



**Auburn University
Request for Proposal**

RFP NO. B0008465

Campus Transit Services

Due: 10:30a.m. CST on December 11, 2019

Table of Contents

Table of Contents	1
Section I - RFP Administration	3
I.A. Statement of Objectives	3
I.B. Submission Procedures and Instructions	3
1.C. Contracting and Selection Procedures	5
1.C.1 Evaluation Criteria	5
I.D. RFP Response Procedures	5
Section II Current Transit Service Description	8
II.A. Auburn University Campus Transit System Overview	8
II.B. Route, Service and Schedule Information	9
Auburn University Projected Annual Route Service Hours	10
Historical Charter Activity	13
Section III Contractor Requirements	14
Section III Statement of Work - Transit Service	18
Section IV Statement of Work - Personnel	22
Section V Statement of Work - Vehicles	32
Minimum Specifications - Heavy Duty Transit Vehicles	38
Minimum Specification - 14 Passenger Medium Duty Vehicle	45
Electric Vehicle Specifications	48
Hybrid Electric Vehicle Specifications	49
Section VI - Statement of Work - Maintenance and Facilities	54
Section VII - Statement of Work - System Management	57
Section VIII - AU General Terms and Conditions	65

Section I - RFP Administration

I.A. Statement of Objectives

Auburn University is soliciting sealed proposals to procure transit bus service for the campus and surrounding community. The selected contractor will report to the University's Director of Parking and Transit Services and their designee(s). This RFP outlines the minimally acceptable levels of service, operations performance, and procedural requirements acceptable to Auburn University. Respondents must respond to all specifications as outlined within this document. Additionally respondents are encouraged to provide alternative proposals, enhanced options, and more robust solutions that will increase value to passengers and constituents.

The campus transit system is primarily charged with the safe, efficient, and reliable transportation of students, faculty, staff, and guests throughout the service area.

I.B. Submission Procedures and Instructions

Proposals will be received in the AU Procurement and Payment Services office at 212 Ingram Hall, Auburn University, AL until 10:30am CST on Wednesday, December 11, 2019.

All inquiries regarding this proposal and its contents should be directed to:

John Corgill
Assistant Director, Procurement Services
Jpc0004@auburn.edu

Instructions to Proposers

Proposal Response

- Proposals should be addressed and delivered to the Procurement and Business Services office, Auburn University, 212 Ingram Hall, Auburn University, Alabama, 36849-5101, on or before the time and date set for closing. Proposals should be in a sealed envelope marked:

Company Name
RFP Number
Date and Time Proposal is due

- Proposers may withdraw proposals at any time prior to the time and date set for opening.
- The University reserves the sole and exclusive right to reject or accept any or all proposals and to waive any informality in proposal. The best interest of the University and their subsequent facilities shall be considered as the number one determining factor in selecting or not selecting a Proposer.
- No department, school, or office at the University has the authority to solicit official proposals other than Procurement and Payment Services. All solicitation is performed under the direct supervision of the Executive Director of Procurement and Payment Services and in complete accordance with the University policies and procedures.

- The University reserves the right to conduct discussions with proposers, and to accept revisions of proposals, and to negotiate price changes. The University will make reasonable efforts to protect proprietary information but all records are subject to State of Alabama open records laws.
- Proposers submitting proposals which meet the selection criteria and which are deemed to be the most advantageous to the University may be requested to give an oral presentation to a selection committee. Procurement and Payment Services will schedule the presentations.
- The University is committed to the development of Small Business and Small Disadvantaged business (SB & SDB) suppliers. If subcontracting is necessary, the contractor will make every effort to use SB & SDB in the performance of this contract. Reporting will be required throughout the duration of the contract indicating the extent of SB & SDB participation.
- The Suppliers shall indemnify, defend, and hold harmless the University, its officers, agents, and employees from any claims, damages, and actions of any kind or nature arising from or caused by the use of any materials, goods, equipment, or services furnished by the Supplier, provided that such liability does not attribute to the sole negligence of the University.
- The successful supplier will have to attest to the following: By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama, Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.”
- Read and comply with all instructions, specifications, General Terms and Conditions, and Bid Conditions.

1.C. Contracting and Selection Procedures

1.C.1 Evaluation Criteria

Criteria	Maximum Points
Pricing	50%
Experience & Qualifications	15%
Personnel, Training & Planning	20%
Sustainability	5%
Quality of Response	10%

I.D. RFP Response Procedures

All responses shall be numbered and each section shall use the same titles as found in this RFP document.

Each respondent shall provide, in their written response, confirmation that they will meet or exceed each requirement in each section of the scope of services. A description of how each requirement will be met shall be included as appropriate to effectively evaluate the confirmation.

Any exceptions must be noted and explained in complete detail. Such exceptions may result in a reduced score evaluation and/or disqualification of the bid response for required specifications.

Respondent shall provide descriptions, information, diagrams, or additional documentation for any item within the scope of services as specified.

I.E. Request for Proposal Cost Evaluation

Respondents shall provide their proposal for all labor expenses (excluding maintenance labor) and management fee. The cost evaluation will be based on proposed labor rates for required positions and the proposed management fee. The evaluation will also include any proposed opportunities for cost savings programs including, but not limited to, alternative maintenance, national buying agreements, or other methods to reduce operating costs.

I.E.1 See Attached Proposal Form to be included with the response

Proposal Format

- Submit one (1) copy of the initial response on a USB flash drive, preferably in Adobe PDF. The original response must contain the original manual signature of the authorized person signing the proposal, and the electronic copy of the proposal. The 'Cost Proposal' response shall be in Excel® as provided.
- Submit one (1) original and five (5) copies of the offeror's proposal in hard copy form. ***Failure to include the original response, the electronic copy, and all signed copies may be grounds for rejection of your initial response without further evaluation.***
- Original proposal and all copies must be on 8-½ x 11 text weight paper, using binding tabs that will facilitate the distribution and evaluation of the proposals.
- The original hard copy response must be in a standard size 3 ring binder or binders, tabbed and numbered as described on the following page.
 - Copies must be bound but may be bound using alternative binding.
 - If there is any information or required submittals which due to size or binding cannot be incorporated following the proper tab, the offerer must provide information following the numbered tab, telling the evaluator where the information can be found in the response.
- Copies may be submitted in bulk.
- The outer carton of the response must include the name of Company, RFP number, and due date and time.
- Questions and requests for information may not be rearranged, regrouped, or divided in any way.
- No telephone, facsimile or telegraphic proposals will be considered. Proposals received after the time for closing will be returned to the proposer unopened.

Contract Term

The Initial Term of the Contract awarded by this RFP shall be for a five (5) year period. Upon mutual agreement between the successful Contractor(s) and the University, this Contract may be renewed annually five (5) times up to a period of five (5) years with the same qualifications and under the original terms and conditions if it is in the best interest of the University. Annual renewal shall be contingent upon the University's satisfaction with the Contractor's performance and compliance with the RFP requirements. The successful Contractor(s) should furnish the written agreement to Auburn University ninety (90) days prior to the renewal year.

Effective Date

The effective date of the contract shall tentatively be 08/01/2021 or the date upon which the parties execute the contract and all appropriate approvals have been received, whichever is later.

Termination

Auburn University may terminate the resultant Contract for convenience by providing sixty (60) calendar days advance notice to the Contractor.

Response Time Line:

Task	Date
RFP Bid Issued	November 13, 2019
Questions from Vendors Due	December 2, 2019
Responses to Questions Submitted	December 6, 2019
RFP Response Due	December 11, 2019
Optional On Campus Presentations	January 2020
Award	April 2020

Section II Current Transit Service Description

II.A. Auburn University Campus Transit System Overview

Our mission is to provide safe and reliable transit service to Auburn University students, faculty and staff. We encourage students to take advantage of the twenty-two routes that are offered throughout the academic year. During the fall and spring semesters, Tiger Transit is in operation from 7 a.m. – 8 p.m. (our East Glenn route will conclude its services at 6 p.m.) and from 7 a.m. – 5 p.m. during the summer semester.

II.B. Route, Service and Schedule Information

Route details may be found in the appendices of this Request for Proposal document. Each current route has been included. This information is provided as reference only. While Auburn University currently expects that future route service will be similar, all routes, schedules, and service levels are subject to change at any time at the sole discretion of the University. None of the information is represented as a guarantee of service. This information is a current representation of the Auburn University Transportation Services only.

Current Fleet

Quantity	Make/Model	Seats	ADA	Bike
68	Freightliner M2 Defender (2013, 2014, 2018)	34	Yes	Yes
2	Ford Challenger (2013)	14	Yes	Yes

Approximate Revenue Mileage - 1,301,534 from Sept. 18, 2018 to Sept. 18, 2019

Approximate Non Revenue Mileage - 22,683 from Sept. 18, 2018 to Sept. 18, 2019

Auburn University Projected Annual Route Service Hours

Auburn University Projected Annual Route Service Hours									
Route Name	Route Days of Svc	Est R.T. Route Mileage	Peak Veh. on Route	Route Start	Route End	Daily Hrs	Weekly Hrs	Est. Ann. Days	Est. Ann. Hours
Fall/Spring Schedule									
Internal Lines									
Fine Arts	Weekdays	2.94	1	7:00AM	8:00PM	13.0	65.0	160	2,080.0
Haley West	Weekdays	2.47	2	7:00AM	8:00PM	21.0	105.0	160	3,360.0
Health Sciences Sector	Weekdays	2.84	1	7:00AM	8:00PM	13.0	65.0	160	2,080.0
Old Row-West Parking	Weekdays	2.71	2	7:00AM	8:00PM	22.0	110.0	160	3,520.0
Park & Ride	Weekdays	2.88	3	7:00AM	8:00PM	29.5	147.5	160	4,720.0
Samford-Shug Jordan	Weekdays	4.28	2	7:00AM	8:00PM	22.5	112.5	160	3,600.0
South Quad-East Campus	Weekdays	2.77	1	7:00AM	8:00PM	13.0	65.0	160	2,080.0
West Campus	Weekdays	3.16	2	7:00AM	8:00PM	22.5	112.5	160	3,600.0
External Lines									
College Loop	Weekdays	5.25	4	7:00AM	8:00PM	35.3	176.3	160	5,640.0
East Glenn	Weekdays	7.10	2	7:00AM	6:00PM	21.0	105.0	160	3,360.0
Glenn-Harper	Weekdays	4.27	3	7:00AM	8:00PM	31.8	158.8	160	5,080.0
Longleaf	Weekdays	5.93	3	7:00AM	8:00PM	32.8	163.8	160	5,240.0
Magnolia	Weekdays	3.40	4	7:00AM	8:00PM	36.0	180.0	160	5,760.0
New Wire Road	Weekdays	7.96	1	7:00AM	6:00PM	11.0	55.0	160	1,760.0
North Auburn	Weekdays	9.49	4	7:00AM	8:00PM	36.0	180.0	160	5,760.0
North College	Weekdays	6.55	3	7:00AM	8:00PM	31.0	155.0	160	4,960.0
North Donahue	Weekdays	5.39	2	7:00AM	8:00PM	22.5	112.5	160	3,600.0
North Ross	Weekdays	4.73	3	7:00AM	8:00PM	31.8	158.8	160	5,080.0
South Auburn	Weekdays	8.43	2	7:00AM	8:00PM	23.0	115.0	160	3,680.0
South College	Weekdays	6.82	2	7:00AM	8:00PM	21.0	105.0	160	3,360.0

South Donahue	Weekdays	5.81	4	7:00AM	8:00PM	35.5	177.5	160	5,680.0
Webster Road	Weekdays	7.18	3	7:00AM	8:00PM	32.0	160.0	160	5,120.0
West Glenn	Weekdays	2.43	2	7:00AM	8:00PM	22.5	112.5	160	3,600.0
Special Services									
Late Night Tiger Ten	Fri & Sat	-	4	10:30PM	3:00AM	18.0	36.0	64	1,152.0
Shopping Shuttle	Friday	-	3	5:30PM	9:30PM	12.0	12.0	32	384.0
Game Day Shuttles	Special	-	65	-	-	550.0	550.0	7	3,850.0
				Fall/Spring Service Days					96,026.0
Summer/Reduced Schedule									
Internal Lines									
Fine Arts	Weekdays	2.94	1	7:00AM	5:00PM	10.0	50.0	52.5	525.0
Haley West	Weekdays	2.47	1	7:00AM	5:00PM	10.0	50.0	52.5	525.0
Health Sciences Sector	Weekdays	2.84	1	7:00AM	5:00PM	10.0	50.0	52.5	525.0
Old Row-West Parking	Weekdays	2.71	2	7:00AM	5:00PM	16.0	80.0	52.5	840.0
Park & Ride	Weekdays	2.88	2	7:00AM	5:00PM	18.0	90.0	52.5	945.0
Samford-Shug Jordan	Weekdays	4.28	1	7:00AM	5:00PM	10.0	50.0	52.5	525.0
South Quad-East Campus	Weekdays	2.77	1	7:00AM	5:00PM	10.0	50.0	52.5	525.0
West Campus	Weekdays	3.16	2	7:00AM	5:00PM	19.0	95.0	52.5	997.5
External Lines									
College Loop	Weekdays	5.25	2	7:00AM	5:00PM	18.0	90.0	52.5	945.0
East Glenn	Weekdays	7.10	1	7:00AM	5:00PM	10.0	50.0	52.5	525.0
Glenn-Harper	Weekdays	4.27	2	7:00AM	5:00PM	18.0	90.0	52.5	945.0
Longleaf	Weekdays	5.93	2	7:00AM	5:00PM	19.0	95.0	52.5	997.5
Magnolia	Weekdays	3.40	2	7:00AM	5:00PM	19.0	95.0	52.5	997.5
New Wire Road	Weekdays	7.96	1	7:00AM	5:00PM	10.0	50.0	52.5	525.0
North Auburn	Weekdays	9.49	2	7:00AM	5:00PM	18.0	90.0	52.5	945.0
North College	Weekdays	6.55	2	7:00AM	5:00PM	16.0	80.0	52.5	840.0
North Donahue	Weekdays	5.39	2	7:00AM	5:00PM	16.0	80.0	52.5	840.0
North Ross	Weekdays	4.73	2	7:00AM	5:00PM	17.0	85.0	52.5	892.5
South Auburn	Weekdays	8.43	2	7:00AM	5:00PM	17.0	85.0	52.5	892.5

South College	Weekdays	6.82	2	7:00AM	5:00PM	15.5	77.5	52.5	813.8
South Donahue	Weekdays	5.81	2	7:00AM	5:00PM	17.0	85.0	52.5	892.5
Webster Road	Weekdays	7.18	2	7:00AM	5:00PM	17.0	85.0	52.5	892.5
West Glenn	Weekdays	2.43	1	7:00AM	5:00PM	10.0	50.0	52.5	525.0
Special Services									
Shopping Shuttle (Summer)	Fri Summer	-	3	5:30PM	9:30PM	12.0	24.0	10	120.0
Shopping Shuttle (Reduced)	Fri Reduced	-	3	5:30PM	9:30PM	12.0	24.0	10	120.0
Auburn U Charter Services	Special	-	-	-	-	-	-	-	7,000.0
				Summer/Reduced Service Days					25,116.3
Total Annual Service Hours for Auburn University									
									121,142.3

Historical Charter Activity

Month	2016 Charter Hours	2017 Charter Hours	2018 Charter Hours	2016-2018 Avg Charter Hours
January	466.42	405.37	400.16	423.98
February	274.27	309.09	314.53	299.30
March	168.21	199.89	300.09	222.73
April	535.76	540.52	213.05	429.78
May	233.71	306.45	302.89	281.02
June	441.40	416.77	449.62	435.93
July	399.85	442.00	197.10	346.32
August	610.07	753.43	502.16	621.89
September	2,306.17	1,737.95	2,616.34	2,220.15
October	1,174.30	623.86	740.72	846.29
November	1,796.75	1,836.57	1,240.23	1,624.52
December	1,299.76	254.16	522.86	692.26
Total	9,706.67	7,826.06	7,799.75	8,444.16

Section III Contractor Requirements

1. Experience and Qualifications
 - 1.1. Performance Narrative - Provide a narrative (two page maximum) demonstrating proposer's proven success in providing transportation operations and management services. Highlight experience within a campus type environment, focusing on operations with a specific focus on providing exceptional customer service and passenger experience.
 - 1.2. Experience - Proposer shall have a minimum of ten (10) consecutive years' experience providing bus and/or van passenger transportation services to a college, university, airport, military facility, corporate campus, municipality, hospital/healthcare facility, or public recreational facility.
 - 1.2.1. Contractors shall submit a minimum of three (3) qualified references with their response.
 - 1.2.2. Active customer references are strongly desired. References for contracts that ended within the previous 24 (twenty-four) months will be considered but may be assigned a lower value during the evaluation stage.
 - 1.2.3. Submitted references will be evaluated based on relevancy to service requirements and quality of service delivered.
 - 1.3. Qualified References
 - 1.3.1. Minimum of 20 (twenty) vehicles operating simultaneously during peak period of service.
 - 1.3.2. Minimum average of 30,000 annual service hours per reference.
 - 1.3.3. Minimum average of 1,000,000 unlinked passenger trips provided per year.
 - 1.3.4. Bus and/or van passenger transportation services must have been provided to a college, university, airport, military facility, corporate campus, municipality, hospital/healthcare facility, or public recreational facility.
 - 1.4. Reference Submission Requirements
 - 1.4.1. Contact name, title, email, fax, phone, and address
 - 1.4.2. Name of company or organization
 - 1.4.3. Description of service provided, including typical passengers transported, geographic area and scope of the transit system, number of buses, routes, and annual hours..
 - 1.4.4. Date service began and ended (or future contract end date)
 - 1.4.4.1. Provide explanation of why service ended (if applicable).
 - 1.4.5. Indicate if site visit will be allowed if requested.
 - 1.4.6. Terminated Contracts – provide a listing of all contracts that terminated prior to the contract end date, for any reason, during the last 60 (sixty) months.
 - 1.4.6.1. Include customer name, description of service, dates of service, reason for service termination.
 - 1.5. Additional Required Documents
 - 1.5.1. Cover Page

- 1.5.2. Vendor Response/Quotation Page
- 1.5.3. State of Alabama Vendor Disclosure Statement
- 1.6. Cost Proposal – The included Excel cost proposal shall be completed for all years. Within the proposed hourly rate per bus, please describe how those funds would be allocated based on the Cost Proposal Form.
- 1.7. Provide, in detail, how all requirements listed herein will be met in the order they presented in the document
- 1.8. Exceptions to Terms & Conditions
 - 1.8.1. Contractor shall describe any exceptions to Auburn University’s Terms & Conditions as well as any exceptions taken to the RFP
- 2. General Contractor Responsibilities
 - 2.1. The Contractor will work under the direction of Auburn University Campus Transportation and shall be responsible for all day-to-day operations, administration, personnel management, service delivery, maintenance, and other tasks as assigned. The contractor will meet the following requirements.
 - 2.1.1. Provide transportation services as specified in the Scope of Service.
 - 2.1.2. Employ only qualified and capable personnel. Ensure that satisfactory work performance is maintained at all times.
 - 2.1.3. Provide all necessary training for safety and the highest quality service delivery from all employees.
 - 2.1.4. Comply with all contract requirements as well as all applicable federal, state, and local regulations and laws.
 - 2.1.5. Maintain all equipment and vehicles in accordance with generally accepted industry practices, manufacturer specifications, RFP requirements, and customer standards.
 - 2.1.6. Assist Auburn University with scheduling, route reviews, planning, reporting, and management support as required and requested.
 - 2.2. Operational Management Meetings
 - 2.2.1. Contractor shall conduct a minimum of one safety and operational meetings each month. All employees, including all management personnel are required to attend.
 - 2.2.2. A minimum of two meetings per year must cover Customer Service and two additional meetings must cover Safety, for a total of four meetings per year.
 - 2.3. Technology
 - 2.3.1. Comply with and/or assist with all transit technology systems procurement, management, maintenance, and operations.
 - 2.3.2. Contractor shall provide Customer user credentials for reporting and complete and unlimited access, in real time, to all data captured from any transit technology on board vehicles.
 - 2.3.3. Assist with data collection, surveys and analysis of transit operations. Comply and/or assist with the University’s monitoring and auditing programs.
 - 2.4. Reporting and Management

- 2.4.1. Assist University staff in development and implementation of management direction and standards for the day-to-day administration of the transit service.
 - 2.4.2. Attend weekly, monthly, and special meetings with University staff.
 - 2.4.3. Assist each semester with route and schedule reviews and planning of the next semester's services.
 - 2.4.4. Analyze changing conditions and AVL data to assess on time performance, running times, headway adherence, and make necessary recommendations to adjust schedules and routes or other potential cost savings for the University.
 - 2.4.5. Provide operating, financial, and performance reports and invoices monthly as outlined in this RFP and as requested by the University.
 - 2.4.6. The Contractor is encouraged to suggest potential route and schedule changes they believe will increase operational efficiency and service levels.
 - 2.4.6.1. No changes shall be implemented without express written approval from Auburn University Transportation Management.
 - 2.4.7. The contractor shall provide the services in compliance with all federal and state Environmental Protection Agency (EPA) requirements
 - 2.4.7.1. Contractor shall take whatever measures are necessary to prevent fuel spills or other environmental mishaps.
 - 2.4.7.2. Contractor is responsible for any clean up at the contractor's facility.
 - 2.4.8. Cooperate with campus and other law enforcement agencies with respect to security activities and emergency evacuation situations.
 - 2.4.9. Refer all University-related media inquiries to the University, and cooperate in providing public information through the University.
- 2.5. Notification Procedures
- 2.5.1. Contractor shall respond promptly and precisely to all requests for information.
 - 2.5.2. Contractor shall notify the University of any deficiencies in facilities and/or revenue vehicles, or in proposed fixed routes, services expansions, alterations, service reductions, and/or other service operations including but not limited to technology or software management systems.
 - 2.5.3. Notifications shall be made within 2 hours whenever possible, but never more than 24 hours in extenuating circumstances. All notifications shall be made in writing, even if also made verbally.
 - 2.5.4. Notifications for accidents, injuries or incidents need to be made within the above specifications and need to include investigation results, preventability decision and plan for prevention of further preventable accidents, incidents or injuries.
3. Auditing and Inspection
- 3.1. Auburn University reserves the right to inspect any and all records, at any time, pertaining to the maintenance, service deliver, operations of this service, and the financial records of this successful bidder.

- 3.2. The University reserves the right to independently inspect any facility or vehicle used exclusively or partially for the delivery of campus transit service. Contractor will work with the University to expeditiously schedule and conduct requested inspections.
- 3.3. Contractor will allow full access and provide complete cooperation to any outside auditor or consultant engaged by Auburn University to review fleet or service performance, or evaluate any other component of the campus transit service.
 - 3.3.1. The contractor must respond to any identified deficiencies within 72 hours of notification.
 - 3.3.2. Contractor shall complete all corrections within 30 days of notification unless an alternate schedule is agreed to by the University.

Section III Statement of Work - Transit Service

1. General Service Requirements

- 1.1. The University shall not be liable for any service interruption due to vehicle damage, accidents, injuries, absences of Contractor's employees, or any other operational cause.
- 1.2. The Contractor, if any, assumes full risk and responsibility for any loss, destruction or damages to the Contractor's vehicles, tools, supplies, or other equipment, unless caused by a University employee.
- 1.3. Any damage(s) to Auburn University's property, grounds, or equipment caused by the Contractor and/or its employees shall be repaired at the Contractor's expense, to Auburn's full satisfaction.
- 1.4. Contractor may only bill for service hours delivered. No deadhead time shall be billed.
- 1.5. The University may, at its sole discretion...
 - 1.5.1. Display signage or messaging of any type inside buses.
 - 1.5.2. Restrict music or audio played on buses.
 - 1.5.3. Require contractor to disconnect radio head units.
- 1.6. Contractors shall not use a University identified vehicle for any transportation activity other than scheduled route service without prior, express, written approval from authorized Auburn University personnel.
- 1.7. No open containers of food or beverages, music playing without headphones, bicycles, or animals (except for service animals) will be permitted on buses at any time.
- 1.8. A spare bus will immediately replace any bus that is taken out of service for refueling or service. Two spare buses must be stationed on campus.
 - 1.8.1. The contractor is required to have one spare bus at the Student Center and one spare on Mell Street for quick replacement.

2. Responsibilities

- 2.1. The successful respondent shall furnish all supplies, material, equipment, management and labor necessary for the professional, efficient and sound operation of Auburn University's Transportation Services.
- 2.2. The successful respondent shall service, maintain and safely operate all revenue service and support vehicles provided for its use at Auburn under the contract.
- 2.3. The successful respondent shall deliver all vehicles that it proposes for use under this contract, to a convenient, agreed upon location where Auburn representatives can inspect them prior to their being placed into service. This includes initial RFP specifications review to include inspection of first and last assembled bus at manufacturer's facility.
- 2.4. The successful respondent shall maintain good public relations with Auburn University students, faculty and staff at all times.

- 2.5. The successful respondent shall maintain and service all vehicles on a frequent and continuous basis, and shall indicate in their proposal how the schedule will be implemented.
- 2.6. The successful respondent shall display all information, including licenses, permits, and certifications, in an appropriate manner as required by applicable law and as approved by Auburn University.
3. Daily Transit Operations
 - 3.1. The current average daily ridership during Fall and Spring semester full operations is approximately 13,000 per service day.
 - 3.2. Service Area: Auburn University Campus and surrounding student housing.
 - 3.3. Routes: Detailed route information is provided within this document and associated appendices.
 - 3.4. Additional Service Requirements
 - 3.4.1. Home Football Game Day
 - 3.4.1.1. Approximately 550 hours for 8 home games to include 7 regular season games and 1 A-Day game.
 - 3.4.2. Charter Service
 - 3.4.2.1. Approximately 7,000 hours per year billed at the 'Charter Rate' which is calculated at 95% of the standard hourly service rate.
 - 3.4.2.2. Charters will end by 10:00PM unless otherwise approved by the contractor.
 - 3.4.2.3. All charters will be ten (10) hours or less unless otherwise approved by the contractor.
 - 3.5. Driver Schedules
 - 3.5.1. Lunch breaks shall not begin prior to 10:30AM and must all be completed no later than 3:30PM.
 - 3.5.2. Contractor shall provide an adequate number of relief drivers to enable route drivers to take one (1) 15 minute break and one (1) no less than 45 minute break during each eight (8) hour shift. Drivers working shifts longer than eight (8) hours shall be provided with an additional 15-minute break.
 - 3.5.3. Service must be continuous during all operations. All relief drivers are required to 'hot swap' or change drivers without interrupting scheduled route service times or transit operations.
 - 3.5.4. Bidder shall provide an example of an employee schedule identifying all drivers, relief drivers, mechanics, maintenance technicians, washers, and fueler shifts required to support peak operations.
4. Operational Plans
 - 4.1. Contractor Support Plan
 - 4.1.1. Describe support services, corporate organization chart showing individuals / positions assigned and resumes.
 - 4.1.2. The plan shall include Quality Assurance Plan, Service Planning Capabilities, Safety and Compliance Program (including Audit Procedures), Human Resource Management, Environmental Compliance and Audit Procedures

- 4.2. Site Organizational Chart
 - 4.2.1. Include all management, supervisory, and support staff, titles, and job duties/responsibilities.
 - 4.2.1.1. The following positions are required: General Manager, Assistant General Manager, Operations Manager, Safety and Training Manager
 - 4.2.1.2. The following positions must be identified within the organizational chart: human resources, compliance, maintenance staff, and operations supervisors.
- 4.3. Site Staffing Plan
 - 4.3.1. Include a staffing plan that describes hiring plan and timeline, number of drivers to be hired. The staffing plan should include on-going hiring plans and contingency plan in the event of driver shortages.
- 4.4. Service Start Up Plan
 - 4.4.1. The Proposer shall provide a Service Start-Up Plan that shows specific dates, deadlines and milestones of how the firm proposes to meet the service start date and accomplish the tasks described in the Scope of Work, including, but not limited to, staffing plan for each area. The plan shall include the following critical dates at a minimum. Additional relevant information regarding the start-up plan should be included as appropriate. The quality of the start-up plan will be evaluated on comprehensiveness and applicability to proposed operations and critical path schedule.
 - 4.4.1.1. Date General Manager will be hired and/or assigned to the University.
 - 4.4.1.2. Hiring and/or assignment of all other management, administrative, and support personnel.
 - 4.4.1.3. Date drivers will be hired and/or assigned to the University.
 - 4.4.1.4. Operator requirements and training dates for drivers.
 - 4.4.1.5. Vehicle acquisition, inventory and inspection dates.
 - 4.4.1.6. Dates that facilities, shop and office equipment will be identified and confirmed, including maintenance, bus washing.
 - 4.4.1.7. Maintenance startup programs including training and receipt of permits and licenses.
 - 4.4.1.8. If any of the operational facilities will be outsourced, the start date of the contracted service should be noted in the start-up plan.
- 4.5. Customer Service Plan
 - 4.5.1. Provide a copy of a standard or previously used customer service plan that addresses driver/passenger resolution, process for handling and resolving complaints.
 - 4.5.2. Provide plan to meet American's with Disability Act requirements

- 4.5.3. Standard/daily duties and requirements for drivers, ongoing service quality training program, and training plan for Auburn specific requirements.
- 4.6. Customer Feedback Plan
 - 4.6.1. All questions, comments, and concerns are sent directly to Tiger Transit via website, phone, or customer service agent. Issues will be investigated by Auburn University Transit and Contractor will be notified of all valid complaints/issues.
 - 4.6.2. In the event that the Contractor is contacted directly for any complaint, comment, or issue, the Contractor shall immediately forward that information (within 4 working hours) to Auburn University Transit along with comments and a recommended resolution.
 - 4.6.3. Contractor shall respond to all comments, concerns, or issues within four (4) business days (maximum).
- 4.7. Emergency Response Plan
 - 4.7.1. Thirty (30) days prior to the start of service under this contract, the Contractor shall submit, for University approval, written procedures for responding to emergencies and routine problems that may occur during the course of the contract. Occurrences include, but are not limited to:
 - 4.7.1.1. Passenger injuries, Disturbances, Employee Illness or Injuries, Vehicle Failures, Inclement Weather, Accidents, Detour, and Union Walkouts (if applicable)
 - 4.7.2. Emergency Operations
 - 4.7.2.1. Contractor shall make the fleet and drivers available to Auburn University emergency operations during any natural or man-made emergency situations.
 - 4.7.2.2. Contractor shall not increase the billable rate for emergency services. Contractor may add a premium if they are required to pay their drivers overtime. This premium must be presented, in writing, to Auburn transportation management prior to deployment.
 - 4.7.2.3. Additional costs for evacuation operations may be presented to Auburn University for reimbursement as well.
 - 4.7.2.4. Auburn University may request that buses be used to block roadways during special events and/or emergency operations.

Section IV Statement of Work - Personnel

1. General Personnel Requirements

- 1.1. The Contractor shall present their plan, with their bid response, for establishing effective management controls in the performance of the contract.
- 1.2. The Contractor shall furnish all management, operators (drivers), mechanics, dispatchers, supervisors, administrative personnel, and other personnel services necessary for providing the transportation services in accordance with this contract.
- 1.3. The Contractor will be required to provide project management, through a General Manager (or the equivalent), at a level of authority, and with capability sufficient to oversee its functions and employees under this contract.
- 1.4. The principal function of the General Manager will be to oversee the Contractor's employees, to monitor all operational activities associated with the service required under this contract, and specifically have direct responsibility for training, operations, and customer service. .
- 1.5. The General Manager will be responsible to the University for the safe and reliable provision of all services that are required under this contract.
- 1.6. The General Manager will be expected to directly supervise the daily activities of all drivers, dispatchers, call takers, maintenance workers, and other personnel necessary to support the University's shuttle operation.
- 1.7. The General Manager will work cooperatively with The University in matters of assuring service quality, providing operational data, responding to complaints and comments from passengers and/or the general public, and responding to specific requests for other assistance as necessary.
- 1.8. The Contractor shall notify University personnel immediately upon the resignation or removal of any primary project personnel
- 1.9. The University shall have the right to interview and evaluate any proposed replacement general manager, assistant general manager, safety and training manager or operations manager candidate prior to assignment at the University. The University may, at their sole discretion, require that a proposed candidate be unassigned to the University.
- 1.10. All employees, with noted exceptions, must have a Class B CDL with B and P endorsements or equivalent.
- 1.11. Auburn University must have the ability to directly contact the general manager and assistant general manager at any time regarding university transit operations.
- 1.12. Drug Testing
 - 1.12.1. All contractor employees must agree to federal, state, and local mandated drug testing and agree to random drug testing as a condition of their employment under this contract.
 - 1.12.2. Bidders shall provide a copy of their policies related to drug and alcohol testing (both initial testing and the frequency of ongoing random testing) with their bid response.

2. General Manager - Required Position

- 2.1. Bidder shall provide a detailed job description for General Manager position with their proposal response.
- 2.2. General Manager (GM) shall be 100% dedicated to Auburn University
 - 2.2.1. GM shall not be assigned full or partial responsibility for any other transportation operation at any time. There are no exceptions to this requirement.
 - 2.2.2. Assignment of GM to full or partial responsibilities to any operation in addition to Auburn University may be considered a breach of this agreement and may result in immediate termination of this agreement.
- 2.3. The University must approve the General (Site) Manager prior to assignment to Auburn University service.
- 2.4. The General Manager shall be responsible for all areas of operation, and specifically have direct responsibility for training, operations, and customer service.
 - 2.4.1. General Manager shall be on site and/or performing duties on behalf of Auburn University for a minimum of 40 hours per week
- 2.5. Minimum qualifications for the General Manager
 - 2.5.1. Must have a valid Class B CDL with B and P endorsements and meet all driver requirements.
 - 2.5.2. 4-year Bachelor's Degree from an accredited college or university and five (5) years transportation management experience or 10 years relevant management experience in university and/or public transportation.
 - 2.5.3. Three (3) years plus experience managing a staff of 15 (minimum) or more people.
 - 2.5.4. The GM shall have strong leadership and decision-making abilities and capability to understand the environment and make changes as needed in the field.
 - 2.5.5. Technically proficient in using Internet applications, email, MS Word, MS Excel, MS PowerPoint, and general competence with technology.
- 2.6. The University reserves the right to approve any employee who is in a supervisory, key staff or support role prior to assignment to the contract.
- 2.7. The University reserves the right to review the qualifications, resume, work history, educational background, and references for any employee assigned to the service
- 2.8. The General Manager shall remain in his or her position for at least one year after commencement of this contract. Allowable exceptions include termination for cause, upon mutual agreement between the University and Contractor, or at the University's request.
- 2.9. In the event that the General Manager resigns or is terminated by the Contractor, an interim replacement shall be named within 24 hours.
 - 2.9.1. Interim replacement will meet, in person, with Parking and Transit Services personnel within 10 calendar days of separation of General Manager.
 - 2.9.2. Permanent replacement shall be identified and/or hired within 30 calendar days of separation.

- 2.9.3. Permanent replacement will assume all duties and responsibilities for full time management of operations within 60 calendar days of separation.
- 2.10. Should the General Manager be temporarily unavailable to perform his or her duties, the Contractor will appoint a competent staff member, with equivalent delegated authority, to temporarily serve in the General Manager's place. The Contractor will notify the University's designated representative whenever such substitution will occur prior to such an occurrence.
 - 2.10.1. If the General Manager will be unavailable for more than two consecutive weeks, the Contractor will be required to provide a qualified General Manager as a substitute, subject to the University's approval.
 - 2.10.2. The Contractor may **not** use staff personnel provided for this contract outside the University's service area without prior approval of the University.
- 2.11. The Contractor will assure the University that the General Manager assigned to this project will **not** be replaced without a ninety (90)-day advance *written* notice, unless the departing employee does not provide the Contractor with such notice, or the Contractor removes the employee for cause.
- 2.12. The General Manager or his/her designee may be required to serve as an extension of the University's contract oversight staff and, as such, may also be required to attend staff and performance meetings, upon request.
- 3. Assistant General Manager (Required Position)
 - 3.1. The Contractor shall provide the resume for the proposed Assistant General Manager or a detailed job description if one has not been identified.
 - 3.2. The minimum qualifications for the Assistant General Manager position include the following:
 - 3.2.1. Must have a valid Class B CDL with B and P endorsements and meet all driver requirements.
 - 3.2.2. 2 year Associate's Degree from an accredited college in Business Administration, Public Administration, Civil Engineering, Planning or a related field preferred; Bachelor's Degree preferred
 - 3.2.3. At least 5 years in public transportation operations or related experience with a minimum of 3 years supervisory or management level experience.
 - 3.2.4. Qualification to manage all drivers and supervisors, run operations during peak periods and handle safety and customer service training.
 - 3.3. The Assistant General Manager responsibilities shall include, but is not limited to, the following duties:
 - 3.3.1. Assistance of the General Manager in all areas of daily operations, training, customer service, contract management, personnel, safety, and other duties as assigned by the General Manager.
 - 3.3.2. Coordination of charter/special services.
 - 3.4. Coverage. The schedules of the Assistant General Manager and General Manager shall be coordinated to ensure that one of the individuals is on site during the maximum amount of in-service time.

- 3.4.1. Schedules shall be designed to minimize overlap of these two positions.
- 4. Operations Manager (Required Position)
 - 4.1. The Contractor shall provide the resume for the proposed Operations Manager or a detailed job description if one has not been identified.
 - 4.2. The minimum qualifications for the Operations Manager position includes the following:
 - 4.2.1. Must have a valid Class B CDL with B and P endorsements and meet all driver requirements.
 - 4.2.2. At least 5 years in public transportation operations or related experience with a minimum of 2 years supervisory or management level experience.
 - 4.2.3. Qualification to manage all drivers and supervisors, run operations during peak periods and handle safety and customer service training.
 - 4.3. The Operations Manager responsibilities shall include, but are not limited to, the following duties:
 - 4.3.1. Assistance of the General Manager and Assistant Manager with personnel, service delivery, customer service, and other duties as assigned.
 - 4.3.2. Oversee all Operations when the buses are in service including; regular service, charter service, game day service and all other extra events when the buses are utilized.
 - 4.3.3. Scheduling for Supervisors, Dispatchers and bus drivers.
 - 4.3.4. Report as necessary any detours, route adjustments, accidents, incidents or other abnormalities to the University.
 - 4.4. The Operations Manager shall be scheduled to work during peak service periods and to supplement management as required.
- 5. Office Administrator (Required Position)
 - 5.1. Bidders shall provide a detailed job description with their proposal response.
 - 5.2. Contractor shall provide a full time (full time, 40 hours per week) office coordinator/administrator.
 - 5.3. Responsibilities shall include, but not be limited to the following:
 - 5.3.1. Produce all weekly and monthly internal management, maintenance, and performance reports.
 - 5.3.2. Monitor schedules and personnel, coordinate replacements and substitutions as required.
 - 5.4. Monitor and support all transit technology systems and reports on or related to the transit vehicles or service.
 - 5.5. Support all management, supervisors, and lead drivers.
 - 5.6. Coordinate charter services administration.
 - 5.7. Function as an initial contact for university requests.
 - 5.8. Provide payroll and staff administration.
 - 5.9. Supplement dispatch functions as needed.
 - 5.10. Minimum Qualifications
 - 5.10.1. Two year Associate's degree required, Bachelor's degree strongly preferred.

- 5.10.2. Five (5) years comparable work experience desired, minimum of three (3) years general business experience.
 - 5.10.3. Proficient in using Internet applications, email, MS Word, MS Excel, general competence with technology.
6. Safety and Training Manager
- 6.1. Class B CDL with B and P endorsements
 - 6.2. General Requirements
 - 6.2.1. Certified by contractor to train all operators and contractor employees on federal, state, local, and corporate safety requirements.
 - 6.2.2. Ensure that all new employees are trained prior to working on site.
 - 6.2.2.1. Coordinate and manage follow up training and recertification for all employees
 - 6.2.3. Maintain all training and safety records.
 - 6.2.3.1. Ensure that all employees meet minimum classroom and behind the wheel instruction requirements.
 - 6.2.4. Develop and administer any site specific training requirements
 - 6.2.5. Responsible for DOT Compliance
 - 6.2.6. Conducting Monthly Safety Meetings
 - 6.2.7. Quarterly AFR (Accident Frequency Rate) and IFR (Injury Frequency Rate) review to Auburn University
 - 6.3. Training Requirements to Include (but not be limited to)
 - 6.3.1. Vehicle Operation and Safety
 - 6.3.2. Defensive Driving
 - 6.3.3. Accidents and Emergencies
 - 6.3.4. Communications Protocols (Radio, Cell Phone, etc.)
 - 6.3.5. Drug & Alcohol Regulations (Federal, State, Local)
 - 6.3.6. Passenger Assistance Techniques (to include passenger relations)
 - 6.3.7. ADA Requirements and Sensitivity Training
 - 6.3.7.1. Securement Training
7. Coverage. The schedules of the Assistant General Manager and General Manager shall be coordinated to ensure that one of the individuals is on site during the maximum amount of in-service time.
- 7.1. Schedules shall be designed to minimize overlap of these two positions.
8. Supervisors and Dispatchers
- 8.1. Bidders shall provide an organizational chart detailing all supervisory and dispatch positions including general responsibilities and the number of individuals in each position.
 - 8.2. One supervisor shall be deemed Lead Supervisor. This individual shall function as the primary operational contact for University staff and shall be scheduled during peak service periods.
 - 8.2.1. Supervisor (Field/Road) duties shall include, but not be limited to, monitoring schedule performance, confirm spare bus location and ratio to

- ensure unbroken operations, perform trail checks and direct driver observations,
- 8.3. A non driving supervisor must be on site during all operations.
 - 8.3.1. Two (2) qualified Supervisors – Student Center 7:30AM – 8:00PM (M-F)
 - 8.3.2. One (1) qualified Supervisor – Student Center 8:00AM – 5:30PM (M-F)
 - 8.3.3. One (1) qualified Supervisor – Student Center 5:30PM – 8:30PM (M-F)
 - 8.3.4. One (1) qualified Supervisor Mell Street Station – 7:30AM - 8:30PM (M-F)
- 8.4. Minimum dispatcher requirements
 - 8.4.1. Two (2) qualified dispatchers from 7:00AM - 5:30PM (Mon - Fri)
 - 8.4.2. One (1) qualified dispatcher from 5:30PM - 8:30PM (Mon-Fri)
- 8.5. The Contractor shall provide continuous, daily supervision of its contracted service, including the monitoring of schedule adherence, on-street operation (s), and on-route compliance.
- 8.6. Supervisor Duties and Responsibilities
 - 8.6.1. Conduct regular on-board “ride checks” to ensure driver adherence of established procedures, i.e. ADA compliance and passenger relations.
 - 8.6.2. Monitor bus pull in and out activity to avoid extensive waits, vehicle bunching, and to maintain route schedule integrity.
 - 8.6.3. Ensure drivers are not loitering and are maintaining route service schedules.
 - 8.6.4. Monitor lunch and relief shifts to ensure smooth transitions between drivers.
- 8.7. Supervisor Qualifications
 - 8.7.1. Strong decision making abilities and capability to understand the environment and make changes as needed in the field.
 - 8.7.2. Minimum of three (3) years supervisory experience in transit, operations, or logistics.
 - 8.7.3. Meet all driver requirements.
 - 8.7.4. Must have Class B CDL License with Passenger and Air Brake endorsements.
- 8.8. All accidents will be investigated by a contractor designated and qualified supervisor.
- 8.9. The University reserves the right to provide similar investigations and adherence checks of its own without notice to ensure compliance with the terms of this contract.
- 9. Maintenance Personnel
 - 9.1. Maintenance Manager (required position)
 - 9.1.1. Minimum eight (8) years’ experience working on medium/heavy duty diesel trucks, school buses, or transit buses. Experience with electric vehicles is a plus.
 - 9.1.2. Must be separate position from Assistant General Manager or Operations Manager.
 - 9.1.3. Bidder shall provide resume of proposed maintenance manager, or, if not available, a detailed job description with their bid response.
 - 9.2. ASE Certified Lead Mechanic (required position)

- 9.2.1. Minimum eight (8) years' experience working on medium/heavy duty diesel trucks, school buses, or transit buses. Experience with electric vehicles is a plus.
- 9.3. Either the maintenance manager or lead mechanic must be scheduled to work during all transit operations and when maintenance personnel are present.
 - 9.3.1. Overlapping schedules shall be limited to ensure maximum coverage.
 - 9.3.2. Maintenance supervisor may be scheduled during limited service periods if full coverage cannot be provided by the lead mechanic and maintenance manager.
- 9.4. Maintenance Staff
 - 9.4.1. A full time (FTE) ASE certified mechanic to vehicle ratio of 1:30 shall be maintained at all times.
 - 9.4.2. A full time (FTE) maintenance technician to vehicle ratio of 1:30 shall be maintained at all times.
 - 9.4.3. Maintenance manager, lead mechanic, certified mechanics, and maintenance technicians shall have a Class B CDL with B and P endorsements.
 - 9.4.4. Maintenance personnel may be used to wash, fuel, or otherwise support vehicle operations as needed to maintain service levels.
- 10. Driver Personnel Requirements
 - 10.1. The success of the Auburn transit system depends on the quality of service delivered by the drivers. Drivers represent Auburn University and are expected to conduct themselves in a professional manner at all times. Safe operation of vehicles the primary concern of Auburn.
 - 10.2. Drivers are required to greet passengers as they enter vehicles. Drivers are to be knowledgeable of all routes, service levels, and basic campus information. Drivers shall respond to passenger questions in a courteous manner, and attempt to provide complete responses whenever possible.
 - 10.3. The contractor shall dismiss from duty at Auburn University any person testing positive for a controlled substance.
 - 10.4. Drivers must be a minimum of twenty-one (21) years of age and have a Commercial Driver's License with appropriate endorsements.
 - 10.5. Drivers must have a valid US driver's license for the past three (3) years.
 - 10.6. A Motor Vehicle Report that shows a minimum of the past five (5) years driving record must be obtained. Auburn University reserves the right to review any individual's driving record at their sole discretion.
 - 10.6.1. An MVR recheck shall be done on each driver at least every six (6) months for accidents, speeding, traffic violations, and to ensure that they have a valid driver's license.
 - 10.7. No driver shall have had more than two (2) moving violations within the immediate past five (5) years.
 - 10.8. The first, and only the first, Driving Safety Course taken for a moving violation that appears on a five (5)-year driving record will not be treated as a moving violation,

and will not count against the record. Additional courses will not reduce the number of violations.

- 10.9. No more than two (2) accidents in the past five (5) years will be permitted for any driver. This includes “no-ticket” or “no-fault” accidents.
- 10.10. No driver may work on behalf of Auburn University if they have been convicted of any serious traffic violation, including, but not limited to, DWI/DUI, Driving with Suspended License, etc. within the immediate past ten (10) years.
- 10.11. Drivers with...
 - 10.11.1. Two (2) or more convictions of serious traffic violations in the past 36 months may not work at Auburn University.
 - 10.11.1.1. A single charge of any speed in excess of the posted speed limit by 15 miles per hour or more.
 - 10.11.1.2. Operation in willful or wanton disregard for the safety of persons or property or operation off street or highway in willful or wanton disregard of the safety of persons or property or any similar ordinance or resolution, or of any similar law of another state or political subdivision of another state.
 - 10.11.2. No more than two (2) violations for No Liability Insurance in a five (5)-year period is allowed for any drive
 - 10.11.3. No more than six (6) points within the last 24 month period.
- 10.12. Vehicle operators shall meet the following standards:
 - 10.12.1. Not have been placed in a deferred adjudication program for driving while intoxicated or under the influence of controlled substances within the preceding six (6) years, and not have criminal charges pending for an offense of driving while intoxicated or under the influence of controlled substances.
 - 10.12.2. Not be addicted to alcohol or controlled substances.
 - 10.12.3. Have no outstanding warrants for arrest.
 - 10.12.4. Be physically able to assist passengers in case of emergencies.
 - 10.12.5. Able to handle complaints and problems as required.
 - 10.12.6. Have a high school diploma or equivalent.
- 11. Background Checks
 - 11.1. No driver may work at Auburn University until a full and complete background check has been completed and reviewed for full compliance.
 - 11.2. Any conviction or deferred adjudication of any employee for a felony offense within the past ten (10) years of the beginning date of this contract will result in disqualification of that employee working in any capacity under this contract.
 - 11.3. Any drug or alcohol related offense, theft, assault or other conviction of deferred adjudication of any employee with the past ten (10) years of the beginning date of this contract for a felony or misdemeanor offense will result in disqualification of that employee working under this contract. Examples include, but are not limited to, murder, robbery, and sex offenses.

- 11.4. Contractor's employees shall meet or exceed the same background requirements as Auburn University employees. Any exceptions shall be agreed upon, in writing, by the University.
- 12. Additional Driver Requirements:
 - 12.1.1. Drivers should foster positive relations among the University students, faculty, staff, visitors and the surrounding community. They must conduct themselves in a professional manner at all times. The contractor will conduct Customer Service Training for all employees as a refresher on a bi-annually (two times within every 12 month period) at a minimum.
 - 12.1.2. All complaints involving drivers, equipment, passengers, service, etc. must be investigated and corrective action taken immediately. The Contractor must notify and retrain all drivers with respect to any valid complaint(s) filed against them.
 - 12.1.3. Each driver must:
 - 12.1.3.1. Be full- or part-time employees of the Contractor
 - 12.1.3.2. Have the ability to read, write, and speak English clearly and effectively
 - 12.1.3.3. Have and exercise sensitivity to the passengers' needs. Drivers may be required to attend University-sponsored Customer Service training courses at the Contractor's expense.
 - 12.1.3.4. Be capable of handling complaints and problems as required
 - 12.1.3.5. Undergo and pass biennial Federal Department of Transportation (DOT) physical exam and a comprehensive drug screen.
 - 12.1.3.6. Possess a valid, current Alabama Commercial Driver's License (CDL) Class B with passenger and air brake endorsements.
- 13. Driver Wages
 - 13.1. Auburn University expects that the successful contractor will pay adequate wages to employ qualified and reliable drivers.
 - 13.1.1. Minimum starting wage for all CDL drivers shall be \$16.50 per hour
 - 13.1.2. Annual raises for qualified drivers shall be a minimum of 2.0% per year or higher as specified by the Union's Collective Bargaining Agreement.
 - 13.1.3. All contractor employees shall be paid while training
 - 13.2. Contractor shall pay all employees utilized to fulfil the terms of this contract overtime wages (1.5 times base wage) if the employee works in excess of 40 hours within a 7 day period starting on Sunday and ending on Saturday.
 - 13.3. Benefits
 - 13.3.1. All full time employees are to be offered a benefits package that provides health, major medical, prescription, vision and dental coverage.
 - 13.3.2. Monthly premium shall be affordable and reasonable for the average full time driver wherever possible.
 - 13.3.2.1. Premium should be less than 10% of monthly gross salary
- 14. Operator Training Requirements

- 14.1. Respondent shall include an example of their standard training program that meets the minimum qualifications below
 - 14.1.1. All drivers must be trained on and familiar with all Tiger Transit routes prior to completing training.
 - 14.1.2. 60 hours of minimum training required for all new drivers
 - 14.1.3. 24 hours of classroom that in part includes Customer Service training, ADA procedures, Accident protocol, Operations protocol and University Green Dot Bystander Training.
 - 14.1.4. 36 Hours Behind the Wheel training that will include closed course, one on one behind the wheel training and driving in revenue service with a trainer on board.
15. Knowledge and Appearance
 - 15.1.1. Name Plates. Each driver is responsible for displaying a professionally produced name plate with their name clearly visible prior to starting their route service. This must be done for all service. Handwritten displays are not acceptable. Contractor may use an electronic name display, but this is not required.
 - 15.1.2. All personnel are responsible for knowledge of the service system design prior to exiting training.
 - 15.1.3. Contractor personnel shall maintain a courteous attitude, answering any passenger questions regarding the provision of service.
 - 15.1.4. Personnel shall also report all passenger complaints and operational problems to a supervisor immediately.
 - 15.1.5. Each operator and supervisor shall appear before the public in a neat, well-pressed uniform, which has been approved by the University.
 - 15.1.5.1. Visible undershirts may be worn so long as they are an appropriate color and not thermal in design.
 - 15.1.5.2. Driver must wear their name badge at all times, and must be visible on their outermost garment.
 - 15.1.6. Each operator and supervisor shall also adhere to a code of personal grooming and hygiene established by the Contractor in conjunction with the University. This code includes minimum physical capacity standards required to assist passengers in case of emergency.
 - 15.1.7. Drivers can only wear hats or head wraps that have the AU logo, vendor logo, official Auburn authorized apparel logo or no logo. Drivers can not wear brimmed hats while driving.
 - 15.1.8. The University has strict guidelines about the use of tobacco products on campus. All public area spaces are considered “smoke free” spaces. This includes all common areas, such as elevators, breezeways, hallways and building lounges. Spaces where smoking is permitted are clearly marked with ashtrays or other receptacles. All persons affiliated with the University

share the responsibility of adhering to and enforcing the smoking policy.
Profanity is prohibited.

Section V Statement of Work - Vehicles

1. General Vehicle Requirements
 - 1.1. All vehicles must be ADA compliant
 - 1.2. Respondents shall provide detailed manufacturers specifications for all proposed vehicles.
 - 1.2.1. Specifications shall illustrate that vehicle meets all requirements stated within this document, as well as all federal, state, and local requirements and regulations.
 - 1.2.2. Detailed drawings from the proposed bus manufacturer showing all dimensions and seating configurations
 - 1.2.3. Detailed specification listing of all vehicle components
 - 1.2.4. Color photographs or brochures showing interior and exterior views of the vehicle.
 - 1.3. With the permission of, and in conjunction with, Auburn University, contractor shall be responsible for installation, ongoing maintenance, upkeep, and operational management of all installed transportation technology.
 - 1.4. The Proposer shall always take reasonable and proper care of its vehicles, and shall notify Auburn University of any known deficiencies. Any modifications or alterations to the vehicles that are deemed necessary to comply with any University regulation or policy, state statute or other governmental regulation, shall be the responsibility of the successful respondent.
 - 1.5. Vehicles with Auburn markings may only be used for services as specified within this RFP document. Any exceptions must be approved, in writing, by Auburn University Transportation Director.
 - 1.6. Vehicle Capabilities
 - 1.6.1. It is the sole responsibility of the respondents to ensure that all proposed vehicles have a sufficient turning radius and be of the appropriate size to safely and efficiently navigate all streets and roadways specified in the route documents provided with this RFP.
 - 1.6.1.1. This requirement applies to both on and off campus routes.
 - 1.6.2. Contractors will be required to replace any vehicles, at their sole expense, that do not meet these requirements.
 - 1.6.3. Respondent shall certify, in their bid response, that all proposed vehicles will meet these requirements.
 - 1.7. Required equipment on all buses:
 - 1.7.1. 2 (two) position bicycle rack.
 - 1.7.2. Reverse direction backup cameras
 - 1.7.3. Available safety alarms and lights
 - 1.7.4. No AM/FM Radio

- 1.7.5. Public Address System with driver microphone and AUX input
- 1.7.6. Name plate display that allows driver to slide in professionally produced nameplate when driving.
- 1.8. Mirrors
 - 1.8.1. Interior off set convex mirror at the mid/rear door to monitor the entrance/exit of passengers.
 - 1.8.2. Interior back angle mirror for driver use to monitor passengers.
 - 1.8.3. Coach style upper mirrors on both sides of vehicle. Both mirrors will have automatic adjustments controls that can be adjusted by the driver while seated. Must have an installed convex mirror with separate driver controls
- 1.9. The engine compartment of each bus shall be insulated from the passenger compartment to minimize interior noise, heat, and fumes.
- 1.10. Each vehicle must be equipped with an exhaust system that meets U.S government noise level and exhaust emission (smoke and noxious gases) requirements. The exhaust tail pipes shall extend to the rear of the vehicle and exit to the street side (not curb-side) of the buses.
- 1.11. All buses must be inspected and licensed in accordance with applicable Federal and Alabama Motor Vehicle laws and regulations.
- 1.12. Two (2) overhead grab rails, running front-to-rear shall be installed on each side of the vehicle. The grab rails shall be securely fastened to the roof bows or to steel backers welded into the roof structure.
- 1.13. Vehicles shall be equipped with the heaviest duty braking system available from manufacturer. All redundant systems shall be installed.
- 1.14. General Seating Requirements
 - 1.14.1. Priority seating (ADA, seniors, pregnant women, etc.) decals shall be installed at appropriate front seats.



- 1.14.2.
- 1.14.3. The seat shall be ergonomically designed and shaped to provide optimal lumbar, kidney area, and buttocks support. All seats must meet federal, state, and local guidelines.
- 1.14.4. Manufacturer's recommended molded seats such appropriate for vehicle type and usage shall be installed in all buses. Cushions or seat inserts shall be included at the request of the University.
- 1.14.5. Ailes shall be a minimum of 20" wide at seated passenger hip height for 102" wide buses, and 16" wide for 96" buses
- 1.14.6. Seating fabric will be level 5 quality or above, or approved manufacturer's equivalent for fabric quality. Auburn University will select color and type during pre-production meetings.

- 1.14.7. Quick release seat cushions shall be used for all seats on all buses wherever possible.
- 1.14.8. Forward facing seats shall be equipped with a mounted grab rail or handhold on the back of each seat.
- 1.14.9. All seating shall be in compliance with Federal Motor Vehicle Safety Standard (FMVSS) 207 (Seating Systems).
- 1.14.10. SEATBELTS
 - 1.14.10.1. Any seat belt assemblies shall be in compliance with FMVSS 209; 210 (Seat Belt Assembly; Seat Belt Assembly Anchorage). Certification of FMVSS compliance will be submitted with this proposal. Failure to do so will render the proposal unresponsive.
 - 1.14.10.2. Driver seat belts must be 3-Point for all vehicles without exception. Lap belts are not acceptable. Seatbelts must be orange in color.
- 2. Windows and Roof Hatches
 - 2.1. All vehicles must have shatterproof glass for ALL windows.
 - 2.2. T-Slider windows shall be included when available from selected bus manufacturer and if they meet all safety and University requirements.
 - 2.3. Transpec T2870 Series Glass Roof Hatch or approved equivalent must be installed on all vehicles. Respondent must provide manufacturer's exception if not possible on any vehicle.
- 3. Wheels
 - 3.1. Aluminum wheels are required for all buses unless not available for the proposed vehicle.
- 4. Interior Lighting shall include
 - 4.1. A driver's compartment dome light
 - 4.2. Instrument panel light
 - 4.3. Switch panel backlighting
 - 4.4. Passenger compartment lighting that is non-glare for night time operations. Interior curbside lighting to be illuminated at all times. All interior lights automatically come on when passenger door is opened
 - 4.5. A step well light that adequately illuminates the step well area with the door open, and wired to automatically activate when the passenger door begins to open.
- 5. Electronic Sign Messaging
 - 5.1. Each vehicle will be equipped with a minimum of four programmable digital message/route signs. Front mounted sign above the windshield, side mounted passenger sign near primary passenger entry door, one rear mounted box or route number sign, and one interior sign to provide information to passengers on board the vehicle.
 - 5.2. Electronic signs must be J1708/J1939 compliant. Industry standard providers (Luminator, Hanover, TranSign, or approved equivalent) are strongly desired. All signs must have the ability to be locally programmed via Wi-Fi or internet.
 - 5.3. Electronic messaging signs must meet manufacturer's recommendations for visibility (I.e. font size, color, brightness, etc.) during all route operations.

- 5.4. All signs must have the capability to integrate with the Auburn University designated Automated Voice Announcement solution to provide route, stop, and system information visually using automated GPS triggers.
6. On Board Climate Control
 - 6.1. All vehicles must be equipped with a properly functioning climate control (heat and air-conditioning) systems for both the driver and passenger compartments.
 - 6.2. The maximum size Air Conditioning system available for the proposed vehicle must be proposed. Respondent shall provide a letter of confirmation from the vehicle manufacturer confirming.
 - 6.3. If dual A/C compressors are available and will increase cooling performance (as certified by the vehicle manufacturer), they shall be included with the proposed equipment.
7. Fleet Requirements - Primary Option
 - 7.1. 70 - Diesel Powered 35' Foot, 12 Year Altoona Tested Low Floor Transit Vehicles with two wheelchair positions
 - 7.2. 2 - Gasoline Powered 14 Passenger Low Floor E-350 (or equivalent) Low Floor shuttle buses 7 Year/200,000 Mile Altoona Tested
8. Fleet Requirements - Option 2
 - 8.1. 55 - Diesel Powered 35' Foot, 12 Year Altoona Tested Low Floor Transit Vehicles with two wheelchair positions
 - 8.2. 15 - Diesel/Electric Hybrid
 - 8.3. 2 - Gasoline Powered 14 Passenger Low Floor E-350 (or equivalent) Low Floor shuttle buses 7 Year/200,000 Mile Altoona Tested
9. Fleet Requirements - Option 3
 - 9.1. 55 - Diesel Powered 35' Foot, 12 Year Altoona Tested Low Floor Transit Vehicles with two wheelchair positions
 - 9.2. 15 - Electric Powered Buses 35' with charging stations
 - 9.3. 2 - Gasoline Powered 14 Passenger Low Floor E-350 (or equivalent) Low Floor shuttle buses 7 Year/200,000 Mile Altoona Tested
10. Vehicle Specifications - Diesel Powered 35' Transit Buses
 - 10.1. Altoona Tested 12 Year/500,000 Mile STURAA Certification
 - 10.2. Transit Low Floor Design. School or activity buses are not acceptable.
 - 10.3. Two Passenger Doors, one in front, one mid-body
 - 10.4. Front door must have wheelchair ramp. No wheelchair ramp shall be installed in mid-body door. Wheelchair positions, foldable seats, and securement systems shall be installed in the front of the vehicle.
 - 10.5. Seating Requirements
 - 10.5.1. Three options are to be offered for seating configuration on all heavy duty transit buses.
 - 10.5.1.1. Forward Facing - 33 Seats Minimum
 - 10.5.1.2. Perimeter Seating - all perimeter seating (exception to allow forward facing seats in very rear of bus if floorplan won't allow perimeter seating along rear wall), 36 Seats Minimum

10.5.1.3. Mixed Perimeter (Front) and Forward Facing (Rear and on Wheel Wells), 33 Seats Minimum

11. Vehicle Specifications - Gasoline Powered 14 Passenger Low Floor Shuttle Buses
 - 11.1. Altoona Tested 7 Year/200,000 Mile STURAA Certification
 - 11.2. Single passenger door. Full sized, automatic, and positioned at front of vehicle.
 - 11.3. Forward facing seats equipped with 3 point seatbelts as required by FMVSS regulation.
 - 11.4. ADA Compliant. Two (2) wheelchair positions with tie down.
 - 11.5. Low floor design
12. Vehicle Design, Graphics, Wraps
 - 12.1. Vehicles shall be painted white with black trim.
 - 12.2. Contractor shall make vehicles available to Auburn University for wrapping and graphics upon request. The Contractor shall coordinate movement of vehicles to and from the graphics installation location at Auburn's direction.
 - 12.3. Auburn University will determine the design of all graphics on vehicle exteriors.
 - 12.3.1. The cost of installation and graphics will be paid directly by Auburn University and should not be included in the pricing.
 - 12.4. The timing of bus wrap replacement due to normal wear and tear or for any other reason, will be at Auburn's sole discretion and expense.
 - 12.5. Contractor is fully responsible for replacement and/or repair bus wraps and graphics that are damaged, regardless of how damage occurs.
 - 12.6. All repairs to graphics must be made within 21 (twenty-one) days of occurrence. Auburn will only approve extensions (which must be done in writing) if Contractor shows legitimate need for delay such as delivery of graphics or installer availability.
 - 12.6.1. Unrepaired graphics for a period exceeding the above requirements are subject to Liquidated Damages of \$200 per day per vehicle. Auburn transportation management has the sole discretion to waive all or part of the Liquidated Damages.
13. Vehicle Technology
 - 13.1. Vehicle Communications System
 - 13.1.1. All vehicles shall have a digital, installed (hard wired) two-way communications system with an effective range to fully cover the entire operational footprint at all times. Systems with 'hands free' options are strongly desired to enhance safe operations. The range must have a minimum of a 16 mile radius from the center of the Auburn University campus.
 - 13.1.2. Respondent shall provide a description of the communications system with their response that includes make, model and specifications document showing full compliance with these requirements.
 - 13.1.3. Contractor shall provide a communications unit in every revenue vehicle, support vehicle, supervisor's vehicle, and base station(s) for dispatchers.

- 13.1.4. Contractor shall provide 10 (ten) mobile units to Auburn University Transportation Services for system monitoring and distribution to University safety personnel.
- 13.1.5. The system shall include a panic button installed on the left side wall of the driver's compartment that can be programmed to notify emergency personnel as directed by Tiger Transit. The panic button shall allow connections to display an emergency message on the exterior destination LED sign (I.e. "EMERGENCY - CALL 911")
- 13.1.6. The system must allow vehicle operators to contact emergency personnel.
- 13.1.7. The system must allow authorized users to contact all vehicles simultaneously as well as direct and private communication to a single vehicle.
- 13.1.8. Contractor is responsible for maintaining all communications equipment, including base stations, antennas, communication units, etc.
- 13.1.9. Contractor is responsible for all costs, including, but not limited to, monthly air time charges.
- 13.1.10. System shall allow vehicle operators to communicate with each other.
- 13.1.11. System shall limit vehicle operators from communicating with anyone other than authorized contacts (I.e. maintenance, supervisors, vehicle operators, emergency personnel, etc.)
- 13.1.12. All communications equipment must be digital and multi-channel.
- 13.1.13. Base station radios will have the capability to show the unit number that is communicating.
- 13.2. All vehicles shall have a hubometer installed on one wheel.
- 13.3. All vehicles shall have USB charging ports installed for passenger use at every seat position where possible.
- 14. Vehicle Safety Systems (Option)
 - 14.1. Respondent shall provide pricing to include this as an option with their bid response.
 - 14.2. All vehicles shall include a Mobileye Shield + Collision Avoidance System or approved equivalent.
 - 14.2.1. System shall provide alerts and warnings to assist drivers in avoiding collisions with Vulnerable Road Users such as pedestrians and cyclists who may be in the vehicle blind spot areas.
 - 14.2.2. System must include audio and visual alerts that can be observed by the driver easily and effectively.

Minimum Specifications - Heavy Duty Transit Vehicles

The following specifications are required, at a minimum. Approved substitutions are permitted so long as the components are of equal or better quality, and are confirmed to have equal or superior performance to the minimum specifications listed.

1. Scope and Purpose. These specifications are intended to provide a general description of the desired accessible shuttle bus design for use by AUBURN UNIVERSITY.
2. Description. Bus shall be a new, current year production, heavy duty, transit vehicle design and construction. A 102" wide bus is specified for maximum passenger room and aisle width. The bus is to be manufactured in the United States, meet Buy America standards, and have completed Federal Altoona testing for a 12 year/500,000-mile life cycle.
3. Overall Requirements and Dimensions 35' Bus Category
 - 3.1. Length, overall bumpers 36' maximum
 - 3.2. Width, overall body 102" minimum
 - 3.3. Height, overall @ GVWR 129" maximum
 - 3.4. Wheelbase 220" maximum
 - 3.5. Height, main floor @ GVWR 18" maximum
 - 3.6. Height, first step (front door) @ GVWR 14" maximum, (kneeled 11" max.)
 - 3.7. Height, interior 95" minimum, (78" rear riser)
 - 3.8. Width, door panels, (front and rear doors) 34" minimum
 - 3.9. Height, door (clear) 78" minimum
4. Required Vehicle Testing
 - 4.1. The bus sidewall ability to provide passenger protection from automobile side impact is of critical importance to AUBURN UNIVERSITY. As such, a copy of test data showing compliance with FMVSS 214D for Crash Worthiness is required with the submission of the Proposers bid package. Physical side impact test must be in accordance with FMVSS 214 and performed by a third-party testing entity. The test report must be of the same low floor bus design as is being proposed. Failure to include this test report will render the proposal informal and cause of its rejection.
 - 4.2. The roof and side shall be engineered to support the entire weight of a fully loaded vehicle on its top and side, if overturned. A copy of test data showing compliance with FMVSS 220 Rollover Protection is required with the submission of the proposal. The test report must be of the same low floor bus design as is being bid. Failure to include this test report may be grounds for rejection.
 - 4.3. Bus shall meet all current FMVSS testing certifications. In addition, passenger seat pull testing on seats with 3-point seat belts must be submitted within the bidder's proposal. Federal law requires 3-point seat belts on all seating floor plans with seven (7) or more forward facing seats. Two of the three required floor plans require the aforementioned seat belts. Third party seat pull test results shall be in accordance with the following:
 - 4.3.1. FMVSS No. 208 requires lap/shoulder belts at all seating positions on: (a) over-the-road buses; and (b) non-over-the-road buses with a GVWR greater than 11,793 kg (26,000 lb.) (with the exception of excluded bus types). By

extending FMVSS No. 208 to these vehicles, we are also extending associated requirements to the seat belt systems on the vehicles, such as the FMVSS No. 210 anchorage strength requirements. This approach makes the applicability of the amended FMVSS No. 208 requirements very clear. Under NHTSA's final rule, if the bus is an over-the-road bus, the seat belt system requirements apply. If the bus is not an over-the-road bus, if its GVWR is greater than 11,793 kg (26,000 lb.), the seat belt system requirements apply unless the bus is in an excluded category of bus (transit bus, school bus, perimeter-seating bus, prison bus). Auburn University does not qualify as an excluded category, thus 3-point seat belts are required on all forward-facing seats, and lap belts will be supplied on perimeter seated positions. The only exception to the seat belt requirement is the all-perimeter seated floor plan option.

- 4.4. Service History. It is AUBURN UNIVERSITY's desire to utilize vehicles which have a proven performance history in transit applications. A listing of a minimum of three (3) universities which currently operate the model bus as bid must be included in the Proposer's bid package. Failure to supply user references maybe grounds for rejection of the proposal.
- 4.5. Bus Manufacturing Facility Inspection. The University requires a U.S. bus manufacturing facility tour to be a part of the award process for this contract. We require access to the entire manufacturing process from body frame weld through final vehicle inspection.
- 4.6. Buy America Compliance. The University requires that the buses provided in this contract meet the 70% Buy America requirements. The certification and audit standards and supporting documentation shall be identical to Federal Transit Administration requirements for transit buses. Foreign produced buses are not desired for this contract.
5. Body Frame Assembly
 - 5.1. The frame assembly shall be fabricated using Grade C, high-strength carbon steel rectangular tubing, plate and formed sheet welded into a single monocoque space frame for maximum strength. The floor, walls and roof structure shall be fabricated and produced by the bus manufacturer. Gusseting and structural reinforcement shall be provided at strategic locations as determined by finite analysis. Bolted/riveted body construction is not desired.
 - 5.2. The inside of all floor/sidewall/roof frame structures shall be sprayed with Ziebart Formula - Type A prior to applying exterior or interior panels.
6. Exterior Body Panels
 - 6.1. Various lightweight, durable materials may be used in providing the required sleek, streamlined appearance. These panels shall be installed using methods, which provide a smooth surface without exposed fasteners except at window line lap seam.
 - 6.2. Sidewalls shall be fabricated of noncorrosive composite sheeting with a minimum thickness of .155" from the window line down to the bottom of the sidewall. A

composite extrusion will be utilized directly below the window line to attach the composite lower sidewall panel. Panels are to be cleaned and applied to the side framing with double faced tape, sealant and moldings. The skirts from the window line down are to be easily removable for ease of servicing. Sidewall panels from the bottom of the window line up are to be fabricated of noncorrosive composite sheeting with a minimum thickness of .10". Steel or aluminum sidewall skin materials shall not be accepted as equal, due to corrosion concerns. Any of the lower sidewall panels shall be completely removable within ten (10) minutes.

- 6.3. Roof panel shall be a one-piece FRP structure. Multi-piece roof skins and metallic sheeting are not allowed.
7. Floor. Subfloor shall be 3/4", ACQ marine grade, pressure treated plywood flooring. The subfloor is to be pattern cut, edge sealed and installed with sealant caulking and fastened with floor-tight Huck bolts.
8. Floor Covering. Shall be Altro brand (or approved equivalent) rubber flooring. Ribbed aisle with smooth under seats shall be supplied. The flooring shall be coved up the sidewalls to the side seat track. Driver's area shall be covered with the same smooth material. A three-inch (3") wide, yellow standee line shall also be supplied.
9. Bumpers. Shall be reinforced HELP "S" energy absorbing type. Rear bumper shall be anti-ride type. Bumpers shall be attached to the frame with a minimum of 2" diameter, Grade 8 bolts.
10. Glazing. All windows must meet State and Federal safety regulations. Windshield shall be AS-1, driver's side windows to be AS-2, and passenger windows to be AS-3 in quality. Passenger side windows shall feature black painted extruded aluminum sash and have a solid glass with NO upper transom T-slide design unless they meet safety requirements to prevent glass shattering if struck and broken. Windows shall be glazed with 7/32" thick, 28% gray density, laminated safety sheet glass. Sufficient windows on each side shall be so designed as to meet FMVSS 217 requirements for emergency egress. Bonded in-place windows are not an acceptable alternative due to lengthy replacement and adhesive bond curing times.
11. Paint. The bus shall be painted one full body color, white. The entire exterior body surface shall be completely sealed, cleaned, sanded and primed prior to final finish. The final finish surface shall be coated with Sikkens paint system or approved equal. The exterior paint shall be a polyurethane enamel finish meeting all State and Federal health and safety regulations. AUBURN UNIVERSITY will provide the required paint color and graphics layout. All exterior painting shall be completed prior to installation of passenger windows and doors.
12. Front and Center Passenger Doors. The 35' bus shall have two (2) panel doors. All doors shall be Vapor brand or approved equal, Slide-Glide door panel design providing a minimum of 32" x 78.5" clear opening shall be supplied at both front and center locations. The doors shall be driver controlled by a five (5) position Vapor brand lever.
13. Electrical System

- 13.1. The electrical system shall be so designed to provide and safely distribute 24-volt DC power to all electrical components in the bus, excluding selected ancillary items requiring 12-volt power.
- 13.2. The electrical control and wiring system shall be an I/O Controls DINEX, model G4 multiplex system or approved equal.
- 13.3. Headlamps shall be dual round, LED type sealed beam of counter-sunk automotive type and shall have tilt-ray features controlled by a lever dimmer switch mounted on the steering column as well as foot-controlled turn signal switches.
- 13.4. Stop, tail, back-up, side marker and ICC marker and directional signal lights shall be L.E.D. type. Rear lamps 7" in diameter and vertically mounted.
- 13.5. Interior dome lights shall be ceiling cove located LED type light fixtures mounted continuous front to rear on each side. Passenger compartment lighting shall be I/O Controls brand approved equal
14. Bus shall be pre wired for Automatic Vehicle Locator, GPS, and Automatic Passenger Counter, Video Camera System, and Automated Voice Announcement system.
15. Driver's Seat. Driver's seat shall be a manufacturer's recommended, air suspension driver seat, with push button actuated fore-aft sliding feature, or approved equal shall be provided.
16. Passenger Seats. Three (3) floorplan choices shall be provided in the bidder's proposal.
 - 16.1. Floor Plan Option A – All forward facing seats. passenger seats with 3-point seat belts shall be supplied in the bus. No seating shall be allowed on the front wheel wells. Seats with 2-point seat belts may be supplied on the front wheel wells. Seating capacity must be a minimum of 33 seated passengers on the forward facing seated floor plan.
 - 16.2. Floor Plan Option B – All perimeter facing seats. Citiseat type passenger seat shall be supplied in the bus. All passenger seats shall utilize perimeter facing seating. Seats may be supplied on the front wheel wells. No seat belts are required on the perimeter facing floor plan. Seating capacity must be a minimum of 36 seated passengers on the all perimeter floor plan
 - 16.3. Floorplan Option C – Combination forward facing and perimeter seats. passenger seats with 3-point seat belts shall be supplied on all forward-facing seats and 2-point seat belts shall be provided on all perimeter seats in the bus. Perimeter seating shall be allowed on the lower level of the bus. Forward facing seating shall be provided on the upper seated area of the bus. Seating capacity must be a minimum of 33 seated passengers on the combination seated floor plan.
17. Passenger Assists. All stanchions, overhead grab rails and modesty panels shall be so designed as to use 1-1/4" diameter, polished 304 stainless steel tubing. Twelve (12) hand straps shall be provided on the interior of the bus. Grab rails shall be mounted on wheel wells were possible. All vertical stanchions to be powder coated with Hi-Viz orange.
18. Driver's HVAC
 - 18.1. Driver's area shall be heated and/or cooled by a dash mounted, forced air heater/defroster and air conditioning system. Proposed buses, which are manufactured without an in-dash air conditioning evaporator, will not be accepted

- as equal. The need for conditioned air on the windshield is a necessity in AUBURN UNIVERSITY operating environment.
- 18.2. The heater and defroster shall provide a minimum of 60,000 BTU with 475 CFM air flow.
 - 18.3. The driver's in-dash air conditioning shall provide a minimum of 24,000 BTU with 475 CFM air flow.
 - 18.4. An additional forced air ducting system shall be located overhead of the driver's seated position. The two adjustable vents will distribute heated or air-conditioned air from the passenger compartment HVAC street side duct. A left-hand console mounted two-speed switch shall be provided.
 19. Passenger Compartment HVAC. The passenger compartment shall be heated and cooled by a single integrated roof mounted HVAC system.
 - 19.1. Heavy-duty system. This system shall be a Thermo King – Athenia AMII, roof mounted system using R-407C refrigerant or approved equivalent. Air conditioning / heating systems shall meet the following capacity minimums as listed below. A single Thermo King - X-430 transit bus Freon compressor is to be supplied. The use of dual light-duty automotive type compressors is forbidden. Convective baseboard heating shall be provided on both sides of the low floor section of the bus.
 20. Wheelchair Accessibility System
 - 20.1. Lift-U model LU-18 or approved equivalent ADA compliant wheelchair ramp or equivalent shall be supplied and mounted at the front door only.
 - 20.2. Accommodations shall be made for two, (2) wheelchair tie-downs. The securements shall be Q-Straint Q'POD model or approved equal.
 21. Emergency Equipment. The bus shall be equipped with a minimum 5 lb. ABC rated fire extinguisher, 16-unit first aid kit, and triangular hazard kit. Emergency equipment shall be stowed in the driver area.
 22. Roof Hatch. Specialty Manufacturing, or approved equal, five (5) position roof ventilator and emergency escape hatch shall be installed in the roof over the rear axle.
 23. The bus shall be equipped with a PA system with gooseneck microphone and six (6) baffled interior speakers. An additional exterior speaker shall be provided for driver messages broadcast outside of the bus.
 24. Destination Signage. 100% L.E.D. display, J1708/J1939 enabled electronic destination signs shall be provided and mounted in the upper windshield area, the first curbside window, and Rear or the bus. The control console is mounted overhead in easy reach of the driver. L.E.D. manufacturer should be coordinated with the University's designated AVA solution for maximum compatibility with the system.
 25. Passenger Stop Request System. A passenger stop request system will be provided on the bus. The system will consist of passenger pull cords mounted on both interior sidewalls of the vehicle, a back-lighted "stop request" sign mounted on the front bulkhead of the bus, and a notification light mounted in the driver compartment.
 26. Bike Rack. The front bumper of the bus will be equipped with a three (3) position bike rack, Sportworks – Veloporter 2 or approved equal. An indicator light shall be mounted in clear view of driver and will illuminate when bike rack is in the down position.

27. Front Axle Assembly. The 35' models shall incorporate the Arvin Meritor model MFS-13 wide track, drop center, I-beam type providing a minimum design load rating of 13,200 lbs. capacity or North American produced approved equal shall be supplied
28. Rear Drive Axle. The 35 models shall incorporate the Arvin Meritor model RS-23 or North American produced approved equal, full floating type and providing in excess of 60 MPH road speed and a minimum design load rating of 23,000 lbs. capacity
29. Air Suspension. Air ride suspension providing the driver and passengers with the highest level of ride quality and safety shall be provided. The front and rear suspensions are to be designed to incorporate a kneeling feature
30. Brake System. The brake system shall be Bendix air and Meritor/Wabco ABS - S-Cam type meeting all FMVSS #121 requirements.
31. Electronic Stability Control System. In accordance with updated FMVSS #136, the brake system shall integrate a Wabco brand electronic stability control (ESC) system. This requirement is mandatory, and cannot be deleted. The bus manufacturer's third party ESC testing evidence is to be submitted at time of proposal.
32. Wheels and Tires. Wheels and tires shall be interchangeable front and rear and be of a tubeless type. Wheels shall be aluminum type or approved equal, sized 22.5" 8.25" with a 10-bolt bolt circle. The 35' model shall utilize Michelin brand model X-City highway radials sized - 275/70R 22.5, single front and dual rear.
33. Fuel System. Fuel Tank - A stainless steel fabricated fuel tank with a minimum 80-gallon capacity shall be supplied. Carbon steel and plastic fuel tanks are not acceptable as equal. The diesel fuel tank shall be located outside of the passenger compartment. Under no circumstances shall be fuel tank be mounted within the passenger compartment of the coach.
34. Electrical System
 - 34.1. The electrical system shall be designed to provide and distribute 24-volt DC power to all electrical components in the bus, excluding the subsystems requiring 12-volt power.
 - 34.2. A V-belt driven, 24-volt, Niehoff brand, 450-amp, high output, air cooled alternator shall be provided.
 - 34.3. Dual Series 8D, or approved equal, batteries with a total of 1150 cold cranking Amps each shall be provided and located for service accessibility through a road side service access door on a sliding stainless-steel tray. The battery tray shall be housed in a stainless-steel enclosure mounted rear of the rear axle. A battery compartment forward of the rear axle is not desired.
35. Engine
 - 35.1. The 35' model shall utilize a rear, T-mounted Cummins B6.7, 6.7L diesel engine. The engine shall be a turbo-charged and charge air-cooled, in-line 6 cylinder electronically controlled. The engine shall integrate a Cummins approved diesel particulate filter (DPF) as well as the current generation selective catalytic reducer (SCR) and use only Ultra Low Sulfur Diesel Fuel (ULSD). The peak horsepower is to be a minimum of 280 HP @ 2,600 RPM and peak torque of 660 ft. - lbs. @ 1,600

RPM. Bidders shall submit documentation that engine is compliant with the minimum 280HP requirement.

- 35.2. A rear mounted swing-out type; stainless steel engine belt guard shall be supplied.
36. Transmission. The 35' model shall utilize an Allison B300R transmission, or approved equal, five (5) speed automatic transmission with an internal output hydraulic brake retarder.
37. Engine Cooling. An EMP brand electric radiator fan system shall be provided. Conventional radiator systems are NOT approved as equal.
38. Silicone Hoses. The bus shall be equipped with premium silicone rubber heater hoses/stainless steel, constant tension clamps. To aid in servicing, coolant supply hoses shall be red silicone hose and the return lines are to be blue silicone hose throughout the bus.
39. Back Up Alarm. Shall be waterproof 12-volt DC, 97 dbA alarm. Alarm is to be controlled by the transmission reverse switch.
40. LED Interior Lighting. The interior of the bus shall be illuminated with LED interior lighting and meet all specifications highlighted within this document. It must run continually from front to rear on both sides of the coach.
41. Digital LED clock will be installed in the driver compartment/dashboard area, within easy view of the operator.
42. Electronic Vehicle Inspection System (Zonar or equivalent)

Minimum Specification - 14 Passenger Medium Duty Vehicle

The following specifications are required, at a minimum. Approved substitutions are permitted so long as the components are of equal or better quality, and are confirmed to have equal or superior performance to the minimum specifications listed.

1. Chassis Specifications
 - 1.1. GM 4500 6.0 L Gas Engine
 - 1.2. Low Floor Design
 - 1.3. One Continuous Floor throughout Passenger Compartment'
 - 1.4. 96 'Overall Width
 - 1.5. 165"WB - 24' Overall Length Max
 - 1.6. GVWR: 14,200
 - 1.7. Automatic Transmission
 - 1.8. Four Wheel ABS Brakes
 - 1.9. Power Steering, Power Brakes, Pulse Wipers Group 31 Batteries
 - 1.10. Stainless Steel Battery Slide Tray
 - 1.11. 220AMp Alternator
 - 1.12. Heavy Duty Suspension
 - 1.13. Heavy Duty Springs
 - 1.14. 57 Gallon Fuel Tank
 - 1.15. Steel Belted Radial Tires, LT225/75R 16D
 - 1.16. Hour meter
 - 1.17. Chrome Front Bumper
 - 1.18. Anti-ride Rear Step Bumper
 - 1.19. Chassis 3-Years - OR - 36,000 Mile Warranty
 - 1.20. Front Dash Air Conditioning and Heat
 - 1.21. Aluminum Wheels if available. If not, white painted wheels.
 - 1.22. Fast Idle: Intermotive Model
 - 1.23. Bus Alignment with Caster and Camber Kit (Documentation due with Delivery)
 - 1.24. Route Exhaust to Street side
 - 1.25. Extension Valves for Inner Dual Wheels
 - 1.26. Hubometer on rear curbside wheel
2. Body Specifications - Exterior
 - 2.1. Black Steel Bumper
 - 2.2. Full Steel Cage Body
 - 2.3. Front and Rear Mud Flaps
 - 2.4. Fuel Sending Inspection Plate
 - 2.5. Rear Tow Hooks
 - 2.6. Interior Convex Mirror 6" x 9"
 - 2.7. Passenger Windows - Solid - no T-Sliders
 - 2.8. Solid Framed and Maximum Tint on Passenger Windows
 - 2.9. Exterior Mirrors - Remote and Heated
 - 2.10. Exterior Paint: Solid White

3. Body Specifications - Interior
 - 3.1. Interior Headroom- Minimum 74"
 - 3.2. Transpec T2870 Series Glass Roof Hatch or approved equivalent must be installed on all vehicles. Respondent must provide manufacturer's exception if not possible on any vehicle
 - 3.3. One Piece Exterior FRP Wall/Skirt
 - 3.4. Modesty Panel at Entry Door and Behind Driver
 - 3.5. Plexiglass on top of Driver's Modesty Panel
 - 3.6. Paddings on all Stanchions except the Entry Door Grab Rails
 - 3.7. Black Rubber Floor Covering with Ribbed Rubber Aisle
 - 3.8. FRP Ceiling and Side Walls
 - 3.9. Padded Vinyl in Driver's Area
 - 3.10. Yellow Step Nosing and Standee Line
4. Air Conditioning and Heat
 - 4.1. ACC-A/C 80,000 BTU Minispheres 130 Heat Cool Combo TM21 Compressor w/ in line Pump
 - 4.2. 35,000 BTU Rear Floor Mounted Heater
5. Electrical
 - 5.1. 32" Electric Passenger Entrance Door
 - 5.2. Rear Center Mounted Brake Lights Wired Independently
 - 5.3. Exterior Hooded Light at Passenger Entry Door - LED
 - 5.4. Stepwell Lighting (x2) LED
 - 5.5. All Exterior and Interior Lighting - LED
 - 5.6. Door Activated Interior Lights
 - 5.7. Rotary Battery Disconnect Switch
 - 5.8. Pre-Wire for Two Way Radio, GPS/AVL, Passenger Counter
 - 5.9. Back Up Camera with Monitor
 - 5.10. PA System /Hand held Mic/ 4 Interior and 1 Exterior Speakers
 - 5.11. LED digital dashboard clock
 - 5.12. Controls for exterior flat and convex mirrors (both sides of vehicle) mounted in driver's compartment.
6. Seating -Total Capacity: 14 (12Ambulatory and 2 ADA Positions)
 - 6.1. Manufacturer's recommended river seat for comfortable operations shall allow for position adjustment, No Armrest, Adj Lumbar Support, Map Pocket
 - 6.2. Mid High Passenger Seats (x12)
 - 6.3. Level 5 Cover for Driver and Passenger Seats
 - 6.4. Grab Handles on Seat Tops
 - 6.5. USB Ports located at each seat
7. ADA Requirements
 - 7.1. Braun or Lift-U 34 ' Entry Ramp
 - 7.2. ADA Decals and Vehicle Height Sticker

- 7.3. (2) Sur-Lok FF612-4 S Hooks Retractor System with Retractable Shoulder Belts and L Track or Q-Straint Equivalent. Q Straint Q'POD system desired if available for bus type.
 - 7.3.1. Securement system shall be built into the bus as required for ADA compliance.
- 7.4. Storage Box for Securement Systems
- 7.5. Ceiling Grab Rails –Both Sides
- 7.6. Yellow Standee Line with “No Standees forward of Yellow Line” sign
- 7.7. Parallel Entry Grab Rails Yellow Powered Coated
- 7.8. Brake/Lift Interlock – Intermotive Model
- 7.9. Stop Request / Chime System/Yellow Pull Cord System/Pull Cord At WC Area
- 8. Safety Options
 - 8.1. Fire Extinguisher Mounted Near Driver
 - 8.2. Triangles
 - 8.3. Unit First Aid Kit
 - 8.4. Back Up Alarm
 - 8.5. Body Fluid Kit
 - 8.6. Watch Your Step and Vehicle Height Decals
 - 8.7. Electronic Vehicle Inspection Equipped (Zonar or equivalent)
- 9. Miscellaneous Included
 - 9.1. J1708/J1939 compatible LED Front and Side Destination Sign.
 - 9.2. Sportworks 2 Position Bike Rack - Black
 - 9.3. Pre-Wire GPS (Hardware not Included)
 - 9.4. Pre-Wire for AVL/APC
- 10. Manuals and Training
 - 10.1. “As Built” Wiring Schematics and Parts Manuals (Generic Versions not Acceptable)
 - 10.2. Owner’s Manuals Required

Electric Vehicle Specifications

The following specifications are required, at a minimum. Approved substitutions are permitted so long as the components are of equal or better quality, and are confirmed to have equal or superior performance to the minimum specifications listed. Auburn University understands that standards for electric buses are developing and will consider approved alternatives with sufficient documentation to confirm that vehicles will meet heavy duty transit specifications and that the battery range is sufficient to meet operational requirements.

Auburn University also requires proposals on 35 foot fully electric buses (BEB), having the salient characteristics of other buses being proposed. The electric buses proposed shall have on board energy storage system-ESS with a minimum 360 kWh, and with a range capable of up to 200 miles based on an actual in-service testing at the University.

If electric buses are purchased, the contractor/Auburn will develop a charging strategy that is based on the route structure. If that structure allows for and an “on- route” charging strategy is chosen, Auburn may elect to reduce the energy storage requirements.

The proposal should include the incremental cost reductions for those reduced energy storage options. In as much as possible the electric bus shall be the same in design as diesel and diesel-hybrid buses proposed in this solicitation, with the exception of the propulsion, and certain accessories – HVAC, Power Steering, doors, and Air Compressor – which shall be electrically powered.

The energy storage system shall be comprised of lithium ion batteries, shall be a minimum of 360 kWh and shall have the capability of being charged with 150 KW DC charger using a CCS1 charging “gun” (SAE J1772). If “OppCharge” SAE J3105 overhead charging is deemed a preferred charging strategy, the bus shall include overhead conductive charge rails for rapid charging. When overhead rapid charging is used, the charger rating shall be a minimum of 350 kW for 35-foot buses.

Electric buses shall also include an on-board cellular data transfer telematics system which monitors and reports critical data including state of charge (SOC) to the University or contractor’s designee. The system shall also provide instant reporting of other critical data as deemed necessary and as gathered through J1939 protocol.

Hybrid Electric Vehicle Specifications

Auburn University desires an option for 15 Hybrid Electric vehicles utilizing a system such as the BAE Series ER Power & Propulsion system. The hybrid electric solution shall allow the University to specify a geofence area within the service route for the hybrid electric vehicles to switch to fully electric ('EV'), and switch to diesel when outside of designated area. The specifications listed below are a guide. Proposed vehicles shall meet all heavy duty transit specifications as outlined in this document except where power, propulsion, and accessories must be different to meet the hybrid electric specifications.

PROPULSION AND POWER SYSTEM

Hybrid propulsion and power system components, specifically the hybrid electric traction motor and gearbox, the traction generator, systems controller, propulsion control system, accessory power system and hybrid energy storage system shall be warranted to be free from defects for two years with no limit on mileage.

Vehicle Performance

POWER REQUIREMENTS

Propulsion system and drive train shall provide power to enable the bus to meet the defined acceleration, top speed, gradeability requirements, and operate all propulsion-driven accessories. Power requirements are based on medium-heavy-duty diesel (MHDD) engines certified for use in all 50 states and Canada using actual road test results or computerized vehicle performance data.

TOP SPEED

The bus shall be capable of achieving and sustaining a top speed of 65 mph on flat level road surface at GVWR with all accessories operating.

GRADEABILITY

Gradeability requirements shall be met on grades with a dry commercial asphalt or concrete pavement at GVWR with all accessories operating. The propulsion system and drive train shall enable the bus to achieve and maintain a speed of: 40 mph on a 2½ percent ascending grade for no less than 3¾ miles, 15 mph on a 10 percent ascending grade for no less than 1¼ miles, and 7 mph on a 16 percent ascending grade for no less than ¾ mile.

REGENERATIVE BRAKING

The powertrain shall be equipped with regenerative braking designed to improve energy efficiency and extend brake lining service life. The application of regenerative braking shall cause a smooth blending of both regenerative and service brake function and need not activate the brake lights.

Actuation of ABS and/or automatic traction control (ATC) shall override the operation of the regenerative brake.

The system shall include a means of maintaining dynamic braking (braking retardation)

after the hybrid energy storage system can no longer accept regenerative braking energy.

HEATING SYSTEM

The hybrid propulsion system shall be capable of powering an electric heater, without the use of diesel fueled auxiliary heaters.

ACCELERATION

The acceleration shall meet the requirements listed in the table below and shall be sufficiently gradual and smooth to prevent throwing standing passengers off-balance. Acceleration measurement shall commence when the accelerator is depressed – (Idle Start.)

MAXIMUM IDLE START ACCELERATION TIMES ON A LEVEL SURFACE

(Based on 40ft., 42,500lb vehicle, 50-State and Canada Power Plant)

SPEED (MPH)	TIME (SEC)
10	5
20	10
30	18
40	30
50	60

ENERGY STORAGE SYSTEM

The traction energy storage system shall be composed of lithium-ion batteries. The energy storage system shall contain all battery management electronics, environmental controls and other subsystems necessary to insure proper operation and long service life. The energy storage system shall include the ability to report fault codes and other diagnostic information through the hybrid drive system standard diagnostic interface to facilitate debugging and servicing. This system shall be designed to provide a charge balancing function for all cells and modules in the system. The energy storage devices used, and their arrangement shall be selected and sized to meet bus performance specifications and design goals, including: reduced vehicle exhaust emissions, improved vehicle fuel economy, long cycle life, low life-cycle cost, safety, maintainability, durability, and simple, robust diagnostics.

Thermal management will be provided as needed to ensure optimal life and performance of the ESS over the environmental operating range. The thermal management system shall be adequate to maintain the lithium-ion batteries within the manufacturer's recommended temperature range during operation in the specified duty cycle and climatic conditions.

ELECTRIC OPERATING MODES

ENGINE STOP/START:

The hybrid drive system shall provide a means to reduce engine idling and unnecessary fuel consumption. The vehicle engine shall have the ability to be turned off (defueled) when engine power is not needed for vehicle performance. When the engine is defueled, vehicle electric accessories, hotel and passenger comfort systems will remain operational with power from the hybrid energy storage system. This operating mode shall be totally automatic and controlled by the hybrid system. No driver action or intervention shall be required. Operation in this mode shall be compliant with engine manufacturer requirements and shall not void the engine or exhaust after-treatment system warranty.

DEPOT GARAGE MANEUVERING:

The vehicle shall be capable of maneuvering in and out of a closed depot garage without starting the engine. This mode shall provide a range of approximately 500 yards and speeds of up to 15 mph. If the energy storage system does not have adequate charge to enter this mode when returning to the depot a mechanism shall be provided to allow the bus operator to manually request the system to charge the energy storage system so the mode can be entered. The HVAC system may be disabled in this mode.

EXTENDED RANGE EV DRIVE (Series-ER):

The vehicle shall be capable of driving in battery only (EV) mode up to 3 miles several times per day; for a maximum of 35% time/miles in EV mode. The battery shall recover to its regulated charge level in the ensuing HEV driving period which shall be 1.5x the time/miles of the previous EV event, before the next EV event may be undertaken (e.g.: 2 mile EV followed by minimum 3 mile HEV). This shall be charge-sustaining mode of operation, not requiring external charging, conditioning, or infrastructure.

DRIVETRAIN and PROPULSION

POWER PLANT (ENGINE)

The engine shall be a Cummins B6.7-280H diesel operating on ultra-low sulfur on-highway #2 diesel fuel and certified to current US EPA emissions requirements for on-highway hybrid transit bus applications. The engine shall be 280 horsepower minimum.

NOTE: for Stop/Start operation, a specific engine part number is required.

PROPULSION TRANSMISSION TYPE

Propulsion type shall be a series diesel electric hybrid drive configuration, with no mechanical power transmission linkage between the diesel engine crankshaft and the drive axle. The series hybrid traction motor and traction generator shall be brushless motors and shall have standardized mounting interfaces.

The series hybrid traction generator shall be of a bearing free design with the generator rotor hard coupled directly to the engine crankshaft. The traction generator shall be capable of supporting a sustained top speed of 65 mph on level grade at GVWR (Gross Vehicle Weight Rating) with all accessories operating. The traction generator shall have the ability to function as an integrated starter/generator and be capable of starting the diesel engine. The traction generator shall also be able to “back-drive” the diesel engine when operationally advantageous.

The hybrid electric drive system shall have the ability to retain any fault codes for evaluation by maintenance personnel using a computer program interfaced with a J1939 translation device. The drive system shall also have the ability to interface with an optional logging device capable of broadcasting stored data via cellular or Wi-Fi enabled transmitter for remote diagnosis.

ACCESSORY POWER SYSTEM

ACCESSORY SYSTEM OPERATION

All accessory systems including engine cooling, air compressor, power steering and HVAC shall be electrically powered and shall not require any mechanical linkages or belts driven by the diesel engine. The HVAC system compressors, air compressor and power steering system shall be commercially available components operating on either 28 Vdc power or 230 Vac 3-phase power. That power shall be supplied by a single, consolidated unit. The consolidated accessory power system fault reporting and diagnostic system shall be fully integrated with the entire hybrid electric system and shall use a common diagnostic interface.

28 VDC POWER

The vehicle's entire 28 Vdc electrical load shall be powered by a solid state DC-to-DC converter capable of providing at least 510 Amps (14 kW) of 28 Vdc power continuously. This device shall have the ability to be remotely mounted away from the engine and shall be powered without the aid of any belt driven components. The DC-to-DC converter fault reporting and diagnostic system shall be fully integrated with the entire hybrid electric system and shall use a common diagnostic interface.

230 VAC 3-PHASE

The multiple independent 230 Vac 3-phase power for operating the accessories shall be supplied by a solid-state electronic inverter that is powered directly from the hybrid high-voltage system. The inverter shall be capable of supplying at least 30 kW (38 kVA) of electrical power continuously and incorporate an output filter limiting dV/dt to no greater than 900V/ μ s.

COOLING SYSTEMS

The cooling systems shall be sized to maintain fluids at safe, continuous operating temperatures during the most severe operations with the coach loaded to GVWR. Sufficient reserve capacity shall be provided by the cooling systems to provide efficient cooling for the hybrid system coolant and engine coolant/charge air in a degraded condition.

The cooling systems shall utilize electrically driven, variable speed fans in lieu of mechanical or hydraulically driven fans and the hybrid cooling systems shall use electrically driven variable speed pumps.

ON BOARD DIAGNOSTICS

The system shall be compliant to the latest On-Board Diagnostics regulations.

Section VI - Statement of Work - Maintenance and Facilities

1. Vehicle Maintenance Plan
 - 1.1. Description of vehicle maintenance plan to include, but not be limited to, Safety and PM Inspections, AC inspections and body inspections. Include both mileage and time intervals as appropriate. Define running repair procedures and driver defect reporting procedures.
 - 1.2. Define the Vehicle Maintenance Management Information System (VMMIS) to be utilized. Identify features including PM scheduling, inventory management, major components failure tracking, out of service vehicle tracking, and outline warranty and fleet defect monitoring capability.
2. Vehicle Appearance and Cleanliness
 - 2.1. Vehicles in operation must be free of dents and damage, with all body panels fully painted.
 - 2.2. The Auburn University Transportation Manager may, at their sole discretion, request that any spare vehicles be inspected and approved by authorized University personnel prior to being placed into service.
 - 2.3. All buses will undergo daily safety and cleanliness inspections. Records of these inspections will be maintained and made available to the designated University personnel upon request.
 - 2.3.1. Contractor must use electronic vehicle inspection and review system. This information shall be included with the proposer's response.
 - 2.4. Any problem affecting the safe and comfortable operation of the vehicle, or presenting a potential hazard to passengers must be corrected before the vehicle may be put into service.
 - 2.4.1. Vehicles shall remain FMVSS compliant at all times and must be removed from service until corrected if they are non-compliant at any time.
 - 2.5. All vehicles placed in service must be...
 - 2.5.1. Cleaned daily, inside and outside, to remove any visible dirt or debris.
 - 2.5.1.1. Trash containers emptied daily.
 - 2.5.1.2. Seats checked for cleanliness, sills, and damage.
 - 2.5.1.3. Windows checked daily for cleanliness and damage.
 - 2.5.2. Be free of graffiti on the exterior and interior of the bus.
 - 2.6. Vehicles shall be professionally washed, inside and out, with full detail, at least twice per month, or more often as needed if visibly dirty due to operational and/or weather impacts.
3. Vehicle Storage
 - 3.1. Vehicles must be stored within 10 miles of campus center.
4. Maintenance Personnel
 - 4.1. The Contractor shall be responsible for the employment of all maintenance personnel and any subcontractors to handle all interior, exterior, maintenance, and

safety items on all revenue service vehicles and support vehicles dedicated to and/or used at the University.

- 4.1.1. Proposers shall provide a listing of all maintenance personnel with their response. This listing shall include the title and the number of maintenance employees for each title (I.e. 1 Manager, 2 Assistant Managers, 4 Oil Change Techs, etc.)
- 4.1.2. Respondents shall provide a narrative describing both their maintenance philosophy and their experience with maintenance personnel to vehicle ratios.
- 4.2. The Contractor shall provide a Maintenance Manager, mechanics, shop and service attendants and other personnel to perform maintenance on transit vehicles.
 - 4.2.1. The Maintenance Manager shall have a minimum of five (5) years of progressive experience in maintenance program management.
 - 4.2.2. Only current Automotive Service Excellence (ASE) certified personnel shall be utilized in the performance of maintenance requirements. It is expected that the Maintenance Manager for the contract dedicate 100% of their time to the Auburn University operation.
- 4.3. The Contractor shall provide documentation of certified maintenance personnel. All maintenance personnel shall be trained and qualified to work on all vehicle fuel types within fleet and be computer literate.
5. Maintenance Service and Coverage
 - 5.1. No major vehicle maintenance shall be performed on the Auburn University campus. Contractor may conduct reasonable and minor maintenance at designated locations on campus. On very limited occasions contractor may perform quick maintenance fixes to vehicles and return them immediately to service.
 - 5.2. Contractor shall provide a maintenance facility within 10 (ten) miles of the Auburn University campus.
 - 5.3. Preventative and scheduled maintenance shall be performed by Contractor's employees at this facility. Component repairs, warranty repairs, paint and body work, and dealer/manufacturer repairs may be outsourced as required.
 - 5.4. Proposers shall provide location and detailed description of maintenance facility size, capabilities, and infrastructure, with bid response.
 - 5.5. Respondents are encouraged to provide, with their bid response, either a currently leased/owned facility, or a commitment agreement to secure the facility upon contract award.
6. Maintenance Standards
 - 6.1. The contractor will be wholly responsible for maintaining the buses, including tires, in the same operational condition and appearance in which they are accepted for use, subject to reasonable wear and tear, Recapped tires will **not** be permitted.
 - 6.2. Body damage shall be repaired as soon as possible, within 15 (fifteen) days maximum.

- 6.2.1. Contractor may request an extension, in writing, if parts, equipment, and/or qualified repair personnel are unavailable to complete repairs within 30 days.
- 6.2.2. Vehicles not repaired for more than 30 days shall be subject to Liquidated Damages assessment of \$500 per day unless written exception is provided by authorized Auburn University personnel, which shall be granted at their sole discretion.
- 6.3. The University reserves the right to perform unannounced, periodic inspections related to appearance, as well as to safety and cleanliness.
 - 6.3.1. During the contract period, designated University personnel shall have immediate and unrestricted access to all buses in use by the contractor for this service, as well as to any and all maintenance records during planned or unannounced visits or inspections of the contractor's facilities and unrestricted access to all buses in use by the Contractor for this service, as well as to any and all maintenance records during planned or unannounced visits or inspections of the Contractor's facilities.
- 6.4. Vehicles shall be inspected daily to confirm that all components and systems for safe and comfortable operation are in good working order. No vehicle shall be placed in service if any items are not fully operational.
 - 6.4.1. Heating and Air Conditioning systems
 - 6.4.2. Wheelchair lifts and/or ramps and tie downs
 - 6.4.3. Radios
 - 6.4.4. Destination signs
 - 6.4.5. Lights, Brakes, Horn, Tires
 - 6.4.6. Any other safety or mechanical item required for safe and comfortable operation
- 6.5. The Contractor shall maintain records for each bus, reflecting its mechanical operation history, including inspections and repairs. These records shall be available for inspection at any time by duly authorized Auburn personnel.
- 6.6. If any services performed or equipment provided herein do not conform with the requirements of this contract, the University shall have the right to require the Contractor to immediately take all necessary steps, at their sole expense, to ensure future performance of the services do conform with the requirements of the contract.
- 6.7. Preventative maintenance on all safety, comfort, and mechanical components shall be performed every 6,000 miles or more often as required. Detailed (long-form) preventative maintenance inspections shall be conducted no less frequently than 2,000 miles.
 - 6.7.1. Wheelchair lifts or ramps must be cycled daily.
 - 6.7.2. Air conditioners must be operational at full capacity for in service vehicle. Filters shall be changed at every inspection or more often as needed.

7. Fueling

- 7.1. Fuel costs will be included in the proposed hourly service rate for all vehicles (gas, diesel, and electric).
- 7.2. Respondents shall provide a base fuel rate for each fuel type with the RFP submission
- 7.3. Fuel Usage Reports shall be submitted monthly, within 7 working days of the previous month's end. All reports shall be submitted electronically (.CSV or .XLSX format)
 - 7.3.1. Monthly Vehicle Usage Report: Date, Vehicle Number, Starting Mileage, Ending Mileage
 - 7.3.2. Monthly Fueling Report: Date, Vehicle Number, Fuel Quantity Dispensed (Gallons, Gallon Equivalent, KWH, etc.), Cost per Quantity, Total Cost
- 7.4. Fuel Surcharge - in any month where the average fuel cost of any fuel type exceeds the base fuel rate by more than 20%, contractor may add a surcharge for the Amount IN EXCESS of 20% paid for fuel.
 - 7.4.1. Example - Base Diesel Rate \$3.50/gallon. Fuel price goes up to \$4.35/gallon. Fuel usage is 1,000 gallons for the month. Contractor will receive a rebate of \$150.00 ($\$3.50 * 1.2 = \4.20 . $\$4.35 - \$4.20 = \$0.15$.)
 - 7.4.2. Surcharge invoice must be presented within 60 days of month end or contractor forfeits the right to collect surcharge.
- 7.5. Fuel Rebate - in any month where the average fuel cost of any fuel type is less than 20% of base fuel rate, contractor will provide Auburn University with a rebate.
 - 7.5.1. Rebate Calculation: If $(\text{Average Month Fuel Rate}) < (\text{Base Fuel Rate} * 0.8)$
Then $(\text{Base Fuel Rate} * 0.8) - (\text{Average Month Fuel Rate}) * \text{Gallons Used}$
- 7.6. Contractor is required to employ an adequate number of fuelers to meet the schedule of operations.

Section VII - Statement of Work - System Management

1. Marketing and Public Relations
 - 1.1. The Contractor shall distribute, as required, all maps, schedules, surveys, passenger notices, and other printed materials that the University may deem necessary to market the service. The Contractor shall also cooperate and participate in marketing, promotions, advertisements, public relations, and related educational programs, and projects that the University may undertake from time to time during the term of the contract to enhance ridership.
 - 1.2. The University shall be the exclusive public media spokesman in connection with these services. Under no circumstances shall the Contractor or its employees be permitted to distribute any unauthorized printed or written materials pertaining to Auburn University, its affiliates or any other organization outside the University, without the express, written permission of the University.
 - 1.3. The University shall retain the exclusive right to regulate and administer all information and advertising on the buses.

- 1.4. The University may, during the course of this contract, require the Contractor to allow access to the buses assigned to this contract, or of others of its contracted vendors, to install and remove advertising material on the buses.
 - 1.5. If approved by the University, all advertising materials on the buses will meet uniform size and content requirements, and are subject to the University's approval prior to being installed.
2. Reporting
- 2.1. The Contractor will be required, at the University's request, to conduct, record, and report on a manual audit of all boarding and alighting passengers on a particular bus or route. This requirement will be used to audit and confirm automated or electronic passenger counts if present.
 - 2.2. All reports will provide appropriate details, including, but not limited to, date, vehicle, mileage, driver name, and comments/explanation
 - 2.3. Monthly reports will be delivered within 5 working days after month end, weekly reports within 2 working days, and daily reports will be delivered before the end of the next working day.
 - 2.3.1. Missed Trip Report (Monthly)
 - 2.3.2. Late Departure Report (Weekly)
 - 2.3.3. Passenger Questions, Comments, Concerns, and Complaints (Daily)
 - 2.3.4. Accident and Incident Report (Daily)
 - 2.3.5. Maintenance inspections (Monthly)
 - 2.3.6. Manual Passenger Count Sheets for all routes (Daily)
 - 2.4. Contractor shall be responsible for immediately reporting all facts relating to accidents, injuries, damages, or losses incurred within 60 minutes of incident, or as soon as possible to Auburn University's Manager of Transit Services.
 - 2.5. Lack of adherence to the reporting required could result in Liquidated Damages of \$200 per event.
3. Liquidated Damages and Incentives
- 3.1. The University reserves the right to assess liquidated damages to the Contractor, as set forth in this document, if the Contractor fails to meet the established standards. The University deems each of these performance indicators of the highest importance to help ensure safe, high quality service delivery.
 - 3.2. Performance Indicators The parties acknowledge that failure by the Contractor to perform certain obligations under this contract would cause damages to the University in its daily operations. It is agreed that liquidated damages may be assessed by the university as described within this section.
 - 3.2.1. Liquidated damages and/or Incentives shall be deducted and/or added from the payment due to the Contractor the following month based on the performance indicators in this section.
 - 3.2.2. To receive full compensation, Contractor shall meet or exceed the following standards on a monthly basis, not be delinquent in responses to customer complaints and shall have completed the required monthly reports.

- 3.3. On-time Performance. On time performance is defined as between zero (0) minutes early and five (5) minutes late of scheduled stops.
- 3.3.1. Average on time performance shall be calculated by counting the number of times a time point assigned stop on a route is serviced within 0-5 minutes of the scheduled time and dividing that number into the total number of times the stop is served on a particular route for the month. This will be done for each stop on a particular route and then averaged for all stops on the route for the month. Delays caused by non-recurring events such as accidents, emergency construction, University or local events may be excluded from the calculation
- 3.3.2. Contractor shall inform, in writing, designated University personnel of any permanent or long-term changes that impacts their ability to maintain on time performance and will require a schedule change. This notification must occur within 1 (one) week of event to excuse Liquidated Damages.
- 3.3.3. Individual route time points shall be adhered to on a daily basis. Arrival and departure events will be monitored by University staff and vendor dispatch. Violations to the daily time point schedule in each semester we be as follows;
- 3.3.3.1. The first 5 early departure events will be excused each day, after 5 events each offense will be \$50.00. If the daily number of events exceeds 25 the cost will increase to \$100.00 per event.
- 3.3.3.2. Events will be excused if the event was out of control of the vendor.
- 3.3.3.3. If an event is witnessed and corrected it will not be counted in the daily number.
- 3.4. Scheduled Hours to Actual Hours Contractor shall complete all scheduled service hours on a daily basis with properly trained, uniformed, and licensed operators. Ninety-seven (97) percent of all scheduled hours shall be completed on a monthly basis.
- 3.4.1. Scheduled Hours to Delivered Hours Calculation
- 3.4.2. Any service hours reduced by University personnel or cancelled for any reason approved by the University or law enforcement officials will not be included in the delivered hours calculation.
- 3.5. Repeated and Validated Customer Complaints
- 3.5.1. The University shall determine if complaints represent a breach of service quality or safety requirements. These are the complaints that are of most concern to the University and shall be addressed by this section. The liquidated damages for each repeated and validated customer complaint shall be \$250 per incident.
- 3.5.2. The contractor may, at the sole discretion of Auburn University be allowed two (2) free customer complaints per month. Complaints may not represent a major breach of safety or service delivery standards and must immediately be corrected and may not repeat.
- 3.6. Vehicle or Component Failure

- 3.6.1. A vehicle failure shall be defined as a vehicle going out of service while on a route, whether passengers are on the vehicle or not. If the vehicle is out of service for more than 10 (ten) minutes, it shall be deemed a vehicle failure.
 - 3.6.2. Component failure shall be defined as inoperable heating, ventilation, or air conditioning systems. If the component is out of service and not repaired for more than 60 minutes, or if vehicle is not replaced, it shall be deemed a component failure.
 - 3.6.3. The liquidated damage for each vehicle or component failure shall be \$250 for the first incident and shall increase by \$250 for each subsequent incident during any given semester, with a maximum amount of \$1,000 per incident.
 - 3.6.4. The University may, at their sole discretion, elect to excuse one vehicle or component failure in each month. Any additional waivers may or may not be considered, again, at the sole discretion of the University of Alabama.
- 3.7. Safety Items
- 3.7.1. The following safety violations shall be assessed liquidated damages of up to \$500 per incident, at the sole discretion of the Customer. Safety items are generally not subject to remediation.
 - 3.7.2. Service vehicle removed from revenue service by an authorized governmental authority (law enforcement or DOT regulatory official) due to safety violations.
 - 3.7.3. Failure to pass facility safety inspection or noncompliance with environmental ordinances.
 - 3.7.4. Failure to maintain operating wheelchair lifts and kneeling features.
 - 3.7.5. Two (2) verifiable passenger complaints and/or observations by an employee or agent of the Customer within a 30-day period that a service vehicle operator drove in an unsafe manner.
 - 3.7.6. Failure to report accidents\vehicle crashes and unusual occurrences and failure to complete follow up written reports as proscribed.
 - 3.7.7. Any other act received via passenger, local citizen or agent of the University deemed as unsafe
- 3.8. Remediation of Liquidated Damages or Adjustments for Incentives
- 3.8.1. One time per contract year the contractor may submit a remediation plan to address a significant operational challenge due to circumstances that were unavoidable and/or unplanned. Acceptance of remediation plan is at the sole discretion of the University. The contractor shall submit the plan for customer as soon as possible after service issue begins. The remediation plan must return the University to acceptable service levels within 35 CALENDAR DAYS of the initial service impact to excuse the entire penalty. the University may, at their sole discretion, excuse partial penalties if acceptable levels of improvement occur.
 - 3.8.2. It is the intent of the University that all scheduled service is delivered by the contractor and meets the stated service requirements. To help foster a spirit of partnership, the University may consider, on a case by case basis, excusing

some or all incurred liquidated damages with an otherwise responsible partner. Contractor shall report the personnel issue to the University's primary within one (1) working day of identifying the issue. The personnel issue may not have been caused by blatant disregard for contract terms or irresponsible management procedures. Contractor shall provide a timely and workable solution that is acceptable to the University within three (3) working days of reporting the problem.

3.9. On-time Performance

3.9.1. An on-time trip is one that departs zero (0) minutes early and no more than five (5) minutes late at designated time stops across each route and the entire system. The University shall conduct time checks, as well as monitor performance via AVL-generated reports. Time checks shall be conducted on at least three different service days of the week at random points to validate the AVL data.

3.9.2. As the Contractor attains the following goals, the designated percentage of the monthly billing will be calculated for payment or deduction:

3.10. Missed Trips

3.10.1. A missed trip is one that is not completed in its entirety or is more than fifteen (15) minutes late.

3.11. Complaints\Observations

3.11.1. This shall be measured per 10,000 customer boardings as measured by monthly counts of documented customer complaints. A customer complaint is defined as when a customer communicates with the University Transportation Department about a problem or issue and leaves a name and phone number so it is verifiable (e.g., late bus, rude driver, non-functioning air conditioner, etc.). As complaints per 10,000 customer boardings are received, the following percentage of the six-month period shall be calculated for payment or deduction:

3.12. Total Accidents\Vehicle crashes Per 100,000 Vehicle Miles

3.12.1. An accident or crash is any contact with an object, vehicle or person, or injury of a passenger. As both preventable and non-preventable accidents\vehicle crashes occur, the following percentage for each six-month period shall be calculated for payment or deduction:

3.13. Miles Between Road Calls

3.13.1. Road calls are defined as: (1) a service truck was assigned to a vehicle while in service (deadhead is considered in service); (2) vehicle was changed out due to a mechanical failure; or (3) vehicle lost time due to a mechanical failure. Road call reporting shall follow all NTD guidelines for NTD reporting of road calls. As vehicle miles are recorded between road calls, the following percentage of the monthly period will be calculated for payment or deduction. The miles will be adjusted each contract year to reflect prior year experience and the age of the fleet.

- 3.13.2. (Note: This performance measure will be re-evaluated as the buses age for the 6-10 year contract period. The University reserves the right to re-evaluate this performance measure on an annual basis.)
- 3.14. Safety
- 3.14.1. At the sole discretion of the University, the following liquidated damages\incentives will be assessed for:
- 3.14.2. Revenue Vehicle removed from revenue service by an authorized governmental authority (law enforcement or DOT regulatory official) due to safety violations. Liquidated Damages: \$500.00 per occurrence.
- 3.14.3. Failure to pass facility safety inspection or noncompliance with environmental ordinances. Liquidated Damages: \$500.00 per occurrence.
- 3.14.4. Failure to maintain operating wheelchair lifts and kneeling features. Liquidated Damages: \$500.00 per occurrence at the discretion of the transit manager.
- 3.14.5. Two (2) verifiable (as defined previously having a name and phone number of person making complaint) passenger complaints and\or observations by a University employee or agent within a thirty (30) day period that a revenue vehicle operator drove in an unsafe manner. Liquidated Damages: \$100.00 per occurrence.
- 3.14.6. The University retains the right, at their sole discretion, to request the removal of any operator, or any other contractor employee, from service depending on the severity of a single event and or the recurrence of infractions.
- 3.14.7. Failure to report accidents\vehicle crashes and unusual occurrences and failure to complete follow up written reports as prescribed: \$1,000 per occurrence.
- 3.14.8. Releasing an operator for regular service prior to completion of the prescribed operator training program or lack of maintenance personnel certification or training documentation: \$500.00 per occurrence.
- 3.14.9. The Contractor shall be eligible for an incentive of \$500 per month if it exceeds the standard of no more than one hundred (100) missed revenue miles per 100,000 scheduled revenue miles.
- 3.15. Adjustments for Performance
- 3.15.1. The preceding adjustments shall be made to the monthly invoice of Contractor. Adjustments shall be made to the invoice corresponding to the service month for which the deduction\incentive occurred. Adjustments for incentives shall not exceed \$5,000 per monthly invoice and no more than \$60,000 annually per fiscal year.
- 3.15.2. When Contractor experiences a schedule delay which it believes is beyond its control, such as inclement weather or unusual traffic conditions, Contractor may request in writing, from the University's Transit Manager, a schedule adherence waiver within forty-eight (48) hours of delay event. The University reserves the right to accept or reject the request. Otherwise, trips

that do not operate for any reason shall be deducted from the monthly invoice.

Section VIII. AU General Terms and Conditions

1.0 – General Terms and Conditions

1.1 – These terms and conditions are hereby incorporated into this quote/bid and apply in like force to any subsequent contract order resulting from this bid quote/bid. Some conditions listed herein may not apply due to the nature of the product or service, or the manner in which it is procured.

1.2 – Whenever and wherever items of materials or equipment have been identified by describing a proprietary product, the identification is intended to be descriptive, but not restrictive, and is used to indicate the quality and characteristics of products that will be satisfactory to the University. Bids offering equal or alternate materials and equipment will be considered for award provided such items are clearly identified in the bids, and are determined by Auburn University to be of equal value in all material respects to the proprietary items specified.

Unless the firm submitting the bid has clearly indicated in its bid that it is offering an “equal,” or “alternate” items the bid shall be considered as offering the items as specified in the invitation for bids/ quotations.

If the firm submitting the bid plans to furnish an equal or alternate items, the brand name and identifying numbers and/or letters are to be inserted in the spaces provided or shall be otherwise clearly identified in the bid. The evaluation of the bids and the determination as to quality of the product offered shall be the responsibility of Auburn University. The bid award shall be based on the information furnished by the bidder or identified in the bid, as well as information reasonably available to the Procurement Services.

1.3 – The University will consider acceptable substitutes that meet, or exceed the quality of materials and workmanship of the items specified in the bid/quotation. Substitutions shall be of the same general design, size and style.

All proposed substitutes submitted must be accompanied by illustrations showing the design and style. Each illustration is to have on it, or attached to it, the item number of the specified piece to which it is an alternate. Sizes shall also be included.

All substitutes shall be listed in the spaces provided. Should additional space be required, the bidder shall use separate sheet of paper to list alternates. Any additional list should be prepared in like form to the bid document.

Auburn University will consider all proposed; however, it is not bound to any which, in the University’s opinion, is not in the University’s best interest.

1.4 – Any deviation from these general terms and conditions or exceptions taken shall be described fully and appended to the bid form on the bidder’s letterhead and over the signature of the person authorized to sign the bid form. Such appendages shall be considered part of the bidder’s bid form. In the absence of any statement of deviation or exception, the bid shall be accepted as being in strict compliance with all terms and conditions.

1.5 – There are no Federal or State laws that prohibit vendors from submitting bids/quotes lower than a price or bid given to the U. S. Government.

1.6 – The successful bidder may be required to furnish a monthly or quarterly summary of purchases made under the provision of the contract. The format and frequency of the report will be determined by the University.

1.7 – Auburn University reserves the right to require a performance bond from the successful bidder at the discretion of the University’s Procurement Professional. Unless specifically to the contrary in the bid documents, the cost of the bond shall be paid for entirely by the successful bidder.

When required, the proper and timely submission of any performance and payment bonds is a material condition for award/performance of this order. Vendor is not authorized to proceed with work and/ or deliveries unless all required bonds have been obtained, are acceptable to and received by the University.

1.8 – Failure of the successful bidder to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the successful bidder liable for the difference between the “open market” and the quoted price where emergency purchases become necessary.

1.9 - Any and all items received under a resulting contract will be subject to inspection and testing to

determine the quality and to ascertain that they meet specifications.

1.10 – Samples, when required, must be furnished free of expense after the opening of the bid and if not destroyed, will upon request, be returned at the bidder’s expense. Request for the return of samples must be made within ten days following the opening of bids/quotations, unless otherwise stated. Each individual sample must be labeled with the bidder’s name and item number.

1.11 – Deliveries shall be F.O.B. Auburn University (destination). Delivery by the successful bidder to the common carrier will not constitute delivery to the University.

1.12 - Successful bidder must agree to replace, free of charge, all defective items delivered under contract. All transportation charges covering return and replacement of items is to be done by the successful bidder.

1.13 - Payment for any item delivered may be withheld until all items and conditions have been complied with in full.

1.14 - It is agreed and understood that the bidders may attend the bid opening and may inspect the bid tabulation. However, no information will be given out as to opinion concerning the ultimate outcome while consideration of the award is in progress. Information regarding disposition will be available after an award is made and upon request.

1.15 – The successful bidder shall maintain, or have available for his own use, an inventory sufficient to make delivery within the time specified in this bid/quotation, provided that no default shall occur to deliver in less than the number of days stated in this bid/quotation from the date of receipt of notice to ship/deliver.

1.16 – Auburn University is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of the University. In making an award, intangible factors such as the service capability, integrity, facilities, equipment, reputation and past performance of the firm submitting the bid may be weighed. When other factors are clearly stated in the bid document, they will also be used in determining an award.

In the case of a tie for low cost, the Procurement Official may use the following: If one of the bidders has an existing contract and performance on an existing contract is satisfactory, this bidder gets the award.

Conversely, if performance on an existing contract is documented as not satisfactory, award goes to the other tie bidder. If one tie bidder is local, preference may be given to that bidder.

1.17 – All additional charges such as shipping, installation, insurance or other cost must be fully itemized with the bid/quote. Charges not specified at the time of the bid/quote will not be honored.

1.18 – It is mutually agreed by and between Auburn University and the bidder that the University’s acceptance of the bidder’s offer by the issuance of a Purchase Order shall create a contract between the two parties. Any exceptions taken by the bidder, which are not included in the Purchase Order, will not be a part of the contract. Therefore, in the event of a conflict between the terms and conditions of this bid/quote and information submitted by a bidder, the terms and conditions of this bid/quotation and resulting Purchase Order will govern.

1.19 – The successful bidder must provide service manuals with full documentation and schematics when applicable and appropriate.

1.20 – The apparent silence of this specification and any supplemental specifications as to any details, or the omission from it of a detailed description concerning any point shall be regarded as meaning that the best commercial practices are to prevail, and that only materials of first quality and correct type, size, and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be made on the basis of this statement.

1.21 – Should it become necessary in order to evaluate a bidder’s qualifications, the University may require the bidder to furnish information as indicated below:

1. Financial resources
2. Personnel resources
3. Executive or key person resumes
4. Evidence of ability to meet delivery schedule
5. Ability to meet specification quality requirements
6. Availability of production capacity

1.22 – In the event that the successful bidder fails to make delivery of acceptable goods on or before the

agreed delivery date and the University expends unreasonable time, effort, telephone calls and correspondence, the University will bill the supplier at a reasonable cost for such and deduct it from the applicable invoice.

1.23 – Any Purchase Order/contract resulting from this bid/quotation can be cancelled without penalty if any of the following conditions exist:

- a. Breach of contract
- b. The vendor fails to furnish a satisfactory performance bond within the time specified when such a bond is required.
- c. Failure of the vendor to make delivery within the time specified.
- d. In the event material, supplies or equipment furnished does not meet specifications.
- e. Where the contract was obtained by fraud, collusion, conspiracy or any other unlawful means.

The Purchase Order/contract may also be cancelled by convenience by any party. The effective date of cancellation shall be thirty days of written notice of intent by one of the parties. The vendor will, however, will be required to honor all orders that were prepared and dated prior to the date of cancellation, if required to do so by the University.

1.24 – The University reserves the right to award as many term contracts for the supply of any class or type of commodity as may be to the best interest of the University.

1.25 – This section will apply when items in the bid/quotation are requested to be on a “furnish and install” basis. The successful bidder will have the complete responsibility for the items or system until it is in place and working. Any special installation preparation and requirement will be submitted to the University after the receipt of a purchase order. All transportation and cooperation arrangements will be responsibility of the successful bidder. The delivery of equipment will be coordinated so that items will be delivered directly to the installation site. This will minimize the risk of damage and avoid double handling by University personnel.

1.26 – Any alleged oral agreement made by a bidder or contractor, with any university department or employee will be disregarded.

1.27 – Prompt payment discounts (“cash discounts”) will not be considered in determining the lowest bidder.

1.28 – Successful bidder may be required to furnish policies or certificates of insurance, with Auburn University, its Board of Trustees, Faculty, Staff, and agents named as additional insured, as follows:

1. a. Workman’s Compensation – Statutory
b. Employer’s Liability - \$1,000,000.00
2. Comprehensive General Liability
 - a. General Aggregate - \$1,000,000.00
 - b. Products-Complete - \$1,000,000.00
Operations Aggregate
 - c. Personal & Advertising - \$1,000,000.00
injury
 - d. Each occurrence or single limits of -
\$1,000,000.00
3. Automobile Liability
 - a. Bodily injury - \$1,000,000.00 Each Person
\$1,000,000.00 Each Occurrence
 - b. Property damage or combined single
\$1,000,000.00 each occurrence limit of
\$1,000,000

Due to the nature of some projects, Auburn University reserves the right to require additional limits of liability coverage.

1.29 - Successful bidder agrees to comply with the conditions of all applicable Federal Non-Discrimination and Equal Opportunity laws, the Federal Occupational Safety and Health Act of 1970 (OSHA), the Washington Industrial Safety Act of 1973 (WISHA), as amended, and the standards and regulations issued there under, and certifies that all items furnished and purchased will conform to and comply with such applicable standards and regulations. All applicable contracts will comply with the Davis-Bacon Act.

1.30 – ADVERTISING. No advertising or publicity matter having or containing any reference to Auburn University or any of its faculty/staff shall be made by successful bidder or any one in successful bidder’s behalf unless successful bidder has written consent of the University.

No public release of information, news release, announcement, denial or confirmation of this order or the subject matter hereof, shall be made without the University’s prior written approval.

1.31 - LAW. The laws of the State of Alabama shall govern any order, and the venue of any action brought

hereunder may be laid in or transferred to the County of Lee, State of Alabama.

1.32 – PAYMENT TERMS. Unless otherwise specified in the purchase Order/contract terms of payment are “Net 30 days.”

1.33 – INSOLVENCY. If vendor ceases to conduct normal business operations (including inability to meet its obligations), or if any proceedings under bankruptcy or insolvency laws is brought by or against vendor, or a receiver for vendor is appointed or applied for, or vendor makes an assignment for the benefit or creditors, the University may terminate this order, without liability, except for deliveries previously made and for supplies completed and subsequently in accordance with the terms or the order. In the event of the vendor’s insolvency, the University shall have the right to procure the balance of this order from others without liability.

1.34 - CANCELLATION FOR LACK OF FUNDING. This purchase order/contract may be cancelled without further obligation on the part of Auburn University in the event that sufficient, appropriated funding is unavailable to assure full performance of its terms. The Vendor shall be notified in writing of such non-appropriation at the earliest opportunity.

1.35 - Contractor certifies that neither it, nor any of its employees who will provide or perform services under this contract, have been debarred, suspended, or declared ineligible as defined in the Federal Acquisition Regulation (FAR 48 C.F.R Ch 1 Subpart 9.4). Contractor will immediately notify the University if the Contractor or any of its employees who will provide or perform services under this contract is placed on the Consolidated List of Debarred, Suspended, and Ineligible Contractors.