN	2,440	1,866	2,331	2,078	2,063	2,358	2,262	2,115	2,283	2,324	2,212	1,816	**26,148**	**24,167**	**24,692**	**28,191**	**21,455**
5 - MINOT AVENUE	492	372	547	441	367	426	465	529	615	653	612	547	**6,066**	**5,680**	**5,515**	**4,366**	**3,723**
6 - COLLEGE STREET	8,615	6,910	7,328	5,955	6,203	7,292	7,212	7,284	7,446	7,516	7,685	7,308	**86,754**	**76,286**	**71,977**	**71,371**	**62,686**
7 - AUBURN MALLS	3,549	3,096	3,643	3,403	3,586	3,641	3,718	3,446	3,248	3,360	3,288	3,154	**41,132**	**36,465**	**31,616**	**32,039**	**27,045**
8 - MALL SHUTTLE	6,411	5,413	5,988	4,429	4,939	5,542	5,916	4,968	4,980	5,062	5,124	5,325	**64,097**	**56,387**	**50,366**	**53,776**	**47,940**
9 - DOWNTOWN SHUTTLE	3,219	2,658	2,799	3,224	2,931	3,490	3,586	3,465	3,487	4,253	3,776	3,273	**40,161**	**31,457**	**32,368**	**29,217**	**25,454**
GRANDTOTALS	**39,467**	**32,265**	**36,719**	**31,884**	**32,404**	**36,361**	**35,423**	**35,355**	**36,581**	**38,477**	**35,446**	**34,270**	**424,652**	**372,864**	**352,923**	**350,604**	**285,209**
PERCENT CHANGE	**24.89%**	**22.66%**	**34.48%**	**20.65%**	**13.24%**	**19.70%**	**5.72%**	**9.39%**	**16.15%**	**11.20%**	**4.49%**	**-5.82%**					

FY 2015	39,467	32,265	36,719	31,884	32,404	36,361	35,423	35,355	36,581	38,477	35,446	34,270	424,652
FY 2014	31,602	26,305	27,304	26,426	28,616	30,377	33,507	32,321	31,495	34,601	33,922	36,388	372,864
FY 2013	32,299	30,705	27,885	27,752	28,609	30,721	31,571	30,820	26,812	28,050	29,109	28,590	352,923
FY 2012	27,629	28,445	29,639	26,165	28,457	29,872	29,405	28,914	30,553	28,896	32,654	29,975	350,604
FY 2011	21,889	23,049	24,646	19,852	21,455	24,460	24,458	23,176	25,055	23,771	26,302	27,096	285,209
FY 2010	20,675	18,370	20,848	17,844	18,415	20,500	20,722	19,287	20,226	19,364	20,012	22,869	239,132
FY 2009	20,762	16,804	20,309	17,305	17,562	18,682	19,955	17,833	18,593	18,998	18,712	19,416	224,931
FY 2008	19,119	18,412	17,967	17,520	16,527	18,305	20,933	20,458	19,122	21,664	21,553	19,349	230,929
FY 2007	17,743	17,238	17,175	15,971	14,090	17,349	15,237	17,748	16,978	16,524	19,007	15,865	200,925
FY 2006	17,451	17,633	17,683	16,197	16,789	19,532	16,984	18,406	19,273	16,836	20,321	17,730	214,835
FY 2005	15,214	15,948	16,819	14,251	13,918	17,384	17,407	17,160	17,631	16,185	19,086	17,542	198,545
FY 2004	12,841	11,149	13,187	11,272	11,227	16,470	16,422	14,769	16,544	14,688	15,245	15,157	168,971
FY 2003	11,889	9,978	10,183	9,958	9,687	10,185	11,319	10,975	11,464	11,651	12,045	11,216	130,550
FY 2002	11,030	10,039	9,854	10,008	9,315	10,064	10,450	10,501	10,053	10,656	10,258	9,995	122,223
FY 2001	10,718	10,420	9,920	10,479	9,488	9,520	9,953	10,557	9,577	9,497	11,210	9,119	120,458
FY 2000	10,176	10,540	10,689	8,609	9,754	12,032	9,557	10,870	10,630	9,457	10,812	10,320	123,446

	October	November	December	January	February	March	April	May	June	July	August	September	
OPERATING DAYS													
FY 2015	27	24	26	25	24	26	26	25	26	26	26	25	306
FY 2014	27	25	25	26	24	26	25	26	25	26	26	25	306
FY 2013	27	25	25	26	23	26	26	26	25	26	27	24	306
FY 2012	26	25	27	26	25	27	25	26	26	25	27	24	309
FY2011	26	25	26	25	24	27	26	25	26	25	27	25	307
FY2010	22	21	22	20	20	23	22	20	22	22	26	25	265
FY2009	22	19	22	21	20	22	22	20	22	21	21	21	253
FY 2008	23	20	20	22	21	21	22	21	21	22	21	21	255
FY 2007	22	21	20	22	20	22	21	22	21	21	23	19	254
FY 2006	21	21	22	21	20	23	20	22	22	20	23	20	255
FY 2005	21	21	23	21	19	23	21	21	22	20	23	21	256
FY 2004	23	19	22	22	20	23	22	20	22	21	22	21	257
FY 2003	22	20	21	22	20	21	22	21	21	22	21	21	254
FY 2002	22	20	20	21	20	21	21	22	20	22	22	20	251
FY 2001	21	20	20	21	20	22	20	22	21	21	23	19	250
FY 2000	20	20	21	20	21	23	19	22	22	20	23	20	251
FY 1999	21	19	22	19	20	23	21	20	22	21	22	21	251
FY 1998	22	18	22	19	20	22	21	20	22	22	21	21	250
FY 1997	22	19	21	21	20	21	21	21	22	22	21	21	252
AVE RDERSHP/DAY													
FY 2015	1,462	1,344	1,412	1,275	1,350	1,399	1,362	1,414	1,407	1,480	1,363	1,371	1,388
FY 2014	1,170	1,052	1,092	1,016	1,192	1,168	1,340	1,243	1,260	1,331	1,305	1,456	1,219
FY 2013	1,196	1,228	1,115	1,067	1,244	1,182	1,214	1,185	1,072	1,079	1,078	1,191	1,153
FY 2012	1,063	1,138	1,098	1,006	1,138	1,106	1,176	1,112	1,175	1,156	1,209	1,249	1,135
FY 2011	842	922	948	794	894	906	941	927	964	951	974	1,084	929
FY 2010	940	875	948	892	921	891	942	964	919	880	770	915	902
FY 2009	944	884	923	824	878	849	907	892	845	905	891	925	889
FY 2008	831	921	898	796	787	872	952	974	911	985	1,026	921	906
FY 2007	807	821	859	726	705	789	726	807	808	787	826	835	791
FY 2006	831	840	804	771	839	849	849	837	876	842	884	887	842
FY 2005	724	759	731	679	733	756	829	817	801	809	830	835	776
FY 2004	558	587	599	512	561	716	746	738	752	699	693	722	657
FY 2003	540	499	485	453	484	485	515	523	546	530	574	534	514
FY 2002	501	502	493	477	466	479	498	477	503	484	466	500	487
FY 2001	510	521	496	499	474	433	498	480	456	452	487	480	482
FY 2000	509	527	509	430	464	523	503	494	483	473	470	516	492
FY 1999	516	532	522	467	485	529	534	507	505	485	501	508	508
FY 1998	468	485	461	390	452	485	467	476	474	436	504	544	471
FY 1997	447	430	429	407	444	428	430	427	415	397	442	444	428

			Jun-15	
DATE	BUS #	RUN	RUN TIME	REASON MISSED

			Sep-15	
DATE	BUS #	RUN	RUN TIME	REASON MISSED
9/10/2015	802	MINOT AVE	4:15	HAD TO WAIT FOR TRAIN FOR 10MIN
9/28/2015	9767	AUBURN MALL	12:45	LIFT STUCK
9/29/2015	502	MAIN ST	9:15	BUS DIED (FUEL PUMP)

Lewiston-Auburn Transit Committee
ADA Ridership
October 2014 - September 2015

	Total Trips	ADA Trips	Companion Trips	PCA Trips	Total No Show	Revenue	Total Miles	Revenue per Mile	Riders per Mile	Operating Cost	Total Cost per Mile	Total Rev per Trip	Total Deficit per Trip
Oct-14	854	852	2	18	7	$2,562.00	2,321	1.10	0.37	$12,975.00	$5.59	$15.19	$12.19
Nov-14	680	678	2	23		$2,040.00	1,855	1.10	0.37	$12,975.00	$6.99	$19.08	$16.08
Dec-14	701	699	2	15	12	$2,103.00	1,877	1.12	0.37	$12,975.00	$6.91	$18.51	$15.51
Jan-15	663	657	6	12	17	$1,989.00	1,737	1.15	0.38	$12,975.00	$7.47	$19.57	$16.57
Feb-15	591	588	3	2	5	$1,773.00	1,510	1.17	0.39	$12,975.00	$8.59	$21.95	$18.95
Mar-15	758	750	8	0	10	$2,274.00	1,944	1.17	0.39	$12,975.00	$6.67	$17.12	$14.12
Apr-15	757	753	4	4	10	$2,271.00	1,833	1.24	0.41	$12,975.00	$7.08	$17.14	$14.14
May-15	644	642	2	6	9	$1,932.00	1,653	1.17	0.39	$12,975.00	$7.85	$20.15	$17.15
Jun-15	699	695	4	2	13	$2,085.00	1,780	1.17	0.39	$12,975.00	$7.29	$18.56	$15.58
Jul-15	673	667	6	0	10	$2,019.00	1,833	1.10	0.36	$12,975.00	$7.08	$19.28	$16.28
Aug-15	560	556	4	0	8	$1,680.00	1,419	1.18	0.39	$12,975.00	$9.14	$23.17	$20.17
Sep-15	614	612	2	4	10	$1,842.00	1,544	1.19	0.40	$12,975.00	$8.40	$21.13	$18.13
Total	8,194	8,149	45	86	111	$24,570.00	21,306			$155,700.00	$7.31	$19.00	$16.00
Mth Avg	683	679	4	7	9	$2,047.50	1,776	$0.18	0.38				

Marsha Bennett

From: Hurley, William J <William.J.Hurley@maine.gov>
Sent: Wednesday, October 21, 2015 11:26 AM
To: 'Al Schutz'; Amanda Kral (Isle au Haut); Andrew Deci (adeci@cityofbath.com); Art Handman (ahandman@southportland.org); artsexd@ne.twcbc.com; Brent Stapley (Waldo CAP); Concord Coach; Connie Garber; Custom Coach and Limo; Cyr Bus; 'Dawes, Robert'; Emory West (westbus@ymail.com); Gary Dorman (Penquis); gjordan@gpmetrobus.com; Glenn Gordon (Community Concepts); H.Rodney Carpenter (fleetmgr@shuttlebus-zoom.com); Henry Berg; Jack DeBeradinis (jackd@rtprides.org); Jamie Parsons (jparsons@waldocap.org); Jim Huff (Coastal Trans); Jim Wood; lbelfiore@whcacap.org; Lee Karker (lkarker@mchinc.org); Linda Prince (LindaPrince@community-concepts.org); Linscott, Laurie; Marcia Larkin (mlarkin@penquis.org); Marsha Bennett; Northeast Charter and Tour; Paul Murphy; Phil Nadeau (LATC); Roki Horr (rokih@cascobaylines.com); rsargent@southportland.org; Sandy Buchanan (sbuchanan@westernmainetrans.org); Tom Ridge (Greater Portland Transit District); VIP Tour and Charter Bus Co. (aviptour@maine.rr.com)
Cc: Moreau, Susan; Peter Schauer; Rich Rothe
Subject: Information Gathering

Greetings: As the strategic planning continues its refinement for eventual implementation we are fast approaching a milestone to produce the performance measures required of the plan. Providing the following information will greatly help our focus and tailor PM's that can be presented to elected officials and key influencers of general public transit.

In support of these goals please answer the following questions. **Indicate if your response to the question is an estimate or based on actual data that you collect and maintain.**

1. How many annual revenue miles did your organization provide in 2013 and 2014? *(If you do not track miles then please provide hours. Also, if it applies, report both rural and urban miles separately in your answer. Do not combine the two and submit a total.)*

2. How many injuries to riders occurred and were formally reported to your organization in 2013 and 2014?

Injury is defined as: Any damage or harm to persons as a result of an event that requires immediate medical attention away from the scene.

3. How many fatalities to riders occurred and were formally reported to your organization in 2013 and 2014?

4. How many incidents occurred in 2013 and 2014 that met the definition of "reportable" according to the National Transit Database?

Reportable Incident defined as:

A safety or security event occurring on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle that results in one or more of the following conditions:
- *A fatality confirmed within 30 days of the event*

- *An injury requiring immediate medical attention away from the scene for one or more persons*
- *Property damage equal to or exceeding $25,000*
- *Collisions involving transit vehicles that require towing away from the scene for a transit roadway vehicle or other non-transit roadway vehicle*
- *An evacuation for due to or under hazardous conditions or to the rail right-of-way*
- *Rail transit vehicle collisions occurring at a grade crossing*
- *Rail transit vehicle collisions with an individual on the rail right-of-way*
- *Rail transit vehicle collisions with another revenue or non-revenue rail transit vehicle*
- *A mainline or yard derailment of revenue or non-revenue vehicles*

Excludes occupational safety events occurring in administrative buildings.

5. Indicate the percentage of remaining useful life in your active vehicle fleet, including spares. Vehicles that are not operational or awaiting disposal should not be counted.

6. Indicate the percentage of your active, operational fleet that is past its useful life, including spares. Vehicles that are not operational or awaiting disposal should not be counted.

7. Report the average percentage of your monthly preventative maintenance performed in accordance with the definitions provided by the FTA and monitored by MaineDOT Fleet Services for 2014.

8. Report the number of missed trips in 2014. Missed trips are defined as:

Fixed/Flex Route: Trips removed from the daily schedule.

Demand Response: a missed trip occurs when a trip is scheduled, but no vehicle shows up to collect the passenger.

9. Complaint / Compliment Rate: Report the number of documented complaints received by your service in 2014.

10. Report the number of documented compliments received by your service in 2014.

11. Report your On-Time Performance for 2013 and 2014. On-time performance is defined as:

Fixed Route: The percentage of transit vehicles departing or arriving at a location on time.

Demand Response: On-time performance as measured in demand-responsive service means that service should be provided within a reasonable period before or after the agreed-upon pickup time. A trip is measured as late when it is later than the acceptable service window.

We understand that on-time performance standards differ from provider to provider. So please report on-time performance based on your standard.

Most of the required data can be found in the National Transit Database. If data cannot be located in the NTD then indicate in your response if your organization tracks the data or you are submitting estimates.

If you can provide me the answers sometime early next week it would be appreciated.

Thanks,
Bill

William J. Hurley
Transit Supervisor
Bureau of Planning
Multimodal Planning Division
Maine Department of Transportation
16 State House Station
Augusta, ME 04333-0016
Cell: (207) 446-8947
Desk: (207) 624-3240
Fax: (207) 624-3099

Information for Performance Measures FY13 and 14
Lewiston-Auburn Transit Committee

In support of these goals please answer the following questions. **Indicate if your response to the question is an estimate or based on actual data that you collect and maintain.**

1. How many annual revenue miles did your organization provide in 2013 and 2014? *(If you do not track miles then please provide hours. Also, if it applies, report both rural and urban miles separately in your answer. Do not combine the two and submit a total.)*
Fixed Route:
FY13 – 18,353
FY14 – 18,799

2. How many injuries to riders occurred and were formally reported to your organization in 2013 and 2014?
FY13 – 2
FY14 – 0

Injury is defined as: Any damage or harm to persons as a result of an event that requires immediate medical attention away from the scene.

3. How many fatalities to riders occurred and were formally reported to your organization in 2013 and 2014?
FY13 – 0
FY14 – 0

4. How many incidents occurred in 2013 and 2014 that met the definition of "reportable" according to the National Transit Database?
FY13 – 1
FY14 – 0

Reportable Incident defined as:

A safety or security event occurring on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle that results in one or more of the following conditions:
- *A fatality confirmed within 30 days of the event*
- *An injury requiring immediate medical attention away from the scene for one or more persons*
- *Property damage equal to or exceeding $25,000*
- *Collisions involving transit vehicles that require towing away from the scene for a transit roadway vehicle or other non-transit roadway vehicle*
- *An evacuation for due to or under hazardous conditions or to the rail right-of-way*
- *Rail transit vehicle collisions occurring at a grade crossing*
- *Rail transit vehicle collisions with an individual on the rail right-of-way*

- *Rail transit vehicle collisions with another revenue or non-revenue rail transit vehicle*
- *A mainline or yard derailment of revenue or non-revenue vehicles*

Excludes occupational safety events occurring in administrative buildings.

5. Indicate the percentage of remaining useful life in your active vehicle fleet, including spares. Vehicles that are not operational or awaiting disposal should not be counted.
   21% (as of 9/30/15)

6. Indicate the percentage of your active, operational fleet that is past its useful life, including spares. Vehicles that are not operational or awaiting disposal should not be counted.
   71% (as of 9/30/15)

7. Report the average percentage of your monthly preventative maintenance performed in accordance with the definitions provided by the FTA and monitored by MaineDOT Fleet Services for 2014.
   35%

8. Report the number of missed trips in 2014. Missed trips are defined as:
   FY – 14: 98 missed trips

Fixed/Flex Route: Trips removed from the daily schedule.

Demand Response: a missed trip occurs when a trip is scheduled, but no vehicle shows up to collect the passenger.

9. Complaint / Compliment Rate: Report the number of documented complaints received by your service in 2014.
   This information has not been documented.

10. Report the number of documented compliments received by your service in 2014.
    This information has not been documented.

11. Report your On-Time Performance for 2013 and 2014. On-time performance is defined as:
    FY13 – 99.6%
    FY14 – 99.7%

Fixed Route: The percentage of transit vehicles departing or arriving at a location on time.

Demand Response: On-time performance as measured in demand-responsive service means that service should be provided within a reasonable period before or after the agreed-upon pickup time. A trip is measured as late when it is later than the acceptable service window.

Lewiston-Auburn Transit Committee/AVCOG

And

Merwin Vehicle Consulting

Contract made this 12th day of November, 2015 by and between

Merwin Vehicle Consulting P.O. Box 55 / 31 East Pond Road Jefferson, Maine 04348 hereinafter referred to as MVC.

And the

Lewiston-Auburn Transit Committee/AVCOG 125 Manley Road, Auburn, Maine 04210 hereinafter referred to as LATC.

In consideration of the premises and mutual covenants and agreements herein contained, it is hereby agreed by and between the parties hereto as follows:

MVC agrees to furnish consulting services as described completely by the agreed SOW contained in this contract.

These buses shall be described by the following numbers:

Bus # 15-001-A VIN#

All necessary paperwork shall reference these numbers (insurance, etc.)

The LATC in compliance with the Bid proposal including the Instructions for Proposers, approved exceptions and equals, Scope of work, Technical specifications for this project and the additional accident repair in accordance with LATC's approved Federal Transit Administration (FTA), State of Maine (DOT) and local share Reimbursement funding project. Said Bid Proposal including Instructions for Proposer's and Technical Specifications is made part of this contract by reference;

LATC agrees to pay MVC and MVC agrees to accept in full payment for the performance of this contract, a maximum: Seven Thousand eight hundred and sixty-three dollars ($7,863.00) per bus said payment to be made:

The Contractor will be allowed in incrementally invoice costs at various stages of the execution of the contract:
Stage 1: Reimburse the Contractor for Administrative and logistical costs associated with the following items:

- MVC will locate, determine the validity, inspection and acceptance of pre-owned transit buses into the MMA Bus Rehab/Rebuild Program. The buses will be earmarked for use by Maine FROs.
- A schedule and all necessary documentation associated with Pre-owned Bus Purchase and Pre-delivery Inspections and arrangements for delivery to the State of Maine.

Stage2: After completing inspections and furnishing documents at the following intervals: 30%, 60%, 80% and final inspection / acceptance.

Stage 3: Any additional work effort identified, documented and approved by the customer (FRO)

SCOPE OF WORK: Mike Merwin, Merwin Vehicle Consulting

Mike Merwin

Merwin Vehicle Consulting, Contract dates: *November 12, 2015 to November 9, 2016*

To include Four (4) One (1) year renewable options.

The Tasks cited below may only be modified by Maine Military Authority (MMA) and Fixed Route

Operators (FRO) with the agreement of Merwin Vehicle Consulting (MVC) Consultant.

INTENT: This Scope Of Work (SOW) is intended to assist Maine Military Authority with its efforts to provide the Maine's Urban/Fixed Route Operators with complete Pre-owned Transit Buses that are capable of performing Public Transportation Service at a reasonable cost to the Federal Transit Administration, State of Maine and Maine Local Transportation Agencies.

TASK 1 – COORDINATION OF DUTIES WITH MMA and FROs

The Consultant (MVC) will provide the following.

- MVC will locate, determine the validity, inspection and acceptance of pre-owned transit buses into the MMA Bus Rebuild Program. The buses will be earmarked for use by Maine FROs.
- A schedule and all necessary documentation associated with Pre-owned Bus Purchase and Pre-delivery Inspections and arrangements for delivery to the State of Maine.
- Third Party Bus Rehab Inspections at the MMA facility in Limestone Maine at 30, 60, 80% intervals and again at final inspection before delivery.
- All necessary Federal Transit Administration (FTA) documentation required and outlined in FTA Grant Management Guidelines related to funding requirements.
- Meetings as necessary with MMA and FROs to provide updated information related to the rehab process and current timeline.
- Provide a comprehensive Coach History Book on each transit vehicle receiving full or partial rehabs funded by the FTA and State of Maine. The Coach History Book will fully describe and document the complete MMA process from Pre-purchase Inspection to delivery of finished product.

TASK 2 – LOCATE AND DETERMINE THE VALITITY, INSPECTION AND ACCEPTANCE OF PRE-OWNED BUSES INTO THE MMA REBUILD BUS PROGRAM

MVC will locate, determine the validity, inspection and acceptance of pre-owned transit buses into the MMA Bus Rebuild Program. This process will require research with Transit Agencies and Vendors throughout the United States. MVC will determine the validity of accepting the buses into the program. Travel will be necessary in order to perform acceptance of the buses. It may be necessary for MVC to sub-contract with out of state vendors for inspections in order to reduce the cost of travel.
MVC and MMA will negotiate the sale price of the buses with parties disposing of the vehicles. Upon acceptance of the vehicles MVC will provide travel arrangements for the vehicles to MMA in Limestone, Maine.
MVC will make every effort to obtain original specifications, FTA required documentation, and Mfg. performed and pending recalls and service bulletins, maintenance records and any other information related to the vehicles.

TASK 3 – INSPECTION and FOLLOW-UP INSPECTIONS

After MMA accepts the vehicles and commences the repairs, all Third Party Inspections will be performed by MVC in a timely manner upon periodic notification from MMA such required repairs and updates as outlined in the MMA Scope of Work (SOW) have been performed.
Follow-up Inspections will consist of the Consultant re-visiting the MMA facility on behalf of any FRO transit agencies and reviewing procedures compliance with all FTA, State of Maine, FRO and FMCSR Inspection, Repair, and Record Retention Standards, FTA Grant Management Guidelines. The Consultant will also advise MMA and transit agencies on any updated FTA Standards that provide compliance with State and Federal Rules and Regulations.
One determination of compliance is based on whether the required work performed by MMA and the necessary inspections are performed on time by MVC.

TASK 4 - WARRANTY ADMINISTRATION

The FTA requires vehicles rehabbed with Federal funds take full advantage of all manufacturer warranties. The Consultant will assure MMA providing vehicles utilizing FTA, State of Maine and Local funds to FROs complete all required warranties documentation associated with warranties on any vehicles. The Consultant will also be responsible for working with the MMA and FROs in order to resolve any warranty issues. MMA and FRO written policy on the process & coordination of warranty work should be completed by the delivery date of the first bus. This policy will direct the FRO to coordinate their own warranty work for the vehicles that are titled to them. Limited involvement in this process may be required by MVC.

TASK 5 - ADMINISTRATIVE MEETINGS WITH MVC, MMA and FROs

The consultant will meet with the MMA, and FROs periodically to discuss vehicle purchases, deliveries, warranties, inspections and final delivery of vehicles.

TASK 6 - REVIEW OF STATE AND FEDERAL REGULATIONS

The consultant is required to stay current on all Federal and State Regulations in numerous areas including, but not limited to, Federal Transit Administration, State of Maine Commercial Motor Vehicle Inspection Laws, Maine Title 29-A, FMVSS, FMCSR, FMCSA and ADA requirements.

TASK 7 – BUS OVERHAULS AND REBUILDS

The Consultant will work with MMA, FTA, FROs, Manufacturers and other authorized company, government and state agency both in and out of state to determine advisability and implementation of necessary Scope of Works, Policies, and Procedures. Arrange and attend necessary meetings, arrange schedules, perform required oversight related to Public Transportation vehicle purchases, disposals, midlife overhauls, rehab/rebuilds of FTA and State of Maine funded vehicles. This task will include extensive travel to the respective Agencies, MMA facility, inspection assessments related to public transportation vehicle technical specifications, build processes and monthly project updates. Travel to the MMA facility in Limestone, Maine.

TASK 8 – COACH HISTORY BOOK

The Consultant (MVC) will provide a Coach History Book specific to each transit vehicle receiving a full or partial rehab by MMA. This documentation will provide a documented history beginning with the pre-inspection process through delivery of the vehicle to the respective Agency. Every aspect of the processes will be documented. The Coach History Books will be provided at time of delivery of each completed vehicle.

IN SUMMARY

The above Consultants Task schedules are subject to change due to the MMA and FROs requests. Additional time may be necessary on part of the Consultant to complete some Tasks. Unforeseen emergencies, contract dates, delivery dates, vehicle rehab process, required follow-up inspection reviews and vehicle warranty issues with delivered vehicles may also impact the schedules.
Consultant is required to notify MMA and FROs administrative staff immediately of any FTA, FMCSA or State non-compliant issues related to the Tasks listed above.
Extensive travel in-state and out-of-state is necessary to complete the Tasks in this Assignment Letter.

M. A. Merwin, President, Merwin Vehicle Consulting

P. O. Box 55 / 31 East Pond Road

Jefferson, Maine 04348

_____ Date: _____

Phil Nadeau, LATC Chair

_____ Date: _____

Lewiston-Auburn Transit Committee/ Androscoggin Valley Council of Governments
And
Maine Military Authority

Contract made this 9th day of November, 2015 by and between

Maine Military Authority 22 Armory Rd, Augusta, Me 04330 hereinafter referred to as MMA, And the Lewiston-Auburn Transit Committee/AVCOG; 125 Manley Road, Auburn, ME 04210 here in after referred to as LATC.

Inconsideration of the premises and mutual covenants and agreements herein contained, it is hereby agreed by and between the parties hereto as follows:

MMA agrees to furnish one (1) rebuilt Transit buses as described completely by the agreed SOW contained in this contract.
It shall be described by the following numbers:
Bus # VIN#
All necessary paperwork shall reference this identification number (insurance, etc.)

Estimated pick up date (to be confirmed) is

The Lewiston-Auburn Transit Committee/AVCOG in compliance with the Bid Proposal including the Instructions for Proposers, Approved exceptions and equals, Scope of work, Technical Specification for this project, and the additional accident repair in accordance with LATC's approved Federal Transit Administration (FTA), State of Maine (DOT) and local share Reimbursement funding project. Said Bid Proposal including Instructions for Proposers and Technical Specifications is made part of this Contract by reference;

LATC agrees to pay to MMA, and the MMA agrees to accept, in full payment for the performance of this Contract, a maximum: One Hundred eighteen Thousand three Hundred fifty Dollar ($118,350.00) per bus, said payment to be made:

The Contractor will be allowed to incrementally invoice costs at various stages of the execution of this contract.

Stage 1: Reimburse the Contractor for Administrative and Logistical costs associated with the execution of this contract.

Stage 2: After third party oversight program inspection documents approval at each of the following intervals: 30%, 60%, 80% and final inspection/acceptance.

Stage 3: Any AWE (additional work effort) identified, documented and approved by the Consultant and customer (FRO)

1. General Information

A. Scope of Work

The purpose of this Scope of Work (SOW) is to purchase rebuilt, heavy duty, 30 – 35 foot, 12 year / 500,000 mile buses. The Contractor will perform any necessary repairs to extend the useful life by five years of Pre-owned Transit Vehicles purchased for use with-in the State of Maine and operated by Maine Public Transportation Fixed Route Operators (FRO). The SOW may include repairs to the vehicle frame, body, engine, transmission and sub-components as necessary to extend the vehicle expected useful life an additional five (5) years. This will include corrosion repair, painting of frames and bodies, and applying corrosion retardant coatings. This SOW provides both modest and extensive, cost-saving, mechanical repairs. The specific models to be purchased and repaired by the Contractor will be a mutually agreeable make and model as determined by the Contractor, the FRO and the FRO Consultant. A Joint Visual Inspection will be performed by the Contractor and the Consultant on all vehicles prior to acceptance under the terms of the contract. Deficiencies not covered under this SOW may be discovered during the repair process; these deficiencies will be reported to the FRO requesting the vehicles. The Contractor will repair these deficiencies only after receipt of proper authorization from the FRO.

B. Background

This program is designed to provide the Maine FRO with pre-owned rebuilt heavy-duty transit vehicles fully capable of providing safe, reliable and economical public transportation at a fair market value. Vehicles received and repaired by the Contractor will comply with Federal Motor Vehicle Safety Standards (FMVSS), Federal Motor Carrier Safety Regulations (FMCSR), Federal Transit Administration (FTA) Grant Management Guidelines, related to Vehicle Rehabilitations associated with transit vehicles for the year the vehicle was manufactured, and the Americans with Disabilities Act (ADA).

C. Applicable Documents

FMVSS, Maine Commercial Vehicle Inspection Manual.

Federal Motor Carrier Safety Regulations (FMCSR), Federal Transit Administration (FTA) Grant Management Guidelines related to Vehicle Rebuilds, ADA Guidelines and Requirements, and water testing.

D. Repair Manuals

All factory manuals for engines, transmissions, major components, complete vehicle service records, and line ticket registers will be supplied to the Contractor by previous operators, if available.

2. Requirements

a. **General**: The Contractor will determine a reasonable schedule and shipping information in a timeline sufficient to meet the goals of the FRO schedule whenever possible. The Contractor will follow all FMVSS, FMCSR, and FTA, ADA and Maine State Commercial Inspections rules and regulations. Radio equipment, surveillance equipment, GPS navigation systems, medical apparatus, and any non-standard or other applicable aftermarket upgrades or equipment are not covered under this SOW, unless mutually agreed upon by the FRO, an independent FRO entity and the Contractor or combination thereof. Vehicles shall have a new 12 month State of Maine Inspection sticker.

b. **<u>Detail Tasks following minimum FTA Standard Repair Compliance:</u> Engine Transmission and Associated components:**

c. Engine will meet, or exceed all OEM specifications for the year of engine manufacture date. All electronic controls shall be updated with the latest software versions available.

d. The air intake system shall be thoroughly cleaned. The air filter housing, molded hoses, filter element, and other associated parts with hardware shall be inspected and replaced as necessary.

e. The engine compartment is to be degreased and thoroughly cleaned using pressurized hot water. Engine compartment insulation blanket is to be replaced as necessary. All engine compartment wiring, switches, gauges, solenoids, terminal blocks, and Amphenol connectors, both halves, are to be replaced as necessary. All engine compartment light assemblies are to be inspected and replaced as necessary. Clearance between the radiator, electrical harnesses and water piping must meet or exceed OEM specifications. All engine compartment gauges are to be inspected and replaced as necessary. The rear apparatus box is to be cleaned and repaired or replaced as necessary with new to meet OEM specifications. The rear apparatus box switches, junction block, and magnetic switches and drain boot shall be replaced. **All electrical relays and solenoids shall be replaced.**

f. Air compressor and governor will meet or exceed OEM specifications.

g. The starting motor will be refurbished as necessary. Starter power cable from the starter to the engine compartment bulkhead is to be replaced with new cable of equal size to the OEM cable. All batteries will be replaced with new OEM compatible batteries.

h. The transmission assembly and oil cooler assembly shall be refurbished or replaced, if necessary, and shall include all applicable updates issued by the OEM. The transmission software will be updated with the latest software.

i. The transmission accumulator mounting brackets, straps, and associated hardware shall be inspected and replaced as necessary. The accumulator and plumbing shall be inspected and replaced as necessary. The transmission retarder solenoid valve, pressure switch, and pressure protection valve shall be inspected and replaced as necessary. All associated retarder control plumbing, electrical, and mounting hardware shall be inspected and replaced as necessary.

j. Rebuild the drive shaft assembly to bring to OEM specifications. Propeller shaft shall be rebuilt with new universal joints, lock washer, dust cap, and grease fittings. The slip joint of drive shaft must be brought to as new condition or replaced with parts meeting or exceeding OEM components. Drive shaft grease fittings must be in alignment with one another. Fuel filters and all fuel lines within the engine compartment are to be replaced with new. The fuel tanks are to be pressure checked; if defective, they will be replaced with new units. All tank/brackets will be checked and repaired as needed. All fuel lines outside the engine compartment will be inspected and replaced if there are any signs of wear. All lines are to be bracketed and routed in the original OEM configuration.

k. The exhaust system is to be inspected and replaced as necessary. All flexible exhaust piping is to be replaced with new. All exhaust blankets are to be inspected and replaced as necessary.

l. The radiator and charged air cooler system will be flushed and tested. All components of the 12-volt charger are to be inspected, tested, and replaced as necessary.

m. The 24-volt voltage regulator and equalizer are to be inspected, tested, and replaced as necessary.

n. All rubber belts will be replaced with new.

o. All engine compartment hoses and clamps will be inspected, torque or replaced as necessary.

p. All engine filters will be replaced as well as all cabin and A/C filters will be replaced with new.

Underbody

The vehicle undercarriage shall be cleaned by high-pressure washing with a degreasing agent. Areas to be cleaned include, but are not limited to, the attaching areas of all mild steel structural members, bulkheads, axle beams, rear axle, and suspension area.

All loose undercoating is to be removed to allow for full access to inspect the structure.

3. Brake System

All brake spiders shall be inspected to meet OEM specifications. Replace if requirements are not met.

All bolts shall be torque to OEM Specifications. Brakes shall be restored to OEM specifications.

All components will be torque to OEM specifications.

All S-cams, seals, bearing and bushings will be replaced with new. Brake drums will be refurbished (turned) or replaced with new.

Brake shoes will be qualified in accordance with APTA BT-RP-005-03

Recommended Practice for Transit Vehicle Brake Shoe Rebuild.

All brake block retaining hardware, wedge bolts, anchor pins, rollers, 0-rings and brake springs and clips shall be completely replaced with new components.

Wheels will have all rust and corrosion removed from the exterior and wheel mating surfaces prior to inspection.

All wheels will be inspected for deformities and cracks, with emphasis on the lug holes.

Defective wheels will be inspected and replaced, as necessary.

4. **Air Valves and Hoses**

a. All valves and hoses associated with the brake system shall be replaced with new OEM or Equivalent valves and hoses, if necessary. Valves to be replaced include but are not limited to:

- Parking brake relay valves
- SR-I valve
- Service brake relay valves
- Treadle valve (brake application valve)
- All check valves
- All QR-1 valves
- All ABS-related valves
- Interlock system valves
- Pressure protection valves
- Brake and accelerator valves and linkage

b. Brake Chambers: All air lines and/or tubing, both flexible and rigid, shall be tested, inspected, and replaced as required. Line supports and fittings shall be inspected and replaced as required. If required, replacement hoses, fittings, line supports, hardware, etc. shall be to OEM specifications.

c. All front and rear brake chambers are to be replaced with new OEM or equivalent units.

d. All rubber air lines mounted to the chambers are to be replaced with new.

e. The chamber stroke length will be measured to insure proper operation.

f. All hardware to connect the chamber to the slack adjuster is to be replaced.

5. **Slack Adjusters**

If necessary, automatic slack adjusters shall be replaced with matching OEM or Equivalent slack adjusters, installed in accordance with the manufacturer's specifications.

6. **ABS System**

a. All anti-lock brake system (ABS) sensors shall be replaced with new sensors. Sensors shall be properly adjusted to OEM specifications to the pulse rings on the hubs. ABS sensor harness connections shall be weather-tight.

b. There are to be no modifications made to the ABS harnesses.

7. **Warranty and Testing**

a. Brake system shall be fully tested before each vehicle is returned to FRO. Prior to delivery from the Contractor's facility the following tests shall be performed on the vehicle's air system:

- The vehicle shall be started and run at idle. The vehicle shall charge the Air system from forty (40) psig to the governor cut-off pressure in less than three (3) minutes.
- The vehicle shall be started and the air system shall be charged until the Governor cut-off is reached. The vehicle will then be shut down. The vehicle shall not leak down more than five (5) psig as indicated on the instrument panel mounted gauges, within(15) minutes from the point of governor cut-off.
- If the vehicle does not successfully complete the air system tests, the air System shall be re-inspected and all necessary repairs performed. After the repairs are completed the above tests shall be repeated until passed.

8. **Interior**

a. The Contractor shall inspect the interior for necessary work. Sharp edges or hazardous protrusions shall be removed. All interior panels and fixtures shall be securely fastened with tamper-proof fasteners. Modesty panels, seats, stanchions and passenger assists shall be made secure and rattle-free. All passenger seating configurations must be approved by FRO Consultant.

b. The Contractor shall make every effort to eliminate audible rattles and unnecessary interior noise.

c. All missing, corroded, stripped or imperfect fasteners shall be replaced with corrosion resistant fasteners or the correct size and thread and shall be installed per OEM specifications.

d. Driver's Compartment

- Dash panel lights shall be replaced as required. Cracked dash panels shall be replaced with new panels and reinforced. Worn or missing labels for driver controls shall be replaced.
- All driver controls shall be checked for proper operation. The brake and accelerator pedals shall be replaced with new pedals. Driver sun visors shall be checked for proper operation and necessary repairs made.
- All driver sun shades shall be in working order. If worn, tom, or otherwise damaged, will need to be replaced with new OEM OR EQUIVALENT approved sun shade.
- The driver's side window frame shall be removed and thoroughly cleaned. Any damaged or corroded window track shall be replaced with new track. Any cracked scratched or chipped glazed shall be replaced. When reassembled the window shall be tested for ease of operation.
- All glass shall pass the standard for Maine State Inspection.

e. The following items shall be provided in the driver's area of each vehicle:

- Properly-charged fire extinguisher

- Safety triangle kit
- First-aid kit
- Two (2) Wheel Chock Blocks secured
- Body Fluid Kit
- Belt Cutter and Glass Breaker

f. Driver Seats: The driver's seat in each vehicle shall be replaced with a new Recaro driver seat or equivalent. Alterations from Recaro must be approved by FRO. Each seat shall be equipped with a lap belt complying with FMVSS 207 & 210. The belt shall be of the maximum length, having an automatic retractor on the left side, and the mating part on the right side shall be as short as possible. Belt color shall be safety orange.

g. All upholstery will be deep cleaned using a commercial system.

- Passenger seats are to be inspected. Any seat with a tear, rip, or stain that cannot be removed, that has loose material, or is worn thin, shall be re-covered in upholstery fabric to match the remainder of the seats in the vehicle.
- Passenger seat frames and other components will be repaired or replaced if needed. Seats will be attached to the body of the vehicle per OEM specifications. The seat padding is to be inspected and replaced with new durable padded seat inserts of OEM thickness and composition. All the padding need not be changed, only add enough to bring the seat padding up to OEM thickness and composition.

9. *ADA Accommodations*

All ADA-required passenger accommodations shall be thoroughly inspected for proper functionality and defective components shall be replaced as necessary. Wheelchair restraints shall be checked for safety and retraction. Belts shall be cleaned. Securement pockets shall be cleaned of dirt and debris. Flip seats shall be checked for proper operation and repairs made, as necessary.

10. Interior Lighting

All interior passengers lighting, engine lighting, and exterior lighting will be retrofitted to current OEM specifications for LED lighting. There shall be lights over each emergency exit window marking the exits.

11. Destination Signs

a. If necessary, the rubber gasket around the front destination sign glass shall be replaced on all vehicles. The Contractor shall ensure that the new gasket is properly installed, such that there are no water leaks.

b. Exit Signals & Public Address System: "Stop Requested" signs shall be cleaned and checked for proper operation. All chime cords shall be replaced with new approved cable, coated with yellow plastic. Chime signals shall be checked for proper operation and defective components shall be replaced. The public address system shall be inspected for proper operation and any defective

12. **OEM Floor and Floor Covering**

a. With the exception of the Driver's platform, the floor covering is to be removed and replaced, if necessary.

b. After removal of the flooring, the plywood floor will be inspected for damage, cracks, rotting, and de-lamination, and repaired or replaced, as necessary.

c. New marine grade plywood shall be to OEM specifications and installed with stainless steel bolts to OEM specifications.

d. Repair shall be made for any separation between floor and wheel well wall.

e. All rivets in the wheel well tubs will be replaced with stainless steel rivets at the floor level.

f. The plywood surface shall be smooth, clean, and properly conditioned to provide maximum adhesion of the flooring

g. The front entrance area and center aisle shall be covered with ribbed flooring material not less than 5/16 inches thick per OEM or equivalent.

h. The floor covering in the vestibule shall be steel reinforced with the entrance area and standee area separated by a molded yellow strip at least two (2) inches wide. The standee line shall extend from the base of the driver's barrier to the base of the modesty panel.

i. The entrance door step riser shall be replaced with new steel reinforced flooring with yellow nosing.

j. The floor covering under the seats shall be smooth rubber not less than 3/16 inches thick.

k. The flooring around the front and rear wheel wells will be so installed as to prevent punctures by high heels or other sharp objects.

13. **Ceiling and Wall Panels**

Ceiling and wall panels shall be thoroughly inspected and detailed to a like new condition.

14. **Body Exterior**

a. The Contractor shall replace any scratched, chipped, cracked, or broken windshields. New rubber gasket material shall be installed around the windshields and checked for water leaks after installation.

b. Passenger window frames shall be removed and thoroughly cleaned. Damaged or corroded window track shall be replaced with new track. Inoperative hardware shall be replaced. Any cracked, scratched or chipped glazing shall be replaced with glazing having the same tint density as the other windows in the vehicle. When reassembled, windows shall be tested for ease of operation. Egress windows shall be tested for proper operation in an emergency. New emergency egress window decals shall be installed.

c. Passenger doors shall be thoroughly cleaned and serviced. Loose panels shall be repaired. Any worn, damaged or defective door components shall be replaced. Lighting at doorways shall be replaced with

lights providing the level of illumination required by ADA. All sensitive edges on doors shall be checked for proper operation and defective.

d. Rubber door edges and brushes on the bottom edge of door panels shall be replaced. Door closing speeds shall be checked and adjusted, as necessary.

e. Access doors and panels, including but not limited to, the rear engine access door, curbside and street side access panels at the rear of the vehicle, and the electrical compartment access panel located below the driver's window, shall be completely reconditioned. The accessible area behind each door or panel shall be steam-cleaned or power-washed where practical. All hardware shall be replaced with new hinges, springs, latches, prop rods, gas cylinders and bumpers installed. Insulation material shall be removed and replaced with new material. Seals around each door or panel shall also be replaced.

f. Damaged access doors and panels shall be repaired or replaced as necessary and adjusted to ensure the doors lay flush to the vehicle body with even spacing and operate properly.

g. All skirt and body panels shall be repaired or replaced, as necessary, to OEM specifications; structure tubing that has been damaged shall be repaired or replaced to OEM specifications with new corrosion protections applied.

h. Replaced panels shall be attached to the frame in accordance with OEM procedures.

i. The underside of all new panels shall have primer applied to prevent corrosion.
    1. Sika Flex or Equivalent shall be used for attaching side panels to frame.

j. Exposed and new frame structure and the underside of panels shall be thoroughly cleaned and then protected with "Cora Shield" or Equivalent.

k. All wheel opening fenders that are damaged will be replaced.

    1. Front and rear bumper covers shall be inspected and replaced as need.

15. Battery Compartment

a. The battery compartment of each vehicle shall be thoroughly cleaned and completely restored. The battery tray shall be removed and replaced with a new tray, including slides and latches.

b. Battery cables shall be inspected and replaced, as necessary. New approved batteries will be installed. The battery compartment door shall be reconditioned with new insulation and hardware including hinges, props and latches. New battery compartment decals shall be applied. Die Electrical grease and battery corrosion protection on all electrical components is required.

c. Battery disconnect switch will be replace with new OEM or equivalent switch or approved equal.

d. The battery tray rollers will be replaced, as necessary.

e. The battery cover will be inspected and repaired and replaced as required.

f. The electrical master switch shall be replaced with an approved equal.

g. All batteries will be replaced with OEM rated standards.

16. Rubber Wheel Well Molding

Rubber shall be replaced with new wheel well molding. Wheel well molding shall be attached to the wheel well.

17. Exterior Lights

All exterior lamp assemblies including Headlights, marker lights, stop lights warning lights, lights at passenger doors and front side and rear turn signal lights shall be repaired or replaced with equivalent approved LED lights with rubber mounting gaskets with vendor supplied components.

18. Rub rails and Molding

The rub rail and rubber molding on each vehicle shall be carefully inspected. Missing and damaged portions shall be replaced with new material and gaps between sections of molding material shall be eliminated.

19. Roof Hatches

a. All roof hatch units shall be cleaned and inspected to ensure proper operation for both ventilation and as a means of egress in an emergency. Seams shall be re-caulked. Damaged or inoperative hatches shall be replaced with new approved replacement units.

b. Roof seam and cap seams and the roof hatch seams are to be inspected and resealed as required.

c. Drip edges shall be inspected and repaired, as necessary, and loose or missing attaching rivets shall be replaced.

20. Air Deflectors

Air deflector vents at the front of the vehicle, designed to divert fresh air into the driver's area, shall be checked for proper operation. Inoperative vents shall be repaired or replaced.

21. Ramp Replacement

a. The front step well wheelchair ramp assemblies shall be replaced with new ramp assemblies, identical in dimension and having at a minimum, the same capacity as the old lift. New ramps shall carry a minimum one (1)-year manufacturer's warranty. Each ramp shall be replaced with the OEM or Equivalent specific ramp.

b. Bent skid plates beneath the ramp shall be straightened or replaced

22. Painting

a. The Contractor shall take steps to ensure that any body damage, including dents, scratches, rust, cracked fiberglass caps or panels and other damage on each vehicle is properly repaired. Repairs shall be completed prior to painting. All loose and damage trim pieces shall be repaired and properly secured to the vehicle. Particular attention will be give to the radiator charge air cooler, and other sensitive areas to prevent over-spray.

b. All surfaces to be painted shall be first sanded and cleaned of dust or residue. Primer shall be appropriate for the finish paint. All surfaces are to be primed and sanded prior to finish paint.

c. Paint finish material shall be approved by FRO. Repainting shall be OEM quality. Paint shall be applied smoothly and evenly, with all surfaces free of dirt, runs, sags, orange peel, and any other imperfections. Paint finish shall be a minimum of 3 mil thickness per coat, applied and baked per the manufacturer's specification. Old paint lines shall not show through the new paint. Contractor shall be responsible for cleaning any areas of overspray. The application of decals, including vehicle numbers, shall be consistent with FRO's existing fleet. A recommended decal supplier of FRO discretion must be used to supply decal branding and logos. FRO will supply a paint and decal schematic.

d. The bus shall be cleaned both inside and out and be ready for service.

23. Requisition of Vehicles

The Contractor will direct and transport specific vehicles to and from their facility at the program expense. The FRO will coordinate with the Contractor prior to directing vehicles to the facility.

24. Disposition of Parts Removed

Parts removed during the repair that are not reutilized will be disposed of in accordance with Federal, State and Local laws and ordinances.

25. Materials

All parts and materials used will meet or exceed OEM specifications.

The Recycling of retired assets supplied to the Contractor and In-House fabrication of parts and materials will be utilized as a cost savings effort for the FRO and the Contractor. Service records

indicating a recent major repair will be directed to FRO for evaluation and will take precedents over this SOW.

26. Quality Assurance

An Independent Inspection Consultant will monitor the quality of repairs throughout the repair process. A thorough final inspection of repairs and workmanship will be conducted including a 50-mile road test. All deficiencies identified under this SOW, and any additional approved work effort, will be completed to specifications prior to vehicle release to the FRO.

27. Vehicle Transportation costs

The FRO is not responsible for any costs associated with transporting the vehicle(s) to and from the Contractor's repair facility.

28. Contractor Warranty

The Contractor will warranty repairs performed under this SOW for a period of one year on paint and workmanship from the date of shipment. The Contractor's warranty only applies to work performed. The Contractor does not warrant the condition or suitability for use of any mechanical part and/or component it does not repair. For customer comments or questions regarding this warranty, please contact the Operations manager (please *insert contact name, contact number and email).*

29. Additional Mechanical Repair and Upgrade Options (Not covered in this SOW):

Any and all upgrade options to be finalized after inspection process have been completed.

30. Disclaimer

The Contractor reserves the right to reject any vehicle with excessive corrosion and/or parts requirements which exceed program limitations for hours, parts or cost.

31. Tires

Each individual FRO will be responsible to provide new or Recap tires to the Contractor for the bus being done for them. They will also receive any tires being removed from the buses they will receive be replaced.

This Contract shall inure to the benefit of and be binding upon the successors and assignees hereto. In witness whereof, the respective parties hereto have caused this Contract to be executed by their duly Authorized representatives, to be affixed hereto the day and year first above written.

Maine Military Authority Date_____

Hugh T. Corbett Signature_____

Lewiston-Auburn Transit Committee Date_____

Phil Nadeau, Chair LATC Signature_____