

## LEWISTON-AUBURN TRANSIT COMMITTEE

Thursday, March 11, 2015  
12:00 PM

**@ AVCOG**

1. Declaration of Quorum/Call to Order
2. Consent Agenda
  - A. February 12, 2015 Minutes – (enclosed)
  - B. WMTS Fixed Route and ADA Invoices January 2015 – (enclosed)
  - C. ATA Revenue January 2015 – (enclosed)
3. Public Comment
4. Bills and Communications
  - A. Budget-to-Actual February 28, 2015 – (to be presented)
  - B. Fixed Route and ADA Ridership January 2015 – (enclosed)
  - C. 3/3/15 – Sun Journal, *“Auburn bus station expansion plan gains support”*
5. Review and Update
  - A. Fixed Route Study
  - B. Statewide Strategic Plan
  - C. Camera System Installation
6. LATC FY2014 Audit (Discussion/Action)

LATC’s FY2014 Audit has been completed and was distributed at the February meeting. LATC needs to review and accept the audit barring no concerns. FY2014 Audit documents are attached to the meeting agenda email, but as separate items
7. LATC CIP Update – (Discussion/Action)

LATC will be discussing their Capital Improvement Plan. The plan has been updated to reflect recent additions to the fleet and direction for future bus purchases. The CIP will be sent out early next week.
8. MMA Bus Purchase – (Discussion/Action)

Maine Military Authority is requiring a commitment letter from all participating fixed route operators that will be purchasing a refurbished used bus. A scope of work for MMA and MVC, and a draft commitment letter are enclosed for review.
9. Bus Schedules/Kiosk Displays/Bus Passes (Discussion/Action)

LATC need to order schedules and bus passes. A memo with the printing quotes is enclosed
10. Auburn Bus Station – (Discussion)

Status update will be provided.
11. Other

Adjourn

**Next Meeting – Scheduled for April 9, 2015 @ Auburn City Hall**

**.LEWISTON-AUBURN TRANSIT COMMITTEE**  
**Minutes of**  
**February 12, 2015**

**@ AVCOG**

**MEMBERS PRESENT**

Phil Nadeau	Lewiston
Howard Kroll	Auburn
Lucy Bisson	Lewiston
Mark Cayer	Lewiston

**MEMBERS ABSENT**

Christina Berry	Lewiston
Karen Veilleux	Auburn
Belinda Gerry	Auburn

**STAFF AND OTHERS PRESENT**

Russell Soule	WMTS
Sandy Buchanan	WMTS
Harold Allen	WMTS
Marsha Bennett	AVCOG/LATC
Greg Whitney	AVCOG
Jennifer Williams	ATRC
Bill Hurley	MaineDOT

**1. Declaration of Quorum/Call to Order**

A quorum was declared and the meeting was called to order at 12:05 PM.

Introductions were made. Bill Hurley, MaineDOT introduced himself to the committee.

**2. Consent Agenda**

- A. January 15, 2015 – (enclosed)
- B. WMTS Fixed Route and ADA invoices December 2014 – (enclosed)
- C. ATA Revenue December 2014 – (enclosed)

MOTION by Howard Kroll to approve the consent agenda. SECONDED by Mark Cayer. MOTION passed 4-0.

**3. Public Comment**

There was no public comment.

**4. Bills and Communications**

A. Budget-to-Actual January 31, 2015

Greg Whitney presented the budget-to-actual for January 31, 2015. Fixed route fuel is running below budget. Greg noted that dropping fuel prices are helping, and citylink buses are using more gas, which is cheaper than diesel. The committee budgeted \$3.50/gallon for diesel. The price for diesel in December was \$3.10. Fare box through January is almost 7% over last January. Greg noted that advertising is running behind budget and thought that LATC's mixed fleet of buses may have something to do with the drop in revenue. Marsha Bennett will contact ATA for an update.

- B. 1/26/15 – SunJournal, Sun Spots, "Senior looks to give up driving" – (informational)

## 5. **Review and Update**

### A. Fixed Route Study – Update

Jennifer Williams is finalizing the contract and will be sending it to MaineDOT for review to ensure required FTA language is included. Jennifer is anticipating have the contract ready to send to Maine Street Connections next week.

### B. Buses – Gillig Piggy Back

Marsha Bennett has requested from MaineDOT a copy of the Gillig specs that they obtained from Delaware DOT. Kelly Arata at MaineDOT has been told that LATC will not be participating in piggy backing on the Gillig bid at this time due to lack of federal funding. LATC has committed to participating in MMA's bus overhaul program and will move forward with purchasing a 10-year bus.

## 6. **LATC Comprehensive Asset Management Plan**

Marsha Bennett presented minor changes that were made to LATC's Comprehensive Asset Management Plan. The changes were recommended by MaineDOT. Language was changed under the Preventive Maintenance program to state that oil analysis "may be" part of the inspection program as opposed to "be considered" a part of the inspection, and under Appendix C a schedule of required maintenance by bus replaced a generic preventive maintenance checklist. The changes made have been accepted by DOT staff.

Phil Nadeau noted that LATC will be updating their CIP in March.

MOTION by Lucy Bisson to approve LATC's February 12, 2015 Comprehensive Asset Management Plan as presented. SECONDED by Mark Cayer. MOTION passed 4-0.

## 7. **LATC FY2016 Proposed Budget**

LATC's FY2016 budget was presented for discussion and approval. The City of Auburn presented some questions to the committee concerning the FY2016 budget. Based on one of those questions additional information was added to the format. The breakdown a federal funds is now reflected in the budget. The change in format did not change any of the dollar amounts. Marsha Bennett handed out the questions with answers submitted by Auburn as some of them pertained to the budget (Handout #2).

Question 1 concerned operating expenses for the Downtown Auburn Transportation Station, specifically janitorial. The budget as presented does not break out Lewiston bus station expenses and Auburn's. LATC budgeted for the Auburn station in the FY2015 budget anticipating that it would be opened mid-year. It is anticipated that the station will be opened mid-year 2016. LATC will determine operating costs of the station once it has actually expenditures to base it on. Mark Cayer asked about the current contract for janitorial. LATC is in the second year of a 2-year contract with Rose's Commercial Cleaning. The contract ends in September 2015, but there is a one-year extension option. The contract is for cleaning 3 days per week. Mark followed up asking if there would be a cost savings if either of the cities were to include the bus station in their bid process. Marsha Bennett will follow up with the cities purchasing agents.

Question 2 concerned the "Meetings" line item, noting that it is assumed that this is for lunches. The committee did not make any changes to this line item.

Question 3 pertained to LATC's audit and wanting to ensure that LATC's audit cost does not cover any of AVCOG. The audits are bid separately.

Question 4 requested a breakdown of federal funds. The revised budget that was presented reflects the breakdown of federal funds and its required match.

Question 5 involves the allocation of federal planning funds that are related to the transit tasks. LATC does not receive federal planning funds. Those funds are budgeted in ATRC's UPWP.

Question 6 asks about paying administrative staff time for WMTS, the city, and AVCOG staff to all attend LATC meetings.

Question 7 asks if there is a contract between AVCOG and LATC. There was in 2013, but AVCOG became a FTA direct recipient and now provides direct staff support to LATC.

Question 8 asked for LATC's CIP. This was provided via email with the answer to the questions.

Phil Nadeau requested that the CIP be put on LATC's March agenda.

The Management Study that had been requested by Auburn was brought up for discussion. Phil Nadeau informed the committee that ATRC does not have money in its current budget for the study. When ATRC approved adding the study to the Unified Planning Work Program they did not increase the budget. The budget for consultant studies was set at \$37,500 (federal and local) which was originally set aside for the short range transit study update. Phil stated that he is considering reallocating capital reserve funds to pay for the study. Greg Whitney noted that depending on the FTA 5307 allocation for FY15, additional funds could be allocated to the UPWP.

Mark Cayer requested that it be on record that he feels that the Management Study is a waste of tax payer money and we shouldn't be doing it.

Mark Cayer asked when the contract ends with WMTS. Phil responded September 2016. Mark asked Greg if he was comfortable with the projected increase in fare box for FY2016. Greg responded that he was based on FY2014 actual and current FY2015 fare box revenues. Greg did note that ATA revenues may be overstated.

MOTION by Lucy Bisson to approve LATC's FY2016 Budget. SECONDED by Howard Kroll. MOTION passed 4-0.

#### **8. MMA Bus Purchase/Rehabilitation**

The MMA bus overhaul purchase program has been revised and will now include participation from MaineDOT. The program was originally set up to be completed in three phases where the transit providers would pay for each phase through the process. FTA rules do not allow for funds to be used to purchase buses and then have them overhauled. Transit providers will be paying for an overhauled used bus. Under that scenario, MaineDOT has committed to providing 20% of the cost, or 100% of the local share. FTA 5307 funds will cover 80%. FTA 5339 funds cannot be used for this type of activity. Maine Direct Recipient (transit providers) will enter into a contract with MMA. There will be in process billing which will be covered by the Direct Recipients (DR). The DR will bill MaineDOT for reimbursement for their share. MaineDOT is developing a contract with MMA for sole source. Bill Hurley stated that barring no major work, transmission or engine overhauls, MMA is anticipating a 6-week turn around. He also stated that they are looking for Gillig buses. A Gillig bus is one of LATC's criteria. Marsha Bennett will be working with FTA to amend the 5307 grant for the purchase of an overhauled bus.

#### **9. Job Fair**

The Androscoggin County Job Fair is being held Friday, April 10 at Central Maine Community College. To ensure people have access to the event, organizers would like to promote the use of citylink for attendees. Via email the committee agreed to allow attendees to ride for free to and from the event. Attendees would receive "to" and "from" passes to the fair from partnering agencies. The passes can only be used on the day of the fair and for a specified time. The CareerCenter would track the number of passes distributed and LATC would tabulate the number of passes collected in the fare box. Committee members agreed that this is a worthwhile endeavor for the community.

MOTION by Howard Kroll to ratify the email vote approving free trips on citylink for Androscoggin County Job Fair attendees on April 10, 2015. SECONDED by Mark Cayer. MOTION passed 4-0.

**10. Auburn Bus Station**

The final location for the bus station has been decided. Documentation for the environmental review has been submitted to MaineDOT. Jennifer Williams noted that the location needed to be finalized in order to provide the necessary environmental documentation. Jennifer stated that the next step is to submit a preliminary design by the end of February for review. The design of the facility should be at 50% complete for the PDR process. The project is on schedule. Per the schedule, we should be breaking ground in August. A meeting of the building committee will be scheduled around completion of the preliminary design. Phil Nadeau asked if building committee could get a two week notice.

Phil Nadeau also asked Howard Kroll if Auburn could begin drafting a lease contract between the City and LATC.

**11. Other**

Statewide Strategic Plan – MaineDOT has completed their 2025 Statewide Strategic Plan. The plan will be out for a 30-day public comment period around the first of March. A public hearing has been scheduled for April 3, 10:00 AM in Augusta. Marsha Bennett will send out the plan or a link to the plan once it is available. Bill Hurley commented that this was a significant undertaking of the department and that the study advisory committee played a role in developing the recommendations. He did note that none of the recommendations received consensus from the advisory committee.

LATC Portland METRO – Phil Nadeau stated that Lewiston and Auburn will be putting up a small amount of money to hire a consultant with Portland METRO to determine ridership projections for commuter service between LA and Portland. METRO is taking the lead on this effort. A meeting is set up for next week. Unrelated to the commuter efforts, Greg Jordan, METRO, offered to LATC three more 1997 Gillig buses. He later had to pull the offer, but said that they should be available later this spring. Phil stated that he would like to pursue purchasing these buses at a cost of \$2,000 per bus. The buses still have service life left in them and would be a resource for parts once they are taken off the road.

Marsha Bennett will contact MaineDOT to request disposal of the 1996 Gillig purchased from METRO. The bus is currently a parts bus. WMTS would remove all usable parts prior to disposal.

Audit – LATC's FY2014 Audit is completed. Committee members were given copies. Greg Whitney stated that there are no surprises or findings. This will be on next month's agenda.

Camera Systems – Harold Allen received a quote from RCM for a 3-camera video system for the three small cut-away buses recently added to LATC's fleet. The quote is for a 3 colored camera system, with a GPS antenna, event marker, night vision and installation for approximately \$2,500 per bus. Phil Nadeau stated that LATC would be using city reserve funds as the systems would be going into buses purchased with capital reserve funds. Using 100% local funds, LATC does not have to go through a bid process. Mark Cayer asked if we should go out to bid and if that is the best price. Marsha Bennett noted that MaineDOT went out to bid a few years ago for a statewide purchase awarding the contract to Provision. LATC purchased Provision camera systems for the four Bluebirds under this bid. The systems would be justified as a sole source purchase because RCM is the only Provision dealer in the area. There was a discussion about using FTA 5307 funds. LATC would need to wait until the FY15 allocation has been released to determine if there is enough funding for the camera systems. ATRC's TIP would need to be amended to include this project. Costs cannot be incurred prior to the project being in the TIP/STIP.

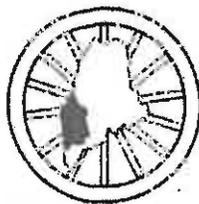
MOTION by Lucy Bisson to approve purchasing three 3-camera systems in the amount \$2,497.49 per unit using local capital reserve funds. SECONDED by Howard Kroll. MOTION passed 4-0.

Barker Arms – There is a significant frost heave at Barker Arms that caused minor damage to 0802 – Eldorado. The frost heave belongs to a private company and is on Auburn Housing Authority property. The company is in the process of taking care of the issue. Belinda Gerry has been working on getting the issue resolved and suggested that the committee pursue getting reimbursed for damages. It was discussed and the amount of damage to the vehicle was minor. The committee agreed to not pursue collecting for damages.

### **Adjournment**

MOTION by Lucy Bisson to adjourn at 2:00 PM. SECONDED by Howard Kroll. MOTION passed 4-0.

**The next meeting is scheduled for March 12, 2015  
at Lewiston City Hall**



Western  
Maine  
Transportation  
Services

1000 FARMER, CANTON, MAINE

5000 W. BURNHAM, CANTON, MAINE 04211

February 10, 2015

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

Re: January 2015 Billing

Dear Phil:

The following represents the invoice for Fixed Route transportation services to the LATC for the month of January 2015:

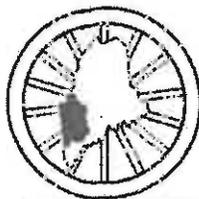
Total - Per Contract	\$ 98,333.34
Less: Farebox	(\$ 9,707.61)
Less: Passes	(\$ 1,354.50)
Less: Bus-N-buy	(\$ 3,703.00)
	<hr/>
Total Due to WMTS	\$ 83,568.23

Thank you very much.

Sincerely,

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

78 Merrow Rd Auburn, Maine 04210  
telephone 207-235-6372 fax 207-735-6725



Western  
Maine  
Transportation  
Services

10000 Main Street, Lewiston, ME 04240

10000 Main Street, Lewiston, ME 04240

February 10, 2015

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

Re: January 2015 Billing

Dear Phil:

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

Total – Per Contract	\$ 12,975.00	
Less: ADA	\$ (1,971.00)	657 Trips
Less: PCA's	\$ (0.00)	12 Trips
Less: Escorts	\$ (18.00)	6 Trip
<b>Total Due to WMTS</b>	<b>\$10,986.00</b>	<b>675 Trips</b>
January No-Shows	\$ 51.00	17 Trips (Excluded from above)

Thank you very much.

Sincerely,

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

2:04 PM

02/04/15

Cash Basis

Alternate Transit Advertising, Inc.

L/A Sales

January 2 - 31, 2015

Type	Date	Num	Name	Ship Date	Paid Amount
<b>Service</b>					
Net Due System					
NET L/A					
Invoice	1/6/2015	12824	Maine Center on Deafness	12/1/2014	490.00
Invoice	1/6/2015	12840	Maine Center on Deafness	12/1/2014	980.00
Invoice	1/12/2015	12825	Maine Center on Deafness	1/1/2015	490.00
Invoice	1/13/2015	11397	U.S. Cellular	10/1/2014	1,050.00
Invoice	1/20/2015	12498	Unitil Natural Gas	11/1/2014	546.00
Total NET L/A					3,556.00
Total Net Due System					3,556.00
Total Service					3,556.00
<b>TOTAL</b>					<b>3,556.00</b>



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

Jan-16

ROUTE	IRNSFR	CASH REGLR	CASH STDNT	CASH BENDIS	MULTIPASS REGLR	MULTIPASS SENDIS	MINTHPASS REGLR	MINTHPASS SENDIS	MINTHPASS STNT	MINTHPASS SENDIS	SINGLE RIDE	LIS ONCT	WHLCHR	BUSBUY	\$0 FARE	TOTAL	YTD TOTAL	
<b>1 - MAIN STREET</b>																		
PRIOR YEAR	329	436	60	299	129	154	298	138	884	0	0	11	7	48	118	2,981	12,781	
INC/DEC	248	385	99	258	62	185	233	140	696	0	0	12	22	37	130	2,507	10,254	
PERCENT CHANGE	151	81%	-39%	-39%	41	67	-31	65	-2	188	0	-1	-15	11	-12	474	2,527	0
<b>2 - SABATTUS STREET</b>																		
PRIOR YEAR	542	760	59	457	470	295	631	85	778	0	0	5	23	124	209	4,438	20,064	
INC/DEC	637	696	112	494	228	260	394	109	459	0	0	17	11	103	278	3,798	14,313	
PERCENT CHANGE	(9)	84	8%	(5)	(37)	242	237	(24)	319	0	0	(1%)	12	21	(68)	640	5,751	0
<b>3 - LISBON STREET</b>																		
PRIOR YEAR	590	1082	54	559	416	345	632	90	798	0	0	1	37	119	212	4,935	20,283	
INC/DEC	595	1173	67	403	177	247	278	114	589	0	0	1	14	92	137	3,827	16,226	
PERCENT CHANGE	55	(9)	-8%	-13	166	239	88	-24	208	0	0	0	23	27	75	1,108	4,057	0
<b>4 - NEW AUBURN</b>																		
PRIOR YEAR	366	334	38	218	44	151	132	26	689	0	0	13	4	2	61	2,078	8,715	
INC/DEC	344	261	24	271	24	145	88	39	480	0	0	9	3	0	81	1,769	7,170	
PERCENT CHANGE	22	73	28%	14	-53	20	6	-13	209	0	0	4	1	0	308	308	1,545	0
<b>5 - MINOT AVENUE</b>																		
PRIOR YEAR	41	65	13	38	15	34	40	10	168	0	0	3	4	0	10	441	1,852	
INC/DEC	59	75	8	29	21	23	57	4	157	0	0	1	22	0	20	476	1,470	
PERCENT CHANGE	-18	-13%	63%	5	9	-29%	11	6	11	0	0	2	-18	0	-10	-35	382	0
<b>6 - COLLEGE ST</b>																		
PRIOR YEAR	595	1236	291	659	163	497	250	289	1393	0	0	37	89	277	179	5,955	28,808	
INC/DEC	630	1059	309	651	192	466	302	263	812	0	0	2	59	332	173	5,250	24,383	
PERCENT CHANGE	-35	177	17%	-18	8	-15%	7%	-17%	28	0	0	35	30	-35	6	705	4,425	0
<b>7 - AUBURN MALLS</b>																		
PRIOR YEAR	327	510	91	344	143	240	311	81	1181	0	0	3	44	49	79	3,403	13,691	
INC/DEC	244	397	123	408	93	135	83	129	721	0	0	2	76	88	72	2,571	10,951	
PERCENT CHANGE	83	113	28%	-32	-84	50	105	-46	480	0	0	1	-32	-39	7	832	2,740	0
<b>8 - MALL SHUTTLE</b>																		
PRIOR YEAR	12	19	1	2	0	0	8	4	4	0	0	0	9	8	4362	4,429	22,241	
INC/DEC	5	3	0	2	0	0	3	0	0	0	0	0	8	0	3793	3,814	18,921	
PERCENT CHANGE	7	16	140%	533%	#DIV/0!	#DIV/0!	0	4	167%	#DIV/0!	#DIV/0!	13%	#DIV/0!	8	568	615	3,920	0
<b>9 DOWNTOWN SHUTTLE</b>																		
PRIOR YEAR	3	0	0	0	0	0	0	0	2	0	0	0	31	0	3188	3,224	11,900	
INC/DEC	1	4	0	0	0	3	0	0	0	0	0	0	5	0	2399	2,414	7,949	
PERCENT CHANGE	2	-100%	#DIV/0!	#DIV/0!	-100%	#DIV/0!	-2	0	#DIV/0!	#DIV/0!	#DIV/0!	520%	#DIV/0!	0	789	610	3,951	0
<b>TOTALS</b>																		
PRIOR YEAR	2,875	4,442	607	2,578	1,380	1,716	2,302	723	5,897	0	0	73	248	627	8,418	31,884	140,335	
INC/DEC	172	388	-135	60	600	1,461	788	3,914	0	0	44	220	852	7,082	11,887	28,426	111,887	
PERCENT CHANGE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,458	28,898	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
1 - MAIN STREET	3,408	2,981	3,411	2,981									12,781	35,105	34,210	37,316
2 - SABATTUS STREET	5,686	4,470	5,470	4,438									20,064	53,446	48,683	43,590
3 - LISBON STREET	5,647	4,499	5,202	4,935									20,283	53,871	53,496	50,738
4 - NEW AUBURN	2,440	1,866	2,331	2,078									8,715	24,167	24,692	28,191
5 - MINOT AVENUE	492	372	547	441									1,852	5,680	5,515	4,366
6 - COLLEGE STREET	8,615	6,910	7,328	5,955									28,808	76,286	71,977	71,371
7 - AUBURN MALLS	3,549	3,096	3,643	3,403									13,691	36,465	31,616	32,039
8 - MALL SHUTTLE	6,411	5,413	5,988	4,429									22,241	56,387	50,366	53,776
9 - DOWNTOWN SHUTTLE	3,219	2,658	2,799	3,224									11,900	31,457	32,368	29,217
<b>GRANDTOTALS</b>	<b>39,467</b>	<b>32,265</b>	<b>36,719</b>	<b>31,884</b>	<b>0</b>	<b>140,335</b>	<b>372,864</b>	<b>352,923</b>	<b>350,604</b>							

PERCENT CHANGE 24.89% 22.86% 34.48% 20.65% -100.00% -100.00% -100.00% -100.00% -100.00% -100.00% -100.00% -100.00% -100.00%

FY 2015	39,467	32,265	36,719	31,884									140,335			
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
102												
306												
308												
309												
307												
265												
253												
255												
254												
255												
256												
257												
254												
251												
250												
251												
250												
251												
250												
252												

	October	November	December	January	February	March	April	May	June	July	August	September
1,462	1,344	1,412	1,275	1,192	1,168	1,340	1,243	1,260	1,331	1,305	1,456	1,376
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
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
1,063	1,138	1,088	1,006	1,138	1,106	1,176	1,112	1,175	1,156	1,209	1,249	1,135
842	922	948	794	894	906	941	927	964	951	974	1,084	929
940	875	948	892	921	891	942	964	919	880	770	915	902
944	884	923	824	878	849	907	892	845	905	891	925	889
831	921	898	796	787	872	952	974	911	985	1,026	921	906
807	821	859	726	705	789	726	807	808	787	826	835	791
831	840	804	771	839	849	849	837	876	842	884	887	842
724	759	731	679	733	756	829	817	801	809	830	835	776
558	587	599	512	561	716	746	738	752	699	693	722	657
540	499	485	453	484	485	515	523	546	530	574	534	514
501	502	493	477	486	479	498	477	503	484	466	500	487
510	521	496	499	474	433	498	480	456	452	487	480	482
509	527	509	430	464	523	503	494	483	473	470	516	492
516	532	522	467	485	529	534	507	505	485	501	508	508
468	485	461	390	452	485	467	476	474	436	504	544	471
447	430	429	407	444	428	430	427	415	397	442	444	428

OPERATING DAYS

	October	November	December	January	February	March	April	May	June	July	August	September
27	24	26	25	24	26	25	26	25	25	26	27	25
27	25	25	26	23	26	26	26	26	25	26	27	24
27	25	27	26	25	27	25	26	26	26	25	27	24
26	25	26	25	24	27	26	25	25	26	25	27	24
26	25	26	25	24	27	26	25	25	26	25	27	24
22	21	22	20	20	22	22	20	20	22	22	21	21
22	19	22	21	21	22	22	21	21	22	21	21	21
23	20	20	22	21	21	22	22	21	22	22	21	21
22	21	20	22	20	22	21	22	22	21	23	23	19
21	21	22	22	20	23	20	22	22	20	23	23	20
21	21	22	21	19	23	21	21	21	20	23	21	21
22	19	22	20	20	23	22	20	22	21	22	22	21
23	20	21	22	20	23	22	20	22	21	22	22	20
22	20	20	21	20	22	21	22	20	22	23	23	19
21	20	20	21	20	22	20	22	21	21	23	23	20
20	20	21	20	21	23	19	22	22	20	23	23	20
20	20	22	19	20	23	21	20	22	21	22	22	21
21	19	22	20	20	22	21	20	22	22	21	21	21
22	18	22	19	20	22	21	20	22	22	22	21	21
22	19	21	21	20	22	21	21	22	22	21	21	21

AVE RDEERSHP/DAY

	October	November	December	January	February	March	April	May	June	July	August	September
1,462	1,344	1,412	1,275	1,192	1,168	1,340	1,243	1,260	1,331	1,305	1,456	1,376
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
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
1,063	1,138	1,088	1,006	1,138	1,106	1,176	1,112	1,175	1,156	1,209	1,249	1,135
842	922	948	794	894	906	941	927	964	951	974	1,084	929
940	875	948	892	921	891	942	964	919	880	770	915	902
944	884	923	824	878	849	907	892	845	905	891	925	889
831	921	898	796	787	872	952	974	911	985	1,026	921	906
807	821	859	726	705	789	726	807	808	787	826	835	791
831	840	804	771	839	849	849	837	876	842	884	887	842
724	759	731	679	733	756	829	817	801	809	830	835	776
558	587	599	512	561	716	746	738	752	699	693	722	657
540	499	485	453	484	485	515	523	546	530	574	534	514
501	502	493	477	486	479	498	477	503	484	466	500	487
510	521	496	499	474	433	498	480	456	452	487	480	482
509	527	509	430	464	523	503	494	483	473	470	516	492
516	532	522	467	485	529	534	507	505	485	501	508	508
468	485	461	390	452	485	467	476	474	436	504	544	471
447	430	429	407	444	428	430	427	415	397	442	444	428

WESTERN MAINE TRANSPORTATION SERVICES, INC.  
LEWISTON-AUBURN TRANSIT COMMITTEE  
OPERATING STATISTICS  
DEC 14' 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	2,981	9.35%	12,781	9.11%	2,872	15.07%	11,779	15.37%	221	14.60%	904	14.58%	2231.27	11.36%	9539.13	11.18%
2 - SABATTUS STREET	4,438	13.92%	20,064	14.30%	2,268	11.90%	9,683	12.63%	210	13.86%	871	14.04%	3729.85	18.99%	16596.86	19.45%
3 - LISBON STREET	4,935	15.48%	20,283	14.45%	3,332	17.48%	12,706	16.58%	223	14.74%	911	14.69%	4272.55	21.76%	17566.59	20.58%
4 - NEW AUBURN	2,078	6.52%	8,715	6.21%	2,504	13.14%	10,365	13.52%	232	15.33%	944	15.22%	1461.58	7.44%	6091.15	7.14%
5 - MINOT AVE	441	1.38%	1,852	1.32%	1,411	7.40%	5,824	7.60%	105	6.92%	417	6.72%	341.92	1.74%	1524.74	1.79%
6 - COLLEGE STREET	5,955	18.68%	28,808	20.53%	1,645	8.63%	6,807	8.88%	100	6.61%	410	6.61%	4837.41	24.64%	23163.51	27.14%
7 - AUBURN MALLS	3,403	10.67%	13,691	9.76%	1,745	9.16%	6,156	8.03%	113	7.50%	480	7.74%	2678.85	13.64%	10491.17	12.29%
8 - MALL SHUTTLE	4,429	13.89%	22,241	15.85%	2,519	13.22%	10,274	13.41%	209	13.79%	858	13.84%	58.40	0.30%	212.43	0.25%
9 - DOWNTOWN SHUTTLE	3,224	10.11%	11,900	8.48%	762	4.00%	3,046	3.97%	101	6.65%	408	6.57%	24.45	0.12%	159.75	0.19%
TOTALS	31,884	100.00%	140,335	100.00%	19,058	100.00%	76,640	100.00%	1,512	100.00%	6,203	100.00%	\$19,636	100.00%	\$85,345	100.00%

ROUTE	CURRENT RPM	Y-T-D RPM	CURRENT MPH	Y-T-D MPH	CURRENT REV/HR	Y-T-D REV/HR
1 - MAIN STREET	1.0	1.1	13.5	14.1	\$10.1	11
2 - SABATTUS STREET	2.0	2.1	21.2	23.0	\$17.8	19
3 - LISBON STREET	1.5	1.6	22.1	22.3	\$19.2	19
4 - NEW AUBURN	0.8	0.8	9.0	9.2	\$6.3	6
5 - MINOT AVENUE	0.3	0.3	4.2	4.4	\$3.3	4
6 - COLLEGE STREET	3.6	4.2	59.6	70.2	\$48.4	56
7 - AUBURN MALLS	2.0	2.2	30.0	28.5	\$23.6	22
8 - MALL SHUTTLE	1.8	2.2	21.2	25.9	\$0.3	0
9 - DOWNTOWN SHUTTLE	4.2	3.9	32.1	29.2	\$0.2	0
TOTALS	1.7	1.8	21.1	22.6	\$13.0	14

# JAN TOTALS

FIXED ROUTE	T	>>>>>>Fares<<<<<<					>>>>>>>>>>>>Passes<<<<<<<<<<<<											Driver		Mileage
		TRAN	REG	STUD	SEMIADA	REG-T	SEMIADA-T	REG-MF	STUD-MP	SEMIADA-MP	SINGLE RIDE	L/C	W/C	BB	FF	Total	Hrs			
1-MAIN ST	399	436	60	299	154	129	298	138	884	0	11	7	48	118	2981	220.67	2872	14606.9		
2-SABATTUS ST	542	760	59	457	295	470	631	85	778	0	5	23	124	209	4438	209.58	2268	21302.4		
3-LISBON ST	590	1082	54	559	345	416	632	90	798	0	1	37	119	212	4935	222.85	3332	22701		
4-NEW AUBURN	366	334	38	218	151	44	132	26	689	0	13	4	2	61	2078	231.82	2504	9351		
5-MINOT AVE	41	65	13	38	34	15	40	10	168	0	3	4	0	10	441	104.62	1411	1543.5		
6-COLLEGE ST	595	1236	291	659	497	163	250	289	1393	0	37	89	277	179	5955	99.95	1645	19056		
7-AUBURN MALLS	327	510	91	344	240	143	311	81	1181	0	3	44	49	79	3403	113.33	1745	8507.5		
8-MALL SHUTTLE	12	19	1	2	0	0	8	4	4	0	0	9	8	4362	4429	208.50	2519	20373.4		
9-DOWNTOWN SHUTTLE	3	0	0	0	0	0	0	0	2	0	0	31	0	3188	3224	100.50	762	6448		
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			
<b>GRAND TOTALS</b>	<b>2873</b>	<b>4442</b>	<b>607</b>	<b>2578</b>	<b>1715</b>	<b>1380</b>	<b>2302</b>	<b>723</b>	<b>5887</b>	<b>6</b>	<b>72</b>	<b>268</b>	<b>627</b>	<b>8418</b>	<b>31364</b>	<b>1512</b>	<b>19058</b>			

			Jan-15		
DATE	BUS #	RUN	RUN TIME	REASON MISSED	
1/13/2015	1103	College Street	1:15 PM	Check Engine Light came on	
1/16/2015	0601	Mall Shuttle	3:30 PM	Accident	
1/23/2015	0602	Mall Shuttle Auburn Mall	12:05 PM 1:30 PM	Antifreeze leak	

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	0							#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
Mar-15	0							#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
Apr-15	0							#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
May-15	0							#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
Jun-15	0							#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
Jul-15	0							#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
Aug-15	0							#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
Sep-15	0							#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
Total	2,898	2,886	12	68	36	\$8,694.00	7,790	\$0.55	0.37	\$51,900.00	\$6.66	\$17.91	\$14.91
Mth Avg	725	722	3	17	9	\$2,173.50	1,948						

Lewiston-Auburn Transit Committee

ADA Ridership

October 2013 - September 2014

	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-13	924	920	4	0	11	\$2,772.00	2,309	1.20	0.40	\$12,783.34	\$5.54	\$13.83	\$10.83
Nov-13	827	819	8	2	7	\$2,481.00	2,020	1.23	0.41	\$12,783.34	\$6.33	\$15.46	\$12.46
Dec-13	743	743	0	0	13	\$2,229.00	1,864	1.20	0.40	\$12,783.34	\$6.86	\$17.21	\$14.21
Jan-14	884	880	4	8	26	\$2,652.00	2,319	1.14	0.38	\$12,783.34	\$5.51	\$14.46	\$11.46
Feb-14	836	835	1	23	11	\$2,508.00	2,216	1.13	0.38	\$12,783.34	\$5.77	\$15.29	\$12.29
Mar-14	967	965	2	4	14	\$2,901.00	2,531	1.15	0.38	\$12,783.34	\$5.05	\$13.22	\$10.22
Apr-14	941	940	1	6	13	\$2,823.00	2,488	1.13	0.38	\$12,783.34	\$5.14	\$13.58	\$10.58
May-14	915	915	0	4	4	\$2,745.00	2,473	1.11	0.37	\$12,783.34	\$5.17	\$13.97	\$10.97
Jun-14	871	869	2	16	11	\$2,613.00	2,302	1.14	0.38	\$12,783.34	\$5.55	\$14.68	\$11.68
Jul-14	797	797	0	6	3	\$2,391.00	2,094	1.14	0.38	\$12,783.34	\$6.10	\$16.04	\$13.04
Aug-14	779	779	0	14	5	\$2,337.00	2,043	1.14	0.38	\$12,783.34	\$6.26	\$16.41	\$13.41
Sep-14	852	852	0	24	11	\$2,556.00	2,370	1.08	0.36	\$12,783.34	\$5.39	\$15.00	\$12.00
Total	10,336	10,314	22	107	129	\$31,008.00	27,029	\$0.20	0.38	\$153,400.08	\$5.68	\$14.84	\$11.84
Mth Avg	861	860	2	9	11	\$2,584.00	2,252						

# Auburn bus station expansion plan gains support



SCOTT TAYLOR, Staff Writer

Lewiston-Auburn | Tuesday, March 3, 2015

AUBURN — A plan to make expanding a Great Falls Plaza bus station possible picked up City Council support even as councilors began to question the funding to build the structure.

Most councilors at a Monday night workshop discussion said they were fine with building reinforced footers into the structure of the planned bus station. That would allow the city or a developer to build a new parking garage — or another kind of development — on top of the bus station.

"I don't think we want to close the door on any possibilities," Mayor Jonathan LaBonte said.

Councilors approved a resolution in December that moves the proposed bus station away from Hannaford supermarket to the parking lot across from the Auburn Housing Authority's Esplanade Apartments.

The station would be about 1,500 square feet, with room for a warm seating area, two public restrooms and a break area for drivers.

The project has been in the works for 10 years.

The Lewiston Auburn Transit Committee and the city have set aside about \$500,000 for the center. That includes federal grant money and city Tax Increment Finance revenue set aside for downtown economic development.

The original plans put the station beside a proposed Great Falls Plaza garage in the parking lot near the Auburn Esplanade and Hilton Garden Inn.

That garage was not built, however, and the Transit Committee moved the hub for Auburn's bus traffic to Spring Street, near Hannaford, with potential site plans and building designs being released in 2014. Complications with Spring Street land ownership persuaded the city to move the center back to Great Falls Plaza.

Much of the funding comes from a bond issue approved by councilors in 2004 that was never funded. LaBonte said he's concerned the bond will expire. Councilor Tizz Crowley, who said she is very skeptical of the center, said she worried about that as well.

"We are now talking about a plan for downtown and bonds that are 11 years old," Crowley said. "This council has not discussed a plan for the downtown. We now can come forward that we have these open bonds. Well how many? How long will they last? How much? I am not willing to spend anything until or consider anything until I know what's in the kitty and where the money is."

[staylor@sunjournal.com](mailto:staylor@sunjournal.com)

Date, 2015

Tim McCabe  
Director of Business Development  
Maine Military Authority  
32 Connecticut Road  
Limestone, ME 04750

Dear Tim,

This letter of commitment is for the services for the Maine Fixed Route Operators Pre-Owned Bus Program to be provided by Maine Military Authority (MMA) and Merwin Vehicle Consulting (MVC) in accordance with attached scopes of work provided by MMA and MVC as follows:

- A) Research, locate, verify functional status, inspect documents of viable status, travel to bus location, joint visual inspection on site, negotiate package price, transport to MMA Loring facility.
- B) Receive buses at Loring facility, incoming inspection, order all parts & components, begin teardown/disassembly process, correct parts list for unseen needs.
- C) Continue process in accordance with the attached MMA, Scope of Work (SOW). MMA will complete the Vehicle Service Life Extension process; complete the refurbishment process, reassembly, testing, verification and certification. MMA will honor a standard warranty of one (1) year, parts and labor and workmanship. With each customer receiving each bus as a completed rehabbed pre-owned bus from MMA.

Also attached you will find the Mike Merwin, Merwin Vehicle Consulting (MVC) Scope of Work (SOW). MVC will contract with Maine Military Authority as a teammate associated with this Fixed Route Operators Pre-Owned Bus Program. Mike Merwin will coordinate and perform all duties with MMA as described in MVC, SOW Tasks 1 - 8. The MVC, SOW contract period dates will be Date, 2015 - Date, 2016 with four (4) one (1) year renewable options with MMA.

Once all letters of commitment are received from all Fixed Route Operators interested in this program MMA/MVC will commence with the program. Required progress billing will be split between all Fixed Route Operators in the program and billed accordingly. All invoices will be Net 15 days after receipt.

The contract period dates will be Date, 2015 – Date, 2016 with four (4) one (1) year renewable options.

The Lewiston-Auburn Transit Committee (LATC), under the Maine Fixed Route Operators (FRO) Bus Program is committed to purchasing one (1) Pre-Owned Rehabbed Buses from MMA and MVC.

The following funding sources have been committed for the bus purchase:

80% 5307 FTA  
20% State Bond

Sincerely,

Phil Nadeau  
LATC Chair

DRAFT

**Maine Military Authority  
32 Connecticut Road  
Limestone, Maine 04750**

**Maine Fixed Route, Vehicle  
Service Life Extension Program  
Scope of Work**

**1.0 General Information:**

- 1.1 **Scope of Work:** The purpose of this Scope of Work (SOW) is to locate a specific number of pre-owned 10 year/350,000 mile and/or 12 year/500,000 mile Transit Buses. Perform visual inspections, review maintenance history, negotiate final price, accept for use, transport from procuring location to the Maine Military Authority (MMA) facility in Limestone, Maine. MMA perform any necessary repairs to extend the useful life 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 MMA will be determined by the FRO requesting the pre-owned vehicles. The FRO may specifically request optional services/repairs using an optional MMA work form. A Joint Visual Inspection will be performed by Merwin Vehicle Consulting, (MVC) and MMA on all vehicles prior to acceptance into the program. Deficiencies not covered under this SOW may be discovered during the repair process. These deficiencies will be reported to the FRO requesting the vehicles. MMA will repair these deficiencies only after receipt of proper authorization from the FRO.
- 1.2 **Background:** This program is designed to provide Maine, FRO with pre-owned Heavy-Duty Transit Vehicles fully capable of providing Safe, Reliable and Economical Public Transportation at a modest cost. Vehicles received and repaired by MMA 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).
- 1.3 **Applicable Documents:** FMVSS, Maine Commercial Vehicle Inspection Manual. Federal Motor Carrier Safety Regulations, (FMCSR) Federal Transit Administration (FTA) Grant Management Guidelines related to Vehicle Rehabilitations, ADA Guidelines and Requirements and water testing.
- 1.4 **Repair Manuals:** All factory manuals for engines, transmissions, major components, complete vehicle service records and line ticket registers will be supplied to MMA by previous operators if available.

**Maine Military Authority  
32 Connecticut Road  
Limestone, Maine 04750**

**CUSTOMER ACKNOWLEDGES THAT THIS SOW IS CONFIDENTIAL  
AND PROPRIETARY TO MMA AND MAY NOT BE COPIED OR  
DISCLOSED TO ANY THIRD PARTY WITHOUT THE EXPRESS  
WRITTEN CONSENT OF MMA.**

**2.0 Requirements:**

2.1 **General:** MMA will receive, secure, store, and repair vehicles as directed by the FRO. Quantities will be determined by the FRO. MMA will obtain a schedule and shipping information in a timeline sufficient to meet the goals of the FRO schedule whenever possible. MMA will follow all FMVSS, FMCSR, FTA, ADA and Maine State Commercial Inspections rules and regulations. Radio equipment, surveillance equipment, GPS navigation systems, medical apparatus and any non-standard or third party aftermarket upgrades or equipment are not covered under this SOW, unless mutually agreed upon by the FRO and MMA.

**2.2 Detail Tasks following FTA Mid-Life Repair Compliance:**

**Engine Transmission and Associated components**

- a. Engine will meet or exceed all OEM specifications for the year of engine manufacture date.
- b. The air intake system shall be thoroughly cleaned. The air filter housing, molded hoses, filter element, and other associated parts and hardware shall be inspected and replaced as necessary.
- c. 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, magnetic switches and drain boot shall be replaced.
- d. Air compressor and governor will meet or exceed OEM specifications.
- e. 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.

**Maine Military Authority  
32 Connecticut Road  
Limestone, Maine 04750**

- f. 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 shall be provided with a one year warranty.
- g. 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.
- h. Refurbish 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 and damaged lines outside the engine compartment replaced with new. The fuel tanks are to be pressure checked. If they are found to be 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.
- i. 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.
- j. 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.
- k. The 24-volt voltage regulator and equalizer are to be inspected, tested and replaced as necessary.
- l. All rubber belts will be replaced with new.
- m. All engine compartment hoses and clamps will be inspected, torque or replaced as necessary.

**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

**Maine Military Authority  
32 Connecticut Road  
Limestone, Maine 04750**

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.

This process shall also be performed prior to the application of corrosion protection to insure there is no residual contamination to prevent the coating from adherence.

**Structural Members**

After cleaning and before the application of corrosion protection material, all structural members, posts, gussets, and frame members shall be inspected for cracks, corrosion, deformations, loose or missing fasteners, and structural or accident damage. Damaged components shall be repaired or replaced with new components. All repairs to the structure shall be according to OEM and standard industry practice. Materials used shall be of the exact measure and composition of the material removed for repair. Fasteners showing wear or corrosion shall be replaced with new fasteners. All fasteners for new items shall be SAE J386 Grade 8 bolts or approved equal.

The exit door frame structure is to be fully inspected for cracks or structural damage. Necessary repairs will be performed.

**Mud Flaps and Splash Aprons**

New heavy-duty OEM or equal mud flaps shall be installed on the rear wheel well with OEM OR EQUIVALENT approved material. The measurement of ground clearance for the front and rear aprons shall be with the vehicle at curb weight, set on level ground at the OEM – recommended ride height. New fasteners will be used to attach the aprons. Flat washers are to be used under the self-locking nuts. (“Nyloc” type locking nuts are not acceptable.)

New heavy-duty OEM equivalent splash aprons shall be installed.

The front apron shall be installed on the bulkhead behind the front axle and shall extend the full width across the vehicle and downward to a point within three (3) inches from the ground.

The rear aprons shall be extended to within three (3) inches of the ground and cover the width of the rear duals only.

The dimension for the measurement of ground clearance for the front and rear aprons shall be with the vehicle set on level ground at the OEM ride height.

**Corrosion Protection**

All exposed mild steel housing, bulkheads, plating, posts, structural and framing surfaces under the vehicle shall have high quality undercoating properly applied to prevent

**Maine Military Authority  
32 Connecticut Road  
Limestone, Maine 04750**

corrosion. Corrosion protection shall be applied when the undercarriage is thoroughly clean and dry to ensure coating adherence. Areas of light, damaged or missing undercoating shall be covered. All other areas of the vehicle shall be protected from overspray, or cleaned if sprayed. All dissimilar metals are required to have corrosion protection applied.

**Air System**

The air system shall be restored to like-new condition. The air compressor shall be refurbished or replaced with a new OEM or Equivalent unit if necessary. All air system valves and associated parts shall be inspected and replaced with new OEM or Equivalent components as necessary. A new 24 volt condenser/separator will be installed after air compressor and before air dryer, or as per manufacturer's recommendations. New air fittings shall be DOT -rated push-to connect fittings. A new 24 volt air dryer with heating element shall be installed; with purge valve and heater assembly.

Air tanks shall be thoroughly cleaned. Tanks that fail a pressure test or have other damage shall be replaced with new tanks.

The driver's control valves such as door valves, air system, etc. and relays shall be inspected and replaced with new OEM or Equivalent components as necessary. All parts and labor shall carry a one year warranty on vendor supplied parts.

Final Test: Perform an Air Test to insure Air Pressure retention overnight. 70-90 lbs. required.

**Exhaust/Emissions Systems**

The entire exhaust system, including DPF filters, shall be inspected and cleaned to original OEM specifications. All clamps, isolators, and any attaching hardware shall be inspected and replaced if necessary with new OEM or Equivalent approved components as necessary. The emissions control system shall be completely serviced and all sensors and other necessary components inspected and in proper working order. Upon completion of all engine and emissions system work, the vehicle shall meet the performance standard set by the EPA for the year of MFG.

**Radiator/Cooling System**

The radiator assembly and charge-air cooler shall be thoroughly cleaned and pressure tested for integrity or replaced as needed. New top radiator hanger and bolts shall be inspected and replaced as necessary. Isolation mounts shall be replaced with new mounts. New extended life coolant shall be installed, protected to -30 F. Remove, IRON & Test and reinstall.

The surge tank shall be cleaned, inspected and pressure-tested. The surge tank relief valve assembly, sight glass, all gaskets, low coolant probe, insulating washers and retainer shall be replaced with new components as necessary. All hoses and clamps shall be replaced. New hoses shall be silicone, meeting or

**Maine Military Authority  
32 Connecticut Road  
Limestone, Maine 04750**

exceeding OEM specifications. Clamps shall be constant-torque, stainless steel. All coolant lines shall be routed and bracketed in the original OEM configuration. The radiator shall be painted with a corrosion-resistant coating; the surge tank shall be similarly coated unless it is stainless steel.

**Climate Control System**

Cooling fins shall be cleaned. The system shall be evacuated and all hoses and clamps shall be inspected and replaced as necessary. New hoses shall be silicone, meeting or exceeding OEM specifications. Clamps shall be constant-torque, stainless steel. Any valves found to be defective in any way shall be replaced with new components. System shall be recharged with R22 refrigerant. All air-conditioning shall be cleaned and flushed.

All condenser and evaporator fan motors shall be inspected and tested or replaced as necessary with OEM OR EQUIVALENT specification motors as necessary. All insulation shall be replaced on a/c system tubing.

The water circulation pump and water valves shall be restored to OEM specifications or replaced as necessary.

The HVAC system wiring shall be inspected and any loose or defective wiring shall be replaced. All filters in the HVAC system, including those in the driver's area, shall be replaced with new OEM or equivalent filters as necessary. Any loose or damaged insulation around the HVAC unit shall be replaced. The HVAC system shall operate in accordance with OEM specifications upon completion of the work.

**Suspension**

All suspension component fasteners shall be replaced if necessary with new OEM OR EQUIVALENT and torque to OEM specifications with a contrasting color torque stripe affixed across the rotating fastener and an adjoining fixed component and shall be in a location easily seen by an inspector.

Radius rods, sway bar links, all fasteners, sway bar bushings and clamps, roll pins, lateral rod brackets. U-bolts, bumpers, spacer washers, washers, retainer washers, and washers with shoulders shall be replaced if necessary with new.

Mounting towers that are cracked or deformed will be replaced with new.

All front axles not within OEM tolerances shall be refurbished or replaced using accepted industry practices as necessary.

**Shocks**

All shock absorbers and bushings will be replaced with new components meeting or exceeding OEM specifications. Both front and rear shock mounts shall be replaced if necessary. All bolts shall be torque to OEM specifications.

**Maine Military Authority  
32 Connecticut Road  
Limestone, Maine 04750**

**Bellows Assemblies**

All bellow assemblies, including plates, pistons and adaptors, shall be removed and replaced with new high quality components if necessary. The front and rear bellows and shock absorber mounting towers shall be inspected for cracks or deformities and replaced if OEM specifications are not met. The bottom shock absorber mounting area shall be checked for cracks, elongated mounting holes and other evidence of deformation or damage. Those with elongated mounting holes or other forms of deformation will be replaced with new high quality materials.

All suspension bolts, nuts and washers needing replacement will be replaced with new OEM OR EQUIVALENT approved equals.

**Axle Stops and Bumpers**

All axle stops and bumpers shall be inspected and replaced as necessary.

Radius Rods, Bushings and Brackets inspected and replaced as necessary.

Rear radius rod mounting pins and beam supports needing replacement shall be replaced with OEM OR EQUIVALENT parts. All bolts shall be replaced with new OEM OR EQUIVALENT bolts and shall be torque to OEM specifications.

The front radius arm assemblies and associated hardware will be replaced if necessary with new components. Front lateral rods shall be replaced with new lateral rods. All bolts and nuts shall be torque to OEM specifications. All suspension hardware shall have torque putty or a mark indicating the torque has been properly set. The mark shall be a contrasting color and applied to the face of the hardware in plain view.

All radius rod bushings shall have never-seize type protection before installation into the vehicle, none between the bushing and the rod.

**Leveling Valves**

Leveling valves shall be inspected and replaced as necessary and the ride height shall be adjusted to the vehicle manufacturer's original specification. Ride height shall be checked with the vehicle at curb weight, parked on level pavement.

**Axles, Steering and Wheels**

If necessary the following components shall be replaced with new:

- Kingpins, kingpin bushings, thrust bearings (no ream)

**Maine Military Authority  
32 Connecticut Road  
Limestone, Maine 04750**

- Tie rod ends
- Drag link ends
- Steering Shaft U-joint

Component installation shall conform to OEM recommended practice, using the required tooling. Components shall be properly lubricated after installation.

The spindle assemblies will be refurbished in accordance with OEM specifications.

All drag links and tie rod ends including all shafts are to be inspected and replaced as necessary with new OEM or Equivalent parts.

The front axle assembly shall be removed, completely disassembled and reconditioned with new OEM or Equivalent bearings and gasket seals.

Drive Axle: If necessary the rear axle assembly shall be removed, completely disassembled and reconditioned with new OEM or Equivalent bearings, gasket seals, bushings and gears. Axle shafts shall be inspected and replaced if they do not meet OEM specifications. Final drive housing shall be inspected and if they do not meet OEM specifications they will be replaced.

Wheel hubs shall be inspected for defects and, if damaged, replaced with new OEM or Equivalent hubs. All wheel bearings, races, seals and gaskets shall be inspected and replaced with new OEM or Equivalent components as necessary. All front and rear wheel mounting studs and lug nuts shall be inspected and replaced as necessary and properly torque to OEM specifications. All lug nuts shall receive new wheel check high heat orange indicators after the proper torque is applied.

Hubs must be removed, disassembled, cleaned, corrosion removed, and inspected. Hubs with cracks and damage will be replaced with new.

Dust caps must be replaced with new.

A 4 Wheel alignment will be performed prior to delivery.

### **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.

**Maine Military Authority  
32 Connecticut Road  
Limestone, Maine 04750**

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.

S-cams, seals, bearings, and bushings shall be replaced with new components.  
All brake block retaining hardware, wedge bolts, anchor pins, rollers, O-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.

**2. 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-1 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.

**Maine Military Authority  
32 Connecticut Road  
Limestone, Maine 04750**

- 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.

**3. Slack Adjusters**

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

**4. 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.

**5. 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.

**6. 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 Project Manager.

**Maine Military Authority  
32 Connecticut Road  
Limestone, Maine 04750**

- 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, torn, 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 glazing shall be replaced. When reassembled, the window shall be tested for ease of operation.
- 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:** If necessary the driver's seat in each vehicle shall be replaced with a new USSC driver seat or Equivalent. Alterations form USSC 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.

**Maine Military Authority  
32 Connecticut Road  
Limestone, Maine 04750**

- g. All upholstery will be deep cleaned using a commercial system. Operator and 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 seats reclining mechanisms will be repaired to original operational function. 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.

**7. ADA Accommodations**

- a. 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 extension 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.

**8. Interior Lighting**

- a. All interior passengers lighting, engine lighting and exterior lighting will be retrofitted to current OEM specifications for LED lighting if requested by FRO.

**9. 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
- c. Components shall be replaced.

**10. 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.

**Maine Military Authority  
32 Connecticut Road  
Limestone, Maine 04750**

- 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.

**11. Ceiling and Wall Panels**

- a. Ceiling and Wall Panels shall be thoroughly inspected and detailed to a like new condition.

**12. 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,

**Maine Military Authority  
32 Connecticut Road  
Limestone, Maine 04750**

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 components shall be replaced. 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.
- d. 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.
- e. Damaged access doors and panels shall be repaired or replaced as necessary and adjusted to ensure the doors lie flush to the vehicle body with even spacing and operate properly.
- f. 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 replace to OEM specifications with new corrosion protection applied.
- g. Replaced panels shall be attached to the frame in accordance with OEM procedures.
- h. The underside of all new panels shall have primer applied to prevent corrosion.
- i. 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.
- l. Front and rear bumper covers shall be inspected and replaced as need.

**13. Battery Compartment**

**Maine Military Authority  
32 Connecticut Road  
Limestone, Maine 04750**

- 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 replaced 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 or replaced as required

**14. Rubber Wheel Well Molding**

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

**15. Exterior Lights**

- a. All exterior lamp assemblies including 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 lights with rubber mounting gaskets with vendor supplied components.

**16. Rub rails and Molding**

- a. 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.

**17. 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.

**Maine Military Authority  
32 Connecticut Road  
Limestone, Maine 04750**

**18. Air Deflectors**

- a. 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.

**19. Ramp Replacement**

- a. The front step well wheelchair ramp assemblies shall be replaced with new ramp assemblies or repaired if necessary, 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 to ensure the proper protection of the lift assembly.

**20. 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 damaged trim pieces shall be repaired and properly secured to the vehicle. Particular attention will be given 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.

- 2.3 Requisition of Vehicles: MMA will direct and transport specific vehicles to and from MMA at the program expense. The FRO will coordinate with MMA prior to directing vehicles to the facility.

**Maine Military Authority  
32 Connecticut Road  
Limestone, Maine 04750**

- 2.4 **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.
- 2.5 **Materials:** All parts and materials used will meet or exceed OEM specifications. The Recycling of retired assets supplied to MMA and In-House fabrication of parts and materials will be utilized as a cost savings effort for the FRO and MMA. Service records indicating a recent major repair will be directed to FRO for evaluation and will take precedents over this SOW.
- 2.6 **Quality Assurance:** MMA 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.
- 2.7 **Vehicle Transportation costs:** The FRO is responsible for all costs associated with transporting their vehicle(s) to and from MMA's repair facility.
- 2.8 **MMA Warranty:** MMA will warranty repairs performed under this SOW for a period of one year on paint and workmanship from the date of shipment. MMA's warranty only applies to work performed. MMA 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 Robert Jandreau at (207) 328-4873 EXT 235 or email [Robert.jandreau@maine.gov](mailto:Robert.jandreau@maine.gov).
- 3.0 **Additional Mechanical Repair and Upgrade Options (Not covered in this SOW):** Any and all upgrade options to be finalized after inspection process has been completed.
- 4.0 **Disclaimer:** MMA reserves the right to reject any vehicle with excessive corrosion and/or parts requirements which exceed program limitations for hours, parts or cost.

5.0 **MMA Points of Contact:**

Mr. Kent Cousins  
Director of Program Management  
32 Connecticut Road  
Limestone, ME 04750-9773  
(207) 328-4873 EXT 275  
Fax (207) 328-4251  
[kent.a.cousins.mil@mail.mil](mailto:kent.a.cousins.mil@mail.mil)

Mr. Robert Jandreau  
Operations Manager  
32 Connecticut Road  
Limestone, ME 04750-9773  
(207) 328-4873 EXT 235  
Fax: (207) 328-4251  
[robert.jandreau@maine.gov](mailto:robert.jandreau@maine.gov)

5.0 **MVC Points of Contact:**

**Maine Military Authority  
32 Connecticut Road  
Limestone, Maine 04750**

Mike Merwin Merwin Vehicle Consulting,  
P.O. Box 55 / 31 East Pond Road  
Jefferson, Maine 04348  
Office (207) 549-5076  
Mobile (207) 242-6807

mmerwin1@twc.com

## **Acknowledgement / Agreement of SOW to be performed**

**Client / Customer**

**Maine Military Authority**

\_\_\_\_\_  
ORGANIZATION

\_\_\_\_\_  
DIRECTOR OF OPERATIONS

\_\_\_\_\_  
AUTHORIZED OFFICIAL

\_\_\_\_\_  
PROJECT LEADER / MANAGER

**Maine Military Authority  
32 Connecticut Road  
Limestone, Maine 04750**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

CONFIDENTIAL

## SCOPE OF WORK: Mike Merwin, Merwin Vehicle Consulting

### **Mike Merwin**

Merwin Vehicle Consulting, Contract dates: *March 2, 2015 to March 1, 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 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.
- Third Party Bus Rehab Inspections.
- 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 VALIDITY, INSPECTION AND ACCEPTANCE OF PRE-OWNED BUSES INTO THE MMA REHAB/REBUILD BUS PROGRAM**

MVC will locate, determine the validity, inspection and acceptance of pre-owned transit buses into the MMA Bus Rehab/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 preform 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 March 1, 2015. 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 – MIDLIFE 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: \_\_\_\_\_

Tim McCabe, Director of Business Development, MMA

\_\_\_\_\_ Date: \_\_\_\_\_

# MEMO

TO: LATC  
FR: Marsha Bennett  
DT: March 6, 2015  
RE: Bus Schedule and Bus Pass Quotes

## Bus Passes:

LATC received three printing quotes for bus passes, approving via email Colorfxweb, the low bidder. LATC authorized at its January meeting using email to approve the award for the bus passes and would ratify the vote at the next meeting . The following are the passes ordered and the printing quotes received:

10,000 Monthly Senior/Disabled  
5,000 Monthly Regular  
2,500 Monthly Student  
5,000 6-ride Regular  
5,000 11-ride Senior/Disabled

All prices for 5000 14pt cards 2 x 3.5:

Overnightprints.com 57.85 (both sides 4c) shipping 19.85 - total price 77.70  
Partnerprinting.com 95.42 (both sides 4c) shipping 43.07 - total price 138.49  
Colorfxweb.com 35.99 (both sides 4c) shipping 14.99 - total price 50.98

The 2500 price at colorfxweb is 23.40 with shipping at 10.03 for a total price of 33.43.

The email vote was 6-0-1 in favor of Colorfxweb for a total of \$288.33. Christina Berry did not respond.

## Bus Schedules:

LATC received two printing quotes for three different quantities for the bus schedule. The printing specifications, quantity and quotes are listed below.

Company	Specifications	10,000	15,000	20,000
Times Record	4 page/16.5" web 50# heavyweight stock 4 color on all pages	\$765.38	\$938.75	\$1,202.12
Sun Press	4 page/16" 45# 90 Bright Stock Quarter folded	\$882.91	\$1,076.86	\$1,206.15

Staff is requesting that LATC award a printing order in the amount of 15,000 schedules from Times Record.