

MA 18P 2404260000000000124
NEW

State of Maine



Master Agreement

Effective Date: 05/27/24

Expiration Date: 05/31/25

Master Agreement Description: Trailer, Tilt Bed Split-Deck Tag-along

Buyer Information

William Allen 207-624-7871 ext. WJE.Allen@maine.gov

Issuer Information

Darlyne Perry 207-624-8263 ext. DARLYNE.PERRY@MAINE.GOV

Requestor Information

Jessica Norton 207-624-8226 ext. Jessica.h.norton@MAINE.GOV

Agreement Reporting Categories

Authorized Departments

ALL

Vendor Information

Vendor Line #: 1

Vendor ID

VC1000045404

Vendor Name

JORDAN EQUIP CO

Alias/DBA

Vendor Address Information

18 BLACKSTRAP RD

W FALMOUTH, ME 04105

US

Vendor Contact Information

CHARLES LAVIGNE, PRES
 207-797-2240 ext.
 chucklavigne@jordanequipmentne.com

Commodity Information

Vendor Line #: 1

Vendor Name: JORDAN EQUIP CO

Commodity Line #: 1

Commodity Code: 07081

Commodity Description: Trailers, Tilt Bed

Commodity Specifications:

Commodity Extended Description: Trailer, Tilt Bed Split-Deck Tag-along to create a Master Ageement permitting State Agencies to purchase on an as needed basis.

Quantity	UOM	Unit Price
0.00000	EA	0.000000
Delivery Days	Free On Board	
14		
Contract Amount	Service Start Date	Service End Date
0.00		
Catalog Name	Discount	
Trailers, Tilt Bed	0.0000 %	
	Discount Start Date	Discount End Date
	05/27/24	05/31/25

Please see authorized signatures displayed on the next page

Each signatory below represents that the person has the requisite authority to enter into this Contract. The parties sign and cause this Contract to be executed.

State of Maine - Department of Administrative and Financial Services

DocuSigned by:
David Morris 5/28/2024
2A644AF5681E482...

Signature Date

David Morris, Acting Chief Procurement Officer

JORDAN EQUIP CO

DocuSigned by:
Robb Pawson 5/28/2024
62A8846E335A462...

Signature Date

Robb Pawson, Manager

RIDERS

<input checked="" type="checkbox"/>	The following riders are hereby incorporated into this Contract and made part of it by reference: (check all that apply)
<input checked="" type="checkbox"/>	Rider A – MA User Information, Specifications and Warranty
<input checked="" type="checkbox"/>	Rider B – Terms and Conditions
<input type="checkbox"/>	Rider C - Exceptions
<input checked="" type="checkbox"/>	Bid Cover Page and Debarment Form – Appendix A from RFQ
<input checked="" type="checkbox"/>	Municipality Political Subdivision and School District Participation Certification – Appendix D from RFQ
<input checked="" type="checkbox"/>	RFQ 17D 240209-183 Appendix F Maine DOT Certifications and Maintenance Schedule
<input checked="" type="checkbox"/>	RFQ 17D 240209-183 Appendix G Maine DOT Terms and Conditions

RIDER A

Master Agreement User Information and/or Specifications

MA 240426-124

Commodity: Trailer, Tilt Bed Split-Deck Tag-along

The State reserves the right to add other similar items or commodities to the MA if it's in the State's best interest but does not obligate the State to purchase similar noncontracted items or commodities from the selected bidder.

Master Agreement Competitive Bid RFQ: 17D 240209-183

Contract Period: Through May 31, 2025. The State of Maine with vendor approval can opt to issue up to four (4) one (1) year extensions.

Vendor Contact Person: The vendor contact person will help consumers place orders, inquire about orders that have not been delivered, all shipping issues, quality issues and any issues pertaining to the Master Agreement (MA) contract. All orders not submitted through a Delivery Order will be sent through the vendor contact person. The vendor contact person for this MA is:

Name: Robb Pawson **Tel:** 207-804-0039 **Email:** rpawson@jordanequipmentne.com

Prices: Prices are with shipping terms of "Free on Board (FOB) – Destination". The State intends for this to mean that all goods shall be priced to include shipping charges, if any, to the State's desired location. The "FOB – Destination" shipping term is also intended to mean that the State shall not bear any responsibility for the goods in question until the State takes possession of them at the destination point of delivery.

Extension Pricing: All quoted prices and rates must be guaranteed for and must remain firm for the initial contract period. Requests for price increases when extension/renewals are requested must include sufficient documentation from the manufacture documenting the request is based on the vendor's actual cost increases. Any approved price or rate adjustments must be held firm for extension period. The price adjustment will not go into effect until the contract amendment has been fully approved by the State of Maine.

Quantities: It is understood and agreed that the MA will cover the actual quantities required by the State over the length of the contract. The MaineDOT anticipates purchasing two (2) units during the initial period of the Master Agreement Contract. The actual purchases will depend on the bid results and the departmental budget. The quantity purchased in future years is unknown.

Ordering Procedures: Delivery Orders (DO) will be created in AdvantageME for all orders over \$5000.00. If a DO is used, the DO will be emailed to the email address referenced on the MA as a .pdf file. Orders less than \$5000.00 can be placed using a State of Maine issued P-Card (credit card).

Using Departments: The primary using departments of this MA will be MaineDOT, all state agencies are permitted to purchase from this MA.

Delivery Location: All units ordered by MaineDOT will be delivered to Augusta Maine. Exact address will be provided to the selected bidder. Orders from other State of Maine Agencies may require delivery be made statewide.

Delivery and Inspection: The requested items will be inspected after delivery. If shipment is deemed unacceptable the delivery will be refused and will be returned at the risk and expense of the selling vendor.

Intent: It is the intent of this specification to describe a Tilt Bed Split-Deck Tag-along Trailer to be used for transporting skid steer loaders and their accessories. The trailer is to have a payload rating of 12,000 pounds, split deck, tandem axle, and electric brakes (example TOWMASTER- T-12DT preferred). This trailer must be the latest model and design in current manufacture and have all standard equipment as advertised, whether asked for or not within these specifications. The trailer must have heavy-duty commercial grade weldment and construction for extended use and extreme duty.

Appendix B

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

DETAILED SPECIFICATIONS

RFQ # 17D 240209-183

Trailer, Tilt Bed Split-Deck Tag-along - Master Agreement

The State reserves the right to not make an award to the low-cost bidder when the bidder has had documented poor performance and/or a contract terminated or not renewed within the last five years.

The results of this bid process will be the creation of a Master Agreement Contract (MA) that will allow all State of Maine Departments and Agencies to purchase the listed items as needed. The State reserves the right to add other similar items or commodities to the MA if it's in the State's best interest but does not obligate the State to purchase similar noncontracted items or commodities from the selected bidder.

Prices: Bid Price must be with shipping terms of "Free on Board (FOB) – Destination". The State intends for this to mean that all goods shall be priced in the bid response to include shipping charges, if any, to the State's desired location. The "FOB – Destination" shipping term is also intended to mean that the State shall not bear any responsibility for the goods in question until the State takes possession of them at the destination point of delivery.

Extension Pricing: All quoted prices and rates must be guaranteed for and must remain firm for the initial contract period. Requests for price increases when extension/renewals are requested must include sufficient documentation from the manufacture documenting the request is based on the vendor's actual cost increases. Any approved price or rate adjustments must be held firm for extension period. The price adjustment will not go into effect until the contract amendment has been fully approved by the State of Maine.

Delivery Location: All units ordered by MaineDOT will be delivered to Augusta Maine. Exact address will be provided to the selected bidder. Orders from other State of Maine Agencies may require delivery be made statewide.

Delivery and Inspection: The requested items will be inspected after delivery. If shipment is deemed unacceptable the delivery will be refused and will be returned at the risk and expense of the selling vendor.

Intent: It is the intent of this specification to describe a Tilt Bed Split-Deck Tag-along Trailer to be used for transporting skid steer loaders and their accessories. The trailer is to have a payload rating of 12,000 pounds, split deck, tandem axle, and electric brakes (example TOWMASTER- T-12DT preferred). This trailer must be the latest model and design in current manufacture and have all standard equipment as advertised, whether asked for or not within these specifications. The trailer must have heavy-duty commercial grade weldment and construction for extended use and extreme duty.

Completeness: The price quoted in any proposal submitted shall include all items of labor, materials, and other costs necessary to fully complete the manufacture and delivery of the Tilt Bed Split-Deck Tag-along Trailer pursuant to these specifications.

Any part or detail which makes the Tilt Bed Split-Deck Tag-along Trailer complete and ready for service shall not be omitted, even though such part is not mentioned in these specifications.

Conformity: All parts not specified shall be manufacturer's best quality and shall conform in materials, design, or workmanship to the best practice known in the Tilt Bed Split-Deck Tag-along Trailer industry. All parts shall be new and in no case will used, reconditioned or obsolete parts be accepted. The parts on all Tilt Bed Split-Deck Tag-along Trailer provided by the manufacturer should be interchangeable.

INSTRUCTIONS FOR COMPLETING TECHNICAL SPECIFICATION SHEET

Please complete the checklist for technical specifications set forth below. **Electronically enter responses directly into the text-enabled fields next to each specification, including actual dimensions when applicable.** Each Bidder must indicate whether it can meet the technical specifications by inserting an "X" next to each specification. The "X" will demonstrate that the Bidder's offering meets the technical specification. If a Bidder cannot meet a technical specification, then the Bidder must give an explanation for each exception and for equipment that is not available or that will be dealer installed. All explanations must be provided in detail on separate pages along with the justification as to why the alternative equipment or deliverables will be as good as the equipment or deliverables described in the detailed specifications for desired items. A copy of the vendor specification proposal must be provided. Following these instructions is essential for proper bid evaluation.

If a Bidder fails to provide requested information or if information on a quote is found to be false or misleading, the quote will be rejected as unresponsive. The award will be made on a best value basis to the vendor that either meets or most closely meets the specifications, while taking price and delivery into consideration.

It is understood that all specifications are minimums. Equivalent bid specifications may be considered. To have an "Equivalent Bid Specification" evaluated, the bidder must provide specifications and details for all specifications bid as "Equivalent Bid Specification." Bids missing this information may be rejected.

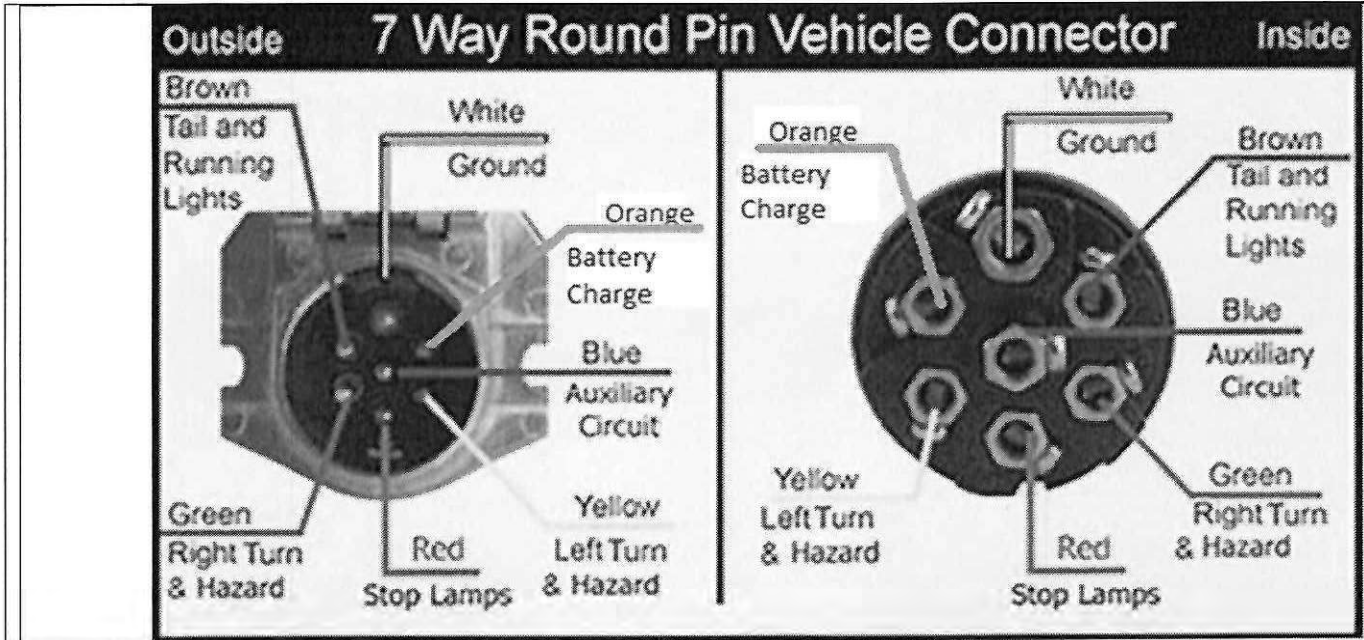
The following abbreviations must be used:	X	Standard or as specified
	N/A	Not Available
	DI	Dealer Installed
	EQ	Equivalent Bid Specification

	1.0 DECK	Abbreviation	Actual Dimension	Notes
1.1	Deck height (measured from ground to deck surface), shall be as low as possible, but in no case exceed 22½ inches empty.	X		
1.2	Overall width shall be a maximum of 102 inches, with a load width of 82 inches.	X		
1.3	Tilt bed length shall be a minimum of 16 ft.	X		
1.4	Stationary front deck shall be a minimum of 4 ft. in length.		5'	
1.5	Deck(s) shall be a minimum of two (1-1/2") inch thick hardwood fastened longitudinal on the trailer deck (oak preferred).	X		
1.6	Deck shall have a tilt angle of 11° degrees load angle.	X		
1.7	Deck shall have a minimum of six (6) D-Rings on each side for load fastening (four (4) on the 16 ft. bed and two (2) on the stationary deck per side).	X		
1.8	Deck shall come with a tilt cushioning cylinder.	X		
1.9	Tilt deck shall have a heavy-duty deck latch.	X		

	2.0 TRAILER FEATURES	Abbreviation	Actual Dimension	Notes
2.1	Main frame and tongue shall be of adequate structural steel, with all necessary reinforcements, made from a minimum of 6 inch high tensile "I" beam.	X		

2.2	The tongue and trailer framing shall be of heavy construction one piece cold-formed high tensile "I" Beam construction.	X		
2.3	Flooring cross members must be 16 inches on center and constructed of 3 inch channel iron minimum.	X		
2.4	Trailer shall be equipped with a 3-inch I.D. with a 1 5/8 Section draw bar heavy duty replaceable pintle ring with a vertical adjustment of 18 to 26 inches.	X		
2.5	Trailer shall be equipped with two high strength 3/8" safety chain with slip hooks and safety latches.	X		
2.6	Trailer shall be equipped with a heavy-duty parking jack of 12,000 lb. capacity.	X		
2.7	Trailer axles shall be 7,000 lb. Dexter Torflex axles with eight (8) bolt E-Z Lube hubs (minimum).	X		
2.8	Trailer shall have adequate electric brakes on each axle (2" x 12" minimum) and have an automatic Safety Brake-A-Way system with tow charging.	X		
2.9	Trailer shall have durable all metal fenders with mud flaps.	X		
2.10	Trailer shall have trailer rated 235/85/R16 load range "E" tires (minimum) mounted on heavy-duty eight (8) hole wheels.	X		
2.11	Trailer shall have a spare tire the same as installed on axles.	X		
2.12	Trailer shall have the largest size possible integral toolbox with locking latch for chain and binder storage.	X		
2.13	Trailer shall be completely undercoated with a self-healing undercoat.	X		

2.14	Trailer shall have all appropriate safety, warning, and hazard decals as required.	X																																			
2.15	Trailer shall have safety reflective red/white tape.	X																																			
3.0 LIGHTS & WIRING		Abbreviation	Actual Dimension	Notes																																	
3.1	Exterior lighting to include marker lamps, stop, and turn signals license plate light and bracket, all lights must be rubber mounted LED. Exterior lights must conform to ICC wiring and have stop/taillights independent of directional lights (see wiring diagram attached for details).	X																																			
		<table border="1"> <thead> <tr> <th data-bbox="469 800 651 856"></th> <th data-bbox="651 800 818 856">Code #</th> <th data-bbox="818 800 1029 856">Marking</th> <th data-bbox="1029 800 1276 856">Color Code</th> </tr> </thead> <tbody> <tr> <td data-bbox="469 856 651 894">Ground</td> <td data-bbox="651 856 818 894">1</td> <td data-bbox="818 856 1029 894">W</td> <td data-bbox="1029 856 1276 894">White</td> </tr> <tr> <td data-bbox="469 894 651 957">Battery Charge</td> <td data-bbox="651 894 818 957">2</td> <td data-bbox="818 894 1029 957">BK</td> <td data-bbox="1029 894 1276 957">Orange</td> </tr> <tr> <td data-bbox="469 957 651 1052">Left Turn & Hazard Signal</td> <td data-bbox="651 957 818 1052">3</td> <td data-bbox="818 957 1029 1052">Y</td> <td data-bbox="1029 957 1276 1052">Yellow</td> </tr> <tr> <td data-bbox="469 1052 651 1157">Stop Lamps & Anti-Lock Devices</td> <td data-bbox="651 1052 818 1157">4</td> <td data-bbox="818 1052 1029 1157">R</td> <td data-bbox="1029 1052 1276 1157">Red</td> </tr> <tr> <td data-bbox="469 1157 651 1293">Right Turn Signal & Hazard Signal</td> <td data-bbox="651 1157 818 1293">5</td> <td data-bbox="818 1157 1029 1293">G</td> <td data-bbox="1029 1157 1276 1293">Green</td> </tr> <tr> <td data-bbox="469 1293 651 1419">Tail, Rear Clearance Marker, & Plate Lamps</td> <td data-bbox="651 1293 818 1419">6</td> <td data-bbox="818 1293 1029 1419">BR</td> <td data-bbox="1029 1293 1276 1419">Brown</td> </tr> <tr> <td data-bbox="469 1419 651 1495">Auxiliary Circuit</td> <td data-bbox="651 1419 818 1495">7</td> <td data-bbox="818 1419 1029 1495">BL</td> <td data-bbox="1029 1419 1276 1495">Blue</td> </tr> </tbody> </table>				Code #	Marking	Color Code	Ground	1	W	White	Battery Charge	2	BK	Orange	Left Turn & Hazard Signal	3	Y	Yellow	Stop Lamps & Anti-Lock Devices	4	R	Red	Right Turn Signal & Hazard Signal	5	G	Green	Tail, Rear Clearance Marker, & Plate Lamps	6	BR	Brown	Auxiliary Circuit	7	BL	Blue	
	Code #	Marking	Color Code																																		
Ground	1	W	White																																		
Battery Charge	2	BK	Orange																																		
Left Turn & Hazard Signal	3	Y	Yellow																																		
Stop Lamps & Anti-Lock Devices	4	R	Red																																		
Right Turn Signal & Hazard Signal	5	G	Green																																		
Tail, Rear Clearance Marker, & Plate Lamps	6	BR	Brown																																		
Auxiliary Circuit	7	BL	Blue																																		



3.2	All exterior trailer wiring to be run in suitable weather resistant loom or conduit which terminates in a weatherproof junction box on the tongue of the trailer.	X		
3.3	The trailer umbilical which leads to the truck light socket should terminate with a seven (7) prong female plug (plug shall have round pins not the flat R.V. type) and begin at the weather tight junction box.	X		
3.4	All wire splices shall be either soldered or barrel connected and covered with automotive type shrink tubing (Scotch type wire connections and/or electrical tape are not acceptable in any application).	X		
	4.0 PAINT & FINISH	Abbreviation	Actual Dimension	Notes
4.1	All metal shall be free of rust and mill scale and prepared (bead-blasted) for primer and finish paint coat. Trailer shall be yellow in color	X		

	5.0 WARRANTY	Abbreviation	Actual Dimension	Notes
5.1	Manufacturer's standard warranty shall apply.	X		
5.2	Terms and conditions of warranty shall be provided with bid proposal, (Warranty must be clearly defined and all components covered shall be clearly listed and identified).	X		
5.3	Manufacturer's warranty will start with MaineDOT in-service date.	X		
5.4	In-Service Date: Warranty on Tilt Bed Split-Deck Tag-Along Trailer (not placed in service immediately because of time lag due to installation of components, special equipment, seasonal usage, or other delays) shall be warranted from the date the units are actually placed in service. MaineDOT Fleet Services Augusta shall notify the vendor in writing of "in-service" date .	X		
5.5	During the term of the manufacturer's warranty Fleet Services reserves the right to perform any and or all warranty "in house" to meet operational needs or demands with the pre-authorization of the vendor. Fleet Services will recover all parts and labor costs as allowed by manufacturer's flat rate manual. O.E.M. parts may be supplied at no cost by the manufacturer, and or dealer, or may be purchased by Fleet Services on the open market to meet operational demands. Any and all defective parts shall be returned to the manufacturer or dealer upon request.	X		
5.6	Vendor shall be 100% responsible for all repair costs to include parts, and labor during the warranty period.	X		

	6.0 GENERAL	Abbreviation	Actual Dimension	Notes
6.1	All pinch points and danger areas shall be clearly marked.	X		
6.2	Equipment shall be fully inspected, serviced, fully assembled, and ready to operate upon delivery.	X		
6.3	Be it known that these specifications are a minimum and that the bid will be evaluated based on price, warranty, manufacturer's performance data, delivery schedule, parts availability, and other items deemed appropriate.	X		
6.4	Bidders shall supply a detailed specification sheet with their proposals listing exactly what is being offered (not a reference to a web site) and to certify that they have service facilities in Maine, staffed with trained service technicians, and stocked with repair parts for the equipment which is being bid on. Failure to provide this information may cause the bid to be rejected. MaineDOT reserves the right to reject any and or all bids.	X		
6.5	All hardware installed shall not obstruct any lubrication points. In addition all components and systems shall be easily accessible to the operator.	X		
6.6	All safety, warning, and instructional decals shall be properly displayed and appropriate for the Tilt Bed Split-Deck Tag-Along Trailer application.	X		
6.7	MaineDOT Fleet Services reserves the right to pre-inspect the equipment before delivery.	X		

6.8	Exceptions to specifications shall be listed on a separate paper and noted as exceptions and submitted with bid proposal. If exceptions are not listed as such it shall be considered that the vendor will comply with all specifications as listed.	X		
6.9	Equipment offered shall comply with all applicable Federal and State of Maine laws.	X		
6.10	Upon delivery of unit or units all necessary paperwork such as Certificate of Origin, dealer's certificate, and invoices shall accompany unit(s).	X		
6.11	All bid proposals shall include shipping and delivery to Maine Department of Transportation Fleet Services, 66 Industrial Dr., Augusta, ME. 04330	X		
6.12	There shall be two (2) operators manuals or thumb drives per unit.	X		
6.13	There shall be two (2) parts manuals or thumb drives per unit.	X		
6.14	Vendor to provide training at a later date, but within eight (8) weeks of delivery (unless other arrangements are required and agreed upon by the vendor and MaineDOT Fleet Services).	X		
6.15	MaineDOT Fleet Services requires all training to be done by factory-trained and certified personnel.	X		

	7.0 SERVICES REQUIREMENT	Abbreviation	Actual Dimension	Notes
7.1	MaineDOT's objective is to have the vendor provide warranty and service at facilities that are as close as possible to localities where the Tilt Bed Split-Deck Tag-Along Trailer will be used. To that end, MaineDOT desires that the vendors will have warranty and service facilities located within seventy-five (75) miles of each region headquarters: Scarborough, Augusta, Dixfield, Bangor, and Presque Isle.	X		
7.2	Vendors shall provide a list of bidder service center locations.	X		
7.3	Bidders shall supply a written explanation describing such things as the location of the facilities, the times the facilities will be available for use, qualifications of the staff at the facilities, and how the vendor will provide warranty and service at these service facilities.	X		

Towmaster Trailers Product Manual

TOWMASTER WARRANTY SUMMARY

(FULL AND CURRENT TEXT AVAILABLE AT TOWMASTER.COM)

This warranty effective on trailers manufactured after 01/01/2009.

Monroe Towmaster, LLC. (herein referred to as Towmaster) offers this extensive warranty to the original purchaser of our trailers. Warranty starts from the date of sale as long we receive the filled-out warranty card. If we do not receive the warranty card, warranty starts from the ship date of the unit.

LIMITED LIFETIME FRAME WARRANTY

On our premium trailers (T, TC series) Towmaster warranties the trailer main frame (frame, crossmembers, gussets, beavertail, and tongue or gooseneck) for the lifetime of the trailer to the original licensed owner to be free from defects in material and workmanship. This LIFETIME WARRANTY does not cover the hitch (ball, pintle, and gooseneck fifth wheel), tires, wheels, axles, suspension, hoists, ramps, lights, wiring, paint, wood, d-rings or any other features or options outside the scope of the trailer main frame weldment. Limited Lifetime is determined by the following criteria: The life expectancy of the trailer which is determined to be 10-YEARS on tag trailers 50,000 lb. capacity and lower, or 5-YEARS on king-pin trailers 50,000 lb. capacity and up, or 5-YEARS on dump trailers, to the original owner and is non-transferrable, limited to the first accident or overloading. This warranty also does not cover:

1. Products which have been operated in excess of rated capacities
2. Misuse, abuse or accidents
3. Vehicles which have been altered, modified or repaired in any manner not authorized by our company

FIVE-YEAR LIMITED FRAME WARRANTY

Some economy models (TE series) carry a 5-YEAR Limited Frame Warranty with the same exclusions as stated above. Some economy models (TE series) carry our standard 1-YEAR Warranty stated below.

AXLE / SUSPENSION WARRANTY

Each Dexter Torflex Axle carries a limited 10-YEAR WARRANTY on the suspension to be free from defect in material and workmanship. Warranty is limited to Dexter warranty policy. Other types or brands of suspensions may carry either a 5-YEAR or a 2-YEAR warranty by its manufacturer.

PAINT WARRANTY

Towmaster warrants its paint and process against peeling or delamination of topcoat and/or other layers of paint, cracking due to failure of the product, and excessive hazing for a period of 3-YEARS from the date of manufacture. This warranty is limited to original paint from the factory and excludes paint that has been chipped, scuffed, scratched, or otherwise damaged in normal use, inclement weather, improper care, or paint on trailers that have been abused or in an accident. Towmaster's liability is limited to the repair of the affected area and covers labor and materials only, at an authorized repair service.

FULL ONE-YEAR WARRANTY

Towmaster warranties each new product manufactured by us to be free from defects in material and workmanship for a period of one year from date of delivery to the original purchaser except as noted below.

This one-year warranty covers the entire trailer against material and workmanship except as noted:

1. New products which have been operated in excess of rated capacities
2. Misuse, abuse or accidents
3. Items that have been pinched (air or hydraulic hose)
4. Vehicles which have been altered, modified or repaired in any manner not authorized by our company
5. Second-hand or used vehicles
6. Wear items such as tires, battery, suspension, bearings, parking jacks
7. Products that have not been properly maintained (by the dealer or consumer)

In no way shall the manufacturer be held liable for consequential damages such as rentals of substitute vehicles, loss of profits, downtime, or other commercial losses. This warranty does not cover shipment of trailer or parts to dealer or manufacturer, or return shipment of trailer or parts to dealer or consumer from factory.

TIRE / BATTERY WARRANTY

New vehicle tires are warranted by their respective manufacturers and are prorated. Battery is warranted by Towmaster and is prorated.

TOWMASTER'S OBLIGATION

Our obligation under this warranty is to repair or replace, at no cost to the end user, any warrantable part proven defective within the time limit of this warranty at our factory or at an Authorized Towmaster Dealer. Towmaster will handle disposition of warranties on all other purchased components such as axles, suspensions, wheels, batteries, parking jacks and other purchased parts in conjunction with their respective manufacturers, and under the terms of their respective warranty policies.

We must receive immediate notification of a defect and no allowance will be made for repairs without our prior consent or approval. Manufacturer does not pre-authorize any dealership for warranty work. The dealer must call our warranty service department to receive an authorization number. If the work performed is not preauthorized with a claim number, it may be deemed void. Defective parts must be returned within twenty days of receipt of replacement parts or credit may not be given for the replacement parts and an invoice may be issued.

This warranty is in lieu of all other warranties, expressed or implied by law or otherwise, and there is no warranty of merchantability or fitness of purpose. Federal regulations require motor vehicle manufacturers to maintain a record of original owners of their equipment. Our warranty registration fulfills this requirement. Please make every effort to complete the warranty card document and send it in. This warranty written under the laws of Minnesota, USA and some provisions in this warranty may be adjusted according to your local state, province or country's laws. Complete warranty details and changes can be read on our web site, www.towmaster.com.

CUSTOMER REGISTRATION REQUIRED

Federal regulations require motor vehicle manufacturers to maintain a record of original owners of their equipment. Our warranty registration fulfills this requirement. Please make every effort to complete this document and send it in.

Manufacturer reserves the right to modify, without notice, specific designs and specifications as deemed advisable on the trailers described herein without obligation in regards to trailers previously manufactured. The manufacturer also reserves the right to discontinue models without obligation in regards to trailers previously sold. Written warranty covers each trailer. No other warranty expressed or implied is made.

RIDER B TERMS AND CONDITIONS

- 1. DEFINITIONS:** The following definitions are applicable to these standard terms and conditions:
 - a. The term "Buyer" or "State" shall refer to the Government of the State of Maine or a person representing the Government of the State of Maine.
 - b. The term "Department" or "DAFS" shall refer to the State of Maine Department of Administrative and Financial Services.
 - c. The term "Bureau" or "BGS" shall refer to the State of Maine Bureau of General Services.
 - d. The term "Division" shall refer to the State of Maine Division of Purchases.
 - e. The term "Contractor", "Vendor", or "Provider" shall refer to the organization that is providing goods and/or services through the contract to which these standard terms and conditions have been attached and incorporated.
 - f. The term "Contract" or "Agreement" shall refer to the contract document to which these standard terms and conditions apply, taking the format of a Buyer Purchase Order (BPO) or Master Agreement (MA) or other contractual document that is mutually agreed upon between the State and the Contractor.

- 2. WARRANTY:** The Contractor warrants the following:
 - a. That all goods and services to be supplied by it under this Contract are fit and sufficient for the purpose intended, and
 - b. That all goods and services covered by this Contract will conform to the specifications, drawing samples, symbols or other description specified by the Division, and
 - c. That such articles are merchantable, good quality, and free from defects whether patent or latent in material and workmanship, and
 - d. That all workmanship, materials, and articles to be provided are of the best grade and quality, and
 - e. That it has good and clear title to all articles to be supplied by it and the same are free and clear from all liens, encumbrances and security interest.

Neither the final certificate of payment nor any provision herein, nor partial nor entire use of the articles provided shall constitute an acceptance of work not done in accordance with this agreement or relieve the Contractor liability in respect of any warranties or responsibility for faulty material or workmanship. The Contractor shall remedy any defects in the work and pay any damage to other work resulting therefrom, which shall appear within one year from the date of final acceptance of the work provided hereunder. The Division of Purchases shall give written notice of observed defects with reasonable promptness.

3. TAXES: Contractor agrees that, unless otherwise indicated in the order, the prices herein do not include federal, state, or local sales or use tax from which an exemption is available for purposes of this order. Contractor agrees to accept and use tax exemption certificates when supplied by the Division as applicable. In case it shall ever be determined that any tax included in the prices herein was not required to be paid by Contractor, Contractor agrees to notify the Division and to make prompt application for the refund thereof, to take all proper steps to procure the same and when received to pay the same to the Division.

4. PACKING AND SHIPMENT: Deliveries shall be made as specified without charge for boxing, carting, or storage, unless otherwise specified. Articles shall be suitably packed to secure lowest transportation cost and to conform to the requirements of common carriers and any applicable specifications. Order numbers and symbols must be plainly marked on all invoices, packages, bills of lading, and shipping orders. Bill of lading should accompany each invoice. Count or weight shall be final and conclusive on shipments not accompanied by packing lists.

5. DELIVERY: Delivery should be strictly in accordance with delivery schedule. If Contractor's deliveries fail to meet such schedule, the Division, without limiting its other remedies, may direct expedited routing and the difference between the expedited routing and the order routing costs shall be paid by the Contractor. Articles fabricated beyond the Division's releases are at Contractor's risk. Contractor shall not make material commitments or production arrangements in excess of the amount or in advance of the time necessary to meet delivery schedule, and, unless otherwise specified herein, no deliveries shall be made in advance of the Division's delivery schedule. Neither party shall be liable for excess costs of deliveries or defaults due to the causes beyond its control and without its fault or negligence, provided, however, that when the Contractor has reason to believe that the deliveries will not be made as scheduled, written notice setting forth the cause of the anticipated delay will be given immediately to the Division. If the Contractor's delay or default is caused by the delay or default of a subcontractor, such delay or default shall be excusable only if it arose out of causes beyond the control of both Contractor and subcontractor and without fault of negligence or either of them and the articles or services to be furnished were not obtainable from other sources in sufficient time to permit Contractor to meet the required delivery schedule.

6. FORCE MAJEURE: The State may, at its discretion, excuse the performance of an obligation by a party under this Agreement in the event that performance of that obligation by that party is prevented by an act of God, act of war, riot, fire, explosion, flood or other catastrophe, sabotage, severe shortage of fuel, power or raw materials, change in law, court order, national defense requirement, or strike or labor dispute, provided that any such event and the delay caused thereby is beyond the control of, and could not reasonably be avoided by, that party. The State may, at its discretion, extend the time period for performance of the obligation excused under this section by the period of the excused delay together with a reasonable period to reinstate compliance with the terms of this Agreement.

7. INSPECTION: All articles and work will be subject to final inspection and approval after delivery, notwithstanding prior payment, it being expressly agreed that payment will not constitute final acceptance. The Division of Purchases, at its option, may either reject any article or work not in conformity with the requirements and terms of this order, or re-work the same at Contractor's expense. The Division may reject the entire shipment where it consists of a quantity of similar articles and sample inspection discloses that ten (10%) percent of the articles inspected are defective, unless Contractor agrees to reimburse the Division for the cost of a complete inspection of the articles included in such shipment. Rejected material may be returned at Contractor's risk and expense at the full invoice price plus applicable incoming transportation charges, if any. No replacement of defective articles of work shall be made unless specified by the Division.

8. INVOICE: The original and duplicate invoices covering each and every shipment made against this order showing Contract number, Vendor number, and other essential particulars, must be forwarded promptly to the ordering agency concerned by the Vendor to whom the order is issued. Delays in receiving invoice and also errors and omissions on statements will be considered just cause for withholding settlement without losing discount privileges. All accounts are to be carried in the name of the agency or institution receiving the goods, and not in the name of the Division of Purchases.

9. ALTERATIONS: The Division reserves the right to increase or decrease all or any portion of the work and the articles required by the bidding documents or this agreements, or to eliminate all or any portion of such work or articles or to change delivery date hereon without invalidating this Agreement. All such alterations shall be in writing. If any such alterations are made, the contract amount or amounts shall be adjusted accordingly. In no event shall Contractor fail or refuse to continue the performance of the work in providing of articles under this Agreement because of the inability of the parties to agree on an adjustment or adjustments.

10. TERMINATION: The Division may terminate the whole or any part of this Agreement in any one of the following circumstances:

- a. The Contractor fails to make delivery of articles, or to perform services within the time or times specified herein, or
- b. If Contractor fails to deliver specified materials or services, or
- c. If Contractor fails to perform any of the provisions of this Agreement, or
- d. If Contractor so fails to make progress as to endanger the performance of this Agreement in accordance with its terms, or
- e. If Contractor is adjudged bankrupt, or if it makes a general assignment for the benefit of its creditors or if a receiver is appointed on account of its insolvency, or
- f. Whenever for any reason the State shall determine that such termination is in the best interest of the State to do so.

In the event that the Division terminates this Agreement in whole or in part, pursuant to this paragraph with the exception of 8(f), the Division may procure (articles and services similar to those so terminated) upon such terms and in such manner as the Division deems appropriate, and Contractor shall be liable to the Division for any excess cost of such similar articles or services.

11. NON-APPROPRIATION: Notwithstanding any other provision of this Agreement, if the State does not receive sufficient funds to fund this Agreement and other obligations of the State, if funds are de-appropriated, or if the State does not receive legal authority to expend funds from the Maine State Legislature or Maine courts, then the State is not obligated to make payment under this Agreement.

12. COMPLIANCE WITH APPLICABLE LAWS: Contractor agrees that, in the performance hereof, it will comply with applicable laws, including, but not limited to statutes, rules, regulations or orders of the United States Government or of any state or political subdivision(s) thereof, and the same shall be deemed incorporated herein by reference. Awarding agency requirements and regulations pertaining to copyrights and rights in data. Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records of the Contractor which are directly pertinent to that specific contract for the purpose of making audit, examination,

excerpts, and transcriptions. Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed. Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act, (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000). Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

13. INTERPRETATION: This Agreement shall be governed by the laws of the State of Maine as to interpretation and performance.

14. DISPUTES: The Division will decide any and all questions which may arise as to the quality and acceptability of articles provided and installation of such articles, and as to the manner of performance and rate of progress under this Contract. The Division will decide all questions, which may arise as to the interpretation of the terms of this Agreement and the fulfillment of this Agreement on the part of the Contractor.

15. ASSIGNMENT: None of the sums due or to become due nor any of the work to be performed under this order shall be assigned nor shall Contractor subcontract for completed or substantially completed articles called for by this order without the Division's prior written consent. No subcontract or transfer of agreement shall in any case release the Contractor of its obligations and liabilities under this Agreement.

16. STATE HELD HARMLESS: The Contractor agrees to indemnify, defend, and save harmless the State, its officers, agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material men, laborers and other persons, firm or corporation furnishing or supplying work, services, articles, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Contractor in the performance of this Agreement.

17. SOLICITATION: The Contractor warrants that it has not employed or written any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Agreement, and it has not paid, or agreed to pay any company, or person, other than a bona fide employee working solely for the Contractor any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon, or resulting from the award for making this Agreement. For breach or violation of this warranty, the Division shall have the absolute right to annul this agreement or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gifts, or contingent fee.

18. WAIVER: The failure of the Division to insist, in any one or more instances, upon the performance of any of the terms, covenants, or conditions of this order or to exercise any right hereunder, shall not be construed as a waiver or relinquishment of the future performance of any such term, covenant, or condition or the future exercise of such right, but the obligation of Contractor with respect to such future performance shall continue in full force and effect.

19. MATERIAL SAFETY: All manufacturers, importers, suppliers, or distributors of hazardous chemicals doing business in this State must provide a copy of the current Material Safety Data Sheet (MSDS) for any hazardous chemical to their direct purchasers of that chemical.

20. COMPETITION: By accepting this Contract, Contractor agrees that no collusion or other restraint of free competitive bidding, either directly or indirectly, has occurred in connection with this award by the Division of Purchases.

21. INTEGRATION: All terms of this Contract are to be interpreted in such a way as to be consistent at all times with this Standard Terms and Conditions document, and this document shall take precedence over any other terms, conditions, or provisions incorporated into the Contract.

22. ORDER OF PRECEDENCE. In the event of a conflict between the documents comprising this Agreement, the Order of Precedence shall be:

- a. Exceptions - If applicable
- b. General Terms & Conditions for Goods and/or Services under Buyer Purchase Orders
and Master Agreements
- c. Scope of Work - If applicable
- d. Vender Agreement - Included at Department's Discretion
- e. Other - Included at Department's Discretion

Appendix A

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

BID COVER PAGE and DEBARMENT FORM

Bidder's Organization Name: <u>Jordan Equipment Co.</u>		
Chief Executive - Name/Title: <u>Charles Lavigne</u>		
Tel: <u>207-797-2240</u>	Fax: <u>—</u>	E-mail: <u>ChuckLavigne@jordanequipmentme.com</u>
Headquarters Street Address: <u>18 Blackstrap Rd. Falmouth, ME 04105</u>		
Headquarters City/State/Zip:		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Bid - Name/Title: <u>Robb Pawson</u> <u>Manager</u>		
Tel: <u>207-309-3626</u>	Fax: <u>—</u>	E-mail: <u>rpawson@jordanequipmentme.com</u>
Street Address: <u>664 Civic Center Dr. Augusta, ME 04330</u>		
City/State/Zip:		

By signing below Bidder affirms:

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

Name: <u>Robb Pawson</u>	Title: <u>Manager</u>
To have your bid accepted, this Appendix MUST have an actual wet signature or utilize DocuSign or Adobe Sign forms of electronic signature.	
Authorized Signature: <u>RPawson</u>	Date: <u>2/22/24</u>

Debarment, Performance, and Non-Collusion Certification

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
 - i. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
 - ii. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - iii. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
 - iv. have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

- **Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Department.**

To the best of my knowledge all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Name: <i>R. H. Pawson</i>	Title: <i>Manager</i>
To have your bid accepted, this Appendix MUST have an actual wet signature or utilize Docu Sign or Adobe Sign forms of electronic signature.	
Authorized Signature: <i>RHP</i>	Date: <i>2/22/24</i>

Appendix D

STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES

MUNICIPALITY POLITICAL SUBDIVISION and SCHOOL DISTRICT PARTICIPATION
CERTIFICATION

RFQ # 17D 240209-183
Trailer, Tilt Bed Split-Deck Tag-along - Master Agreement

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

Orders from Municipality, Political Subdivisions and School Districts (Appendix D): If the bidder elects to permit Municipality, Political Subdivisions and School Districts to utilize the resulting Master Agreement Contract, The State of Maine will not be responsible for any order placed by these groups. All orders will originate from these groups and they will be liable for all payments.

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

Yes

Yes, with conditions as follows: *If we receive a price increase we will pass it on.*

No

Name of Company:

Jordan Equipment Company

Address:

18 Blackstrap Rd Falmouth ME 04105

Signature:

[Handwritten Signature]

Date:

2/22/24

Appendix F

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

Maine DOT CERTIFICATIONS

**RFQ # 17D 240209-183
Trailer, Tilt Bed Split-Deck Tag-along - Master Agreement**

1.0 NONCOLLUSION BIDDING CERTIFICATION

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

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

Dated

Rob Pawson

Printed name of Person Bidding

[Handwritten Signature]

Authorized Signature

Title *Manager*

2.0 EQUIPMENT PERFORMANCE AND WARRANTY DATA

The information provided on this form will be used in determining operating costs of the equipment. Bidder must complete this form and submitted with bid. Bids received without this information will be

considered non-responsive to the bid.

1. **EQUIPMENT:** Drop Deck Tilt Trailer

2. **DESCRIBE THE PROCESS FOR THE SUBMISSION OF WARRANTY CLAIMS FOR REIMBURSEMENT OUTLINED AND SUBMITTED WITH THE BID. (written process to follow for reimbursement of warranty claims)**

Call our Service Department and we will determine whether it's a warrantable claim.
If it is we will handle the repair of the item

3. **EQUIPMENT INFORMATION:**

YEAR: 2023 EQUIPMENT MAKE: Tow Master

EQUIPMENT MODEL: T-12DT

4. **MANUFACTURER'S RECOMMENDED PREVENTATIVE MAINTENANCE SCHEDULE MUST BE PROVIDED**

5. **BASIC EQUIPMENT WARRANTY DESCRIPTION**

6. **NAME/LOCATION OF REPAIR FACILITY(S)** (BOTH AUTHORIZED WARRANTY, PARTS & SERVICE PER REQUESTED LOCATION). It is desired that at least one facility is located within 75-mile radius each region headquarters: Scarborough, Augusta, Dixfield, Bangor and Presque Isle.

WARRANTY AND SERVICE FACILITIES

ADDRESS 1: 18 Black Sheep Rd Falmouth ME

ADDRESS 2: 664 Civic Center Dr. Augusta ME

ADDRESS 3: 35 Dave's Way Herman ME

ADDRESS 4:

ADDRESS 5:

CONTACT NAME: Robb Pawson TELEPHONE: 207-804-0039

EQUIPMENT PARTS PROVIDER: Jordan Equipment

ADDRESS: 664 Civic Center Dr. Augusta ME

CONTACT NAME: Vinnie TELEPHONE: 207-309-3626

Attach written explanation describing the locations of the facilities, the contact name and number at each facility, the times the facilities will be available for use, the qualifications of the staff at the facilities and how the vendor will provide warranty and service at these service facilities.

Bidder certifies that they have service facilities in Maine, staffed with trained service technicians and stocked with repair parts for the equipment which is bid.

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

Dated 2/22/24



Signature

Roth Pawson

Print Name

Jordan Equipment

Company Name

3.0 SPECIFICATION COMPLIANCE

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

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

Dated 2/22/24

Printed name of Person Bidding



Authorized Signature

Title Manager

General Maintenance & Operation

General Maintenance Overview

This section is an overview of the general maintenance required to keep your trailer running safe and at its best. Further maintenance may be required.

TIRES

Check daily, and maintain proper inflation.

WHEEL NUTS

Check weekly and maintain proper torque specifications.

WHEEL BEARINGS

Check every 3000 miles, grease as necessary. If equipped with an oil bath hub, check oil level daily. Use manufacturer's recommended oil for oil bath hubs. Check for overheating and excessive wear when operating in extreme conditions (mud, water, sand, etc.). Also inspect when hub is pulled for any reason.

BATTERY

Keep battery charged. Check battery break-away system regularly for proper charge.

ELECTRICAL PLUG

Check trailer plug and truck receptacle for damage or corrosion, and make sure they fit tight. Replace if necessary.

LIGHTS / WIRING

Inspect all lights for proper operation daily, and replace if necessary. Connect power source, preferably tow vehicle to trailer, and check all lights for proper operation or loose connections. Check wiring for damage or corrosion. Replace as needed.

PARKING JACK

Check for any physical damage or improper operation due to corrosion. Replace if severely damaged or rusted. Check bolts for tightness daily and be sure lock washers and/or lock nuts are used.

TIE DOWN RINGS

Check daily for physical damage to D-rings, clips, welds, or area around clips. Repair or replace immediately.

SUSPENSION BOLTS

After an initial break-in period of 150 miles and periodically thereafter every 1000 mile, check all nuts and bolts for proper torque. Check eye bushings in springs for wear and replace part if wear shows.

DECK CUSHION CYLINDER

Check for leaks and replace or repair cylinder as necessary.

COUPLER

Inspect visually and replace if showing excessive wear.

GENERAL MAINTENANCE CON'T.

BRAKE CONTROLLER

Check controller daily for proper operation both automatic with tow vehicle foot pedal and manually. Replace if defective or damaged. Adjust for proper braking effect for load being towed. Trailer braking should be adjusted so that trailer brakes react and apply at the same time as tow vehicle brakes come on, never after tow vehicle brakes.

MAGNETS

Check at any indication of braking problems, at brake replacement, at bearing inspection, or any time a hub is pulled. Magnets should be replaced if bare wire is showing at wear surface, surface of magnet is gouged, scored, or magnet is worn unevenly.

BRAKE CLEANING/INSPECTION

Trailer brakes must be inspected and serviced at yearly intervals or more often as use and performance requires. Magnets and shoes must be changed when they become worn or scored thereby preventing adequate vehicle braking. Clean the backing plate, magnet arm, magnet, and brake shoes. Make certain that all the parts removed are replaced in the same brake and drum assembly. Inspect the magnet arm for any loose or worn parts. Check shoe return springs, hold down springs, and adjuster springs for stretch or deformation and replace if required. **ASBESTOS DUST HAZARD!** Since some brake shoe friction materials contain asbestos, certain precautions need to be taken when servicing brakes: (1) Avoid creating or breathing dust. (2) Avoid machining, filing or grinding the brake linings. (3) Do not use compressed air or dry brushing for cleaning. (Dust can be removed with a damp brush.)

BRAKE ADJUSTMENT

Brakes should be adjusted (1) after the first 200 miles of operation when the brake shoes and drums have "seated," (2) at 3000 mile intervals, (3) or as use and performance requires. The brakes should be adjusted in the following manner:

1. Jack up trailer and secure on adequate capacity jack stands. Do not lift or place supports on any part of the suspension system. Check that the wheel and drum rotate freely.
2. Remove the adjusting hole cover from the adjusting slot on the bottom of the brake backing plate.
3. With a screwdriver or standard adjusting tool, rotate the starwheel of the adjuster assembly to expand the brake shoes. Adjust the brake shoes out until the pressure of the linings against the drum makes the wheel very difficult to turn. (With drop spindle axles, a modified adjusting tool with about an 80 degree angle should be used.)
4. Rotate the starwheel in the opposite direction until the wheel turns freely with a slight lining drag.
5. Replace the adjusting hole cover and lower the wheel to the ground. Repeat the above procedure on all brakes.

GREEN BRAKES

A "green brake" is an unground, unburnished brake. Normal manufacturing tolerances dictate that there is a break-in period required after which the lining will seat into a perfect concentric situation. During this break-in period, the user must be aware that additional brake adjustments will be mandatory to achieve optimum braking performance.

Appendix G

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

Maine DOT TERMS and CONDITIONS

RFQ # 17D 240209-183

Trailer, Tilt Bed Split-Deck Tag-along - Master Agreement

A. AGREEMENT

The Vendor shall deliver the equipment ordered in accordance with this Agreement and governed by these Terms and Conditions.

B. INDEPENDENT CAPACITY

In providing the equipment under the Agreement, the Vendor shall act independently and not as an agent of the State of Maine.

C. STATUS REPORTS

Prior to the start of work, the Vendor shall furnish MaineDOT with a proposed progress schedule in MaineDOT's standard format. The Vendor will outline the various phases of work that will need to be completed in order to meet the schedule set forth by MaineDOT.

During equipment assembly, the successful bidder shall submit to MaineDOT's Fleet Representative, a Monthly Status Report of accomplishments from the preceding month. The progress report shall be used to keep team members and MaineDOT's Fleet Representative informed about project status and issues. Information will include:

- a. A written statement describing the work accomplished during the period and to date.
- b. An estimate of the percentage of work completed within the specified services.
- c. Any information needed from MaineDOT to complete the project and avoid delays.
- d. The successful bidder's action plan to remedy and address any non-conforming or unacceptable work submitted to Department.
- e. Document anticipated problems and possible solutions.

These progress reports shall be submitted to MaineDOT on a **monthly basis**. Failure to submit could result in non-payment of the invoice, or be considered as a default, and shall be recorded in the Vendor's Performance Evaluation. If work is temporarily delayed, the Vendor may suspend submittal of the monthly progress reports with written approval from MaineDOT. The Vendor shall be responsible for addressing any action that may be required to keep the project on schedule.

MaineDOT shall have a period of 15 business days after receipt of the submissions to complete the review and make any necessary comments. Following the review, the Vendor will make any revisions and corrections requested by MaineDOT.

D. PAYMENT AND OTHER PROVISIONS

MaineDOT anticipates paying the selected Vendor for goods and services received, on the basis of net 30 payment terms following acceptance of the equipment, the receipt of an acceptable title and required documents, and an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains the State of Maine Agreement number, correct pricing information relative to the Agreement, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the Agreement.

MaineDOT reserves the right to pay for the equipment purchased by any of several available means, which include but may not be limited to check, EFT, and/or procurement card. Vendors are advised that state statute precludes sellers from imposing a surcharge on credit or debit card purchases (text follows):

“9-A MRSA §8-303 (2): A seller in a sales transaction may not impose a surcharge on a cardholder who elects to use a credit card or debit card in lieu of payment by cash, check or similar means.”

E. WARRANTY

For a period of one (1) year following equipment delivery and acceptance (the “Warranty period”), Vendor unconditionally warrants and guarantees that the equipment shall be free from defects in parts and workmanship. If MaineDOT discovers any defects during the Warranty period, the Vendor’s obligation will be to repair or replace the equipment or refund the purchase price, at MaineDOT’s sole option subject to the following requirements as applicable:

- Replacement will be with new equipment matching the specifications within this Agreement.
- Reimbursement will be for the total purchase price of the equipment including the cost of returning the equipment.
- All Repairs including the cost of transporting the equipment will be borne by the Vendor. All repairs will be warranted free from defects in parts and workmanship for a one year period following the repair.

The Vendor hereby assigns to MaineDOT the right to enforce all manufacturer’s warranties or guarantees on the equipment.

The Vendor agrees that the warranty obligations provided by this Agreement shall be reported as an outstanding obligation in the event of bankruptcy, dissolution, or the sale, merger, or cessations of operations of the Vendor.

In the event of a breach of Vendor’s warranty obligations, MaineDOT shall notify Vendor in writing of the breach and grant Vendor 30 days to cure the breach. Should Vendor fail to cure the breach, MaineDOT may pursue whatever remedies may be available.

F. DAMAGES

Time is of the essence in the delivery of the equipment specified herein, and in event of delay(s) in the delivery of the equipment beyond the date set forth in the Agreement, or beyond authorized extensions thereof MaineDOT may impose liquidated damages. Because it is difficult to determine the actual amount of the damage by reason of such delay it is therefore agreed that the Vendor will pay the sum of one hundred dollars (\$100.00) per unit for each calendar day(s) delay in delivery as liquidated damages and not as a penalty.

These damages shall be deducted from any monies due, or which may thereafter become due to the Vendor or may be recovered by through any lawful means.

G. SET-OFF RIGHTS

MaineDOT shall have all of its common law, equitable and statutory rights of set-off.

H. FORCE MAJEURE

Either party may be excused from performance under this Agreement to the extent the failure to perform is caused by acts of God or of the public enemy, fire, floods, epidemics, quarantine, restrictions, strikes, labor disputes, and freight embargos, or other causes beyond the party's reasonable control. In the event of such event of force majeure, the affected party shall provide the other party written notice of the cause of delay within fifteen (15) days from the beginning of any such delay. The time of performance shall be excused to extent of the duration of any such event of force majeure, or such period of time as may be mutually agreed upon by the parties.

I. INDEMNIFICATION

The Vendor shall indemnify and hold harmless MaineDOT and its officers, agents, and employees from and against any and all claims, liabilities, and costs, including reasonable attorney fees, for any or all injuries to persons or property or claims for money damages, including claims for violation of intellectual property rights, arising from the negligent acts or omissions of the Vendor, its employees or agents, officers or Subcontractors in the performance of work under this Agreement; provided, however, the Vendor shall not be liable for claims arising out of the negligent acts or omissions of MaineDOT, or for actions taken in reasonable reliance on written instructions of MaineDOT.

This indemnification provision shall survive any termination or expiration of the Agreement.

J. DEFAULT, TERMINATION

- a. MaineDOT reserves the right to terminate this Agreement or any part hereof, for its sole convenience. Thirty (30) days advance written notice shall be provided in the case of a termination for convenience. In the event of such termination, Vendor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Vendor shall be paid for all work on a percentage completed basis, as mutually agreed upon by the parties, up to the date of termination under this Paragraph 14.A.

- b. MaineDOT shall have the right to terminate this Agreement in the event of a material breach or default by Vendor of its obligations hereunder that is not cured within thirty (30) days from the date of receipt by Vendor of written notice of such breach from MaineDOT. If the breach or default, by its nature, cannot be cured within such thirty (30) day period, then Vendor shall have such additional time (not to exceed thirty (30) additional days) as may be necessary to cure the breach or default, provided Vendor has exercised reasonable commercial efforts and taken appropriate action to begin cure of the breach or default within the initial thirty (30) day cure period.
- c. MaineDOT shall have the right to terminate this Agreement immediately upon written notice to Vendor in the event (i) Vendor, or any director, officer or employee of Vendor assigned to this Project is convicted of a criminal offense directly related to information technology services; or (ii) proceedings in bankruptcy are commenced against Vendor or if a receiver is appointed and such case or proceeding shall continue undismissed, or unstayed and in effect, for a period of one hundred twenty (120) days. Notwithstanding the foregoing, if a conviction of an employee assigned to this Project, officer or director, relates to individual and/or personal actions of such employee, officer or director and not the policy or directive of Vendor and, upon such conviction, Vendor shall terminate or otherwise remove such employee, officer or director and take such other steps to reasonably ensure the propriety of Vendor' delivery of information technology services, then MaineDOT shall not have a right to terminate this Agreement pursuant to the foregoing clause (i) of this Section 14 (C).
- d. Vendor shall have the right to terminate this Agreement in the event of a material breach or default by MaineDOT of its obligations hereunder that is not cured within thirty (30) days from the date of receipt by MaineDOT of written notice of such breach from Vendor. If the breach or default, by its nature, cannot be cured within such thirty (30) day period, then MaineDOT shall have such additional time (not to exceed thirty (30) additional days) as may be necessary to cure the breach or default, provided MaineDOT has exercised reasonable commercial efforts and taken appropriate actions to begin cure of the breach or default within the initial thirty (30) day cure period.
- e. Vendor shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Agreement so that such provisions shall be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

K. DELIVERY AND ACCEPTANCE

Time is of the essence in the delivery of the equipment. The Vendor shall execute the work continuously and diligently. Delivery of the units shall occur in accordance with the terms and conditions outlined in the resulting Agreement.

- i. Production of the units shall be conducted as a continuous production with no breaks or inserts of other orders or types of equipment.
- ii. Delivery shall be restricted to Monday through Friday, between the hours of 8 AM and 4 PM.
- iii. The Vendor will contact MaineDOT Fleet Services 24 hrs. prior to delivery with an estimated time of arrival.
- iv. Units furnished under this Agreement shall be delivered in first class condition, complete and ready for operation, and the Vendor shall assume all costs, responsibilities, and risk of loss related to damage that may have occurred in the delivery of the units.
- v. When units are delivered, certificates or releases signed by representatives of MaineDOT Fleet Services are understood to be a simple acknowledgment of receipt of the units only, and will NOT constitute an acceptance of the condition of the units or their conformance with the terms and conditions of the Agreement specifications.
- vi. Upon delivery, MaineDOT may conduct such tests as may be required to determine to its own satisfaction that the units appear to be in conformance with the terms, conditions, and requirements of the Agreement specifications.

Acceptance shall occur following final inspection by authorized employees of MaineDOT Fleet Service, receipt of the titles and all requested documentation. The Vendor will be notified, in writing, of acceptance/non-acceptance within fifteen calendar (15) days of delivery to the location specified in this Agreement.

L. RIGHT TO SUSPEND WORK

MaineDOT has the right to suspend any or all work at any time for any reason as it deems necessary. Consultant may receive payment for the portion of services completed through the date of suspension.

M. COPYRIGHT AND LICENSES - PATENTS AND COPYRIGHTS

Data and publication rights to any documents, produced under the terms of Agreement are the property of MaineDOT. The Vendor shall not copyright the material produced under the terms of the Agreement without written approval of MaineDOT, except to the extent necessary to protect its rights pursuant to the following paragraph.

The Parties to this Agreement mutually agree that, if patentable discoveries, intellectual property and software, or inventions should result from work described therein, all rights accruing from such discoveries or inventions shall be the sole property of MaineDOT.

N. CLAIMS AND DISPUTES

General

To preserve any claim arising out of the Agreement, the Parties shall comply with and exhaust all provisions of this Section. Unless otherwise agreed to in writing, the Vendor shall continue to perform its services during any dispute resolution process. If the Vendor continues to perform, MaineDOT shall continue to make payments in accordance with the Agreement of amounts not in dispute.

Negotiation with MaineDOT's Fleet Representative

The Vendor shall promptly notify MaineDOT's Fleet Representative, or their designee, in writing, of disputes that could significantly affect scope, schedule or compensation. After such notice, the Vendor and MaineDOT's Fleet Representative shall promptly negotiate in good faith to resolve the dispute. MaineDOT's Fleet Representative will promptly issue a decision.

Review by Director

If the Vendor desires a review of MaineDOT's Fleet Representative's decision, then the Vendor shall promptly request in writing that MaineDOT's Director of the applicable Bureau or Office review the Fleet Representative's decision. The Director or its designee(s) shall promptly notify the Vendor in writing of the result of the review.

Dispute Resolution

If the dispute remains unresolved after negotiation and review as set forth above, the Parties may proceed to mediation by selecting a mediator acceptable to both.

If the Parties are unable to resolve the dispute through mediation, either party may seek judicial review through a civil action commenced in the Superior Court of Maine, Kennebec County.

O. CONTROLLING LAWS

The Agreement referred to in these Terms and Conditions is governed by the applicable laws of the Federal Government and the State of Maine.

Laws to Be Observed

The Vendor shall comply with all applicable Federal, State and local laws, rules, regulations, orders, and ordinances affecting the work including, without limitation all environmental, wage, labor, equal opportunity, safety, patent, copyright, or trademark laws. The Vendor shall indemnify MaineDOT and hold MaineDOT harmless against any and all claims or liabilities arising from or based upon the violation or alleged violation of any such Law caused directly or indirectly by or through the Vendor.

P. ENTIRE AGREEMENT/BINDING EFFECT/MODIFICATION/ASSIGNMENT

This Agreement sets forth the entire agreement of the parties with regard to the subject herein. This Agreement may not be modified except by a written amendment executed by both parties.

Neither MaineDOT nor the Vendor may assign, sublet, or transfer any rights under or interest (including, but without limitation, monies that are due or may become due) in the Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written Consent To Assignment, no assignment shall release or discharge the assignor from any duty or responsibility under the Agreement.

Q. SEVERABILITY

The invalidity or unenforceability of any particular provision or part thereof of this Agreement shall not affect the remainder of said provision or any other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision or part thereof had been omitted.

R. NON-WAIVER

If MaineDOT fails or refuses to enforce any provision in the Agreement that shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of the Agreement.

Name of Company: Jordan Equipment Company

Address: 18 Blackstrap Rd. Falmouth ME 04105

Signature:  _____

Date: 2/22/24