

# **REQUEST FOR PROPOSAL**

**(3) Diesel, Low Floor/Zero Entry Transit Buses**

**RFP NO. 06-06-25-TB0125**



**Department of Infrastructure Services**

**TOWN OF WHITECOURT  
5004 52 Avenue, Box 509  
Whitecourt, AB T7S 1N6**

**CLOSING: June 6, 2025 AT 2:00 PM (MT)**

## Table of Contents

|  |    |
|--|----|
| SECTION I – INTRODUCTION .....           | 3  |
| 1.    SCOPE .....                        | 3  |
| 2.    DEFINITION OF TERMS .....          | 3  |
| 3.    INVITATION TO SUBMIT .....         | 4  |
| 4.    PROPOSAL SUBMISSION .....          | 4  |
| 5.    INQUIRIES .....                    | 5  |
| SECTION II – PROPOSAL REQUIREMENTS ..... | 6  |
| 1.    PROPOSAL SPECIFICATIONS .....      | 6  |
| 2.    PROPOSAL PRICES .....              | 6  |
| 3.    EVALUATION CRITERIA .....          | 7  |
| 4.    PROPOSAL AWARD .....               | 7  |
| SECTION III - TERMS AND CONDITIONS ..... | 8  |
| 1.    PROCEDURAL TERMS .....             | 8  |
| 2.    GENERAL CONDITIONS .....           | 9  |
| CERTIFICATION .....                      | 12 |
| SCHEDULE A – SPECIFICATIONS .....        | 13 |

## SECTION I – INTRODUCTION

### 1. SCOPE

The Town of Whitecourt is seeking Proposals from qualified companies for the provision of (3) Diesel, Low Floor/Zero Entry Transit Buses compliant with the specifications outlined in Schedule A. The scope includes supply and delivery of the (3) Diesel, Low Floor/Zero Entry Transit Buses and Warranty.

Proposals will be called, received, evaluated, accepted and processed in accordance to the Town's Purchasing Policy.

#### DEFINITION OF TERMS

Whenever used in the *Request for Proposal*, including any forms to be included as part of any Proposal, the following words shall be deemed to have meanings as indicated below:

**"Closing Time"** means the deadline specified in the Request for Proposal.

**"Contract"** means the agreement(s) entered into by the Town of Whitecourt with the successful Proponent(s) for the goods, services or goods and services described in the Request for Proposal.

**"Contractor"** means a Proponent to whom a Contract is awarded by the Town of Whitecourt for **any** or all of the goods and services described in the Request for Proposal.

**"Control"** means that the Town of Whitecourt has the authority to create, use, disclose, and dispose of any documents pertinent to the Request for Proposal.

**"Custody"** means that a party has physical possession of the documents pertinent to the Request for Proposal.

**"FOIP Act"** means the Alberta Freedom of Information and Protection of Privacy Act.

**"Proponent"** means a person, firm, or company submitting a proposal to the Town of Whitecourt pursuant to the Request for Proposal.

**"Proposal"** means the offer of a Proponent to furnish materials, supplies, or services in response to this Request for Proposal.

**"Record"** means information in any form, including, but not limited to, proposals, reports, documents, drawings (computer-generated or otherwise), specifications, photographs, letters, meeting minutes, vouchers and all other correspondence, papers and any other information that is written, photographed, recorded or stored in any manner, but does not include the software or any mechanism that processes such Records.

**"RFP"** means this Request for Proposal of the Town of Whitecourt including all forms to be included

as part of any Proposal.

“**Town**” means the Town of Whitecourt.

## **2. INVITATION TO SUBMIT**

Companies are hereby invited to submit a Proposal for the provision of services for the following RFP:

### **(3) Diesel, Low Floor/Zero Entry Transit Buses**

RFP Number: 06-06-25-TB0125

Date Issued: Friday, May 16, 2025

Closing Date: Friday, June 6, 2025

Closing Time: 2:00 pm. (Mountain Time)

These dates may be subject to change at the Town's discretion. No Proposal shall be altered, amended or withdrawn after the Closing Time

*Indicate the Project Name and RFP Number on all correspondence.*

## **3. PROPOSAL SUBMISSION**

Proponents must submit the entire document of this RFP, along with all other noted requirements. RFP submissions shall be sealed and enclosed in envelope(s) marked with the project name and the RFP number. The Proponent must provide one (1) hard copy of the proposal document. Envelopes must be addressed to:

Town of Whitecourt  
Attention: Drew Hadfield, Director of Infrastructure Services  
Box 509, 5004 - 52 Avenue  
Whitecourt, AB T7S 1N6  
RE: RFP# 06-06-25-TB0125 (3) Diesel, Low Floor/Zero Entry Transit Buses

Proposals must be received prior to the closing time set forth in Section 2, or they will not be accepted. Proponents are cautioned that the Closing Time is based on when the Proposal is received by the Town and NOT when a Proposal is submitted by the Proponent. It is the sole responsibility of the Proponent to be mindful of the length of time for the Proposal to be transmitted due to file transfer size, transmission speed or other factors. The Town shall not be responsible for any failure to receive submissions sent by the Proponent, and Proponents are encouraged to take steps to ensure their Proposal has been received in advance of the deadline. Negligence on the part of the Proponent in preparing the Proposal documents confers no right for the withdrawal of Proposal after it has been opened.

#### **4. INQUIRIES**

Refer all inquiries to the Manager of Public Works, Martie Jendrick. Inquiries can be submitted by e-mail at [infrastructureservices@whitecourt.ca](mailto:infrastructureservices@whitecourt.ca).

## **SECTION II – PROPOSAL REQUIREMENTS**

### **1. PROPOSAL SPECIFICATIONS**

Each Proposal submitted to the Town shall explicitly state the project name and RFP number, as below.

**Name: (3) Diesel, Low Floor/Zero Entry Transit Buses**

**RFP Number: 06-06-25-TB0125**

While proponents are encouraged to include any relevant information, including the following minimum requirements:

- a. The make, model, and year of the proposed (3) Diesel, Low Floor/Zero Entry Transit Buses
- b. Filled in specifications sheet, as detailed in Schedule A.
- c. Delivery timeline.
- d. Details regarding standard and extended warranty options.
- e. Details regarding where warranty service will be completed and/or if there are field technicians located near Whitecourt
- f. Details regarding parts availability and parts distribution locations
- g. Company profile, including the following information:
  - i. Legal Company name;
  - ii. Legal business address;
  - iii. Contact name(s), position(s), address and phone number(s);

### **2. PROPOSAL PRICES**

Proposals must specify the total price to provide the (3) Diesel, Low Floor/Zero Entry Transit Buses, in Canadian Dollars. All Goods and Services Tax shall be identified separately from the total price.

Proponents shall note: Cost may not be the primary factor in the selection of a consultant.

### 3. EVALUATION CRITERIA

Evaluation of proposal will be by a committee formed from the Towns Public Works Department/Fleet Department and Community Services Department. Evaluation will be based on the best value offered, and the best value will be determined by the Town evaluation criteria as followed:

- i. Proponents offer, overall value, operating costs.
- ii. Ability to meet specifications, general suitability, conforming with preferred specifications, quality of the unit to be supplied.
- iii. Delivery dates, availability of parts and service.

| CRITERIA                          | POINT WEIGHTING |
|-----------------------------------|-----------------|
| Price                             | 30              |
| Availability and delivery time    | 20              |
| Meets proposal criteria           | 30              |
| Availability of parts and service | 20              |
| <b>TOTAL</b>                      | 100             |

The Town may elect at its sole discretion to accept or reject any Proposal and to waive any defect, irregularity or mistake in any Proposal and to accept or reject any Proposal or alternative Proposal, in whole or in part, which it deems to be most advantageous to its interests. The Town also reserves the right to seek clarification or additional information from one or more Proponents, provided that the Town shall have no obligation to do so and no decision by the Town to exercise or decline such rights shall relieve any Proponent from its obligation to comply with the requirements of this RFP.

### 4. PROPOSAL AWARD

A Proposal award decision may be made after the Town has had an opportunity to examine and evaluate all Proposals in detail. The Town reserves the right to cancel this RFP at any time, or to reject any or all Proposals and to accept any part of one or more Proposals. The decision of the Town is final.

The Town intends to evaluate the submitted proposals based on the criteria listed in Section II Item 3. The Town shall have the sole and unfettered discretion to award up to the maximum number of points for each of the criteria listed.

This RFP does not commit the Town to award a contract or to pay any cost incurred in the preparation of a Proposal, provision of samples, or attendance at a pre or post-award site meeting.

The Town may, prior to and after contract award, negotiate changes to the scope of work, the type of materials, the specifications or any conditions with or one or more of the Proponents without having any duty or obligation to advise any other Proponent or to allow them to vary their Proposal Compensation as a result of such changes and the Town shall have no liability to any other Proponent as a result of such negotiations or modifications.

## SECTION III - TERMS AND CONDITIONS

### 1. PROCEDURAL TERMS

Proponents shall carefully read the RFP documentation and submit Proposals subject to all conditions contained in the Proposal documents. Proponents shall make all investigations necessary for estimating as to the conditions under which the work must be carried out and its nature and location. The submission of a Proposal by a Proponent shall be construed by the Town to mean that the Proponent agrees to abide by and carry out all conditions set forth in the Proposal documents. The Town reserves the right to conduct discussions with any Proponent to assure full understanding of the Proposal submitted.

#### 1.1 PROPOSAL CLARIFICATION

Should the Proponent find, during examination of the Proposal documents, any discrepancies, omissions, ambiguities, or conflicts on or between the Proposal documents or be in doubt as to their meaning, the Proponent shall bring the question to the attention of the person noted via e-mail, no less than three days before the Proposal closing time. The questions will be reviewed, and where information sought is not clearly indicated, the Town will issue some addenda, which will become part of the Proposal documents.

#### 1.2 AMENDMENTS

The Town reserves the right to amend or revise the RFP documents by written addenda up to the Proposal closing time. It is the responsibility of the Proponent to ascertain and verify, prior to the closing time, that it has received any and all addenda issued in relation to a Proposal package.

#### 1.3 PROPOSAL SUBMISSION

By submitting a proposal, the proponent unconditionally acknowledges and agrees to the following:

- a. The Proponent irrevocably and unconditionally waives the right to contest, in any legal proceeding or otherwise, any of the foregoing decisions of the Town;
- b. The Proponent will be solely responsible for any and all costs and expenses incurred by it in preparing and submitting its proposal, including any costs incurred by the company in any subsequent negotiations/discussions with the Town prior to entering into a contract or agreement;
- c. The Town is entitled to exercise its sole and unfettered discretion to award the points for the evaluation of the criteria listed;
- d. The Town is entitled to exercise its sole and unfettered discretion to select a company to provide the requested services, in part or in whole, or not at all and may also, at its sole and unfettered discretion, reject any and all proposals and waive irregularities and informalities;



## **1.4 LITIGATION, ARBITRATION, AND DEBT**

The Town reserves the right to reject a proposal from any party that is or has been engaged in litigation or arbitration with the Town, or has any outstanding debt owed to the Town. This shall include any contract where the party is acting as a prime contractor or as a sub-contractor.

## **2. GENERAL CONDITIONS**

### **2.1 TERMS OF SERVICE**

By submitting a proposal, the Proponent unconditionally acknowledges and agrees that the Town of Whitecourt is entitled to exercise its sole and unfettered discretion to cancel the services at any time, in writing with a 30-day notice. Likewise, the successful Proponent may withdraw their services in writing with a 30-day notice. If either party cancels the delivery of services, all monies owing, including current and outstanding projects will be mutually reviewed and settled as necessary, within the 30-day notice period.

### **2.2 COMPLIANCE WITH LAWS**

The Contractor shall be responsible for complying with all Federal, Provincial, and Municipal laws, rules, regulations, and guidelines that apply.

### **2.3 CONTRACTOR PERFORMANCE OR DEFAULT**

Contractors aware of potential or pending supply difficulties must notify the Town immediately before supply disruption endangers the Town's ability to provide products to user areas.

### **2.4 CLAIMS FOR DAMAGE, SHORTAGE OR LOSS IN TRANSIT**

Risk of loss and/or damage to all merchandise transfer to the Town upon authorized signature of receipt, subject to other provisions contained within the Terms and Conditions of this RFP. The Town agrees to examine goods to ensure that they are in satisfactory condition. Evidence of damage and short shipments will be noted on shipping documents.

The Town will notify the carrier and Contractor of loss or damage to goods within three business days of receipt of shipment. The Contractor, upon notification, will claim damages, trace missing shipments, and replace items as requested. The Contractor will be responsible for further action on claims against the carrier, solely at their cost.

In case of concealed damage, the Town will notify the carrier and Contractor upon discovery, and request an inspection. Whenever practical, the goods should not be removed from the package until the carrier has either inspected the goods or waived the rights to inspection in writing. Typographical errors, failure to follow specifications, and sub-standard print quality will constitute concealed damage.

## 2.5 INDEMNIFICATION

The Contractor shall indemnify and hold the Town not liable with respect to all withholding and all other taxes or amounts of any kind relating to employment of any of the persons providing services to the Town with respect to this agreement.

The Contractor shall indemnify and hold the Town, its employees, and agents not liable, from any and all claims, demands, actions, and costs (including legal costs on a solicitor and his own client basis) what so ever that may arise, directly or indirectly, out of any acts or omissions of the Contractor in this agreement.

Such indemnification shall survive this agreement.

## 2.6 CONFIDENTIALITY

All documents submitted to the Town are subject to the protection and disclosure provisions of the **Freedom of Information and Protection of Privacy Act**. While the FOIP Act allows persons a right to access Records in the Town's Custody or Control, it also prohibits the Town from disclosing the Contractor's personal or business information, where disclosure would harm business interests or would be an unreasonable invasion of the Contractor's personal privacy as defined in sections 16 and 17 of the FOIP Act. Proponents are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from disclosure of these sections.

The purpose of collecting personal information required for the RFP is to enable the Town to ensure the accuracy and reliability of the Proposal, and to evaluate the submission is in response to the RFP. The information is required by the Town to provide services and continue operations. It is recommended that Proponents advise persons whose personal information is released to the Town under this RFP. The privacy of the personal information, as well as disclosure by the Town to third parties, will be governed by the FOIP Act.

Questions about the collection of personal information pursuant to this RFP shall be submitted to the agent outlined in Section I Item 5.

# PRICING SUBMISSION

## (3) Diesel, Low Floor/Zero Entry Transit Buses

**RFP Number: 06-06-25-TB0125**

Cost of (3) Diesel, Low Floor/Zero Entry  
Transit Buses

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Year: \_\_\_\_\_

**PRICE PER BUS**

Subtotal \_\_\_\_\_

GST \_\_\_\_\_

**Grand Total Per Bus** \_\_\_\_\_

**Grand Total (3) Buses** \_\_\_\_\_

## ***CERTIFICATION***

We \_\_\_\_\_

(Company name)

Of \_\_\_\_\_

(Business address)

\_\_\_\_\_

(Telephone number)

\_\_\_\_\_

(Email or Fax Number)

Having examined and read the Proposal documents for RFP No. \_\_\_\_\_ as issued by Town of Whitecourt do hereby bid and agree to provide the services/products in accordance with the Proposal/RFP documents.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
(Print or Type) Name of Authorized Representative

\_\_\_\_\_  
(Print or Type) Title of Authorized Representative

## **SCHEDULE A – SPECIFICATIONS**

(3) Diesel, Low Floor/Zero Entry Transit Buses  
RFP Number: 06-06-25-TB0125

**TABLE 1 – GENERAL INFORMATION**

|            | <b>Required Specifications</b>   | Yes | No | Comments / Details of Deviations or Alternatives |
|------------|--|-----|----|--|
| <b>1.0</b> | General  |     |    |  |
| 1.1        | To include complete installation and testing of all components and systems and pre-delivery service at manufacturer's plant.   |     |    |  |
| 1.2        | Buses must conform to all Federal and Provincial (Alberta) regulations and standards set out in applicable federal and provincial legislation including the Alberta Vehicle Weight restrictions and the Canadian Motor Vehicle Safety Standards and the Canadian Standards Association. List any exceptions. |     |    |  |
| 1.3        | The units must be a production unit incorporating current components for which service is available Canada wide.   |     |    |  |
| 1.4        | Detailed scale drawings or blue prints of the unit offered to be supplied for final approval prior to production.  |     |    |  |
| 1.5        | 2025/2026 model is preferred. Demo units will be considered. State proposed make, model, and year.   |     |    |  |
| 1.6        | Units must have a twelve year life cycle. 700,000km minimum.   |     |    |  |
| 1.7        | Exterior colour to be determined at pre-build meeting, with up to 3 colours in proposal.   |     |    |  |
| 1.8        | Interior colour to be blue, black or gray.   |     |    |  |

|      |  |  |  |  |
|------|--|--|--|--|
|      | State proposed colour.   |  |  |  |
| 1.9  | Minimum seating for 23 seated passengers, 2 wheelchair positions and standing room. State the number of seats. State the number of wheelchair positions. State the total passenger capacity, including seated and standing.        |  |  |  |
| 1.10 | Units and associated equipment (e.g. ramp) to be designed to operate in climatic conditions of 90% humidity and a temperature range of -40°C to +35°C.   |  |  |  |
| 1.11 | Confirm that the proposed units meets the following requirement:<br><ul style="list-style-type: none"> <li>• <b>Standard production model. Please indicate how long the proposed model has been in production.</b></li> </ul>      |  |  |  |
| 1.12 | Materials and workmanship must be of the highest grade in accordance with modern practice, free from all defects or imperfections affecting performance.   |  |  |  |
| 1.13 | Current CVIP must be supplied upon delivery.   |  |  |  |
| 1.14 | Buses must have undergone and passed all appropriate structural testing, including the complete regimen of required Altoona tests. Altoona testing on the tested unit shall be made available to the town and included in the bid. |  |  |  |
| 1.15 | Buses capable of travelling at highway speeds (110 km/h cruising speed). State the governed speed of the vehicles.   |  |  |  |
| 1.16 | The units should be low floor design. No cut-away model or truck chassis design will be accepted.  |  |  |  |

|            |  |     |    |                                 |
|------------|--|-----|----|---------------------------------|
| 1.17       | The units will include bike racks to hold two bikes. Our current transit have Sportworks DL2, we prefer this model or a newer version, if available. State make and model offered. |     |    |                                 |
| <b>2.0</b> | <b>Dimensions</b>  | Yes | No | Comments / Details of Deviation |
| 2.1        | Prefer 27 – 35 Foot Length, however, longer models will be considered if the preferred length is not available. State overall length.  |     |    |                                 |
| 2.2        | State overall width.   |     |    |                                 |
| 2.3        | State overall height.  |     |    |                                 |
| 2.4        | State Turn Radius.   |     |    |                                 |
| 2.5        | State Wheel base offered.  |     |    |                                 |
| <b>3.0</b> | <b>Transit Body Dimensions</b>   | Yes | No | Comments / Details of Deviation |
| 3.1        | State interior width.  |     |    |                                 |
| 3.2        | State interior height.   |     |    |                                 |
| 3.3        | State aisle width.   |     |    |                                 |
| 3.4        | State entry door height.   |     |    |                                 |
| 3.5        | State ground clearance.  |     |    |                                 |
| 3.6        | Wheelchair lift entrance size and door design.   |     |    |                                 |
| <b>4.0</b> | <b>Power Train &amp; Chassis</b>   | Yes | No | Comments / Details of Deviation |
| 4.1        | The engine supplied shall be a low emission, clean burning diesel powered engine. State the proposed engine make and model.  |     |    | Make:<br>Model:                 |
| 4.2        | State the maximum net power, net torque and corresponding RPM. Provide with the quote performance graphs of power, torque, and fuel consumption.                                   |     |    |                                 |
| 4.3        | Fast idle option.  |     |    |                                 |
| 4.4        | Engine block heater.   |     |    |                                 |
| 4.5        | The power train (engine, transmission, and   |     |    |                                 |

|      |   |  |  |  |
|------|---|--|--|--|
|      | driveline) of the bus should provide smooth operation with no excessive vibration, noise or jerk during all phases of operation including stopped idling, acceleration, cruising, coasting, and braking.                            |  |  |  |
| 4.6  | Engine must be compliant with all current emissions standards. Include applicable emissions details with the quote.   |  |  |  |
| 4.7  | Engine air intake must take air from outside of bus in a clean area.  |  |  |  |
| 4.8  | Dry type air cleaner must be provided with a restriction indicator, which indicates and records the highest reading until manually reset.   |  |  |  |
| 4.9  | Disposable spin-on type oil filter(s).  |  |  |  |
| 4.10 | The diesel engine for each bus must be able to run normally on either #1 or #2 ultra-low sulphur diesel (ULSD) fuel.  |  |  |  |
| 4.11 | State capacity of fuel tank offered.  |  |  |  |
| 4.12 | Describe the proposed cooling system for the engine, air system, and transmission system including, but not limited to the radiator fan, cooling fluid, radiator, etc. Unit must be equipped with a heavy duty transmission cooler. |  |  |  |
| 4.13 | Describe bus braking system. Braking system to include service brakes, parking and emergency brake. State type and size.  |  |  |  |
| 4.14 | Describe proposed steering system.  |  |  |  |
| 4.15 | Tires must be all weather and suitable for highway travel speeds of up to 110km/hr. State make, model size and load range offered.  |  |  |  |
| 4.16 | Tires must be mounted and balanced. Valve   |  |  |  |



|            |  |     |    |                                 |
|------------|--|-----|----|---------------------------------|
|            | extensions on the inner wheels. Prefer wheels to be interchangeable.   |     |    |                                 |
| 4.17       | Four spare tires and wheel mounted must be included.   |     |    |                                 |
| 4.18       | Weight should be a minimum of 12,000 lbs. State weight and GVRW.   |     |    |                                 |
| 4.19       | State the type and rating of the front and rear suspension.  |     |    |                                 |
| 4.20       | State the make, model, and capacity of front and rear axles.   |     |    |                                 |
| <b>5.0</b> | <b>Electrical System</b>   | Yes | No | Comments / Details of Deviation |
| 5.1        | Battery 2 x 900cca, 12 volt minimum. State proposed battery.   |     |    |                                 |
| 5.2        | Alternator – minimum 300 amps. State proposed alternator and amperage.   |     |    |                                 |
| 5.3        | Intermotive interlock.   |     |    |                                 |
| 5.4        | All tail lights, clearance lights, brake lights, signal lights and back up lights to be LED. Vehicle to have side mounted directional signal lights. |     |    |                                 |
| 5.5        | Unit to have a back-up alarm.  |     |    |                                 |
| 5.6        | All connections to be soldered and shrink wrapped or weather pack connectors. Crimped ends or connectors are not acceptable.                         |     |    |                                 |
| 5.7        | All wiring, fuses and breakers to be colour or number coded. State what is offered.  |     |    |                                 |
| 5.8        | Shore power battery maintainer.  |     |    |                                 |
| 5.9        | Test light switch for pre-trip inspection/testing purposes.  |     |    |                                 |
| <b>6.0</b> | <b>Interior</b>  | Yes | No | Comments / Details of Deviation |
| 6.1        | Large transparent panel between passenger side front windshield post and entry door for driver visibility.   |     |    |                                 |

|      |   |  |  |  |
|------|---|--|--|--|
| 6.2  | Insulated for heat, cold, and noise. Provide details.   |  |  |  |
| 6.3  | The heating and ventilation systems must be adequate to keep windows fog and frost free. Provide information on systems and defogging/frost control systems.  |  |  |  |
| 6.4  | The heating and ventilation systems must be able to maintain the interior temperature at 22.5°C with minimum ambient temperature. Overhead vent for cooling and heating over driver's seat. Temperature to be controlled by the operator. |  |  |  |
| 6.5  | Headliner package.  |  |  |  |
| 6.6  | Driver seat – ergonomic, including high back with adjustable seat, with seatbelt. Describe proposed seat features.  |  |  |  |
|      | a) Please state cost of optional upgraded driver seat. Please include a description of features that are included (e.g. massage, heating/cooling, and lumbar support)   |  |  |  |
| 6.7  | Armrests on driver's seat on both sides   |  |  |  |
| 6.8  | Mirror for inside viewing. State dimensions.  |  |  |  |
| 6.9  | The view from the operator's seat provided by any mirror installed on the bus should be clear and unobstructed for operators with the operator's seat being positioned through the full range of adjustments.                             |  |  |  |
| 6.10 | Manually retractable heated rear view mirrors for both curbside and street side. Right side mirror to be remote controlled.   |  |  |  |
| 6.11 | Driver's side sun visor.  |  |  |  |
| 6.12 | Factory air conditioning.   |  |  |  |
| 6.13 | Heavy duty heater in driver's compartment.  |  |  |  |

|      |   |  |  |  |
|------|---|--|--|--|
| 6.14 | Heavy duty electrically operated windshield wipers.   |  |  |  |
| 6.15 | Wiper system operation should permit synchronous wipers control. The wiper control should provide intermittent and variable speed.  |  |  |  |
| 6.16 | Two DC power outlets easily accessible by driver.   |  |  |  |
| 6.17 | AM / FM stereo  |  |  |  |
| 6.18 | Tilt steering.  |  |  |  |
| 6.19 | Convenience LED light group.  |  |  |  |
| 6.20 | The entire floor covering system should consist of waterproof, non-skid transit flooring material or equivalent.  |  |  |  |
| 6.21 | Driver side airbag.   |  |  |  |
| 6.22 | Bright yellow rubber nosing to be used at the edges of doorway. State width of nosing.  |  |  |  |
| 6.23 | Smoked Plexiglas shield behind driver's seat. Approximately 23" x 35" with hand holds.  |  |  |  |
| 6.24 | Modesty panel in front of first seat on passenger side.   |  |  |  |
| 6.25 | A storage compartment and coat hook for personal storage to be located in the driver's compartment with a lock and key.   |  |  |  |
| 6.26 | Driver's map light.   |  |  |  |
| 6.27 | The operator's workstation should provide for a comfortable interface during passenger boarding with consideration for the need of the operator to easily address passenger inquiries and monitor fare payment without extreme body rotation. |  |  |  |
| 6.28 | The field of view outside of the bus from the operator's seat must present no hazardous   |  |  |  |

|      |  |  |  |  |
|------|--|--|--|--|
|      | blind spots.   |  |  |  |
| 6.29 | The operator should have a completely unobstructed view of the bus interior to minimize the possibility for vandalism going undetected. Provide in the proposal drawings or sketches showing the view of the bus interior from the operator's seat.  |  |  |  |
| 6.30 | All controls, gauges, and indicators should be clearly visible, night or day, and properly identified in a manner that will not deteriorate due to normal contact and cleaning procedures. LED illumination should be used where possible.   |  |  |  |
| 6.31 | All dash, console, and other operator controls should be located for maximum visibility under all lighting conditions. Illumination of all gauges and controls should be adjustable and create no unwanted glare or reflections in the windshield or driver side window at night.  |  |  |  |
| 6.32 | Cup holder to be easily accessible by the operator to securely hold the driver's drink container, which may vary in diameter. Must be mounted within easy reach of the driver and have sufficient vertical clearance for easy container removal. Leakage from the container must not fall on any switches, gauges or controls. |  |  |  |
| 6.33 | Three sets of keys for all locks.  |  |  |  |
| 6.34 | Allow space for farebox installation. Farebox make and model to be confirmed at pre-production meeting.  |  |  |  |
| 6.35 | Farebox light to be mounted above the farebox. Light to be capable of projecting a   |  |  |  |

|      |  |  |  |  |
|------|--|--|--|--|
|      | concentrated beam of light on the farebox. This light will automatically come on whenever the front doors are opened.  |  |  |  |
| 6.36 | Auxiliary fan for windshield defrost preferred.  |  |  |  |
| 6.37 | Low flat floor construction.   |  |  |  |
| 6.38 | Front entry door – inside opening width minimum 32.5”. State inside opening width.   |  |  |  |
| 6.39 | Front entry door – electric powered with driver’s controls with manual override.   |  |  |  |
| 6.40 | Interlock brake when door is open.   |  |  |  |
| 6.41 | Seats are mid-high, standard transit bus seats with grab handles on top. Please state and include fabric options.  |  |  |  |
| 6.42 | Provide all bus windows offered including, but not limited to, type of glass and light transmittance. Windows to provide UV protection to the driver and passengers. No aftermarket window tint film to be used on any of the windows. |  |  |  |
| 6.43 | All glass to be laminated and or tempered safety glass.  |  |  |  |
| 6.44 | Powered flip out ramp must be located at the front entrance door of the bus to facilitate boarding of passengers using a variety of mobility aids.   |  |  |  |
| 6.45 | Rear roof and floor heaters. State make, model, and btu of all heaters. Include available options.   |  |  |  |
| 6.46 | Rear air conditioning. State make, model, and btu. Include the location of all components in the system.   |  |  |  |
| 6.47 | The bus interior lighting should be installed and coordinated so that the driver sees no   |  |  |  |

|            |  |            |           |  |
|------------|--|------------|-----------|--|
|            | hazardous or annoying windshield reflections of light, glares, or reflective surfaces, under night time conditions, from inside of the bus.  |            |           |  |
| 6.48       | Task LED lighting should be provided to further illuminate at night the floor in door area and wherever needed for operator functions and passenger safety (e.g. driver dome light). |            |           |  |
| 6.49       | Describe and specify the arrangement and components of the interior passenger lighting systems.  |            |           |  |
| 6.50       | Passenger lighting must be LED lighting. State type of lighting.   |            |           |  |
| 6.51       | Passenger stop request to be both signal cord and push button. Push button signals must be accessible in the wheelchair seating areas. Provide options and recommendations.          |            |           |  |
| 6.52       | The two wheelchair locations will have Q'Straint Wheelchair Securement Systems.  |            |           |  |
| 6.53       | Include interior advertising holders.  |            |           |  |
| <b>7.0</b> | <b>Transit Body Exterior</b>   | <b>Yes</b> | <b>No</b> | <b>Comments / Details of Deviation</b> |
| 7.1        | Front and Rear tow hooks. Provide proper lifting accessories for towing from the front and rear.   |            |           |  |
| 7.2        | Mud flaps installed on all wheels.   |            |           |  |
| 7.3        | Outside LED lights installed above the entrance door. This lamp should illuminate the street surface.  |            |           |  |
| 7.4        | The LED or halogen headlight system, separate high and low beam assemblies, should be equipped with a protective circuit and have a lamp rating of 1500 hours                        |            |           |  |

|             |  |     |    |                                 |
|-------------|--|-----|----|---------------------------------|
|             | minimum average life. LED preferred. State expected bulb life and whether or not lens and bulb can be replaced independently.                                |     |    |                                 |
| 7.5         | Number and placement of lights to be in accordance with Federal and Provincial (Alberta) regulations.  |     |    |                                 |
| <b>8.0</b>  | <b>Wheelchair Ramp</b>   | Yes | No | Comments / Details of Deviation |
| 8.1         | State proposed wheelchair ramp and details.  |     |    |                                 |
| 8.2         | State weight capacity.   |     |    |                                 |
| 8.3         | Ramp includes a manual backup for emergency operation.   |     |    |                                 |
| 8.4         | Ramp will operate in temperatures of -40 to +35 degrees.   |     |    |                                 |
| 8.5         | CMVSS and ADA compliant.   |     |    |                                 |
| <b>9.0</b>  | <b>Paint / Exterior Finishing</b>  | Yes | No | Comments / Details of Deviation |
| 9.1         | All metal surfaces (inside and out) to be painted.   |     |    |                                 |
| 9.2         | Exterior base coat / clear coat.   |     |    |                                 |
| 9.3         | Colours – body to be white, semi-gloss. Final paint and finish scheme to be determined.  |     |    |                                 |
| 9.4         | 3M reflective tape where required.   |     |    |                                 |
| 9.5         | Provision for a standard size Province of Alberta rear license plate, lit at all times. The plate must be protected from wash rack brush abrasion.           |     |    |                                 |
| <b>10.0</b> | <b>Materials and Corrosion</b>   | Yes | No | Comments / Details of Deviation |
| 10.1        | Include a list of the hazardous materials used on the buses and their MSDS. Provide the WHMIS and required disposal actions for the bus hazardous materials. |     |    |                                 |
| 10.2        | Maximum rust and corrosion prevention and prevention of dust and road noise to be  |     |    |                                 |

|             |  |            |           |  |
|-------------|--|------------|-----------|--|
|             | applied under fenders, cab frame and body. Coating on electrical under transits (plugs and wiring/electrical)  |            |           |  |
| 10.3        | The interior of each bus should maximize passenger and operator safety. Interior components should use materials and construction methods that will ensure a proper fit and finish will be maintained throughout the stated service life while eliminating potential sharp edges, abrasive surfaces and hand or clothing catch points. |            |           |  |
| 10.4        | The interior material used in the bus should resist vandalism and staining, minimize the collection of dirt and debris and facilitate the ease of cleaning and use of practical cleaning methods.  |            |           |  |
| <b>11.0</b> | <b>Maintenance</b>   | <b>Yes</b> | <b>No</b> | <b>Comments / Details of Deviation</b> |
| 11.1        | Outline the maintenance service and support systems and protocols over the lifetime of the bus.  |            |           |  |
| 11.2        | Successful proponent will provide diagnostic system and training and any other specialized diagnostic equipment (hardware and software, including software licenses) required to test bus function parameters and diagnostics and to perform routine maintenance on the units.   |            |           |  |
| 11.3        | Include a preventative maintenance schedule. This schedule will be used for in-service maintenance management. Should include the following information:<br>Maintenance System Description and<br>Maintenance Requirements for Repairable equipment.   |            |           |  |



|             |   |     |    |                                 |
|-------------|---|-----|----|---------------------------------|
| 11.4        | Include a list of repair tasks that are either authorized or prohibitive for the Town to perform during the warranty periods for the bus, its engine, transmission, axle, brake systems, heating and ventilation systems. The list should identify those specific tasks that will require technician qualification by the bus manufacturer or original equipment manufacturer during the initial training provided prior to bus delivery. |     |    |                                 |
| 11.5        | Include a detailed list of lubricants and fluids required to sustain bus operation including, but not limited to, type quantity, grade recommended brand name and non-synthetic substitutes.  |     |    |                                 |
| 11.6        | Fluid refill tags: Permanent metal tags, easily readable and riveted in place, listing fluid and refill capacities should be provided for engine oil, power steering fluid, engine coolant, transmission fluid, and other hydraulic fluids. Tag verbiage to be confirmed at pre-production meeting.   |     |    |                                 |
| 11.7        | Provide an engine hour meter, oil pressure gauge, and water and transmission temperature gauges that are easily viewed. Gauges and wiring must be water proof. Water temperature scales to be in Celsius and Fahrenheit. Oil pressure gauge to be in kPa and psi.   |     |    |                                 |
| 11.8        | Provide 1 complete set of filters for entire bus.   |     |    |                                 |
| <b>12.0</b> | <b>Training</b>   | Yes | No | Comments / Details of Deviation |
| 12.1        | Provide a driver's training package for all buses including one electronic copy (PDF)   |     |    |                                 |

|      |   |  |  |  |
|------|---|--|--|--|
|      | and two operator training videos online or on stick. (To be delivered with bus).  |  |  |  |
| 12.2 | On-site operational and maintenance training. To be coordinated with delivery of the units. Include schedule and training information.  |  |  |  |
| 12.3 | Include operator training information with proposal.  |  |  |  |
| 12.4 | Include mechanical training information with proposal.  |  |  |  |
| 12.5 | Include the proposed schedule with adequate training days allotted for both operator and mechanical training.   |  |  |  |
| 12.6 | Operator training should include but not be limited to: <ul style="list-style-type: none"> <li>• Overview of controls, options, special features</li> <li>• Safety</li> <li>• Daily and weekly inspections and maintenance</li> <li>• Operation of the unit (demonstrated)</li> <li>• Operation of any equipment (e.g. ramp)</li> </ul>   |  |  |  |
| 12.7 | Provide mechanical technician-training and packages to cover, but not limited to service, tune-up (for engine), maintenance, and troubleshooting for all systems and sections among others. The training packages should include electronic as well as other printed material: <ul style="list-style-type: none"> <li>• General training requirements</li> <li>• Introductory maintenance orientation</li> <li>• Usage of special tools and diagnostic equipment</li> </ul> |  |  |  |

|             |   |     |    |                                 |
|-------------|---|-----|----|---------------------------------|
|             | <ul style="list-style-type: none"> <li>• Engine</li> <li>• Transmission</li> <li>• Electrical and electronic systems components including: <ul style="list-style-type: none"> <li>○ Heating, ventilation, and air conditioning</li> <li>○ Wheelchair ramp system</li> <li>○ Axles and suspension</li> <li>○ Entrance</li> <li>○ Brake system</li> <li>○ Body</li> </ul> </li> </ul> |     |    |                                 |
| <b>13.0</b> | <b>Support</b>  | Yes | No | Comments / Details of Deviation |
| 13.1        | The manufacturer will have a one business day turnaround for all phone and e-mail support problems. State response time.  |     |    |                                 |
| 13.2        | The manufacturer will send a representative to fix any issues that affect any of the buses in service. The visit will happen within 48 hours of manufacturer notification. Parts will be supplied within 24 hours of notification.  |     |    |                                 |
| 13.3        | Provide a list of required specialized support equipment and unique tools for repair and diagnosis including costs to operate and maintain the buses. Include individual equipment and tool cost in the list. Confirm whether these specialized tools and support equipment will be provided.   |     |    |                                 |
| 13.4        | Please give details regarding where warranty service will be completed and/or if there are field technicians located near Whitecourt  |     |    |                                 |
| 13.5        | Please give parts distribution locations  |     |    |                                 |
| 13.6        | Please give details regarding parts availability and amount of parts stocked  |     |    |                                 |

|             |  |     |    |                                 |
|-------------|--|-----|----|---------------------------------|
| <b>14.0</b> | <b>Testing / Certification</b>   | Yes | No | Comments / Details of Deviation |
| 14.1        | All systems and components tested and certified prior to delivery.   |     |    |                                 |
| 14.2        | Must meet all applicable ADA and CMVSS standards and certifications.   |     |    |                                 |
| <b>15.0</b> | <b>Emergency Equipment</b>   | Yes | No | Comments / Details of Deviation |
| 15.1        | First aid kit as required under the Alberta Occupational Health and Safety Act, secured and with signage.  |     |    |                                 |
| 15.2        | Fire extinguisher secured and with signage, installed at the front of the bus.   |     |    |                                 |
| 15.3        | Supply and secure flares.  |     |    |                                 |
| 15.4        | Emergency roof hatch.  |     |    |                                 |
| 15.5        | Curb feeler  |     |    |                                 |
| 15.6        | On board security / surveillance system. Includes installation of hardware and allow for wiring for system and other requirements. The type of security/surveillance system to be determined during pre-build/design meetings. |     |    |                                 |
| 15.7        | Please state all side and rear emergency exits (Includes windows that function as exits.) Emergency doors/windows must have installed alarms/buzzers when opened. Emergency exits must have posted instructions                |     |    |                                 |
| 15.8        | Must be equipped with a Destination Sign / SOS such as a Hanover Display, to be discussed further during pre-build/design meetings.  |     |    |                                 |
| <b>16.0</b> | <b>Warranty</b>  | Yes | No | Comments / Details of Deviation |
| 16.1        | State the standard warranty as well as any additional / extended warranty options.   |     |    |                                 |

|             |  |     |    |                                 |
|-------------|--|-----|----|---------------------------------|
| 16.2        | Provide all written details with each warranty and warranty option.  |     |    |                                 |
| 16.3        | Warranty will take effect the day the units enter service not the date the unit is received by the Town.   |     |    |                                 |
| <b>17.0</b> | <b>Delivery</b>  | Yes | No | Comments / Details of Deviation |
| 17.1        | Delivery time (months) from the date of order and pre-build/design sign off for the fully completed bus. Is delivery date guaranteed? What if you do not meet your guaranteed delivery date? Provide a list of at least ten clients who have taken delivery of the proposed model in the last 5 years with proposed delivery dates and actual delivery date. |     |    |                                 |
| 17.2        | Delivery to the Town of Whitecourt Shop, 3410 35 Avenue, Whitecourt, AB, Canada  |     |    |                                 |
| 17.3        | The bus will arrive clean (interior and exterior).   |     |    |                                 |
| 17.4        | Manufacturer must test and verify all operational controls and safety systems.   |     |    |                                 |
| 17.5        | All costs related to the movement of unit for installation of additional equipment, pre-delivery, defect correction, and warranty, prior to acceptance will be the responsibility of the Successful Proponent.   |     |    |                                 |
| 17.6        | The Town reserves the right to perform a minimum of one inspection of the unit during construction, at the Town's expense. This inspection prior to delivery does not constitute final inspection or acceptance of the unit.   |     |    |                                 |
| 17.7        | The buses are to be delivered with full fuel tank.   |     |    |                                 |

|             |  |            |           |  |
|-------------|--|------------|-----------|--|
| 17.8        | The manufacturer will be liable for any loss or damage to the vehicle and its components and accessories until received by the Town.<br>The manufacturer is to certify that adequate insurance coverage is in force to cover this type of loss while the vehicle is in the custody of the manufacturer or the manufacturer's agents. |            |           |  |
| <b>18.0</b> | <b>Literature</b>  | <b>Yes</b> | <b>No</b> | <b>Comments / Details of Deviation</b> |
| 18.1        | Complete sets of the bus and major sub-component manuals are required to facilitate proper operation and maintenance of the buses.   |            |           |  |
| 18.2        | Manuals to cover information about all systems and sub systems of the bus that will be serviced by the Town. Manuals to include information about third party parts and systems, if the systems are to be maintained by the Town.  |            |           |  |
| 18.3        | Provide one hardcopy and one softcopy of each manual, including the final version of the "as-built", bus maintenance/servicing, parts manuals, electrical, emissions and diagnostics manuals, operator's manual, and any other pertinent manuals and drawings required by the Town for proper maintenance and operation.             |            |           |  |

## **A.1 SUBSTITUTIONS**

Proponents are encouraged to quote substitutions unless specifically identified as no substitution (no sub). The responsibility of obtaining a substitution “equal to or exceeding” quality lies solely with the Proponents. Each alternate submission should include brochures, performance and test dates, and other informative materials, that will confirm “equal to or exceeding” quality specifications requested. The Town reserves the right to have the Proponent provide samples of substitution items for evaluation without any cost incurred by the Town. This includes test drives of any equipment with substitutions.

The Town reserves the right to accept or reject any substitutions.