



**Tuesday, August 5, 2025**  
**Sterling Public Library Board Meeting at 6:00 PM**

**STERLING PUBLIC LIBRARY BOARD MEETING AGENDA**  
**102 W. 3rd St., Sterling, IL**  
**Community Room**

**1. Meeting Opening**

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- A. Roll Call
- B. Communications

**2. Consent Agenda**

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- A. Approval of Minutes
- B. Approval of Invoices
- C. Approval of Receipts
- D. Cash & Investment Report

**3. Items Removed from the Consent Agenda**

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**4. Business Items**

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- A. Librarian's Report
- B. Circulation Statistics / Story Hour Report

**5. Discussion**

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- A. Discussion and approval of book mobile

Bookmobile committee recommends the Board request the City Council to waive the bid process, sign the agreement on behalf of the library to purchase a 2026 Ford Transit to be built as Book cart hauler at a cost not to exceed \$250,000 from TechOPS Speciality Vehicles. (TOSV)

- B. Discussion on remodel of upstairs public restroom

**6. Adjourn**

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The City of Sterling in compliance with the Americans with Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of this meeting or facilities, contact the ADA Coordinator at (815) 632-6630 to allow the City of Sterling to make reasonable accommodations for these persons.

Library Board of Trustees Meeting  
July 1,2025

1. Meeting Opening

A. Call to Order - 7:00 pm

B. Roll Call - Ronda Borgmann, Brooke Cochran, Patti Nice, Carol Siefken, Dawn Ziegler, Julia Swartley-Atilano, Skip Lee, John Kirchoff, Jennifer Slaney Library Director

Guest - Abbigail McWilliams

C. Changes/Additions to the Agenda - none

D. Communication/Presentation - none

2. Consent Agenda

A. Approval of Minutes

B. Approval of Bills Payable

C. Approval of Receipts

D. Cash and Investment Report

Motion to approve Consent agenda made by Skip Lee, 2nd by Carol Siefken,  
Motion passed by all.

3. Business Items

A. Librarian's Report - as presented

B. Circulation Statistics/ Story Hour Report - as presented

4. Discussion/ Action Items

A. Discussion and approval to transfer funds from Operating Account to Illinois Funds - Motion to transfer \$750,000 from the Library's Sauk Valley Bank Money Market Account to Illinois Funds, made by Carol Siefken, 2nd by Skip Lee  
The money market account has an interest rate of 1.2% where the Illinois Funds has an average interest rate of 4.5%.

Motion passed with John Kirchoff abstaining.

B. Discussion and Approval of Bookmobile Vehicle - Motion to move forward with the purchase of a Bookmobile Vehicle (van) made by Skip Lee, 2nd by John Kirchoff.

Discussion: The board was presented with quotes from two different companies for the purchase of a van. Additionally, a list of frequently asked questions, along with their answers, was shared with the board. Jennifer will ask the City Manager if he is willing to submit a request to the City Council to waive the bidding process, given that only two companies specialize in

converting vans into bookmobiles. Motion passed by all.

5. Adjourn - 7:45 pm

Respectfully Submitted

Brooke Cochran



# LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 07/31/25

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	<b>2241 - LIBRARY-GENERAL ACCOUNT</b>									
Department	<b>41 - LIBRARY - GENERAL</b>									
	<b>EXPENSE</b>									
41100	SALARIES-REGULAR	247,926.00	.00	247,926.00	19,212.10	.00	66,622.49	181,303.51	27	62,527.15
41200	SALARIES-TEMP/PARTTIME	157,455.00	.00	157,455.00	10,514.45	.00	34,121.54	123,333.46	22	28,693.09
45100	HEALTH INSURANCE	55,000.00	.00	55,000.00	.00	.00	12,925.00	42,075.00	24	12,925.00
45600	WORKER'S COMPENSATION	1,850.00	.00	1,850.00	.00	.00	1,776.10	73.90	96	1,762.58
51100	MAINT SERVICES-BUILDING	18,000.00	.00	18,000.00	7,619.81	.00	8,716.23	9,283.77	48	4,818.48
51200	MAINT SERVICES-EQUIPMENT	16,000.00	.00	16,000.00	1,216.65	.00	2,713.11	13,286.89	17	3,854.59
52900	MAINT SERVICES - OTHER	16,800.00	.00	16,800.00	2,550.00	.00	3,750.00	13,050.00	22	2,550.00
53100	ACCOUNTING SERVICE	2,300.00	.00	2,300.00	.00	.00	575.00	1,725.00	25	575.00
54900	OTHER PROFESSIONAL SERVICE	11,000.00	.00	11,000.00	943.40	.00	1,897.30	9,102.70	17	2,030.03
55100	POSTAGE & FREIGHT	2,000.00	.00	2,000.00	71.13	.00	301.11	1,698.89	15	262.50
55200	TELEPHONE/INTERNET	10,225.00	.00	10,225.00	848.15	.00	2,512.31	7,712.69	25	1,653.62
55400	PRINTING	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
56100	DUES	900.00	.00	900.00	49.00	.00	169.00	731.00	19	120.00
56200	TRAVEL & TRAINING EXPENSE	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	124.34
57100	GENERAL UTILITIES	2,000.00	.00	2,000.00	172.15	.00	243.08	1,756.92	12	192.06
58200	GENERAL INSURANCE	40,000.00	.00	40,000.00	446.00	.00	36,190.38	3,809.62	90	35,918.31
59900	OTHER CONTRACTUAL SERVICES	14,000.00	.00	14,000.00	915.94	503.41	915.94	12,580.65	10	539.16
61100	MAINT SUPPLIES-BUILDING	3,000.00	.00	3,000.00	392.90	.00	483.95	2,516.05	16	791.04
65100	OFFICE SUPPLIES	15,000.00	.00	15,000.00	2,254.10	180.71	4,995.21	9,824.08	35	5,069.20
65400	JANITORIAL SUPPLIES	3,000.00	.00	3,000.00	241.88	.00	917.89	2,082.11	31	829.12
66800	BANK EXPENSE	500.00	.00	500.00	42.51	.00	141.05	358.95	28	121.63
67310	BOOKS	37,000.00	.00	37,000.00	10,399.30	1,275.95	12,700.30	23,023.75	38	12,897.76
67320	PERIODICALS	4,000.00	.00	4,000.00	47.00	526.00	95.00	3,379.00	16	557.00
67330	AUDIO/VISUAL	4,000.00	.00	4,000.00	236.17	26.99	614.05	3,358.96	16	235.30
67340	NON-PRINT BOOKS	15,000.00	.00	15,000.00	417.90	82.98	676.84	14,240.18	5	613.87
67410	DONATED FUNDS/EXPENSES	27,000.00	.00	27,000.00	37.35	.00	137.35	26,862.65	1	8,151.35
67420	SUMMER READING EXPENSES	2,000.00	.00	2,000.00	546.68	57.27	1,363.88	578.85	71	546.34
67440	YOUNG ADULT EXPENSES	500.00	.00	500.00	275.97	.00	327.81	172.19	66	.00
82000	BUILDING	20,000.00	.00	20,000.00	.00	.00	4,230.13	15,769.87	21	.00
83000	EQUIPMENT	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	.00
	<b>EXPENSE TOTALS</b>	<b>\$750,456.00</b>	<b>\$0.00</b>	<b>\$750,456.00</b>	<b>\$59,450.54</b>	<b>\$2,653.31</b>	<b>\$200,112.05</b>	<b>\$547,690.64</b>	<b>27%</b>	<b>\$188,358.52</b>
	Department <b>41 - LIBRARY - GENERAL</b> Totals	<b>(\$750,456.00)</b>	<b>\$0.00</b>	<b>(\$750,456.00)</b>	<b>(\$59,450.54)</b>	<b>(\$2,653.31)</b>	<b>(\$200,112.05)</b>	<b>(\$547,690.64)</b>	<b>27%</b>	<b>(\$188,358.52)</b>
	Fund <b>2241 - LIBRARY-GENERAL ACCOUNT</b> Totals	<b>\$750,456.00</b>	<b>\$0.00</b>	<b>\$750,456.00</b>	<b>\$59,450.54</b>	<b>\$2,653.31</b>	<b>\$200,112.05</b>	<b>\$547,690.64</b>		<b>\$188,358.52</b>



# LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 07/31/25  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 2243	<b>LIBRARY-PER CAPITA GRANT ACCOUNT</b>									
Department 43	<b>LIBRARY - PER CAPITA EXPENSE</b>									
94900	MISCELLANEOUS CHARGES	21,776.00	.00	21,776.00	689.39	850.00	5,088.03	15,837.97	27	8,079.20
	<b>EXPENSE TOTALS</b>	<b>\$21,776.00</b>	<b>\$0.00</b>	<b>\$21,776.00</b>	<b>\$689.39</b>	<b>\$850.00</b>	<b>\$5,088.03</b>	<b>\$15,837.97</b>	<b>27%</b>	<b>\$8,079.20</b>
	Department 43 - LIBRARY - PER CAPITA Totals	(\$21,776.00)	\$0.00	(\$21,776.00)	(\$689.39)	(\$850.00)	(\$5,088.03)	(\$15,837.97)	27%	(\$8,079.20)
Fund 2243	<b>LIBRARY-PER CAPITA GRANT ACCOUNT Totals</b>	<b>\$21,776.00</b>	<b>\$0.00</b>	<b>\$21,776.00</b>	<b>\$689.39</b>	<b>\$850.00</b>	<b>\$5,088.03</b>	<b>\$15,837.97</b>		<b>\$8,079.20</b>



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	<b>2247 - LIBRARY-GRAY TRUST ACCOUNT</b>									
Department	<b>47 - LIBRARY - GRAY TRUST</b>									
	<b>EXPENSE</b>									
66800	BANK EXPENSE	500.00	.00	500.00	.00	.00	103.34	396.66	21	135.01
94900	MISCELLANEOUS CHARGES	20,000.00	.00	20,000.00	746.96	186.03	7,443.11	12,370.86	38	7,824.85
	<b>EXPENSE TOTALS</b>	<b>\$20,500.00</b>	<b>\$0.00</b>	<b>\$20,500.00</b>	<b>\$746.96</b>	<b>\$186.03</b>	<b>\$7,546.45</b>	<b>\$12,767.52</b>	<b>38%</b>	<b>\$7,959.86</b>
Department	<b>47 - LIBRARY - GRAY TRUST Totals</b>	<b>(\$20,500.00)</b>	<b>\$0.00</b>	<b>(\$20,500.00)</b>	<b>(\$746.96)</b>	<b>(\$186.03)</b>	<b>(\$7,546.45)</b>	<b>(\$12,767.52)</b>	<b>38%</b>	<b>(\$7,959.86)</b>
Fund	<b>2247 - LIBRARY-GRAY TRUST ACCOUNT Totals</b>	<b>\$20,500.00</b>	<b>\$0.00</b>	<b>\$20,500.00</b>	<b>\$746.96</b>	<b>\$186.03</b>	<b>\$7,546.45</b>	<b>\$12,767.52</b>		<b>\$7,959.86</b>



# LIBRARY FUNDS EXPENSE PERFORMANCE

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Fund	<b>2248 - LIBRARY-LSTA/OTHER STATE GRANTS</b>									
Department	<b>48 - LIBRARY - LSTA</b>									
	EXPENSE									
83000	EQUIPMENT	.00	.00	.00	498.99	.00	498.99	(498.99)	+++	.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$498.99	\$0.00	\$498.99	(\$498.99)	+++	\$0.00
	Department <b>48 - LIBRARY - LSTA</b> Totals	\$0.00	\$0.00	\$0.00	(\$498.99)	\$0.00	(\$498.99)	\$498.99	+++	\$0.00
Fund	<b>2248 - LIBRARY-LSTA/OTHER STATE GRANTS</b> Totals	\$0.00	\$0.00	\$0.00	\$498.99	\$0.00	\$498.99	(\$498.99)		\$0.00



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Fund	<b>2249 - LIBRARY-BUILDING PROJECT</b>									
Department	<b>49 - LIBRARY-BUILDING</b>									
	EXPENSE									
99910	CAPITAL PROJECT EXPENSE	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
	EXPENSE TOTALS	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0%	\$0.00
	Department <b>49 - LIBRARY-BUILDING</b> Totals	(\$30,000.00)	\$0.00	(\$30,000.00)	\$0.00	\$0.00	\$0.00	(\$30,000.00)	0%	\$0.00
Fund	<b>2249 - LIBRARY-BUILDING PROJECT</b> Totals	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00		\$0.00



# LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 07/31/25

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	<b>2250 - LIBRARY - RRLC FUND</b>									
Department	<b>50 - LIBRARY - RRLC FUND</b>									
	<b>EXPENSE</b>									
54900	OTHER PROFESSIONAL SERVICE	30,000.00	.00	30,000.00	26,750.07	.00	26,750.07	3,249.93	89	.00
94920	OTHER GRANTS	59,000.00	.00	59,000.00	5,977.00	.00	5,977.00	53,023.00	10	33,828.28
	<b>EXPENSE TOTALS</b>	<b>\$89,000.00</b>	<b>\$0.00</b>	<b>\$89,000.00</b>	<b>\$32,727.07</b>	<b>\$0.00</b>	<b>\$32,727.07</b>	<b>\$56,272.93</b>	<b>37%</b>	<b>\$33,828.28</b>
Department	<b>50 - LIBRARY - RRLC FUND Totals</b>	<b>(\$89,000.00)</b>	<b>\$0.00</b>	<b>(\$89,000.00)</b>	<b>(\$32,727.07)</b>	<b>\$0.00</b>	<b>(\$32,727.07)</b>	<b>(\$56,272.93)</b>	<b>37%</b>	<b>(\$33,828.28)</b>
Fund	<b>2250 - LIBRARY - RRLC FUND Totals</b>	<b>\$89,000.00</b>	<b>\$0.00</b>	<b>\$89,000.00</b>	<b>\$32,727.07</b>	<b>\$0.00</b>	<b>\$32,727.07</b>	<b>\$56,272.93</b>		<b>\$33,828.28</b>
	<b>Grand Totals</b>	<b>\$911,732.00</b>	<b>\$0.00</b>	<b>\$911,732.00</b>	<b>\$94,112.95</b>	<b>\$3,689.34</b>	<b>\$245,972.59</b>	<b>\$662,070.07</b>		<b>\$238,225.86</b>



# LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 07/31/25  
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Fund	<b>2241 - LIBRARY-GENERAL ACCOUNT</b>									
Department	<b>41 - LIBRARY - GENERAL</b>									
	<b>EXPENSE</b>									
41100	SALARIES-REGULAR	247,926.00	.00	247,926.00	19,212.10	.00	66,622.49	181,303.51	27	62,527.15
41200	SALARIES-TEMP/PARTTIME	157,455.00	.00	157,455.00	10,514.45	.00	34,121.54	123,333.46	22	28,693.09
45100	HEALTH INSURANCE	55,000.00	.00	55,000.00	.00	.00	12,925.00	42,075.00	24	12,925.00
45600	WORKER'S COMPENSATION	1,850.00	.00	1,850.00	.00	.00	1,776.10	73.90	96	1,762.58
51100	MAINT SERVICES-BUILDING	18,000.00	.00	18,000.00	7,619.81	.00	8,716.23	9,283.77	48	4,818.48
51200	MAINT SERVICES-EQUIPMENT	16,000.00	.00	16,000.00	1,216.65	.00	2,713.11	13,286.89	17	3,854.59
52900	MAINT SERVICES - OTHER	16,800.00	.00	16,800.00	2,550.00	.00	3,750.00	13,050.00	22	2,550.00
53100	ACCOUNTING SERVICE	2,300.00	.00	2,300.00	.00	.00	575.00	1,725.00	25	575.00
54900	OTHER PROFESSIONAL SERVICE	11,000.00	.00	11,000.00	943.40	.00	1,897.30	9,102.70	17	2,030.03
55100	POSTAGE & FREIGHT	2,000.00	.00	2,000.00	71.13	.00	301.11	1,698.89	15	262.50
55200	TELEPHONE/INTERNET	10,225.00	.00	10,225.00	848.15	.00	2,512.31	7,712.69	25	1,653.62
55400	PRINTING	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
56100	DUES	900.00	.00	900.00	49.00	.00	169.00	731.00	19	120.00
56200	TRAVEL & TRAINING EXPENSE	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	124.34
57100	GENERAL UTILITIES	2,000.00	.00	2,000.00	172.15	.00	243.08	1,756.92	12	192.06
58200	GENERAL INSURANCE	40,000.00	.00	40,000.00	446.00	.00	36,190.38	3,809.62	90	35,918.31
59900	OTHER CONTRACTUAL SERVICES	14,000.00	.00	14,000.00	915.94	503.41	915.94	12,580.65	10	539.16
61100	MAINT SUPPLIES-BUILDING	3,000.00	.00	3,000.00	392.90	.00	483.95	2,516.05	16	791.04
65100	OFFICE SUPPLIES	15,000.00	.00	15,000.00	2,254.10	180.71	4,995.21	9,824.08	35	5,069.20
65400	JANITORIAL SUPPLIES	3,000.00	.00	3,000.00	241.88	.00	917.89	2,082.11	31	829.12
66800	BANK EXPENSE	500.00	.00	500.00	42.51	.00	141.05	358.95	28	121.63
67310	BOOKS	37,000.00	.00	37,000.00	10,399.30	1,275.95	12,700.30	23,023.75	38	12,897.76
67320	PERIODICALS	4,000.00	.00	4,000.00	47.00	526.00	95.00	3,379.00	16	557.00
67330	AUDIO/VISUAL	4,000.00	.00	4,000.00	236.17	26.99	614.05	3,358.96	16	235.30
67340	NON-PRINT BOOKS	15,000.00	.00	15,000.00	417.90	82.98	676.84	14,240.18	5	613.87
67410	DONATED FUNDS/EXPENSES	27,000.00	.00	27,000.00	37.35	.00	137.35	26,862.65	1	8,151.35
67420	SUMMER READING EXPENSES	2,000.00	.00	2,000.00	546.68	57.27	1,363.88	578.85	71	546.34
67440	YOUNG ADULT EXPENSES	500.00	.00	500.00	275.97	.00	327.81	172.19	66	.00
82000	BUILDING	20,000.00	.00	20,000.00	.00	.00	4,230.13	15,769.87	21	.00
83000	EQUIPMENT	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	.00
	<b>EXPENSE TOTALS</b>	<b>\$750,456.00</b>	<b>\$0.00</b>	<b>\$750,456.00</b>	<b>\$59,450.54</b>	<b>\$2,653.31</b>	<b>\$200,112.05</b>	<b>\$547,690.64</b>	<b>27%</b>	<b>\$188,358.52</b>
	Department <b>41 - LIBRARY - GENERAL</b> Totals	<b>(\$750,456.00)</b>	<b>\$0.00</b>	<b>(\$750,456.00)</b>	<b>(\$59,450.54)</b>	<b>(\$2,653.31)</b>	<b>(\$200,112.05)</b>	<b>(\$547,690.64)</b>	<b>27%</b>	<b>(\$188,358.52)</b>
	Fund <b>2241 - LIBRARY-GENERAL ACCOUNT</b> Totals	<b>\$750,456.00</b>	<b>\$0.00</b>	<b>\$750,456.00</b>	<b>\$59,450.54</b>	<b>\$2,653.31</b>	<b>\$200,112.05</b>	<b>\$547,690.64</b>		<b>\$188,358.52</b>



# LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 07/31/25  
Exclude Rollup Account

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Fund	<b>2243 - LIBRARY-PER CAPITA GRANT ACCOUNT</b>									
Department	<b>43 - LIBRARY - PER CAPITA</b>									
	EXPENSE									
94900	MISCELLANEOUS CHARGES	21,776.00	.00	21,776.00	689.39	850.00	5,088.03	15,837.97	27	8,079.20
	EXPENSE TOTALS	\$21,776.00	\$0.00	\$21,776.00	\$689.39	\$850.00	\$5,088.03	\$15,837.97	27%	\$8,079.20
	Department 43 - LIBRARY - PER CAPITA Totals	(\$21,776.00)	\$0.00	(\$21,776.00)	(\$689.39)	(\$850.00)	(\$5,088.03)	(\$15,837.97)	27%	(\$8,079.20)
Fund	<b>2243 - LIBRARY-PER CAPITA GRANT ACCOUNT Totals</b>	\$21,776.00	\$0.00	\$21,776.00	\$689.39	\$850.00	\$5,088.03	\$15,837.97		\$8,079.20



# LIBRARY FUNDS EXPENSE PERFORMANCE

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Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	<b>2247 - LIBRARY-GRAY TRUST ACCOUNT</b>									
Department	<b>47 - LIBRARY - GRAY TRUST</b>									
	<b>EXPENSE</b>									
66800	BANK EXPENSE	500.00	.00	500.00	.00	.00	103.34	396.66	21	135.01
94900	MISCELLANEOUS CHARGES	20,000.00	.00	20,000.00	746.96	186.03	7,443.11	12,370.86	38	7,824.85
	<b>EXPENSE TOTALS</b>	<b>\$20,500.00</b>	<b>\$0.00</b>	<b>\$20,500.00</b>	<b>\$746.96</b>	<b>\$186.03</b>	<b>\$7,546.45</b>	<b>\$12,767.52</b>	<b>38%</b>	<b>\$7,959.86</b>
	Department <b>47 - LIBRARY - GRAY TRUST</b> Totals	<b>(\$20,500.00)</b>	<b>\$0.00</b>	<b>(\$20,500.00)</b>	<b>(\$746.96)</b>	<b>(\$186.03)</b>	<b>(\$7,546.45)</b>	<b>(\$12,767.52)</b>	<b>38%</b>	<b>(\$7,959.86)</b>
Fund	<b>2247 - LIBRARY-GRAY TRUST ACCOUNT</b> Totals	<b>\$20,500.00</b>	<b>\$0.00</b>	<b>\$20,500.00</b>	<b>\$746.96</b>	<b>\$186.03</b>	<b>\$7,546.45</b>	<b>\$12,767.52</b>		<b>\$7,959.86</b>



# LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 07/31/25  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	<b>2248 - LIBRARY-LSTA/OTHER STATE GRANTS</b>									
Department	<b>48 - LIBRARY - LSTA</b>									
	EXPENSE									
83000	EQUIPMENT	.00	.00	.00	498.99	.00	498.99	(498.99)	+++	.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$498.99	\$0.00	\$498.99	(\$498.99)	+++	\$0.00
	Department <b>48 - LIBRARY - LSTA</b> Totals	\$0.00	\$0.00	\$0.00	(\$498.99)	\$0.00	(\$498.99)	\$498.99	+++	\$0.00
Fund	<b>2248 - LIBRARY-LSTA/OTHER STATE GRANTS</b> Totals	\$0.00	\$0.00	\$0.00	\$498.99	\$0.00	\$498.99	(\$498.99)		\$0.00



# LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 07/31/25

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	<b>2249 - LIBRARY-BUILDING PROJECT</b>									
Department	<b>49 - LIBRARY-BUILDING</b>									
	EXPENSE									
99910	CAPITAL PROJECT EXPENSE	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
	EXPENSE TOTALS	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0%	\$0.00
	Department <b>49 - LIBRARY-BUILDING</b> Totals	(\$30,000.00)	\$0.00	(\$30,000.00)	\$0.00	\$0.00	\$0.00	(\$30,000.00)	0%	\$0.00
Fund	<b>2249 - LIBRARY-BUILDING PROJECT</b> Totals	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00		\$0.00



# LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 07/31/25

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	<b>2250 - LIBRARY - RRLC FUND</b>									
Department	<b>50 - LIBRARY - RRLC FUND</b>									
	<b>EXPENSE</b>									
54900	OTHER PROFESSIONAL SERVICE	30,000.00	.00	30,000.00	26,750.07	.00	26,750.07	3,249.93	89	.00
94920	OTHER GRANTS	59,000.00	.00	59,000.00	5,977.00	.00	5,977.00	53,023.00	10	33,828.28
	<b>EXPENSE TOTALS</b>	<b>\$89,000.00</b>	<b>\$0.00</b>	<b>\$89,000.00</b>	<b>\$32,727.07</b>	<b>\$0.00</b>	<b>\$32,727.07</b>	<b>\$56,272.93</b>	<b>37%</b>	<b>\$33,828.28</b>
Department	<b>50 - LIBRARY - RRLC FUND Totals</b>	<b>(\$89,000.00)</b>	<b>\$0.00</b>	<b>(\$89,000.00)</b>	<b>(\$32,727.07)</b>	<b>\$0.00</b>	<b>(\$32,727.07)</b>	<b>(\$56,272.93)</b>	<b>37%</b>	<b>(\$33,828.28)</b>
Fund	<b>2250 - LIBRARY - RRLC FUND Totals</b>	<b>\$89,000.00</b>	<b>\$0.00</b>	<b>\$89,000.00</b>	<b>\$32,727.07</b>	<b>\$0.00</b>	<b>\$32,727.07</b>	<b>\$56,272.93</b>		<b>\$33,828.28</b>
	<b>Grand Totals</b>	<b>\$911,732.00</b>	<b>\$0.00</b>	<b>\$911,732.00</b>	<b>\$94,112.95</b>	<b>\$3,689.34</b>	<b>\$245,972.59</b>	<b>\$662,070.07</b>		<b>\$238,225.86</b>



# LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 07/31/25  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	<b>2241 - LIBRARY-GENERAL ACCOUNT</b>									
Department	<b>00 - REVENUE</b>									
	REVENUE									
31110	CORPORATE TAXES	461,618.00	.00	461,618.00	32,209.30	.00	259,480.64	202,137.36	56	237,418.70
31120	FIRE PROTECTION/LIBRARY BLDG	41,965.00	.00	41,965.00	2,940.08	.00	23,685.48	18,279.52	56	21,624.93
31180	TORT & LIABILITY TAX	44,135.00	.00	44,135.00	3,528.07	.00	28,422.42	15,712.58	64	26,983.01
34200	STATE REPLACEMENT TAX	120,450.00	.00	120,450.00	19,225.75	.00	45,894.13	74,555.87	38	59,630.15
35300	LIBRARY FINES	900.00	.00	900.00	5.20	.00	149.56	750.44	17	359.83
36710	LIBRARY CARDS	8,000.00	.00	8,000.00	340.00	.00	2,410.00	5,590.00	30	2,980.00
36720	COPY SERVICE	6,000.00	.00	6,000.00	916.00	.00	2,354.16	3,645.84	39	2,050.18
36730	PASSPORTS	3,000.00	.00	3,000.00	35.00	.00	560.00	2,440.00	19	455.00
38110	SV, VR & MM INTEREST	15,000.00	.00	15,000.00	.00	.00	3,386.79	11,613.21	23	6,288.64
38300	DONATIONS	30,000.00	.00	30,000.00	29,000.00	.00	29,100.00	900.00	97	28,825.00
38700	REIMBURSEMENTS	500.00	.00	500.00	.00	.00	.00	500.00	0	419.40
39200	SALE OF PROPERTY	2,500.00	.00	2,500.00	217.00	.00	449.00	2,051.00	18	400.00
	<b>REVENUE TOTALS</b>	<b>\$734,068.00</b>	<b>\$0.00</b>	<b>\$734,068.00</b>	<b>\$88,416.40</b>	<b>\$0.00</b>	<b>\$395,892.18</b>	<b>\$338,175.82</b>	<b>54%</b>	<b>\$387,434.84</b>
	Department <b>00 - REVENUE</b> Totals	<b>\$734,068.00</b>	<b>\$0.00</b>	<b>\$734,068.00</b>	<b>\$88,416.40</b>	<b>\$0.00</b>	<b>\$395,892.18</b>	<b>\$338,175.82</b>	<b>54%</b>	<b>\$387,434.84</b>
Fund	<b>2241 - LIBRARY-GENERAL ACCOUNT</b> Totals	<b>\$734,068.00</b>	<b>\$0.00</b>	<b>\$734,068.00</b>	<b>\$88,416.40</b>	<b>\$0.00</b>	<b>\$395,892.18</b>	<b>\$338,175.82</b>		<b>\$387,434.84</b>



# LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 07/31/25  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	<b>2243 - LIBRARY-PER CAPITA GRANT ACCOUNT</b>									
Department	<b>00 - REVENUE</b>									
	REVENUE									
34400	STATE GRANTS	21,776.00	.00	21,776.00	.00	.00	.00	21,776.00	0	21,924.54
	<b>REVENUE TOTALS</b>	<b>\$21,776.00</b>	<b>\$0.00</b>	<b>\$21,776.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21,776.00</b>	<b>0%</b>	<b>\$21,924.54</b>
Department	<b>00 - REVENUE</b> Totals	<b>\$21,776.00</b>	<b>\$0.00</b>	<b>\$21,776.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21,776.00</b>	<b>0%</b>	<b>\$21,924.54</b>
Fund	<b>2243 - LIBRARY-PER CAPITA GRANT ACCOUNT</b> Totals	<b>\$21,776.00</b>	<b>\$0.00</b>	<b>\$21,776.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21,776.00</b>		<b>\$21,924.54</b>



# LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 07/31/25  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund <b>2247 - LIBRARY-GRAY TRUST ACCOUNT</b>										
Department <b>00 - REVENUE</b>										
REVENUE										
38110	SV, VR & MM INTEREST	4,500.00	.00	4,500.00	.00	.00	836.01	3,663.99	19	1,797.40
38120	INVESTMENT INTEREST	8,000.00	.00	8,000.00	.00	.00	3,601.43	4,398.57	45	2,787.60
38140	REALIZED GAIN/LOSS ON INV	700.00	.00	700.00	.00	.00	6.10	693.90	1	.00
38190	UNREALIZED GAIN/LOSS ON INV	.00	.00	.00	.00	.00	(40.19)	40.19	+++	4,072.61
<b>REVENUE TOTALS</b>		<b>\$13,200.00</b>	<b>\$0.00</b>	<b>\$13,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,403.35</b>	<b>\$8,796.65</b>	<b>33%</b>	<b>\$8,657.61</b>
Department <b>00 - REVENUE</b> Totals		<b>\$13,200.00</b>	<b>\$0.00</b>	<b>\$13,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,403.35</b>	<b>\$8,796.65</b>	<b>33%</b>	<b>\$8,657.61</b>
Fund <b>2247 - LIBRARY-GRAY TRUST ACCOUNT</b> Totals		<b>\$13,200.00</b>	<b>\$0.00</b>	<b>\$13,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,403.35</b>	<b>\$8,796.65</b>		<b>\$8,657.61</b>



# LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 07/31/25  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	<b>2249 - LIBRARY-BUILDING PROJECT</b>									
Department	<b>00 - REVENUE</b>									
	REVENUE									
39900	INTERFUND OPERATING TRANSFERS	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
	REVENUE TOTALS	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0%	\$0.00
	Department <b>00 - REVENUE</b> Totals	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0%	\$0.00
Fund	<b>2249 - LIBRARY-BUILDING PROJECT</b> Totals	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00		\$0.00



# LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 07/31/25

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund <b>2250 - LIBRARY - RRLC FUND</b>										
Department <b>00 - REVENUE</b>										
REVENUE										
34400	STATE GRANTS	71,504.00	.00	71,504.00	.00	.00	.00	71,504.00	0	.00
38110	SV, VR & MM INTEREST	.00	.00	.00	.00	.00	278.39	(278.39)	+++	7.33
38700	REIMBURSEMENTS	18,000.00	.00	18,000.00	17,876.00	.00	17,876.00	124.00	99	.00
<b>REVENUE TOTALS</b>		<b>\$89,504.00</b>	<b>\$0.00</b>	<b>\$89,504.00</b>	<b>\$17,876.00</b>	<b>\$0.00</b>	<b>\$18,154.39</b>	<b>\$71,349.61</b>	<b>20%</b>	<b>\$7.33</b>
Department <b>00 - REVENUE</b> Totals		<b>\$89,504.00</b>	<b>\$0.00</b>	<b>\$89,504.00</b>	<b>\$17,876.00</b>	<b>\$0.00</b>	<b>\$18,154.39</b>	<b>\$71,349.61</b>	<b>20%</b>	<b>\$7.33</b>
Fund <b>2250 - LIBRARY - RRLC FUND</b> Totals		<b>\$89,504.00</b>	<b>\$0.00</b>	<b>\$89,504.00</b>	<b>\$17,876.00</b>	<b>\$0.00</b>	<b>\$18,154.39</b>	<b>\$71,349.61</b>		<b>\$7.33</b>
Grand Totals		<b>\$888,548.00</b>	<b>\$0.00</b>	<b>\$888,548.00</b>	<b>\$106,292.40</b>	<b>\$0.00</b>	<b>\$418,449.92</b>	<b>\$470,098.08</b>		<b>\$418,024.32</b>

**STERLING PUBLIC LIBRARY**  
**REPORT OF CASH & INVESTMENTS**  
**June 30, 2025**

	General Operating 2241	Per Capita 2243	Gray Trust 2247	LSTA Grant 2248	Building Project 2249	RRLC 2250	Total
Cash	1,540,991.27	311.40	86,127.28	4,340.30	-	90,695.05	1,722,465.30
Investments	0.35		278,534.04				278,534.39
Current Receivables	26,668.38	-	3,847.00	-			30,515.38
Current Payables	(11,557.90)	-	-	-	-	-	(11,557.90)
<b>Cash Available Balance</b>	<b>1,556,102.10</b>	<b>311.40</b>	<b>368,508.32</b>	<b>4,340.30</b>	<b>-</b>	<b>90,695.05</b>	<b>2,019,957.17</b>
05/01/25 Beg Balance	1,389,287.83	4,710.04	370,904.46	4,340.30	-	90,416.66	1,859,659.29
Revenue - May	30,388.41	-	2,899.86	-	-	142.22	33,430.49
Expense - May	(99,764.25)	-	(30.06)	-	-	-	(99,794.31)
05/31/25 Cash Avail Bal	1,319,911.99	4,710.04	373,774.26	4,340.30	-	90,558.88	1,793,295.47
Adjs to Beg Bal		-	-	-	-	-	-
Revenue - June	277,087.37	-	1,503.49	-	-	136.17	278,727.03
Expense - June	(40,897.26)	(4,398.64)	(6,769.43)	-	-	-	(52,065.33)
06/30/25 Cash Avail Bal	1,556,102.10	311.40	368,508.32	4,340.30	-	90,695.05	2,019,957.17

## Director's Report July 2025

Summer has come to a close, and the library was buzzing with activity!

Ben, Beth, and Abbigail did an outstanding job running the Summer Reading Program, offering a wide variety of engaging events for the community. The children met the ambitious reading goal of 4,500 books, earning the chance to pie Abbigail as a fun reward. Interestingly, only a few took advantage of it—many adore her so much they felt bad doing it! Abbigail has already announced that she'll be raising the reading goal for next year. The theme will be **“Down on the Farm.”** If you have any creative ideas for programs—whether for kids, teens, or adults—please share them with Ben, Beth, or Abbigail. They'd love to hear from you!

This month, two of our valued team members resigned due to family commitments and returning to school. We're grateful for their contributions and wish them all the best in their next chapters. Following the job posting, we received a strong response with many applications. We're excited to welcome two new team members who have already begun their training and are eager to learn all about the library and our community.

Traditionally, July has been a dry month—but not this year! According to WQAD, Sterling received an impressive 9.87 inches of rain in July. The Children's Department can certainly confirm part of that, as water made its way inside, reaching all the way to the archway. I managed to extract 12 gallons from the carpet. Thankfully, there was no damage to materials or furniture.

On a brighter note, I hope many of you had the chance to watch or the recorded version of Abbigail's book talk. Despite some technical hiccups on WQAD's end, Abbigail did a fantastic job highlighting popular titles in Sterling. Well done, Abbigail!

Facilities Update:

On July 30, Tom Houck, Willet Hoffman, and Dan Ristau from NJ Mechanical met in my office to assess the sprinkler/plumbing issue. Dan recommended installing a new 1" check valve upstream of the RPZ device in the fire suppression system to address intermittent pressure loss. The total cost for the repair is \$1,482.88.

Book Cart Van Progress:

I also spent time this month gathering quotes for the new book cart van. The Bookmobile Committee reviewed the options, reached a consensus, and submitted their recommendation to the board for approval.

## Sterling Public Library Circulation Statistics By Collection to July 2025

<b>Adult Collection</b>	<b>Month Total</b>	<b>FYTD 2026</b>	<b>FYTD 2025</b>
Books on CD	57	206	171
Fiction	868	2,400	2,460
Internet	398	1,094	1,022
Large Type	707	2,010	1,712
Microfilm/Equipment	3	21	24
Non-Fiction	331	1,051	796
Interlibrary Loan	120	317	199
Intralibrary Loan-Schools	0	14	6
Intra-Library Loan-Public	318	938	714
Find More Illinois	59	208	130
Paperback Exchange	16	80	162
Periodicals	76	216	227
Reference	1	1	1
History Room	21	148	91
Spanish	46	154	45
DVD's	344	907	683
E-Books/Audio/Stream	1,388	4,051	3,705
Graphic Novels	214	479	394
Puzzles	36	123	114
Kits/Media	0	0	0
<b>Adult Totals</b>	<b>5,003</b>	<b>14,418</b>	<b>12,656</b>

<b>YA Collection</b>	<b>Month Total</b>	<b>FYTD 2026</b>	<b>FYTD 2025</b>
Fiction	222	616	621
Non-Fiction	8	18	16
<b>YA Totals</b>	<b>230</b>	<b>634</b>	<b>637</b>

<b>Juvenile Collection</b>	<b>Month Total</b>	<b>FYTD 2026</b>	<b>FYTD 2025</b>
Books On CD	31	106	82
Compact Discs	1	17	35
Nintendo Switch	18	37	36
Fiction	1,237	3,317	2,535
Non-Fiction	636	1,619	1,484
Picture Books	1,863	4,855	3,963
Spanish	20	58	42
DVDs	114	312	221
GoGo Gadgets*	28	78	59
<b>Juvenile Totals</b>	<b>3,948</b>	<b>10,399</b>	<b>8,457</b>

<b>Grand Totals</b>	<b>9,181</b>	<b>25,451</b>	<b>21,750</b>
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Sterling Public Library Circulation Statistics 2025-2026													
	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	YTD
<b>Total Adult/YA materials 2025-2026</b>	<b>4,772</b>	<b>5,047</b>	<b>5,233</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,052</b>
Total Adult/YA materials 2024-2025	4,209	4,519	4,565	4,446	4,172	5,381	4,188	4,099	4,613	4,441	4,389	4,570	53,592
<b>Total Children's Materials 2025-2026</b>	<b>2,530</b>	<b>3,921</b>	<b>3,948</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,399</b>
Total Children's Materials 2024-2025	2,047	3,274	3,136	2,598	2,382	3,078	2,881	2,140	2,569	2,251	2,498	2,878	31,732
Internet Usage	328	368	398										1094
Materials borrowed by Rock Falls patrons	400	480	473										1353
Materials borrowed by Dixon Patrons	63	88	74										225
Materials borrowed by Milledgeville Patrons	53	87	62										202
Materials borrowed by Reciprocal patrons	14	9	21										44
Interlibrary Loan													
Received	112	565	497										1174
Sent	11	113	126										250
Conference room use													
Adult	405	499	280										1184
Young Adult	6	5	16										27
Juvenile	13	194	180										387
Juvenile Dept. Study Room	68	83	112										263
Book Subscription Boxes	40	39	41										120
Picture book bundles (Bookworm Bags)	17	25	29										71
Passive programs (Crafts, scavenger hunts)	111	0											111
Class Visits													
Adults	5	0											5
Children	27	0											27
Outreach													
Adults		29											29
Young Adult (Grades 6th-12th)													0
Children	540	195											735
Farmers market/YMCA	137	403											540
Taste of Fiesta													0

Seasonal Sights													0
Summer reading Programs													
Adults		138											138
Young Adult													0
Children		167											167
Library Programs/Storytimes/Lego													
Adults	95	111											206
Young Adult (Grades 6th-12th)	6	5											11
Children	28	10											38
Virtual Storytimes/Programs													
Facebook-1-Minute Views	238	212	198										648
YouTube Views	1224	316	547										2087
TikTok Views	7493	6579	3519										17591
Homepage Distinct Users	1427	894	1342										3663
Homepage Page Views	1615	1669	2530										5814
Newsbank	97	35	10										142
Wireless Access Points	537	497	488										1522
Princh mobile print jobs	170	151	235										556
Hoopla (circ)	347	316	351										1014
Hoopla (users)	126	129	126										381
Mango (usage)	9	19	17										45
Mango (sessions)	15	17	22										54
MyLibro (new patrons)	23	15	28										66
MyLibro (usage)	7378	7060	8140										22578
Locker usage	84	99	123										306
Door Count	4468	5471	5582										15521
BrainFuse (usage)	0	0	29										29
Chicago Tribune (Views)	103	16	48										167
Chicago Tribune (Users)	5	1	3										9



## **Agenda Item Background**

**Item:** Discussion and approval of book mobile

Bookmobile committee recommends the Board request the City Council to waive the bid process, sign the agreement on behalf of the library to purchase a 2026 Ford Transit to be built as Book cart hauler at a cost not to exceed \$250,000 from TechOPS Speciality Vehicles. (TOSV)

**Meeting Date:** August 5, 2025

**Public Content:**

**Recommended Action:**

**Attachments:**

1. Matthews Bid Package
2. TOSV Bid Package-small



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**Request for Proposal (RFP) for a  
Bookmobile/Book Cart Hauler  
July 25, 2025, 3:00 pm CST**

**Prepared By: Caitlyn Braunns  
Account Executive  
211 American Ave  
Greensboro, NC 27409  
cbraunns@msvehicles.com  
336.297.9600 x 608**

# OUR STORY

***“Any Job Big or Small, Do it Right, or Not at All!”*** -Robert E. Matthews

Matthews Specialty Vehicles comes from a legacy of greatness! Founded by Robert E. and Justine Matthews, Matthews Buses, Inc. began over 50 years ago as a qualified distributor for the Thomas Built Bus family in upstate New York. Robert built the Matthews brand through the demonstrated durability, reliability and safety that went into every Thomas Built Bus. He would even personally fly customers to the factory so that they could see for themselves the Thomas Built Bus difference. Robert’s tenacity, strong character and good-natured way built the foundation of this great company!



Above: Robert & Justine Matthews

In partnership with Thomas Built Buses, Matthews delved into the custom conversion business in 1992. Matthews quickly grew a fine reputation for top quality craftsmanship and reliability –so much so– Matthews became the exclusive manufacturer of custom specialty vehicles for Thomas Built Buses! After almost a decade of exclusive partnership, Matthews expanded by beginning to offer conversions on additional chassis platforms such as Freightliner, Ford, Mercedes Benz and many more.

Today, Brad Matthews, son of our founders Robert E. and Justine Matthews, is the owner and President. Under his direction and with our awesome team we have become a global premier specialty vehicle manufacturer. We are proudly headquartered in Greensboro, NC! The Matthews campus houses a cohesive team to design, engineer, manufacture, and provide parts as well as product support for the life of the vehicle.

From the far reaches of the world, and across the US our vehicles can be found serving private sector organizations, municipalities, governments, and military organizations. This is just the beginning. We invite you to become a part of the Matthews story!



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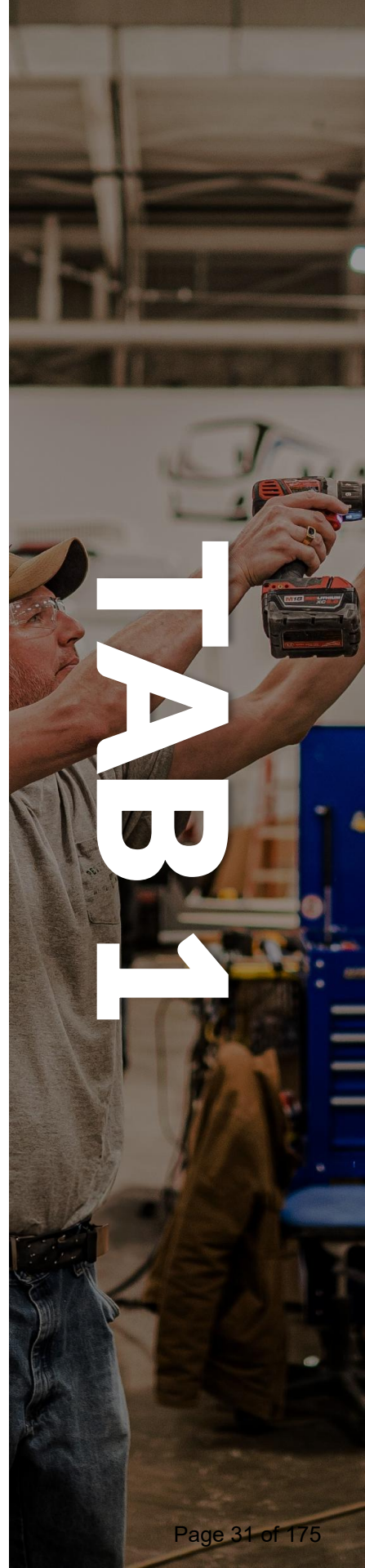
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# LETTER OF COMPLIANCE

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July 22, 2025

Sterling Public Library  
Attn: Jennifer Slaney  
102 W. 3<sup>rd</sup> Street  
Sterling, IL 61081  
E: [Jennifer.slaney@sterlingpubliclibrary.org](mailto:Jennifer.slaney@sterlingpubliclibrary.org)

Re: Request for Proposal for a Bookmobile/Book Cart Hauler

Dear Ms. Slaney,

Thank you for allowing Matthews Specialty Vehicles the opportunity to provide a proposal for the manufacture and delivery of the Sterling Public Library's new Bookmobile. Since 1992 Matthews has been the go-to builder of premier specialty vehicles. Our vehicles can be found serving private sector organizations, municipalities, governments, and military organizations across the United States and around the world! We would enjoy the opportunity to add you to the list of our satisfied customers.

As an industry leader in the custom construction of commercial vehicles, Matthews has developed best-practice construction methodologies. Matthews Specialty Vehicles has carefully reviewed your request for a proposal. We have made a good-faith effort to provide a bid response to meet your requested specifications. Matthews Specialty Vehicles is offering our MSV Series 500 Bookmobile.

- As you review the vendor-provided specifications and conceptual layouts, you will notice deviations from the requested specifications. These deviations are intentional. The vendor-provided specifications/inclusions, layouts, and terms of sale supersede the RFP specifications.
- This vehicle is currently estimated with a completion timeline of 480+ days after receipt of the signed order and down payment. This timeline accounts for current trends in the custom construction of purpose-built commercial vehicles.

After you review our detailed proposal package, please let me know if you have any questions or concerns. I can be reached by email at [cbraunns@msvehicles.com](mailto:cbraunns@msvehicles.com) or by phone at 877-905-4678 ext. 608.

Matthews Specialty Vehicles looks forward to receiving notice of Sterling Public Library's preferred and awarded vendor for this project.

Best regards,

A handwritten signature in black ink that reads "Caitlyn Braunns". The signature is written in a cursive, flowing style.

Caitlyn Braunns  
Account Executive  
Matthews Specialty Vehicles

# MSV PRICING PROPOSAL & SPECIFICATIONS

---



TAB 2





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**PROPOSAL ACCEPTANCE**  
STERLING PUBLIC LIBRARY  
ATTN: JENNIFER SLANEY  
102 W. 3RD ST.  
STERLING, IL 61081  
EMAIL: JENNIFER.SLANEY@STERLINGPUBLICLIBRARY.ORG

**BOOKMOBILE**

✓ **ONE (1) MSV SERIES 500 FORD TRANSIT BOOKMOBILE.....\$205,495.00**

**OPTIONAL ITEMS: (please indicate optional items with an "x")**

- Audio Package.....\$3,350.00
- Double sided bookcart.....\$2,475.00 each
- Graphics, Full Wrap Package.....\$7,775.00
- Removable Workstation.....\$795.00

**\$205,495.00 + OPTIONAL ITEMS = \$ \_\_\_\_\_**

**TERMS AND CONDITIONS:**

1. Delivery to Sterling, IL and bumper-to-bumper training included.
2. Our detailed proposal does not include taxes, tags, or fees
3. This proposal is valid for 60-days
4. Payment terms are 50% down and balance due upon completion.
5. Vehicle is currently estimated with a completion timeline of 480+ days from acknowledgement of order.
6. Acknowledgement and Acceptance of attached Terms of Sale

**CUSTOMER**

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**MATTHEWS SPECIALTY VEHICLES**

Name: Caitlyn Braunns  
Signature: *Caitlyn Braunns*  
Title: Account Executive  
Date: July 24, 2025



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#### TERMS OF SALE

Matthews Specialty Vehicles, Inc. is referred to herein as "Seller". The purchaser of the goods, property, parts, or equipment (the "Equipment") is referred to herein as "Buyer".

- 1. ACCEPTANCE.** This order for the Equipment shall not be binding on the Seller unless it is accepted in writing by the Seller's acknowledgment reflecting such acceptance. When so accepted, it shall be binding in accordance with these Terms of Sale. No modification shall be permitted unless agreed to in writing by the parties.
- 2. PRICES.** Except for special promotional sales, or unless otherwise agreed: (i) all prices shall be F.O.B. the producing plant of the Seller; (ii) all sales are subject to the terms agreed upon and denoted in the acceptance/confirmation and the pricing policy in effect on the date that the order for the Equipment is accepted; and (iii) all invoices including, but not limited, to progress payment (if required by payment terms) and final payment invoices not paid by the due date listed thereon shall be subject to a service charge of 2% per month or such amount as may be the maximum rate permitted by applicable law.
- 3. CHANGE ORDERS.** Seller shall not be obligated to implement any changes or variations in the scope of work described in the purchase order for the Equipment unless Buyer and Seller agree in writing to the details of the change and any resulting price, schedules, or other contractual modifications. This includes any changes or variations necessitated by a change in applicable law occurring after the effective date of the purchase order for the Equipment.
- 4. SURCHARGES.** Buyer acknowledges the economic uncertainty relating to supply chains, energy resources, and fuel and freight costs existing at the time of the execution of this agreement. As such, Buyer acknowledges and understands that, from time to time, suppliers and/or manufacturers that supply products or equipment to Seller may apply certain surcharges and/or additional costs on orders. In the event that Seller's suppliers apply such surcharges and/or additional costs, Seller may, in its sole and absolute discretion, pass such surcharges and/or additional costs through to Buyer at the equivalent amount or rate as such surcharges and/or additional costs are charged to Seller.
- 5. DEFINITION OF TERMS.** The current price of Equipment, including but not limited, to base price, authorized change orders, and modifications at the time of invoice issue is referred to as "Total Price". The transfer of Equipment from Seller, or Seller's agent to Buyer, or Buyer's agent, regardless of location of transfer, and without regard to any formalized acceptance procedures on the part of the Buyer is referred to as "Delivery". The body, chassis, or any combination thereof that constitutes Equipment construction platform is referred to as "Shell". The transfer of funds from Buyer to Seller within seven (7) working days of issuance of invoice from Seller to Buyer is referred to as "due upon issuance" or "due upon receipt".

20%-30%-BOD: (i) 20% of total price of Equipment due upon issuance of Purchase Order or signature of Proposal-Acceptance, (ii) 30% of total price of Equipment due upon receipt of Equipment Shell at Seller's location of Equipment production, and (iii) balance due on Delivery

50% - BOD: (i) 50% of total cost due upon issuance of Purchase Order or signature of Proposal-Acceptance, and (ii) balance due on Delivery Shell - BOD: (i) total price of Equipment Shell due upon receipt of Equipment Shell at Seller's location and (ii) balance due on Delivery

Net 30: Total price of Equipment due within 30 calendar days of Delivery of Equipment to Buyer by Seller

.5% Net 10: Total price of Equipment minus .5% of Total price of Equipment due within 10 calendar days of Delivery of Equipment to Buyer by Seller

BOD: Total price of Equipment due upon Delivery of Equipment to Buyer by Seller

Pre-Pay: Total price of Equipment due upon issuance of Purchase Order or signature of Proposal-Acceptance.

\*\*\*Other: If Other Terms are selected, they must have prior approval by MSV Finance Department and Management.

- 6. DELIVERY.** Any delivery date shown or provided in oral or written form by the Seller, is furnished only for the convenience of the Buyer, is estimated, and is not a date by which the Seller has agreed to ship or deliver the Equipment. Delivery of the Equipment is contingent upon the Buyer having satisfied all outstanding obligations due by the Buyer to the Seller. Delivery of the Equipment shall be in accordance with the Buyer's instructions. The risk of loss for the Equipment shall pass to the Buyer upon delivery of the Equipment to the Buyer or its agent.
- 7. FORCE MAJEURE.** Seller shall have no liability for any non-performance or delay in performance of its obligations due to events beyond its reasonable control, including, without limitation, fire, storm, flood, earthquake, explosion, accident, acts of public enemy, wars, riots and public disorder, sabotage, strikes, lockouts, labor disputes, labor shortages, work slowdown, stoppages or delays, shortages or failure or delays of energy, materials, supplies, or equipment, transportation, embargoes or delays, acts of God, and breakdown of machinery or equipment.
- 8. SECURITY AGREEMENT.** The Buyer hereby grants to the Seller a security interest in the Equipment, to secure the Seller for the payment of all amounts now or hereafter due to the Seller by the Buyer. Buyer, by placing its order for the Equipment, has agreed to pay for such Equipment in



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accordance with the terms applicable thereto and as referenced herein. A security interest in the Equipment, including but not limited to, the Equipment or Equipment MSO (title) shall remain with the Seller until Buyer has satisfied all outstanding obligations due by the Buyer to the Seller, unless otherwise agreed in writing. Failure of the Buyer to make any aforementioned payment or interim payments to the Seller as agreed shall constitute default under these Terms of Sale. Upon default, the remedies of the Seller shall be those applicable to a Seller under the North Carolina Uniform Commercial Code.

**9. SUBCONTRACTORS.** Seller shall have the right, in its sole and absolute discretion, to subcontract for the performance of all or any portion of Seller's obligations, provided, however, that Seller shall remain responsible for the performance of the purchase order.

**10. RETURN.** The Equipment shall not be returned to the Seller without its prior written approval. Buyer shall be responsible for all transportation costs in connection with a return of the Equipment to Seller.

**11. SEVERABILITY; WAIVER.** The terms and provisions set forth in these Terms of Sale are severable and the invalidity of any one provision or term shall not affect the enforceability of the remaining provisions or terms. Failure or delay of the Seller in exercising any right, power, or privilege shall not operate as a waiver of any such right, power or privilege.

**12. GOVERNING LAW; VENUE.** The parties acknowledge and agree that the laws of the State of North Carolina shall govern their rights and duties in whole with respect to these Terms of Sale. As such, this agreement shall be governed by, construed and enforced in accordance with the laws of the State of North Carolina. It is agreed that any suit to enforce any term of this agreement shall be solely and exclusively heard in the courts of the State of North Carolina located in Guilford County, North Carolina, and the parties hereto expressly consent to the personal jurisdiction and venue of such North Carolina state courts sitting in Guilford County, North Carolina for such actions. Each party hereby waives any defense with respect to such jurisdiction of any type or nature. The parties acknowledge and agree that, if a matter in controversy related to this agreement regards a topic for which the courts of the State of North Carolina lack subject matter jurisdiction, such dispute shall be solely and exclusively heard in the federal courts of the United States of America located in Guilford County, North Carolina.

**13. LIMITATION OF LIABILITY.** In no event shall Seller be liable for and Buyer hereby expressly waives, releases, and discharges Seller from any and all consequential, indirect, incidental, special, exemplary, or punitive damages, lost profits or revenues or diminution in value, including without limitation, remanufacturing costs and rework costs, de-installation or reinstallation costs, whether or not the possibility of such damages has been disclosed in advance or could have reasonably been foreseen, regardless of the legal or equitable theory (tort, contract, or otherwise) upon which the claim is based, and whatever the forum, whether arising out of or in connection with the manufacture, delivery, use, performance, misuse or non-use of its goods or services or any other cause whatsoever. In no event shall Seller's aggregate liability arising out of or related to this purchase of Equipment, whether arising out of or related to breach of contract, tort (including negligence) or otherwise, exceed the total of the amounts paid to Seller for the Equipment hereunder.

**14. INDEMNIFICATION.** Buyer hereby covenants to indemnify, defend, and hold harmless Seller, including its directors, officers, employees, agents, subsidiaries, and affiliates (collectively, the "Indemnified Parties"), of, from, and against any and all liability, loss, damage, expense, claims, suits, costs of defense, including reasonable attorney fees which any one or more of the Indemnified Parties may sustain or incur at anytime for or by reason of (i) any injury or death of any person or persons or damage to any property, arising out of the use of the Equipment and/or any condition or defect of the Equipment, including, but not limited to, claimed improper design or manufacturing defect or other defect of the Equipment and (ii) any product liability arising from the preparation or manufacture of the Equipment according to Buyer's specifications or instructions, or from Buyer's unauthorized or improper use of the Equipment or part thereof, or from any changes or alterations to the Equipment or part thereof made by persons other than Seller, or from the use of the Equipment in combination with products not furnished by Seller. Notwithstanding the foregoing, Seller understands and acknowledges that Buyer may be a state or governmental agency or organization, and as such, Buyer's indemnification obligation hereunder may be limited by statute pertaining to state or governmental agencies or organizations where Buyer is located.

**15. DISCLAIMER OF WARRANTIES; WARRANTIES FROM UNDERLYING MANUFACTURERS.** Seller makes no warranty whatsoever with respect to the Equipment, including without limitation any (a) warranty of merchantability (b) warranty of fitness for a particular purposes, or (c) warranty against infringement of intellectual property rights of a third party, whether express or implied by law, course of dealing, course of performance, usage of trade or otherwise. No warranty of any kind is provided by Seller on any products not manufactured by or directly for Seller. The manufacturers and/or suppliers of such non-Seller products may provide their own warranties and such warranties, if any, shall be Buyer's sole remedy with respect to such products. Seller shall pass along to Buyer the specific warranties offered by such manufacturers, if any.

**16. NON-CANCELLABLE.** Buyer understands and acknowledges that the Equipment contemplated by any such purchase order is custom manufactured by Seller for Buyer. To that end, all orders for Equipment are special orders, and as such, all orders for Equipment are non-cancellable by Buyer. For the purposes of clarity and removal of doubt, the agreement between Buyer and Seller concerning the Equipment may not be revoked or cancelled by Buyer.

**17. TERMINATION BY SELLER.** Seller, in its sole and absolute discretion, may unilaterally cancel any order if (i) Buyer fails to timely make any deposit for the Equipment stated as required within the corresponding purchase order; (ii) Buyer becomes insolvent, files for bankruptcy, or makes



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assignments on behalf of its creditors; or (iii) Buyer fails to accept delivery of an otherwise ready for shipment Equipment for thirty (30) or more calendar days following initial notice from Seller to Buyer.

**18. ASSIGNMENT.** Buyer shall not assign its purchase order without the prior written consent of Seller.

**19. MEDIA RELEASE.** Buyer grants to Seller the right to take photographs and/or videos in connection with the Equipment. Buyer hereby irrevocably grants to Seller the perpetual right to use and publish such photographs and/or videos in print or electronically (including via the internet and social media). Buyer acknowledges and agrees that Seller may use such photographs and/or videos on a worldwide, royalty-free basis, with or without the use of Client's name, for any lawful purpose or manner, including, but not limited to, publicity, illustration, advertising, and internet content (including social media).

**20. ENTIRE AGREEMENT.** This agreement contains the entire agreement of the Parties related to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, usages of trade and course of dealing, whether written or oral.



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## **VEHICLE SPECIFICATIONS – FORD TRANSIT BOOKMOBILE**

### **CHASSIS MANUFACTURER**

Ford

### **MODEL**

Ford Transit-350 Cargo RWD High Roof HD Ext. Van 148" WB DRW, or approved equal

### **BASIC VEHICLE DIMENSIONS AND SPECIFICATIONS**

Exterior length: 263.9"

Exterior width: 81.3"

Exterior height: 110.1"

Wheelbase: 148"

Front track: 68.5"

Rear track: 65.7"

Turning radius: 23.9'

### **EQUIPMENT**

Powertrain

275hp 3.5L DOHC

V-6 engine with Ti-VCT variable valve control

gasoline direct injection

Recommended fuel: regular unleaded

ULEV II

10 speed automatic transmission with overdrive

Rear-wheel drive

### **DOORS**

Rear swing doors with windows

### **SUSPENSION/HANDLING**

Front independent strut suspension with anti-roll bar, HD shocks

Rear rigid axle leaf spring suspension with HD shocks

Hydraulic power-assist rack-pinion Steering

Front and rear 16 x 6 argent steel wheels

LT195/75SR16 CBSW AS front and rear tires

Dual rear wheels

### **BODY EXTERIOR**

Driver and passenger power remote, manual folding door mirrors

Black bumpers

Front and rear 16 x 6 wheels

Running boards – Passenger and Driver

Chrome grill



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Turn signal indicator in mirrors

### **Convenience**

Manual air conditioning  
Power front windows  
Driver 1-touch down  
Remote power door locks with 2 stage unlock and illuminated entry  
Manual tilt steering wheel  
Manual telescopic steering wheel  
Day-night rearview  
Upfitter Switches  
Intelligent adaptive cruise control  
Front beverage holders  
Cruise control  
Power first row windows  
Automatic climate control  
SiriusXM with 360L  
SYNC 4 with enhanced voice recognition audio controls  
Primary touchscreen display  
Ford co-pilot 360 – auto head beam  
Connected navigation integrated system  
911 assist emergency  
Active blind spot system  
Intelligent speed assist traffic recognition  
Running boards installed for driver and passenger doors

### **CONVERSION SPECIFICATIONS**

#### **CABINETRY - ALUMINUM CABINETRY**

##### Aluminum Sheet

- All aluminum sheet metal to be new 5052 – H32 alloy

##### Aluminum Extrusion

- All aluminum extrusions to be prime billet 6063-T5 or T6 alloy architectural surface quality. Principle walls to be no less than .090" thick

##### Fasteners

- All fasteners are zinc plated, stainless steel, or aluminum. All nuts are Nyloc / Spin Lock self-locking
- Rivets of any type are not to be used

##### Hardware Components

- Latches are cast zinc with polyester powder coat finish
- Hinges are continuous extruded all aluminum
- Shelf Brackets are zinc-plated steel – only brackets that allow self-mating in the same mounting slot allowing back-to-back shelf locations are permitted
- Drawer latches are solid molded glass reinforced Nylon



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- Drawer slides are all steel, double carriage ball bearing full extension slides capable of withstanding 234 lbs. loading per drawer. Slides will disconnect allowing drawer removal
- Door back bonding tape adhesive is VHB structural tape

#### Finishes

- All sheet components are coated with baked on polyester powder coat, only after forming and fabrication.
- Extrusions to receive 204-R1 Class 2 Architectural clear anodized finish.

#### Fabrication

- Frames
- Frames are fabricated from .090 wall extrusions with square cut and coped ends to conceal cut aluminum edges. Miter/folded joints are not to be used. Joints are secured with self-locking nut and fasteners must be self-locking.
- Door hinges are secured to frame with self-locking nut and bolt hardware owner can re-alignable and replaceable without drilling or fabrication work
- Frames are pre-punched with all required assembly and mounting slotted holes. No field drilling or cutting shall be required to facilitate cabinet assembly.

#### Doors

- All sheet components are to be CNC punched from new sheet material
- Doors are formed to a 1" thickness from a single sheet of aluminum. Doors with cut frames around perimeter are not permitted. Materials are .063" thick at overhead and wall cabinets, and .080" thick at base and closet cabinets. (Door may be fabricated of thicker materials as size dictates.) Doors to be square and flat to 1/16" tolerance.
- All doors to have .040" pre-finished aluminum sheet back continuously bonded to face sheet with VHB structural bonding tape
- Overhead doors have a mechanical folding hold open mechanism to automatically hold door to an approximate 85-degree opening
- All doors have available full-length pivoting handles with self-latching, independently sprung latch mechanism. Doors must be unlatching by pulling only - no separate tabs, latches or handles are permitted.
- Upper cabinet doors will have both flip-up and sliding glass panels per final design.

#### Drawers

- All sheet components to be CNC punched from new sheet material
- Drawers are all .080" aluminum construction with welded corners
- Drawers are encased in .080" aluminum insert case designed to mount into cabinet faces and integrate with no visible frame around drawers
- Drawer to have full width extruded aluminum pivoting handle actuating twin self-actuating latches
- Drawer must unlatch and open by pulling at any location on the full width handle with one hand. Two-hand operation is not allowed. No separate tabs or levers may be used to latch drawers.
- Exterior drawer finish to be powder-coated to match surrounding cabinet
- Drawers must be fabricated in specified fractional sizes to custom fit any cabinet

#### Cabinet Shell

- End and center panels to be fabricated of .063" aluminum sheet at overhead and wall cabinets; .080" thickness at closet and base cabinets. All punching, drilling, and forming to be done prior to finishing. All components must be CNC punched



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- All cabinets to receive mounting angle bracket at perimeter
- All panels are finished on all exposed surfaces, inside and outside, after fabrication.
- Upper cabinets will include a removable access panel to access upper wire chase
- Radius corners will be used, and no sharp edges will be permitted

#### Misc.

- Shelves are constructed of .090" mill aluminum and all sides are hemmed over to prevent sharp edges from being exposed. Shelves must include adjustable mounting bracket and securing screw. Shelf slots to be punched in side panels or attached internal bracing. Shelves must be able to be placed across from each other on both sides of a panel in the same mounting slots via self-mating brackets.

#### COUNTERTOPS

All interior countertops shall be constructed using solid surface materials.

#### CEILING

Smooth FRP Ceiling installed.

#### DELIVERY AND TRAINING

A trained driver shall deliver the vehicle. Representative will train staff on vehicle, bumper to bumper. Staff members shall be trained to operate every component on the unit.

#### DOORS

OEM sliding door to remain.

#### ELECTRICAL SYSTEM

AC Electrical System: Shall be a 120/240 VAC system rated for anticipated conversion load. System shall include 125A rated distribution panel configured with UL listed type magnetic/hydraulic circuit breakers.

System shall be wired using UL approved, tinned copper multi-stranded boat cable. All wiring shall be color-coded: black=hot, white=neutral and green=ground. Additionally, wiring shall be labeled with machine generated, self-laminating labels, listing circuit number and/or designation at all termination points. All wiring shall adhere to applicable NEC and FMVSS regulations.

Wiring shall be supported on 20" to 24" centers with insulated, non-conductive clamps. Wire bundles shall be tied with trimmed nylon ties. Extreme care shall be taken to prevent chafing, abrasion, and exposure to high heat. Wiring run in external areas shall be encased in conduit to further protect against damage.

2000w inverter installed.

- Two (2) USB/duplex receptable shall be installed
- One (1) 120v duplex receptable installed
- One (1) Exterior GFCI Duplex 120v receptacle shall be installed

#### DC Electrical System:

Shall be a 12VDC negative ground system rated for anticipated conversion load. System shall include distribution panel(s) using Type 1 automatic reset circuit breakers unless connected component manufacturers specifications require other.



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All added circuits shall be protected from over current by circuit breakers rated for a minimum of 125% of anticipated load. Circuit breaker functions shall be clearly designated by printed labels. Wiring shall be labeled with machine-generated, self-laminating labels, listing circuit number and/or designation at all termination points.

#### Wiring Requirements:

All high-current battery cabling shall utilize full-length cable runs sized to load; splices are not acceptable. Terminal ends shall be crimped with manufacturer recommended tooling and sealed using color-coded wrap.

All added wiring for 12VDC load runs shall be AWG 8, 10, 12, and 14, and conform to MIL-W-1678D type D. Wire terminals used shall conform to MIL-T-7928. Terminals shall be insulated with insulation grip, Type II, Class 2, and crimped with tooling recommended by manufacturer. All added wiring shall be supported on 20"-24" centers and bundles shall be tied with trimmed nylon ties.

Entire system shall be installed to modern US automotive standards using best practices available at time of installation. Plastic grommets and/or dielectric sealants shall be used to protect wiring and/or looms where they pass through sheet metal, bulkheads, or structural supports. Convuluted polyethylene tubing shall be used to protect against chafing and abrasion where required. Extreme care shall be exercised to provide for easy serviceability of the system in future years.

#### FLOOR COVERING

Commercial-grade Vinyl floor covering shall be installed.  
Carpet will be installed on wheel wells and will be standard grey or black.

#### FLOORPLAN

Custom floor plan designed and engineered using Computer Aided Drafting (CAD) technology. Floor plan will be provided on Size B paper and designed in 3/8" scale. (D size 1/2" scale also available).

#### HVAC

Webasto London HVAC – chassis driven system  
32,5000 BTU cooling capacity  
44,5000 BTU heating capacity

#### INSULATION

Ceiling, sides and rear panels shall be insulated with custom fit insulation kit. It is manufactured 100% of backside surface adhesive not strips, for ease of installation without the mess and fuss of spray adhesives. Overall thickness is 3/8" +/- consisting of 2 closed cell sections laminated to an aluminum center foil to maintain shape and van skin contour. It has an R-value rating of 38-R at ambient external temperature of 80F. Reduces road noise, reduces exhaust harmonic, stops body panel vibration, eliminates mechanical noise, stops audio system vibration, and reduces radian and reflective heat.

#### INTERIOR LAYOUT

The interior will be laid out according to final floor plan and will include the following:

- Wire Entry, Vehicle Control panel with storage cabinet below.



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- One (1) fixed shelf installed
- Two (2) doors
- One (1) staff desk shall be installed behind the driver's seat and include the following
  - One (1) upper cabinet
  - One (1) drawer below desk
  - One (1) drop leaf extension installed
  - Swivel drivers' seat
- Drivers seat and Passenger seat to swivel around to rear of vehicle
- Button track installed down the center of the vehicle
- Three (3) tier brochure rack installed
- ACORE® Shelving installed
  - An aluminum shelving system shall be supplied and installed. Shelving components shall be powder coated after assembly where possible using coatings containing no lead or lead products. All components shall be constructed from superior grade lightweight materials and be built to withstand the unique stresses imposed by a mobile environment. All shelving running along the sidewalls of the vehicle shall tilt back 15 degrees.
  - Twenty-one (21) 7" Acore shelves shall be installed
  - Eight (8) 9" deep Acore shelves shall be installed
  - Three (3) single sided book carts with wall securements installed

#### **LIGHTING, INTERIOR**

12-volt 6" LED light fixtures shall be installed throughout vehicle.

#### **LIGHTING, EXTERIOR**

One (1) LED scene lights shall be installed on the passenger side

#### **SAFETY/SECURITY**

One (1) carbon monoxide detector  
One (1) smoke detector  
One (1) 5 lb. fire extinguisher  
One (1) first aid kit  
One (1) set of triangle flares  
Audible alarm system with door sensors

#### **SHORELINE CORD**

30-amp heavy-duty rubber covered 120-volt, 25ft. shoreline cord with Twistlock inlet. Shorecord inlet shall be located on the rear driver's side of the mobile unit. An interior shorecord hook shall be included.

#### **WALLS**

All interior walls shall be constructed using cabinet grade, hardwood veneer plywood covered with high impact Wilsonart laminate. Customer shall choose from manufacturer's selection of colors during the preconstruction process.

#### **WHEEL CHAIR LIFT**

Install an interior wheelchair lift with vinyl cover.

#### **WIFI CONNECTIVITY PACKAGE**



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The following wireless equipment (or approved equal) will be installed according to final floorplan:

Wi-Fi:

- Peplink MAX BR1 Pro 5G modem/router (single cellular modem)
- Wilson 556249 Signal 4G Repeater Kit (Weboost)
- Parsec "Border Collie" cellular/wifi roof mounted antenna

### **OPTIONAL ITEMS:**

#### **AUDIO/ VISUAL**

Two (2) interior speakers shall be installed and tied to multimedia radio/PA installed at wire entry, vehicle control panel.

- Two (2) microphones shall be included
- Two (2) exterior speakers installed wired to radio/PA

#### **DOUBLE BOOK CART**

Acore double sided book cart with 7" shelves shipped in button track. Price is per cart.

#### **GRAPHICS, FULL WRAP**

A full coverage vinyl graphics package to include all sides, front and back shall be covered with graphics and lettering. Graphics will be 3M-vinyl wrap package and will cover all windows with a perforated see-through vinyl. The front cab area windows cannot be covered due to DOT regulations. The roof is not covered and shall remain OEM color.

#### **REMOVABLE WORKSTATION**

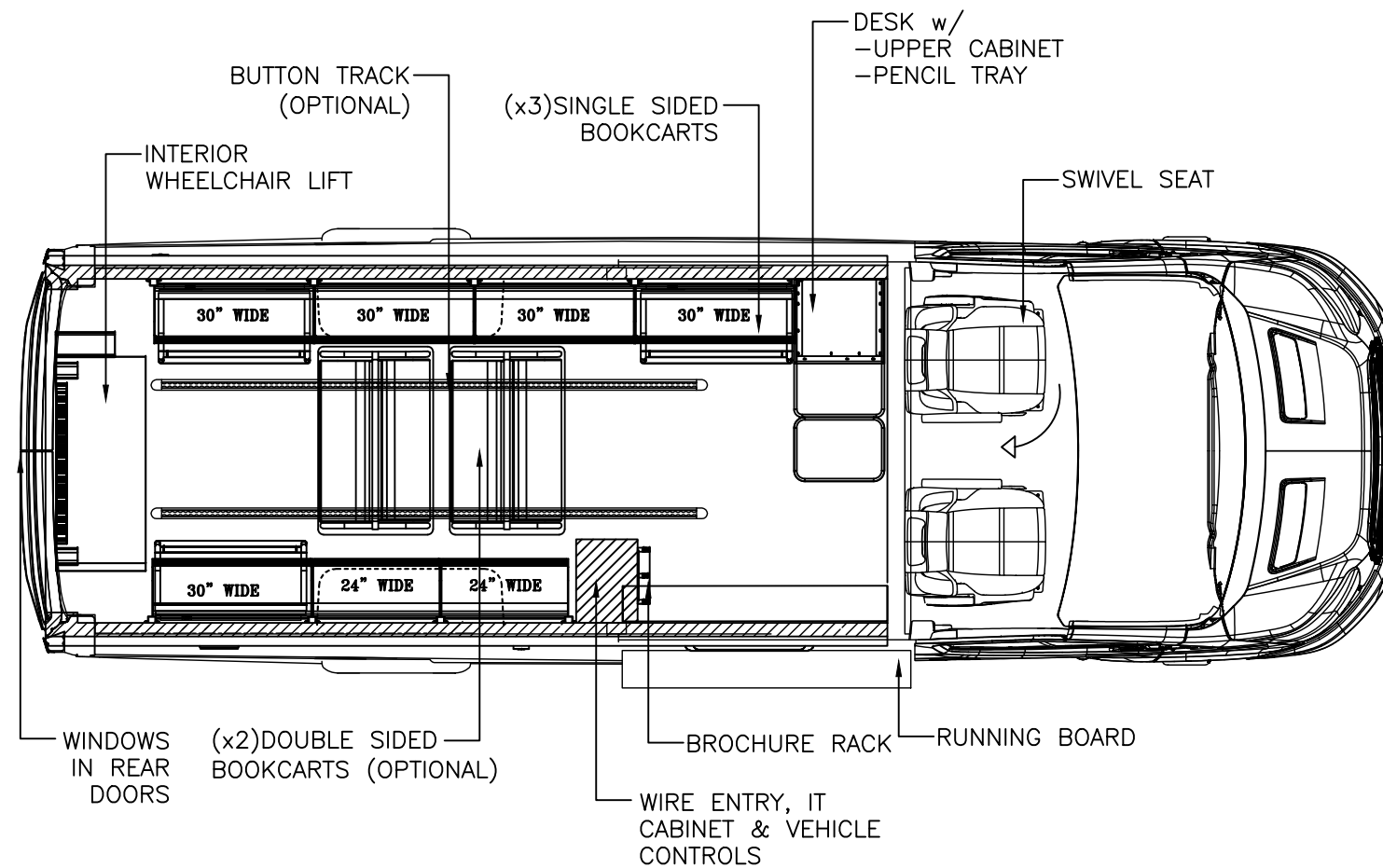
Acore patron station shipped loose. This countertop can be clipped into any 30" section throughout the vehicle.

# PROPOSED LAYOUT

---



TAB  
3



PRELIMINARY CONCEPT DRAWING  
 THIS DRAWING IS FOR QUOTE PURPOSES ONLY.  
 ENGINEERING INTERVENTION IS NECESSARY FOR  
 FINAL LAYOUT BEFORE PRODUCTION BEGINS.

**PLAN VIEW**

- Approved as drawn with NO changes
- Approved as drawn with noted changes

Signature \_\_\_\_\_ Date \_\_\_\_\_

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REQUESTED BY:  
 C. BRAUNNS

DATE:  
 07/21/25

REVISION:

DRAWING NUMBER:  
 BID DRAWING

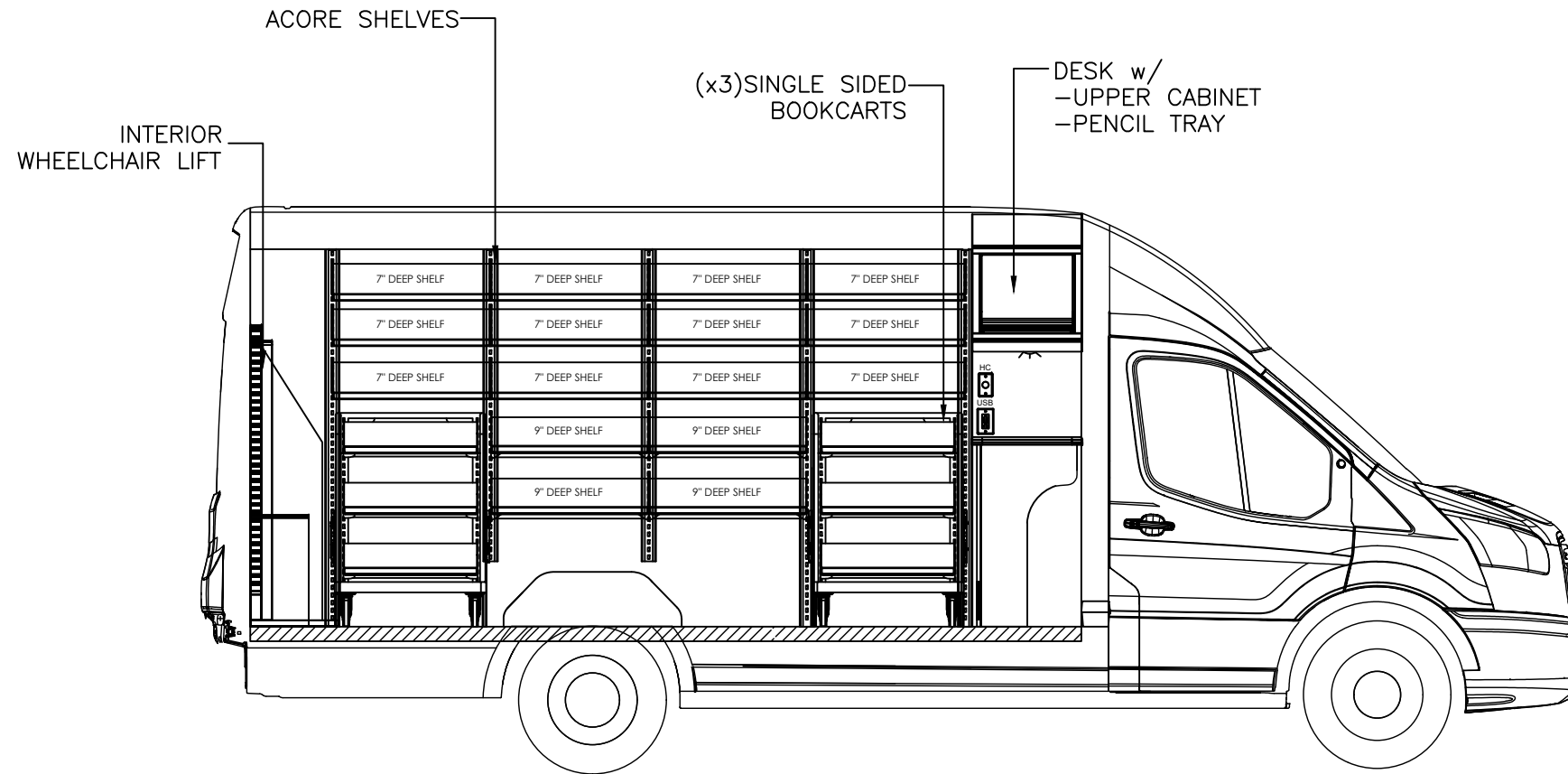
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 3/8" = 1' 0"

REVISION DATE:

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**1**



### DRIVER INTERIOR VIEW

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- Approved as drawn with NO changes
- Approved as drawn with noted changes

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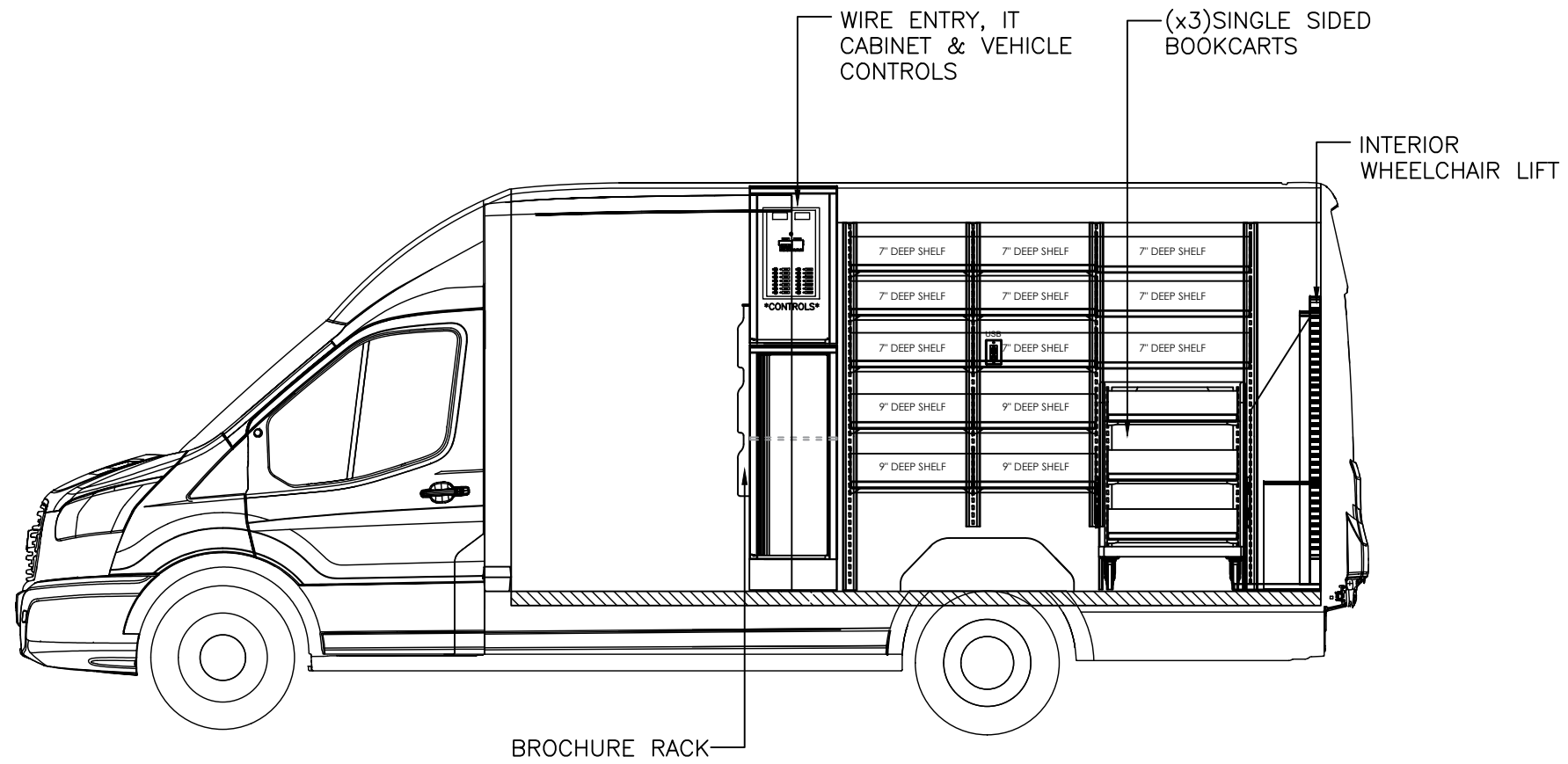
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**PRELIMINARY CONCEPT DRAWING**

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**PASSENGER INTERIOR VIEW**

- Approved as drawn with NO changes
- Approved as drawn with noted changes

Signature \_\_\_\_\_ Date \_\_\_\_\_



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07/21/25

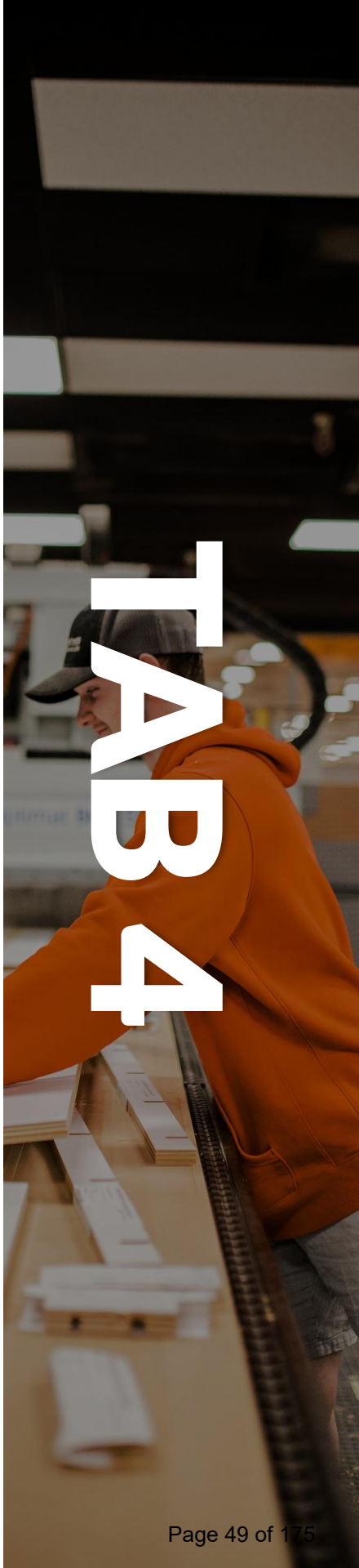
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**3**



# TAB 4

# REFERENCES & EXAMPLES

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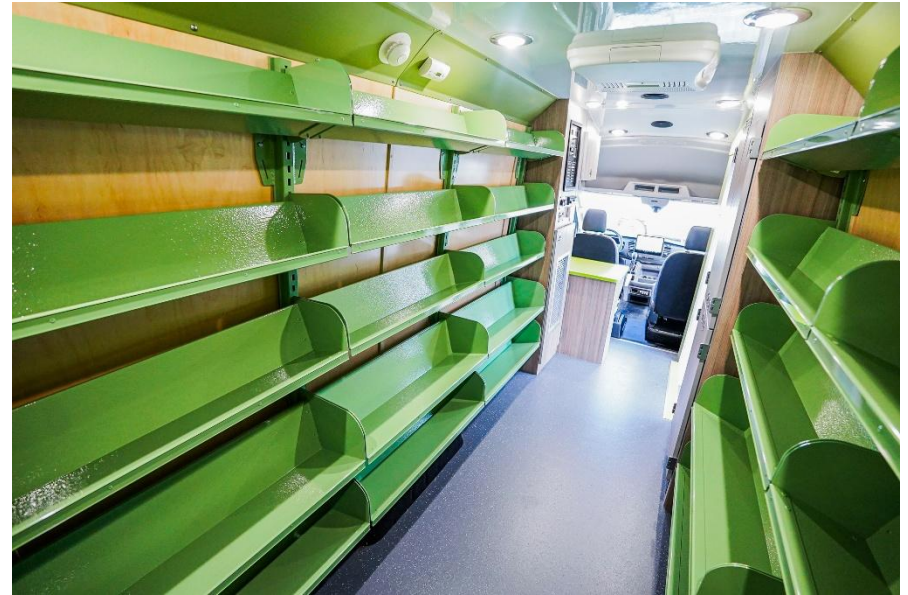
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[faustl@wtcpl.org](mailto:faustl@wtcpl.org)

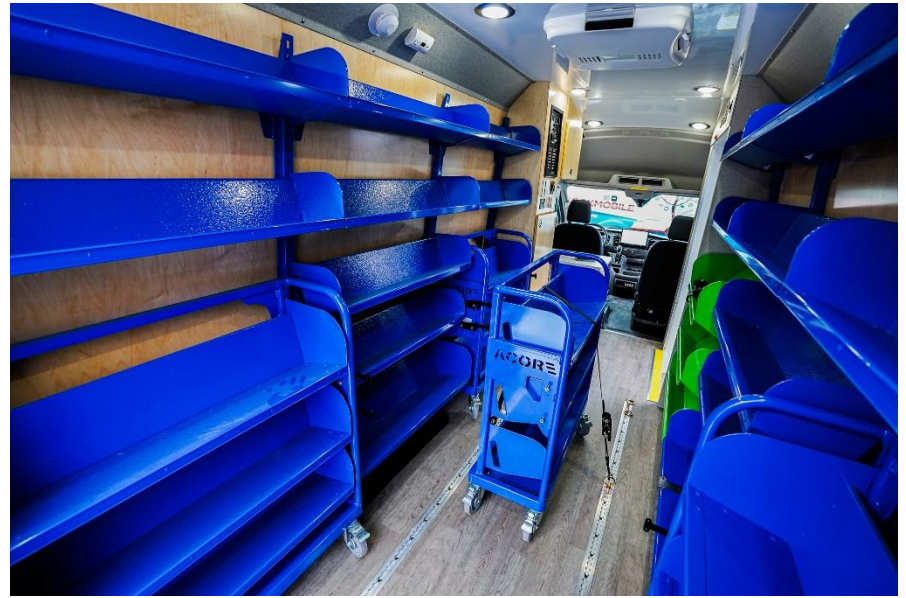
# **MSV REFERENCES**



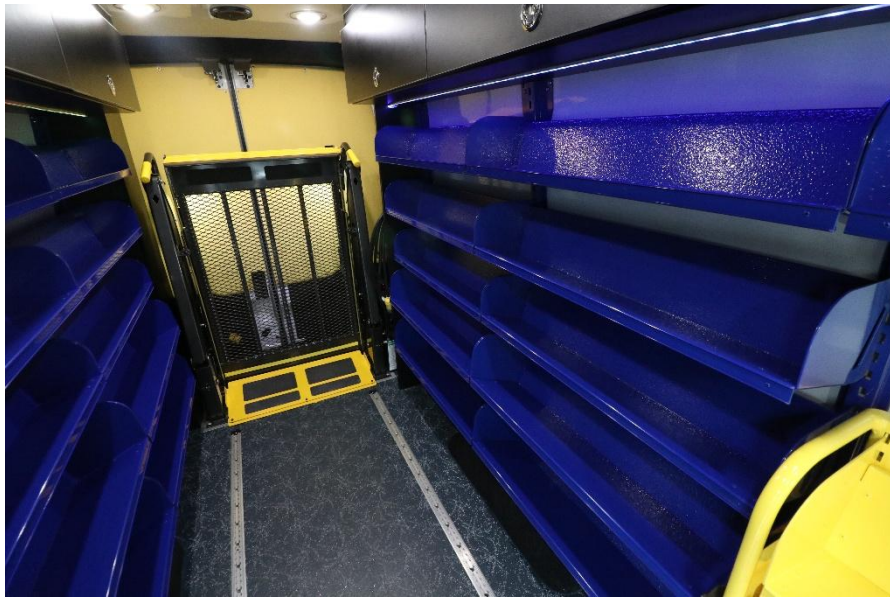
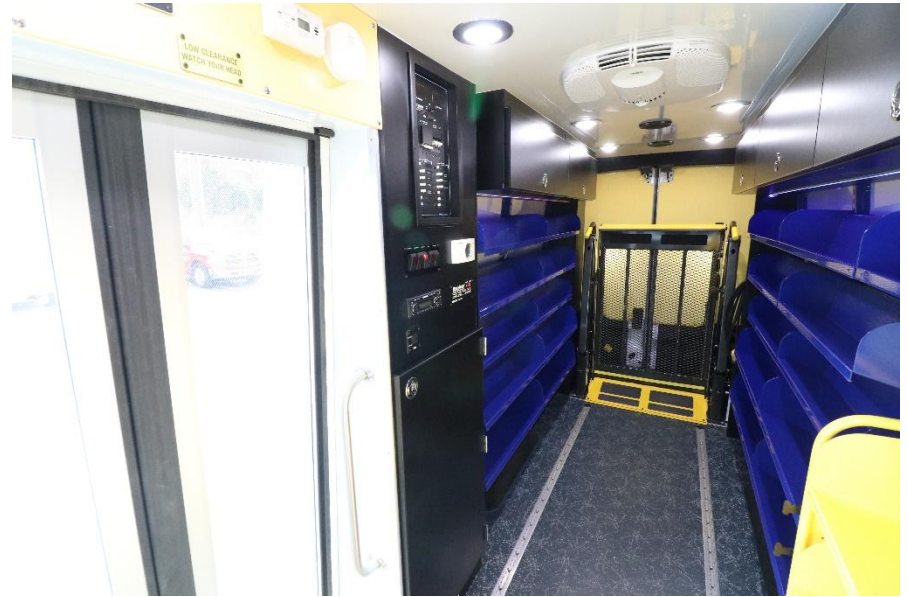
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**211 American Ave. Greensboro, NC 27409**

**cbraunns@msvehicles.com**

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# WARRANTY & SUPPORTING DOCUMENTS

---

T  
A  
B  
L  
E





# HOW TO OBTAIN PRODUCT SUPPORT/ WARRANTY SERVICE

Thank you for choosing Matthews Specialty Vehicles. We are honored to be your trusted partner in bringing your specialty vehicle vision to life. Your decision to work with Matthews means you've invested in quality, innovation, and expert craftsmanship. We value your business and look forward to supporting you long after delivery through our dedicated Product Support Team.

Each Matthews Specialty Vehicle is built to the highest standards in the industry, using premium components designed for reliability and performance. If you have any questions about your specialty vehicle—rest assured, help is just a phone call away. Our Product Support Team is here not only to assist with warranty-related matters, but also to provide ongoing support, including operator training, maintenance guidance, and access to technical documentation.

Matthews Specialty Vehicles should be your first call for all things related to your specialty vehicle. Our Product Support Team will serve as your primary resource—addressing concerns, identifying appropriate service and maintenance procedures and vendors, and determining which warranties apply to specific components. We're committed to delivering fast, accurate, and efficient resolutions to ensure your vehicle stays mission-ready and operating at its best.

## Contact the MSV Product Support Department:

**PHONE: (336) 790-5509**

**EMAIL: [customercare@msvehicles.com](mailto:customercare@msvehicles.com)**

\*Please have the (VIN) Vehicle Identification Number when calling or emailing your support request.



# GUIDELINES

1. All claims must be pre-approved before any work is performed. Call MSV's Product Service Department at (336) 790-5509, Monday through Friday, 8:00AM-5:00PM EST.
2. Any warrantable event of an "emergency" nature, occurring after normal business hours, must be reported within three business days of the occurrence for authorization.
3. MSV's standard limitation of warranty liability including diagnostics is \$200. Any warranty repair for which it is likely that total charges, including diagnostics, parts, and labor, will exceed \$200 must be accompanied by a written estimate that must also be pre-approved prior to any such work being performed. Approval of any such estimate will be at the sole discretion of MSV.
4. All invoices for warranty repairs and any return parts must be received no more than 30 days after the approval date, regardless of when the Warranty Period expires. A credit will be issued only after returned parts are received. Extenuating circumstances must be dated and documented and will be considered on a case-by-case basis.
5. MSV reserves the right to repair, replace, or provide a comparable replacement for defective parts. Furthermore, MSV also reserves the right to decide from whom such a warranty part may be obtained, whether from MSV, a local vendor, service facility, or parts supplier.
6. MSV also reserves the right to authorize a third-party service provider, or to schedule a factory-trained Service Representative to make warranty repairs.
7. MSV shall **not be liable for work performed by sub-contracted third-party service providers**. It is the individual vendor's responsibility to guarantee its own services.
8. No provisions stated, implied, or otherwise shall be made herein for consequential, collateral, or incidental expenses including, but not limited to transportation, towing, service calls, lodging, meals, or any other down-time related expenses.
9. MSV will issue the Original Purchaser a credit for warranty related shipping charges after returned parts are received and evaluated. Shipping credit will **NOT** be issued for any part that has been returned without proper authorization, nor if the part is found to be non-defective, or if it is found to be defective as the direct or indirect result of misuse, abuse, neglect, or unauthorized modification.





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## Limited Conversion Warranty and Warranty Disclaimer

### 1. LIMITED WARRANTY

MATTHEWS SPECIALTY VEHICLES ("MSV") Hereby warrants its Specialty Vehicle Conversions ("Product") to the original purchaser in new and renewed specialty applications in the United States of America or Canada. Warranty offered herein applies ONLY to defects in material and workmanship of the up-fitting by MSV, with the decision to repair or replace parts or components covered to be at the sole discretion of MSV.

### 2. WARRANTY PERIOD

MSV Product furnished is warranted for a period of 12 months (1 year), without limitation to system operating hours or vehicle distance traveled, when placed in new and renewed specialty vehicle applications. Warranty for new conversions shall begin on the same day the chassis and body manufacturer's warranty commences.

### 3. WARRANTY COVERAGE

This warranty specifically covers all parts of the conversion either manufactured by, or installed under the direction of MSV, such as, but not limited to: A.C. wiring system and lighting (power lines), all interior and exterior cabinet and woodwork including shelving and hardware, floor coverings and seating. Any part repaired or replaced under this warranty will remain under warranty until the end of the original warranty period as described in 2 above or for 60 days from the date of repair or replacement, whichever is longer. The structural chassis and body portions of the vehicle, generator(s), audio/video equipment, telephones, air conditioners, and heaters on your vehicle are covered by separate warranties offered by their respective manufacturers with service and repairs available from their respective manufacturer's service providers. Some major Power Train components such as, but not limited to, Engines, Transmissions, and Tires are subject to the terms, conditions, and limitations of their respective manufacturer's warranty offerings, including requirements for obtaining service and repairs.



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#### 4. **ITEMS NOT COVERED BY WARRANTY**

This Extended Warranty offering SPECIFICALLY DOES NOT COVER the normal wearing of parts and / or components over time and use, failures as a result of long-term wear, or normal operating expenses associated with such items. This Extended Warranty offering SPECIFICALLY DOES NOT COVER parts or portions of the vehicle covered by other manufacturers warranty offering, such as, but not limited to: structural chassis and body, engine transmission and / or tires. Excluded from this warranty are MSV Products modified in any way without prior written approval from MSV disassembled or tampered with by anyone other than MSV, or an MSV Authorized Service Provider, and products damaged by negligence, misuse, abuse, chemical corrosion, fire, water, explosion, vandalism, or damaged in the commission of a crime. Products damaged by the original purchaser or any third party including a vehicle dealer or service facility while performing work, are not warranted by MSV. MSV shall not be liable for work performed by sub-contracted third party service providers. It is the individual vendor's responsibility to guarantee its own services. Product failures as a result of an Act of God, such as, but not limited to: lightning, earthquake, windstorm, tornado, hurricane, or flood, are NOT covered. MSV has a formal company policy to continually improve the design and reliability of all of its products. Should the design of the product purchased be changed or modified at some future date, MSV has no obligation or duty to "upgrade" the product purchased to a new design or specification standard under this warranty.

#### 5. **OBTAINING WARRANTY SERVICE**

Warranty service for items covered by MSV must be performed by either MSV or a MSV Authorized Service Provider. All warranty claims, regardless of how or where made, shall be within the stated warranty period. Individual applying for warranty service shall provide proper documentation that he (or she) is both the original owner and date Warranty commenced. All warranty work must be pre-approved by an authorized representative of MSV. Authorized representative must give an authorization number to the customer at the time of pre-approval. Authorization number must be included on all related documentation, invoices, etc., in order to be processed. Documentation submitted with incomplete information will result in delays to the payment of the claim until such information can be obtained and processed. Any claim submitted without proper authorization shall be subject to rejection at the sole discretion of MSV.

Any warrantable event of an "emergency" nature, occurring after normal business hours, must be reported for approval and to obtain an authorization number within three business days of the occurrence. The standard limitation of warranty liability including diagnostics is \$200. Any warranty repair for which it is likely that total charges including diagnostics, parts, and labor, will exceed \$200 must be accompanied by a written estimate that must also be pre-approved prior to any such work



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being performed. Approval of any such estimate will be at the sole discretion of MSV. Any invoices for warranty repairs and any return parts must be received no more than 3 days after the approval date, regardless of when the Warranty Period expires. A credit will be issued only after returned parts are received. Extenuating circumstances must be dated and documented, and will be considered on an individual case-by-case basis MSV reserves the right, at its option, to repair, replace, or provide a comparable replacement for defective parts. Furthermore, MSV also reserves the right to decide from whom such a warranty part may be obtained, whether from MSV, a local vendor, service facility, or parts supplier. MSV also reserves the right, at its option, to authorize a third-party service provider, or to schedule a factory-trained Service Representative to make warranty repairs. MSV will issue the Original Purchaser credit for warranty related shipping charges after returned parts are received and evaluated. Shipping credit will NOT be issued for any part that has been returned without proper authorization, if the part is found to be non-defective, or if it is found to be defective as the direct or indirect result of misuse, abuse, neglect, or un-authorized modification. (See Section 4)

## **6. COMPLETE WARRANTY**

THE WARRANTY OFFERED AND DESCRIBED HEREIN IS THE COMPLETE WARRANTY FOR THE PRODUCT AND IS IN LIEU OF ALL OTHER WARRANTIES, EITHER EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OR MERCHANTABILITY OF FITNESS OR ABILITY TO SUCCESSFULLY PERFORM A SPECIFIC PURPOSE OR JOB APPLICATION; AND MSV HEREBY DISCLAIMS AND BUYER (Whether OEM, Dealer, or Purchaser) HEREBY WAIVES ANY OBLIGATION, LIABILITY, RIGHT, CLAIM, OR DEMAND IN CONTRACT, TORT, (INCLUDING NEGLIGENCE), STRICT LIABILITY, PATENT INFRINGEMENT, OR OTHERWISE WITH RESPECT TO THE MSV PRODUCT FURNISHED.

## **7. COLLATERAL, CONSEQUENTIAL, INCIDENTAL, OR SPECIAL DAMAGES**

MSV shall not be liable for collateral, consequential, incidental, or special damages or losses beyond the repair or replacement of defective products under the terms of this warranty. Such collateral, consequential, incidental, or special damages or losses include, but are not limited to: damage to or loss of a vehicle or any portion thereof, labor expenses or loss of profits arising out of inability to use the vehicle, downtime expenses such as service calls, rental vehicles, towing costs, lodging, meals, or any other type of downtime related expenses.

SPECIAL NOTE: Some U.S. states and Canadian provinces may not allow the limitation of collateral, consequential, incidental or special damages. Purchasers may have additional rights to the rights described and stated in this warranty that are provided by various state or provincial laws.

## **8. AUTHORITY TO CHANGE OR MODIFY WARRANTY**



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The warranty described and defined herein can only be changed or modified by MSV personnel. This would include all terms, conditions, limitations, rights, or obligations. MSV Authorized Dealers and Service Providers have no authority to change or otherwise modify any part of this warranty offering. Warranty changes or modifications shall come ONLY from MSV on an individual case-by-case basis, with any and all such changes or modifications made in writing and signed and dated by appropriate MSV management and fully describe exactly which section is being changed or modified, and in what manner. All MSV products sold under the terms, conditions, and limitations of this warranty shall be subject only to this warranty. Should MSV offer a different warranty in the future, it shall apply only to products sold when it is effect, and the terms, conditions, and limitations of this warranty will not be transferable or subject to upgrade.

2024 Model Year **Ford Warranty Guide**

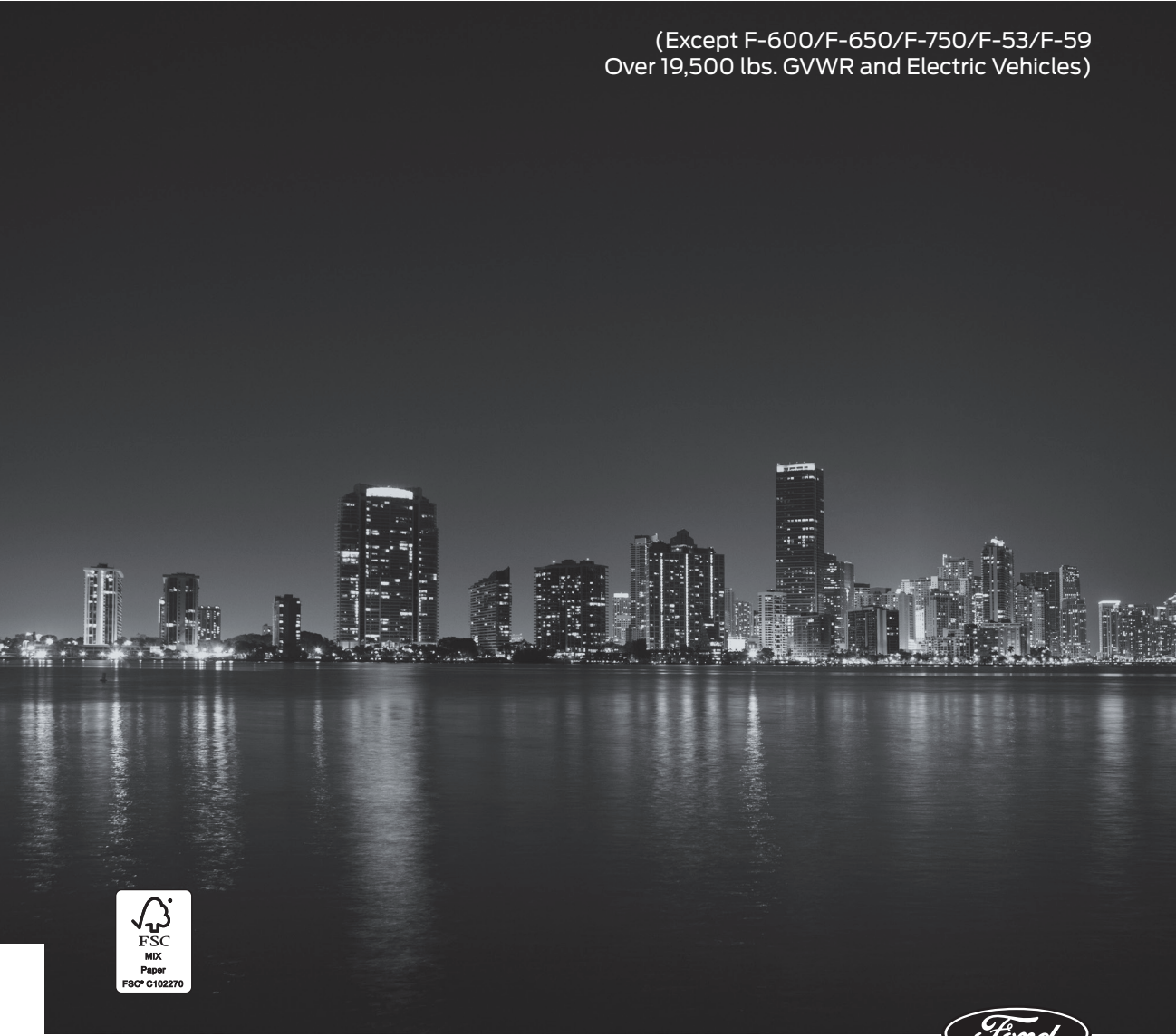
(Except F-600/F-650/F-750/F-53/F-59  
Over 19,500 lbs. GVWR and Electric Vehicles)



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February 2023  
First Printing  
Litho in U.S.A.



RW7J 19T201 AA



This booklet explains the New Vehicle Limited Warranty coverages that apply to your Ford vehicle. Your satisfaction is our goal. If you are not satisfied with Ford's performance under the warranty, Ford participates in an informal warranty dispute settlement mechanism through the Better Business Bureau, which you can contact as follows: BBB AUTOLINE  
1676 International Drive, Suite 550, McLean, VA 22102.

You may use the BBB Autoline without charge. An application is available from BBB (800-955-5100) or Ford (800-392-3673).

You must resort to the BBB Autoline mechanism before exercising rights or seeking remedies created by the Magnuson-Moss Warranty Act. If you choose to seek redress by pursuing rights and remedies not created by the Magnuson-Moss Warranty Act, resort to the BBB Autoline Mechanism is not required by any provision of the Magnuson-Moss Warranty Act. Your state may require that you first resort to the BBB Autoline before exercising rights or seeking remedies created by your state's laws.

Further information on the BBB Autoline can be found on page 47.

**ALL IMPLIED WARRANTIES, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE ARE LIMITED, TO THE EXTENT ALLOWED BY LAW, TO THE DURATION OF THE NEW VEHICLE LIMITED WARRANTY BUMPER TO BUMPER COVERAGE.** Further information on implied warranties can be found on page 5.

**ANY PUNITIVE, EXEMPLARY, INCIDENTAL, CONSEQUENTIAL OR ANY OTHER DAMAGES CAUSED BY DELAY, OR LOSS OF USE MAY NOT BE RECOVERED AND ARE DISCLAIMED AND EXCLUDED UNLESS APPLICABLE LAW PROHIBITS THEIR DISCLAIMER OR EXCLUSION.** Further information on the disclaimers and exclusions can be found on page 5.



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2. If your inquiry or concern remains unresolved, contact the Sales Manager, Service Manager or Customer Relations Manager.
3. If you require assistance or clarification on Ford Motor Company policies or procedures, please contact the Ford Customer Relationship Center.

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## 1. Introduction

Ford Motor Company and your selling dealer thank you for selecting one of our quality products. Our commitment to you and your vehicle begins with quality protection and service.

When you need warranty repairs, your selling dealer would like you to return to it for that service, but you may also take your vehicle to another Ford Motor Company dealership authorized for warranty repairs. Certain warranty repairs require special training though, so not all dealers are authorized to perform all warranty repairs. That means that, depending on the warranty repair needed, the vehicle may need to be taken to another dealer. If a particular dealership cannot assist you, then contact the Customer Relationship Center at 1-800-392-3673.

This booklet explains in detail the warranty coverages that apply to your 2024-model car or light truck. If you bought a previously owned 2024-model vehicle, you are eligible for any remaining warranty coverages.

Ford Motor Company provides the **Emissions Defect Warranties** and **Emissions Performance Warranties** which cover your emissions control systems, and **Noise Emissions Warranty** which applies only to medium/heavy duty trucks over 10,000 pounds Gross Vehicle Weight Rating (pages 23-45).

## 2. Important information you should know

### IF YOU NEED CUSTOMER ASSISTANCE

Your Ford Motor Company dealer is available to assist you with all your automotive needs. Please follow the procedures outlined on the front page of this booklet.

In addition, if you are an eligible U.S. owner, you may use - at no cost - the services of the BBB AUTO LINE program. For details, see Better Business Bureau (BBB) AUTO LINE program, page 47 or call 1-800-955-5100.

### KNOW WHEN YOUR WARRANTY BEGINS

Your Warranty Start Date is the day you take delivery of your new vehicle or the day it is first put into service (for example, as a dealer demonstrator), whichever occurs first.

### CHECK YOUR VEHICLE

We try to check vehicles carefully at the assembly plant and the dealership, and we usually correct any damage to paint, sheet metal, upholstery, or other appearance items. But occasionally something may slip past us, and a customer may find that a vehicle was damaged before he or she took delivery. If you see any damage when you receive your vehicle, notify your dealership within one week.

### MAINTAIN YOUR VEHICLE PROPERLY

Your glove compartment contains an **Owner's Manual** which indicates the scheduled maintenance required for your vehicle. Proper maintenance guards against major repair expenses resulting from neglect or inadequate maintenance, may help increase the value you receive when you sell or trade your vehicle, and is important in allowing your vehicle to comply with applicable emissions standards.

It is your responsibility to make sure that all of the scheduled maintenance is performed and that the materials used meet Ford engineering specifications. Failure to perform scheduled maintenance as specified in the Owner's Manual will invalidate warranty coverage on parts affected by the lack of maintenance. Make sure that receipts for completed maintenance work are retained with the vehicle.

Your Ford or Lincoln dealership, or Ford or Lincoln Quality Care Service Center, has factory-trained technicians who can perform the required maintenance using genuine Ford parts. The dealership looks forward to meeting your every service need to maximize your satisfaction with your vehicle.

### **WHO PAYS FOR WARRANTY REPAIRS?**

You will not be charged for repairs covered by any applicable warranty during the stated coverage periods, unless specifically stated elsewhere in this guide.

Some states have mandated alternate time coverage periods for parts of your vehicle (e.g. seatbelts).

Some states and/or local governments may require a tax on a portion of warranty repairs. Where applicable law allows, the tax must be paid by you, the owner of the vehicle.

During the Bumper to Bumper Warranty period, dealers may receive instructions to provide no-cost, service-type improvements - not originally included in your Owner's Manual -intended to increase your overall satisfaction with your vehicle.

Sometimes Ford may offer a special adjustment program to pay all or part of the cost of certain repairs beyond the terms of the applicable warranty. Check with your dealer or call 1-800-392-3673 to learn whether any adjustment program is applicable to your vehicle. Please have your vehicle identification number available.

## DO WARRANTIES APPLY IN OTHER COUNTRIES?

The New Vehicle Limited Warranty and the Emissions Warranties described in this booklet apply to your vehicle if:

- it was originally purchased through the Ford Export Operations Military Sales Program; or
- it was originally sold or leased by Ford Motor Company or one of its dealers in the United States or U.S. Territories, and it was originally registered/licensed and operated in the United States, U.S. Territories, or Canada.

If you meet either of these two requirements, you do have warranty coverage when you travel with this vehicle outside the United States, U.S. Territories, or Canada. In some cases, however, you may have to pay the servicing Ford dealer in a foreign country or U.S. Territory for a repair that is covered under the U.S. warranty. If this happens, be sure to save the paid repair order or invoice. You should present this document to a U.S. Ford Motor Company dealer for warranty refund consideration. Refer to [www.Ford.com](http://www.Ford.com) for additional customer assistance reference information.

### 3. The New Vehicle Limited Warranty for your 2024-model vehicle

#### LIMITATIONS AND DISCLAIMERS

All of the warranties in this booklet are subject to the following limitations and disclaimers:

The warranties in this booklet are the only express warranties applicable to your vehicle. Ford does not assume or authorize anyone to assume for it any other obligation or liability in connection with your vehicle or these warranties. No person, including Ford employees or dealers, may modify or waive any part of these warranties.

Ford and its dealers reserve the right to make changes in or additions to vehicles built or sold by them at any time without incurring any obligation to make the same or similar changes or additions to vehicles previously built or sold.

Ford and its dealers also reserve the right to provide post-warranty repairs, conduct recalls, or extend the warranty coverage period for certain vehicles or vehicle populations, at the sole discretion of Ford. The fact that Ford has provided such measures to a particular vehicle or vehicle population in no way obligates Ford to provide similar accommodations to other owners of similar vehicles.

As a condition of these warranties, you are responsible for properly using, maintaining, and caring for your vehicle as outlined in your Owner's Manual. Ford recommends that you maintain copies of all maintenance records and receipts for review by Ford.

Ford and your dealer are not responsible for any time or income that you lose, any inconvenience you might be caused, the loss of your transportation or use of your vehicle, the cost of rental vehicles, fuel, telephone, travel, meals, or lodging, the loss of personal or commercial property, the loss of revenue, or for any other incidental or consequential damages you may have.

Punitive, exemplary, or multiple damages may not be recovered unless applicable law prohibits their disclaimer.

You may not bring any warranty-related claim as a class representative, a private attorney general, a member of a class of claimants or in any other representative capacity.

Ford shall not be liable for any damages caused by delay in delivery or furnishing of any products and/or services.

You may have some implied warranties. For example, you may have an implied warranty of merchantability (that the car or light truck is reasonably fit for the general purpose for which it was sold) or an implied warranty of fitness for a particular purpose (that the car or light truck is suitable for your special purposes), if a special purpose was specifically disclosed to Ford itself not merely to the dealer before your purchase, and Ford itself not just the dealer told you the vehicle would be suitable for that purpose.

These implied warranties are limited, to the extent allowed by law, to the time period covered by the written warranties, or to the applicable time period provided by state law, whichever period is shorter.

**DISCLAIMER OF IMPLIED WARRANTIES FOR BUSINESS AND RACING USE**

**\*\*\* Ford disclaims all implied warranties if the vehicle is used for business or commercial purposes. \*\*\***

**\*\*\* Ford disclaims the implied warranty of fitness for a particular purpose if your vehicle is used for racing, even if the vehicle is equipped for racing. \*\*\***

The warranties contained in this booklet and all questions regarding their enforceability and interpretation are governed by the law of the state in which you purchased your Ford vehicle. Some states do not allow Ford to limit how long an implied warranty lasts or to exclude or limit incidental or consequential damages, so the limitation and exclusions described above may not apply to you.

**APPLICABILITY OF LIMITATIONS OF IMPLIED WARRANTY TO NEW VEHICLE LIMITED WARRANTY AND EMISSIONS WARRANTY**

**\*\*\* This information about the limitation of implied warranties and the exclusion of incidental and consequential damages under the NEW VEHICLE LIMITED WARRANTY also applies to the EMISSIONS WARRANTIES described on pages 23-45. \*\*\***

Ford participates in the BBB AUTO LINE warranty dispute resolution program. You may contact BBB AUTO LINE by calling 800-955-5100.

You are required to submit your warranty dispute to the BBB AUTO LINE before exercising rights or seeking remedies under the Federal Magnuson-Moss Warranty Act, 15 U.S.C. § 2301 et seq. To the extent permitted by the applicable state “Lemon Law”, you are also required to submit your warranty dispute to the BBB AUTO LINE before exercising any rights or seeking remedies under the “Lemon Law”.

If you choose to seek remedies that are not created by the Magnuson-Moss Warranty Act or the applicable state “Lemon Law,” you are not required to first use BBB AUTO LINE to resolve your dispute – although the program is still available to you.

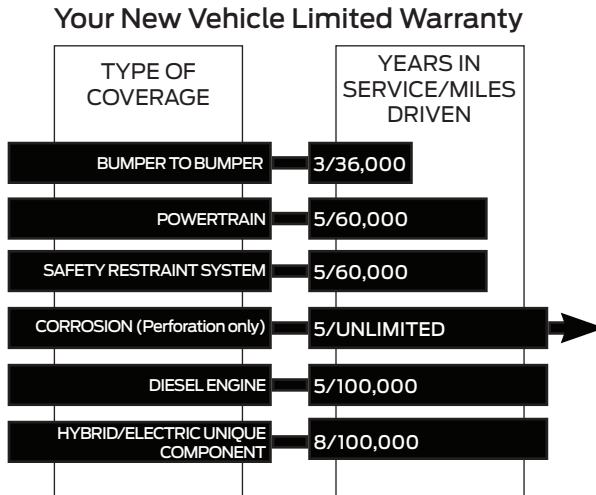
For more information regarding the BBB AUTO LINE program, see page 47 of this booklet.

## QUICK REFERENCE: WARRANTY COVERAGE

This chart gives a general summary of your warranty coverage provided by Ford Motor Company under the New Vehicle Limited Warranty. Please refer to the description of warranty coverage for more specific information.

For each type of coverage, the chart shows two measures:

- years in service
- miles driven



The measure that occurs first determines how long your coverage lasts. For example: Your Bumper to Bumper Coverage lasts for three years - unless you drive more than 36,000 miles before three years elapse. In that case, your coverage ends at 36,000 miles.

For more details on coverage, see:

- What is Covered? (pages 9-15)
- What is Not Covered? (pages 15-20)

## WHAT IS COVERED?

Your NEW VEHICLE LIMITED WARRANTY gives you specific legal rights. You may have other rights that vary from state to state. Under your New Vehicle Limited Warranty if:

- your Ford vehicle is properly operated and maintained, and
- was taken to a Ford dealership for a warranted repair during the warranty period,

then authorized Ford Motor Company dealers will, without charge, repair, replace, or adjust all parts on your vehicle that malfunction or fail during normal use during the applicable coverage period due to a manufacturing defect in factory-supplied materials or factory workmanship.

This warranty does not mean that each Ford vehicle is defect free. Defects may be unintentionally introduced into vehicles during the design and manufacturing processes and such defects could result in the need for repairs. Ford provides the New Vehicle Limited Warranty only to remedy manufacturing defects that result in vehicle part malfunction or failure during the warranty period.

The remedy under this written warranty, and any implied warranty, is limited to repair, replacement, or adjustment of defective parts. This exclusive remedy shall not be deemed to have failed its essential purpose so long as Ford, through its authorized dealers, is willing and able to repair, replace, or adjust defective parts in the prescribed manner. Ford's liability, if any, shall in no event exceed the cost of correcting manufacturing defects as herein provided and upon expiration of this warranty, any such liability shall terminate.

Conditions that are not covered by the New Vehicle Limited Warranty are described on pages 15-20. When making warranty repairs on your vehicle, the dealer will use Ford or Motorcraft parts or remanufactured or other parts that are authorized by Ford, at the discretion of Ford or the Ford dealership.

Nothing in this warranty should be construed as requiring defective parts to be replaced with parts of a different type or design than the original part, so long as the vehicle functions properly with the replacement part. Moreover, Ford and its authorized dealers are entitled to a reasonable time and a reasonable number of attempts within which to diagnose and repair any defect covered by this warranty.

In certain instances, Ford may authorize repairs at other than Ford dealer facilities.

One or more separate warranties apply to tires on your new vehicle. The New Vehicle Limited Warranty covers tire defects in factory supplied material or workmanship for 100% of labor costs and on a prorated adjustment basis for parts. (See the reimbursement schedule below).

For vehicles within the New Vehicle Limited Warranty time in service and mileage coverage period, defective tires will be replaced on a prorated adjustment basis according to the following mileage-based Reimbursement Schedule:

MILES DRIVEN	PERCENT OF PARTS COVERED BY FORD
1-12,000	100%
12,001-24,000	60%
24,001-36,000	30%

The tire manufacturer also provides you with a separate tire warranty that may extend beyond the New Vehicle Limited Warranty coverage.

The tire manufacturer's tire warranty information is available through the manufacture's websites .

Tire Manufacturer	Website	Toll-Free Number
BFGoodrich	<a href="http://www.bfgoodrichtires.com">www.bfgoodrichtires.com</a>	1-877-788-8899
Bridgestone /Firestone	<a href="http://www.bridgestonetire.com">www.bridgestonetire.com</a> <a href="http://www.firestonetire.com">www.firestonetire.com</a>	U.S.: 1-800-356-4644 Canada: 1-800-267-1318
Continental/General	<a href="http://www.continentaltire.com">www.continentaltire.com</a> <a href="http://www.generaltire.com">www.generaltire.com</a>	U.S.: 1-800-847-3349 Canada: 1-855-453-1962
Goodyear/Dunlop	<a href="http://www.goodyear.com">www.goodyear.com</a>	U.S.: 1-800-321-2136 Canada: 1-855-453-1962
Hankook	U.S.: <a href="http://www.hankooktire.com/us">www.hankooktire.com/us</a> Canada: <a href="http://www.hankook.com/ca-en">www.hankook.com/ca-en</a>	U.S.: 1-800-426-5665 Canada: 1-800-843-7709
Linglong	<a href="http://www.linglongtire.com">www.linglongtire.com</a>	1-844-692-8527
Maxxis	<a href="http://www.maxxis.com">www.maxxis.com</a>	1-866-509-7067
Michelin	<a href="http://www.michelinman.com">www.michelinman.com</a>	1-866-866-6605
Nitto	<a href="http://www.nittotire.com">www.nittotire.com</a>	1-888-529-8200
Pirelli	U.S.: <a href="http://www.pirelli.com/tires/en-us/car/tire-use-guide-warranty/tirewarranty">www.pirelli.com/tires/en-us/car/tire-use-guide-warranty/tirewarranty</a> Canada: <a href="http://www.pirelli.com/tires/en-ca/car/tire-warranty">www.pirelli.com/tires/en-ca/car/tire-warranty</a>	1-800-747-3554 (English) 1-800-363-0583 (French)
Toyo	<a href="http://www.toyotires.com">www.toyotires.com</a>	1-800-442-8696
Sumitomo/Falken	<a href="http://www.falkentire.com">www.falkentire.com</a>	1-800-723-2553

You have the option of having a tire warranty repair performed by the tire manufacturer's authorized service center. If you go to a tire service center for a repair covered by the New Vehicle Limited Warranty, you may be charged a prorated amount for wear or other charges. If so, you should present your paid invoice detailing the nature of the charges to any Ford Motor Company dealership for refund consideration. When making warranty repairs on your vehicle, the dealer will use Ford or Motorcraft parts or remanufactured or other parts that are authorized by Ford. In

certain instances, Ford may authorize repairs at other than Ford dealer facilities. Tire replacements under warranty will be made with the same brand and model as originally equipped with the vehicle unless the same brand and model is no longer available, in which case a tire of the same brand, size, load, speed and tread type will be used. In some circumstances, Ford may authorize another brand and/or model to substitute for the original brand and model, even if still available.

Normal tire wear or damage is not reimbursable. See page 19 for details of what is not covered.

**Extended warranty coverage periods are available for certain vehicle parts and conditions. Specifically,**

(1) Your vehicle's Powertrain components are covered for five years or 60,000 miles, whichever occurs first. The extended coverage applies to the Engine: all internal lubricated parts, cylinder block, cylinder heads, electrical fuel pump, powertrain control module, engine mounts, flywheel, injection pump, manifold (exhaust and intake), manifold bolts, oil pan, oil pump, seals and gaskets, engine thermostat, engine thermostat housing, timing chain cover, timing chain (gears or belt), turbocharger/supercharger unit, valve covers, water pump; **Transmission:** all internal parts, clutch cover, seals and gaskets, torque converter, transfer case (including all internal parts), transmission case, transmission mounts (front and rear); **Front-Wheel Drive:** axle shafts, support bracket, front bearings, seals and gaskets, universal and constant velocity joints; **Rear-Wheel Drive:** axle shafts, rear bearings, center support bearing, drive axle housing (including all internal parts), drive shaft, retainers, supports, seals and gaskets, universal and constant velocity joints. **Four-Wheel/All-Wheel Drive:** axle shafts, support bracket, bearings (front and rear), center support bearing, drive shafts, final drive housing (including all internal parts), hubs-automatic front locking (four-wheel drive), locking rings (four-wheel drive), seals and gaskets, universal and constant velocity joints.

(2) Your vehicle's safety belts and air bag Supplemental Restraint System (SRS) are covered for an extended Safety Restraint Coverage Period, which lasts for five years or 60,000 miles, whichever occurs first.

(3) Your vehicle's body sheet metal panels are covered for an extended Corrosion Coverage Period, which lasts for five years, regardless of miles driven. The extended warranty coverage only applies if a body sheet metal panel becomes perforated due to corrosion during normal use due to a manufacturing defect in factory-supplied materials or factory workmanship. If aluminum body panels have corrosion or rust damage, and the damage is not the result of abnormal usage, vehicle accident, customer actions and/or extreme environmental conditions, the corrosion or rust damage repairs are covered for 5 years, unlimited miles. Airborne material/environmental fallout damage to exterior finish or trim may be reimbursable if reported to dealership within seven calendar days of the new vehicle delivery date (warranty start date).

(4) Your vehicle's direct injection diesel engine and certain engine components are covered during the Diesel Engine Coverage Period, which lasts for five years or 100,000 miles, whichever occurs first. The following parts are covered during this extended coverage period: the engine, cylinder block, heads and all internal parts, intake and exhaust manifolds, timing gear, harmonic balancer, valve covers, oil pan and pump, water pump, fuel system (excluding fuel lines, fuel tank and frame mounted fuel conditioning module sometimes referred to as the frame mounted pump/filter/water separator or frame mounted fuel filter/water separator), high pressure lines, gaskets and seals, glow plugs, turbocharger, two-stage turbocharger assembly, turbocharger actuator, powertrain control module, high pressure fuel injection pump assembly, injectors, injection pressure sensor, fuel rail pressure sensor, exhaust back pressure regulator and sensor, exhaust pressure sensor, manifold pressure sensor, intake air temperature sensor, crankshaft position sensor, camshaft position sensor, accelerator switch.

(5) The electrical drivetrain system of your vehicle is covered by the Hybrid & Electric Vehicle Unique Component coverage for eight years or 100,000 miles, whichever comes first. The components in the electrical drivetrain system of your vehicle will vary, depending on whether your vehicle is a hybrid, plug-in hybrid, but you can rest assured knowing that your vehicle's electrical drivetrain system is covered by this comprehensive warranty. Depending on your vehicle, electrical drivetrain system components covered by this warranty may include, and are not limited to: high-voltage battery, high-voltage battery connector, battery energy control module (BECM), on-board charger, inverter system controller (ISC), DC/DC converter, hybrid continuously variable transmission or electric driveline motor and transmission range sensor. If an electrical drivetrain system component requires replacement under warranty, it may be replaced with a new, factory remanufactured, or factory refurbished component, at Ford's discretion. Refurbished battery components selected for your vehicle will align with your vehicle's age and mileage, and meet Ford's stringent requirements and standards. (see "Note: High-Voltage Battery Gradual Capacity Loss" below).

**Note: High Voltage Battery Gradual Capacity Loss**

The high voltage battery will experience gradual capacity loss with time and use, similar to all batteries, which is considered normal wear and tear. Loss of battery capacity due to or resulting from gradual capacity loss is NOT covered under the New Vehicle Limited Warranty. See your Owner's Manual for important tips on how to maximize the life and capacity of the high voltage battery.

**NOTE:** Some components may also be covered by the Emissions Warranties. For more information, see pages 23-45.

If you own or lease a 2024-model Next Generation Police Interceptor Vehicle (NGPI), refer to the Warranty Addendum Card that was given to you when you took delivery of your vehicle for further explanation of Amendments to the New Vehicle Limited Warranty. The Warranty Addendum applies only the NGPI vehicles delivered in the State of Florida and New York.

(6) Certain Commercial customers with a Valid Fleet Identification Number (FIN Code) are eligible for a five year / 100,00 mile limited powertrain warranty extension on the following vehicles: F-150 (Excluding Raptor), Super Duty (F-250 through F600) pickup, chassis cabs (F53/F59), Transit, Transit Connect and E-Series. Vehicle must be reported as a sales type “fleet” at original time of sale. To become a U.S. Ford Fleet Account, for vehicles which are owned and operated in the United States, you must register for a U.S. Fleet Identification Number (FIN Code). You will also be asked to provide proof of eligibility documentation for the vehicles in your fleet. To see if you qualify, please see the eligibility restrictions at [www.fleet.ford.com/get-started](http://www.fleet.ford.com/get-started).

This warranty extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains.

### **Ford Power-Up software updates**

During the warranty coverage period, Ford Motor Company warrants that:

- you will not be charged for diagnosis, repair, replacement, or adjustment of components that are damaged or inoperable due to a defect caused by a Ford Power-Up software update.

### **WHAT IS NOT COVERED?**

#### **Damage Caused By:**

- accidents, collision or objects striking the vehicle (including driving through a car wash)
- theft, vandalism, or riot
- fire or explosion
- using contaminated or improper fuel/fluids
- customer-applied chemicals or accidental spills
- driving through water deep enough to cause water to be ingested into any component. i.e. powertrain components
- misuse of the vehicle, such a driving over curbs, overloading, racing or using the vehicle as a permanent stationary power source

(Plug-In Vehicles only) - The New Vehicle Limited Warranty does not cover: damage to the 120V convenience cord caused by misuse of the cord. Always use the convenience cord in a manner that conforms to the directions found in the Owner's Manual.

### **Damage Caused by Alteration or Modification**

The New Vehicle Limited Warranty does not cover any damage caused by:

- alterations or modifications of the vehicle, including the body, chassis, electronics or their components, after the vehicle leaves the control of Ford Motor Company
- tampering with the vehicle, tampering with the emissions systems or with the other parts that affect these systems (for example, but not limited to exhaust and intake systems)
- the installation or use of a non-Ford Motor Company part or software (other than a certified emissions part or software) or any part or software (Ford or non-Ford) designed for off-road use only installed after the vehicle leaves the control of Ford Motor Company if the installed part fails or causes a Ford part to fail. Examples include, but are not limited to lift kits, oversized tires, roll bars, cellular phones, alarm systems, automatic starting systems and performance-enhancing powertrain components or software and performance "chips". Your vehicle may allow, enable or facilitate the use of certain non-Ford Motor Company software. Ford is not responsible for the functionality of such software. Ford may disallow, discontinue or modify your ability to use such software at any time without prior notification or incurring any warranty or other obligation. Non-Ford Motor Company software may be governed by End User License Agreement or warranty provided by the software provider. For Ford Motor Company software see End User License Agreement found in the Owner Manual.

## Damage Caused by Use and/or the Environment

The New Vehicle Limited Warranty does not cover surface rust, deterioration and damage of paint, trim, upholstery, and other appearance items that result from use and/or exposure to the elements. You, as the owner, are responsible for these items. Some examples are:

- dings, dents
- cuts, burns, punctures or tears
- road salt
- tree sap, bird and bee droppings
- windstorm, lightening, hail
- earthquake
- freezing, water or flood
- stone chips, scratches (some examples are on paint and glass)
- windshield stress cracks. However, limited coverage on windshield stress cracks will be provided for the first 12 months or 12,000 miles (whichever occurs first), even though caused by use and/or exposure to the elements.

## Maintenance/Wear

The New Vehicle Limited Warranty does not cover: (1) parts and labor needed to maintain the vehicle; and (2) the replacement of parts due to normal wear and tear. You, as the owner, are responsible for these items. See your Owner's Manual. Some examples of maintenance and normal wear are:

- oil changes
- oils, lubricants, other fluids
- oil/air filters
- tire rotation/inflation
- cleaning/polishing
- clutch linings
- wiper blades
- wheel alignments and tire balancing\*
- brake pad/lining\*

\* Ford will replace or adjust certain maintenance items when necessary, free of charge during a limited period:

- Wheel alignments and tire balancing will be provided during the first 12 months or 12,000 miles in service, whichever occurs first.
- Brake pad/lining replacements will be provided during the first 12 months or 18,000 miles in service, whichever occurs first.

### **SYNC Hands-Free Communications and Entertainment System**

If your vehicle is equipped with SYNC, the New Vehicle Limited Warranty does not cover repairs under certain conditions, such as failure to provide proper installation environment. The New Vehicle Limited Warranty does not cover repairs for certain damage or loss, such as:

- Loss of personal recording media, software or data
- Loss, change, or discontinuation of functionality because of:
  - system updates to Ford Motor Company software or lack of compatibility with non-Ford Motor Company electronic devices
  - non-Ford Motor Company software, or
  - obsolescence of vehicle software or hardware
  - lack of network coverage or availability
- Damage caused by:
  - abnormal use such as insertion of foreign objects, fluid spillage
  - unauthorized modification to alter functionality or capability
  - computer or internet viruses, bugs, or malware, such as worms, Trojan Horses, cancelbots
  - installation of unauthorized software, peripherals and attachments
  - unauthorized, unapproved and/or incompatible repairs, upgrades and modification
  - the defective function or obsolescence of your cellular phone or digital media device (for example, inadequate signal reception by the external antenna, viruses or other software problems)

## **Tire Wear or Damage**

The New Vehicle Limited Warranty does not cover normal wear or worn out tires. Tires will not be replaced (unless required by a warranty repair) for wear or damage including:

- tire damage from road hazard such as cuts, snags, bruises, bulges, puncture, and impact breaks
- tire damage due to under or over inflation, tire chain use, racing, spinning (as when stuck in snow or mud), improper mounting or dismounting, or tire repair

## **Other Items or Conditions Not Covered**

The New Vehicle Limited Warranty does not cover:

- vehicles that have had the odometer disconnected, altered, or inoperative for an extended period of time with the result that the actual mileage cannot be determined
- vehicles that have ever been labeled or branded as dismantled, fire, flood, junk, rebuilt, reconstructed, or salvaged; this will void the New Vehicle Limited Warranty
- vehicles that have been determined to be a total loss by an insurance company; this will void the New Vehicle Limited Warranty
- converted ambulances that are not equipped with the Ford Ambulance Prep Package, see important information about ambulance conversions (page 50)
- aftermarket parts or components, sometimes installed by Ford Motor Company or an authorized Ford dealership, may not be covered by the New Vehicle Limited Warranty. Any damage caused to Ford components due to the failure of aftermarket parts (other than a certified emissions part) is not covered.
- high-voltage battery replacement due to improper vehicle storage. Refer to the Owner's Manual for the proper ways your vehicle's battery must be maintained in the event the vehicle is not driven or is stored for an extended period of time.

- The Lithium-ion battery (EV battery) will experience gradual capacity loss with time and use (similar to all lithium-ion batteries), which is considered normal wear and tear. Loss of battery capacity due to or resulting from gradual capacity loss is NOT covered under the New Vehicle Limited Warranty. See your Owner's Manual for important tips on how to maximize the life and capacity of the Lithium-ion battery.
- if the component that caused the failure is beyond coverage and damages a component with remaining coverage, the entire repair is NOT reimbursable.

## 4. In addition ...

### **ROADSIDE SERVICE ASSISTANCE (UNITED STATES, PUERTO RICO, AND U.S. VIRGIN ISLANDS)**

Your vehicle is covered by the complimentary Ford Roadside Assistance Program (unless you are driving a daily rental unit). Under this program, Ford will cover:

- Towing to the nearest Ford Motor Company dealership, or towing to your selling dealership if within 35 miles of the disablement
- Flat tire change (vehicle must have usable spare)
- Fuel delivery (limited to two occurrences in a 12-month period up to 2 gal. gas, 5 gal. diesel)
- 12V Battery jump starts
- Lock-out assistance (replacement key cost is customer responsibility)
- Winch out services: includes pulling a vehicle within 100 feet of a paved or county maintained road. No recoveries.

The Roadside Assistance Program is separate from the New Vehicle Limited Warranty. It begins at the warranty start date and lasts for five years or 60,000 miles (whichever occurs first). If you need towing beyond the five years or 60,000 miles (whichever occurs first) period, Ford can arrange roadside assistance and charge your credit card. If the reason for the vehicle disablement is later found to be covered by a Ford or Lincoln Protect extended service plan, you may seek reimbursement for a tow charge under that plan.

For emergency roadside assistance, call 1-800-241-3673, 24 hours a day, 365 days a year.

Ford Rent-A-Car (FRAC) and Dealer Daily Rental (DDR) vehicles that must be towed because a covered repair failed during the warranty coverage period, Ford will cover towing to the nearest Ford Motor Company dealership.

Ford Motor Company reserves the right to modify or discontinue Roadside Assistance at any time. Certain restrictions apply to Roadside Assistance benefits. Call 1-800-241-3673 for further details.

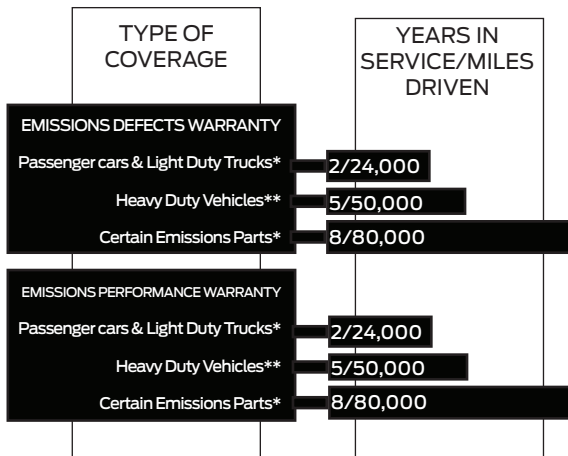
## 5. Federal requirements for emissions warranties

### QUICK REFERENCE: EMISSIONS WARRANTY COVERAGE

This chart shows your warranty coverage under two emissions warranties that Ford Motor Company provides, in compliance with Federal requirements. The warranties are:

- Emissions Defects Warranty
- Emissions Performance Warranty

#### Emissions Warranties for Your Vehicle



\* Applies to vehicles up through 8,500 pounds gross vehicle weight rating (GVWR)

\*\* Applies to trucks over 8,500 pounds GVWR up through 19,500 pounds GVWR.

Vocational vehicle tires covered for 2/24,000 for defects that affect compliance with greenhouse gas requirements.

For full details on emissions control coverage, see:

- Emissions Defect Warranty (pages 24-25)
- Emissions Performance Warranty (pages 25-26)
- What is Covered? (pages 27-29)
- What is Not Covered? (page 29)

**NOTE:** Fully-electric vehicles are not eligible for any emissions warranties described in this booklet.

## EMISSIONS DEFECT WARRANTY COVERAGE

During the warranty coverage period, Ford Motor Company warrants that:

- your vehicle or engine is designed, built, and equipped to meet
- at the time it is sold - the emissions regulations of the U.S. Environmental Protection Agency (EPA).
- your vehicle or engine is free from emission-related defects in factory-supplied materials or workmanship, which are defects that could prevent the vehicle or engine from conforming with applicable EPA regulations.
- you will not be charged for diagnosis, repair, replacement, or adjustment of parts containing an emissions-related defect. A list of emission-related parts can be found in **What is Covered?** on pages 27-29.

The warranty coverage period for:

- The emissions defects warranty coverage period for passenger cars and light duty trucks (applies to vehicles up through 8,500 pounds GVWR) is as follows:
  - 8 years or 80,000 miles (whichever occurs first) for catalytic converters, electronic emissions control unit, and onboard emissions diagnostic devices, including the battery energy control module (BECM), and emission-related reprogramming of modules.
  - 2 years or 24,000 miles (whichever occurs first) for all other covered parts. (Note: Ford's 3-year, 36,000-mile bumper-to-bumper coverage, as described above, surpasses this mandatory federal coverage.)

- Heavy duty vehicles (applies to trucks over 8,500 pounds GVWR up through 19,500 pounds GVWR)
  - The emissions warranty coverage period for heavy duty vehicles (HDVs) is 5 years or 50,000 miles (whichever comes first) for all parts covered by your emissions warranty. The 5 year or 50,000 mile warranty includes coverage of components whose failure would increase the vehicle's emissions of air conditioning refrigerants.
    - Only for HDVs designated as “vocational vehicles” on the underhood “VEHICLE EMISSION CONTROL INFORMATION” label: Tire defects that affect compliance with greenhouse gas requirements are covered for 2 years or 24,000 miles, whichever comes first.

### **EMISSIONS PERFORMANCE WARRANTY COVERAGE**

Under Emissions Performance Warranty Coverage, Ford Motor Company will repair, replace, or adjust - with no charge for labor, diagnosis, or parts - any emissions control device or system, if you meet all of the following conditions:

- You have maintained and operated your vehicle according to the instructions on proper care in the Owner's Manual and this booklet.
- Your vehicle fails to conform, during the warranty coverage period, to the applicable national EPA standards, as determined by an EPA approved inspection and maintenance program.
- You are subject to a penalty or sanction under local, state, or federal law because your vehicle has failed to conform to the emissions standards. (A penalty or sanction can include being denied the right to use your vehicle.)
- Your vehicle has not been tampered with, misused, or abused.

The warranty coverage period for:

- Passenger cars and light duty trucks (applies to vehicles up through 8,500 pounds GVWR) is as follows:
  - 8 years or 80,000 miles (whichever occurs first) for catalytic converters, electronic emissions control unit, and onboard emissions diagnostic devices, including the battery energy control module (BECM), and emission-related reprogramming of modules.
  - 2 years or 24,000 miles (whichever occurs first) for all other covered parts.
- Heavy duty vehicles (applies to trucks over 8,500 pounds GVWR up through 19,500 pounds GVWR)
  - 5 years or 50,000 miles (whichever occurs first) for all covered parts.

See **WHAT IS COVERED?** below for list of covered parts.

Note that the warranty period begins on the **Warranty Start Date** as specified on page 2 of this booklet.

## WHAT IS COVERED?

If the parts on the following list contain an emissions-related defect, they are covered by the Defects Warranties.

- Aftertreatment Sensors
- Air Flow Sensor
- Air/Fuel Feedback Control System and Sensors
- Air Induction System
- Anti-lock Brake System Module (Hybrid and Plug-in Hybrid vehicles only except Explorer hybrid)
- Battery Energy Control Module (BECM)
- Belt Integrated Starter Generator (Hybrid and Plug-in Hybrid vehicles only)
- Brake Hydraulic/Electric Control Assembly (Plug-in Hybrid vehicles only)
- Brake Vacuum Pump (Plug-in Hybrid vehicles only)
- Catalytic Converters (including Selective Catalytic Reduction and Diesel Oxidation Catalysts)
- Charger and Bracket Assembly High Voltage Battery (Hybrid and Plug-in Hybrid vehicles only)
- Cold Start Enrichment System (diesel only)
- Controls for Deceleration (diesel only)
- Converter and Bracket Assembly High Voltage to Low Voltage (Hybrid and Plug-in Hybrid vehicles only)
- Diesel Exhaust Fluid System
- Diesel Particulate Filter
- Electronic Ignition System (diesel only)
- Electronic Engine Control Sensors and Switches
- Powertrain Control Module (PCM)/ Engine Control Module (ECM)\*
- Evaporative Emission Control System
- Exhaust Gas Recirculation (EGR) System
- Exhaust Manifold
- Exhaust Pipe (Manifold to Catalyst)
- Fuel Filler Door Sensor (Hybrid and Plug-in Hybrid vehicles only)
- Fuel Filler Tube and Seal (non-diesel only)
- Fuel Injection System
- Fuel Injector Supply Manifold
- Fuel Tank (non-diesel only)
- Fuel Tank Pressure Control valve

- Glow Plugs (diesel only)
- High Voltage Battery (Hybrid and Plug-in Hybrid vehicles only)
- HVAC Controller (Plug-in Hybrid vehicles only)
- Ignition Coil and/or Control Module
- Intake Manifold
- Intercooler Assembly-Engine Charger
- Inverter System Controller (Plug-in Hybrid vehicles only)
- Jumper Assembly Charge Inlet to Charger (Hybrid and Plug-in Hybrid vehicles only)
- Jumper Assembly DC/DC Converter to High Voltage Panel (Hybrid and Plug-in Hybrid vehicles only)
- Malfunction Indicator Lamp (MIL)/On-Board Diagnostic (OBD) System
- Module and Bracket Assembly Transmission Inverter Control (Hybrid and Plug-in Hybrid vehicles only)
- Motor Electronics Coolant Pump (Plug-in Hybrid vehicles only)
- PCV system and Oil Filler Cap
- Onboard Charger (Plug-in Hybrid vehicles only)
- Secondary Air Injection System
- Spark Control Components
- Spark Plugs and Ignition Wires
- Thermostat
- Throttle Body Assembly (MFI)
- Transmission Assembly (Plug-in Hybrid vehicles only)
- Transmission Auxiliary Oil Pump (Plug-in Hybrid vehicles only)
- Transmission Fluid Temperature Sensor (Plug-in Hybrid vehicles only)
- Transmission Control Module (TCM) and Solenoids
- Turbocharger Assembly
- Vacuum Distribution System

\* Includes hardware and emissions related software changes only

## **Important Information About List of Parts**

Also covered by the two emissions warranties are all emissions-related bulbs, hoses, clamps, brackets, tubes, gaskets, seals, belts, connectors, non-diesel fuel lines, sensors, and wiring harnesses that are used with components on the list of parts, above.

Concerning parts that should be replaced on a certain maintenance schedule: these parts remain under warranty until : (a) the first replacement time that is specified in your **Owner's Manual**; or (b) the time or mileage limits of the Federal Defect and Performance Warranties (whichever occurs first). Your Ford Motor Company dealer maintains a complete list of parts covered by the emissions performance warranty. For questions about emission-related parts, contact your dealer.

### **WHAT IS NOT COVERED?**

Ford Motor Company may deny you emissions warranty coverage due to abuse, neglect, improper maintenance, or unapproved modifications.

If you need more information about getting service under the **Federal Emissions Performance Warranty**, or if you want to report what you believe to be violations of the terms of this warranty, you may contact:

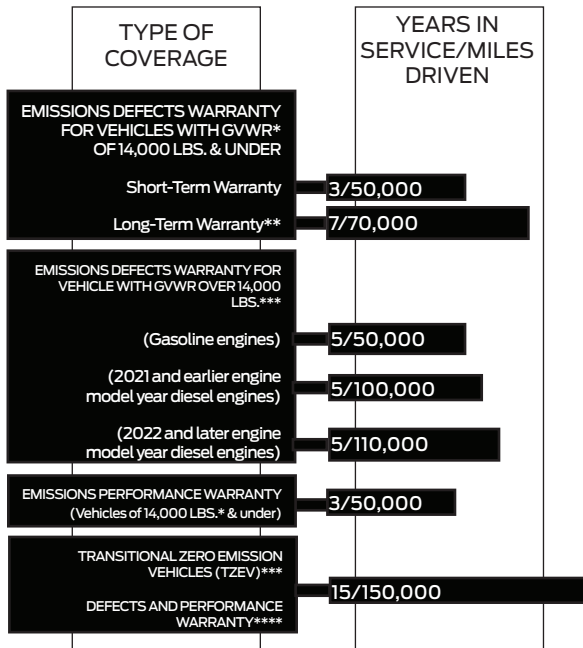
**U.S. Environmental Protection  
Agency Office of Transportation  
and Air Quality Compliance  
Division, Light-Duty Vehicle Group  
Attn: Warranty Complaints  
2000 Traverwood Drive  
Ann Arbor, MI 48105  
Email: [complianceinfo@epa.gov](mailto:complianceinfo@epa.gov)**

## 6. California requirements for emissions warranties

### QUICK REFERENCE: EMISSIONS WARRANTY COVERAGE

This chart shows the emission warranty that Ford Motor Company provides for your vehicle under the emissions control warranty in accordance with the regulations of the California Air Resources Board. This coverage is in addition to Federal Emission warranties page 23.

Emissions Warranties for California Certified Vehicles



\* Gross Vehicle Weight Rating

\*\* These specific parts were selected on the basis of their estimated replacement cost at the time the California Air Resources Board certified your vehicle for sale in California (up through 14,000 pounds GVWR).

\*\*\* Refer to your Vehicle Emission Control Information and Important Engine Information (if applicable) label for emissions certification information.

\*\*\*\* Except for the high voltage battery, which is covered for 10 years or 150,000 miles (whichever occurs first).

**NOTE: Fully-electric vehicles are not eligible for any emissions warranties described in this booklet.**

## Vehicles Eligible for California Emission Warranty Coverage

California emission warranty coverage applies if your vehicle meets the following two requirements:

- Your vehicle is registered in a state<sup>1</sup> that has adopted and is enforcing California emission warranty regulations applicable for your vehicle at the time of repair, and
- Your vehicle is certified for sale in California as indicated on the vehicle emission control information label.

<sup>1</sup> Subject to change, the following states have adopted and are enforcing California emission warranty regulations:

- **Passenger Car & Light-duty Trucks** (up through 8,500 pounds GVWR) - California, Colorado, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington
- **Medium-Duty Passenger Vehicles** (up through 10,000 pounds GVWR designed primarily for the transportation of persons. Excludes incomplete trucks, trucks with a seating capacity either over twelve persons total or over nine persons rearward of the driver's seat, or trucks with an open cargo area of at least six feet of interior length): California, Colorado, Connecticut, Delaware, Maine, Maryland, Massachusetts, New York, Oregon, Rhode Island, Vermont and Washington
- **Medium-Duty Vehicles** (over 8,500 pounds GVWR up through 14,000 pounds GVWR) - California, Colorado, Connecticut, Delaware, Maine, Maryland, Massachusetts, New York, Oregon, Rhode Island, and Vermont.
- **Light Heavy-Duty Diesel Engine Vehicles** (over 14,000 pounds GVWR up through 19,500 pounds GVWR) - California, Maine and Pennsylvania.

## Vehicles Eligible for California Transitional Zero Emission Vehicle (TZEV) Emission Warranty Coverage

California Transitional Zero Emissions Vehicle (TZEV) extended emission warranty coverage applies if your vehicle meets the following two requirements:

- Your vehicle is registered in a state\*\* that has adopted and is enforcing California TZEV emissions warranty regulations applicable to your vehicle at the time of repair, and
- Your vehicle is certified as a TZEV in California as indicated on the vehicle emission control information label.

\*\*Subject to change, the following states have adopted and are enforcing California TZEV emission warranty regulations: California, Colorado, Connecticut, Maine, Maryland, Massachusetts, New Jersey, New York, Rhode Island, and Vermont (NOTE: Delaware, Pennsylvania and Washington did not adopt the California TZEV emission warranty; standard California emission warranty coverage applies to all emission components. Oregon adopted high voltage battery TZEV warranty requirements only.)

For full details about coverage under California requirements for emissions control, see:

- Defects Warranties (pages 33-41)
- Performance Warranty (pages 33-36)
- What Is Covered? (pages 37-41)
- What Is Not Covered? (page 41)

## EXPLANATION OF CALIFORNIA EMISSIONS WARRANTIES CALIFORNIA EMISSION CONTROL WARRANTY STATEMENT

### Your Warranty Rights and Obligations

The California Air Resources Board and Ford Motor Company are pleased to explain the emission control system warranty on your 2024-model vehicle. In California, new motor vehicles must be designed, built, and equipped to meet the State's stringent anti-smog standards. Ford must warrant the emission control system on your vehicle for the periods of time listed on pages 33-36, provided there has been no abuse, neglect, or improper maintenance of your vehicle.

Your emission control system may include parts such as the fuel injection system, the ignition system, catalytic converter, and the engine computer. Also included may be hoses, belts, connectors, and other emissions-related assemblies.

Where a warrantable condition exists, Ford Motor Company will repair your vehicle at no cost to you including diagnosis, parts, and labor.

### Manufacturer's Warranty Coverage

#### For Vehicles Eligible for California Emission Warranty Coverage

If Gross Vehicle Weight Rating is 14,000 lbs. or less:

For 3 years or 50,000 miles (whichever occurs first):

1. If your vehicle fails a Smog Check inspection, all necessary repairs and adjustments will be made by Ford to ensure that your vehicle passes the inspection. This is your emission control system **PERFORMANCE WARRANTY**.
2. If any emissions-related part on your vehicle is defective, the part will be repaired or replaced by Ford. This is your short-term emission control system **DEFECTS WARRANTY**.

For 7 years or 70,000 miles (whichever occurs first):

If an emissions-related part listed in this warranty booklet specially noted with coverage for 7 years or 70,000 miles is defective, the part will be repaired or replaced by Ford. This is your long-term emission control system DEFECTS WARRANTY.

For a list of the high-priced emission-related parts that are covered for 7 years or 70,000 miles, go to [www.owner.ford.com](http://www.owner.ford.com) /Owner Manuals.

Select the list that corresponds to the model and the model year of your vehicle. NOTE: This list is vehicle specific and may not be the same for all vehicles. It is based on the replacement cost of each specific part, which can vary between vehicle lines.

If Gross Vehicle Weight Rating is 8,501 lbs. through 14,000 lbs.:

- For 5 years or 50,000 miles (whichever occurs first) for components whose failure would increase the vehicle's emissions of air conditioning refrigerants.
- **Only for HDVs designated as "vocational vehicles" on the underhood "VEHICLE EMISSION CONTROL INFORMATION" label:** Tire defects that affect compliance with greenhouse gas requirements are covered for 2 years or 24,000 miles, whichever comes first.

If Gross Vehicle Weight Rating is over 14,000 lbs.:

For 5 years or 50,000 miles (gasoline engines), 5 years or 100,000 miles (2021 and earlier engine model year diesel engines), and 5 years or 110,000 miles (2022 and later engine model year diesel engines) (whichever occurs first). Warranty coverage of 5 years or 50,000 miles (whichever occurs first) applies for components whose failure would increase the vehicle's emissions of air conditioning refrigerants. **Only for HDVs designated as "vocational vehicles" on the underhood "VEHICLE EMISSION CONTROL INFORMATION" label:** Tire defects that affect compliance with greenhouse gas requirements are covered for 2 years or 24,000 miles, whichever comes first.

For Vehicles Eligible for California TZEV Emission Warranty Coverage

Except as noted below, for 15 years or 150,000 miles (whichever first occurs):

1. If your vehicle fails a Smog Check inspection, all necessary repairs and adjustments will be made by Ford to ensure that your vehicle passes the inspection. This is your emission control system PERFORMANCE WARRANTY.
2. If any emissions-related part on your vehicle is defective, the part will be repaired or replaced by Ford. This is your short-term emission control system DEFECTS WARRANTY.

**NOTE:** The TZEV warranty period for the high-voltage battery is 10 years or 150,000 miles (whichever first occurs).

## **Owner's Warranty Responsibilities**

As the vehicle owner, you are responsible for the performance of the required maintenance listed in your owner's manual. Ford Motor Company recommends that you retain all receipts covering maintenance on your vehicle, but Ford cannot deny warranty coverage solely for the lack of receipts or for your failure to ensure the performance of all scheduled maintenance.

You are responsible for presenting your vehicle to a Ford Motor Company dealer as soon as a problem exists. The warranty repairs should be completed in a reasonable amount of time, not to exceed 30 days.

As the vehicle owner, you should also be aware that Ford Motor Company may deny you warranty coverage if your vehicle or a part has failed due to abuse, neglect, improper maintenance, or unapproved modifications.

If you have any questions regarding your warranty rights and responsibilities, or if you want to report what you believe to be violations of the terms of this warranty, you may contact the Ford Customer Relationship Center at 1-800-392-3673 (FORD) or the California Air Resources Board at:

**California Air Resources Board  
9528 Telstar Avenue  
El Monte, California 91731**

## WHAT IS COVERED?

If the parts on the following list contain an emissions-related defect, they are covered by the Defects Warranties.

- Aftertreatment Sensors
- Air Flow Sensor
- Air/Fuel Feedback Control System and Sensors
- Air Induction System
- Anti-lock Brake System Module (Hybrid and Plug-in Hybrid vehicles only except Explorer hybrid)
- Battery Energy Control Module (BECM)
- Belt Integrated Starter Generator (Hybrid and Plug-in Hybrid vehicles only)
- Brake Hydraulic/Electric Control Assembly (Plug-in Hybrid vehicles only)
- Brake Vacuum Pump (Plug-in Hybrid vehicles only)
- Camshaft\*\*
- Catalytic Converters (including Selective Catalytic Reduction and Diesel Oxidation Catalysts)
- Charger and Bracket Assembly High Voltage Battery (Hybrid and Plug-in Hybrid vehicles only)
- Cold Start Enrichment System (diesel only)
- Controls for Deceleration (diesel only)
- Converter and Bracket Assembly High Voltage to Low Voltage (Hybrid and Plug-in Hybrid vehicles only)
- Cylinder head\*\*
- Diesel Exhaust Fluid System
- Diesel Particulate Filter
- Electronic Ignition System (diesel only)
- Electronic Engine Control Sensors and Switches
- Powertrain Control Module (PCM)/ Engine Control Module (ECM)\*
- Evaporative Emission Control System
- Exhaust Gas Recirculation (EGR) System
- Exhaust Manifold
- Exhaust Pipe (Manifold to Catalyst)
- Exhaust Valve\*\*
- Fuel Filler Door Sensor (Hybrid and Plug-in Hybrid vehicles only)
- Fuel Filler Tube and Seal (non-diesel only)
- Fuel Injection System

- Fuel Injector Supply Manifold
- Fuel Tank (non-diesel only)
- Fuel Tank Pressure Control valve
- Glow Plugs (diesel only)
- High Voltage Battery (Hybrid and Plug-in Hybrid vehicles only)
- HVAC Controller (Plug-in Hybrid vehicles only)
- Ignition Coil and/or Control Module
- Intake Manifold
- Intake Valve\*\*
- Intercooler Assembly-Engine Charger
- Inverter System Controller (Plug-in Hybrid vehicles only)
- Jumper Assembly Charge Inlet to Charger (Hybrid and Plug-in Hybrid vehicles only)
- Jumper Assembly DC/DC Converter to High Voltage Panel (Hybrid and Plug-in Hybrid vehicles only)
- Malfunction Indicator Lamp (MIL)/On-Board Diagnostic (OBD) System
- Module and Bracket Assembly Transmission Inverter Control (Hybrid and Plug-in Hybrid vehicles only)
- Motor Electronics Coolant Pump (Plug-in Hybrid vehicles only)
- PCV system and Oil Filler Cap
- Piston\*\*
- Onboard Charger (Plug-in Hybrid vehicles only)
- Secondary Air Injection System
- Spark Control Components
- Spark Plugs and Ignition Wires
- Thermostat
- Throttle Body Assembly (MFI)
- Transmission Assembly (Plug-in Hybrid vehicles only)
- Transmission Auxiliary Oil Pump (Plug-in Hybrid vehicles only)
- Transmission Fluid Temperature Sensor (Plug-in Hybrid vehicles only)
- Transmission Control Module (TCM) and Solenoids
- Turbocharger Assembly
- Vacuum Distribution System
- Valve Spring\*\*

\* Includes hardware and emissions related software changes only

\*\* Heavy-Duty Diesel only

COVERAGE FOR 2024 MODEL VEHICLES (GVWR OF 14,000 LBS. OR LESS) UNDER LONG TERM DEFECTS WARRANTY  
 APPLICABLE ONLY TO CALIFORNIA-CERTIFIED VEHICLES REGISTERED IN A STATE THAT HAS ADOPTED AND IS EN-  
 FORCING CALIFORNIA EMISSION WARRANTY REGULATIONS  
 (Coverage for up to 7 years/70,000 miles, whichever first occurs)

Part Description	3:5L Expedition (3)	2:3L Mustang (3)	15:0L Mustang
Instrument Cluster (2)	X	X	X
Powertrain Control Wiring Harness (4)		X	X
Powertrain Control Module (PCM) / Engine Control Module	X	X	X
Wire Assembly - Engine Control and Sensors (4)			X
Rear Lamp Connection Wire Harness (4)			
Dash Panel & Headlamp Junction Wiring (4)	X	X	X
Battery Harness (4)		X	X
Roof Wiring Harness (4)	X		
Main Wiring Assembly (4)	X	X	X
Rear Lamp Wiring Assembly (4)	X		
Main Body Wiring Harness (4)	X	X	X
Main Jumper Wiring Assembly (4)	X		
Transmission Harness Connector (4)	X		
ABS Module		X	X
ABS Electronic Control Module (4)		X	X
Power Steering Wiring Assembly (4)	X		
Exhaust to Turbo Gasket	X		
Catalytic Converter	X	X	X
Catalytic Converter	X		
Exhaust Manifold & Catalyst Assembly			X
Camshaft Timing Assembly	X	X	X
Adjuster Assembly - Valve Lifter (4)	X	X	X
Arm Assembly - Valve Rocker (4)	X	X	X
Valve Rocker Cover Assembly (RH, LH)	X		X
Oil Pump Assembly (4)	X	X	X
Positive Crankcase Ventilation (PCV) Oil Separator		X	X
Crankshaft Position Sensor (CKP)	X		
Variable Camshaft Timing Assembly	X	X	X
Camcover Gasket	X	X	X
Turbocharger	X	X	
Charge Air Cooler	X	X	
Engine Variable Camshaft Timing Solenoid	X		X
Transmission/Diff Assembly (4)	X	X	X
Transmission Control Assembly (4)	X		
Transmission Harness Connector (4)	X		X
Transmission Range Sensor Assembly		X	X
Transmission Torque Clutch Solenoid Assembly (4)		X	X
Transmission Internal MLF Wiring Harness (4)	X		
Pressure Regulator Sensor		X	X

Part Description	3.5L Expedition (3)	2.3L Mustang (3)	5.0L Mustang
Transmission Fluid Temperature (TOT) Sensor	X	X	X
Transmission Range Sensor / Detent Assembly	X		
Transmission Solenoid - 5R110W		X	X
Active Grill Shutters	X	X	X
Fuel Tank	X	X	X
Intake Manifold	X		
Exhaust Manifold (Right Hand)	X		X
Exhaust Manifold (Left Hand)	X	X	X
Exhaust Manifold Gasket	X		X
Flat/Ring Exhaust Gasket	X		
Air Cleaner Assembly (ACL)		X	X
Fuel Tank Shield		X	X
Resonator and Tube Assembly Engine Air Intake		X	X
Cleaner and Duct Assembly Engine Air			X
Fuel Injection Fuel Supply Manifold Assembly	X		X
EGR Valve Assembly	X		
Carbon Canister and Bracket Assembly	X		
Fuel Injector Wiring Harness (4)			X
Fuel Vapor Hose		X	X
EGR Tube to Manifold Connector	X		
Fuel Injector	X		X
Fuel Injector Fuel Supply Manifold	X		X
Fuel Injector Charge Assembly	X		X
Turbocharger		X	
Turbocharger Actuator Kit	X	X	
Direct Fuel Injector	X		X
Fuel Delivery Module	X		
Fuel Tube Supply	X	X	X
Fuel Supply Line Tank to Bundle		X	X
Sensor to Rail Fuel Line	X		
Fuel Pump to Fuel Rail Tube	X		X
Tank Assembly (without straps)		X	X
Exhaust to Turbo Gasket	X		
Compressor Bypass Valve	X		

- (1) For Plug-in Hybrid Vehicles Only  
(2) For Service Engine Soon/Malfunction Indicator Lamp (MIL) Functionality Concerns Only

- (3) For EcoBoost/Turbocharged Engine Only  
(4) For MIL Illumination Only  
(5) For Non-EcoBoost Engine Only

## **Important Information about List of Parts**

There may be additional coverage for these parts through the Bumper to Bumper, Powertrain, or Diesel Engine limited warranties. In any case, the warranty with the broadest coverage applies.

Ford will cover damages to other vehicle components proximately caused by a failure under warranty of any warranted part.

Also covered by this warranty are all emissions-related bulbs, hoses, clamps, brackets, tubes, gaskets, seals, belts, connectors, non diesel fuel lines, and wiring harnesses that are used with components on the list of parts above.

Concerning parts that should be replaced on a certain maintenance schedule: these parts remain under warranty until the first required replacement time that is specified in your **Owner's Manual**.

**NOTE:** If the diagnosis does not reveal a defect, the Defects Warranty does not apply.

Your Ford Motor Company dealer maintains a complete list of covered parts. For more details about the specific parts that are covered by the Defects Warranty, contact your dealer.

### **WHAT IS NOT COVERED?**

Ford Motor Company may deny you emissions warranty coverage due to abuse, neglect, improper maintenance, or unapproved modifications.

## 7. Additional information about your emissions warranty coverage, under Federal and California requirements

### HOW DO I GET WARRANTY SERVICE?

To get service under your emissions warranties, take your vehicle to any Ford Motor Company dealer as soon as possible after illumination of the Malfunction Indicator Light or it has failed an EPA-approved test or a California Smog Check inspection. Be sure to show the dealer the document that says your vehicle has failed the test.

Your dealer will determine whether the repair is covered by the warranty. If the dealer has a question about Emissions Performance Warranty coverage, it will forward the question to Ford Motor Company, which must make a final decision within 30 days after you bring your vehicle in for repair. (The decision will be made within a shorter time if state, local, or federal law requires you to have the vehicle repaired more quickly in order to avoid additional penalties.) The deadline for a determination about Emissions Performance Warranty Coverage does not need to be met if you request a delay, agree to a delay in writing, or if the delay is caused by an event for which neither Ford nor your dealer is responsible. If a question about Emissions Performance Warranty coverage is referred to Ford Motor Company, you will be notified by Ford Motor Company in writing if your claim for warranty coverage is denied. The notice will explain the basis for denying your claim. If you fail to receive this notice within a timely manner, as determined above, Ford will perform the warranty repair for you free of charge.

### HOW DO I HANDLE EMERGENCY REPAIRS?

If your vehicle needs an emergency warrantable repair and a Ford Motor Company dealer is not available, or if a Ford Motor Company dealer cannot perform warrantable repair(s) within 30 days of you bringing your vehicle to the dealer, repairs may be performed at any service establishment or by you using Ford equivalent replacement parts.

Ford will reimburse you for the cost of these warranty repairs including diagnosis, if you take the part(s) that are replaced and the repair receipt(s) to a Ford Motor Company dealer. The reimbursement shall not exceed Ford's suggested retail price for the warranted parts that are replaced and labor charges based on Ford's recommended time allowance for the warranty repair and the geographically appropriate hourly rate.

#### **WHAT REPLACEMENT PARTS SHOULD I USE?**

Ford Motor Company recommends that you use genuine Ford replacement parts. However, when you are having non-warranty work done on your vehicle, you may choose to use non-Ford parts. If you decide to use non-Ford parts, be sure they are equivalent to Ford parts in performance, quality, and durability. If you use replacement parts that are not equivalent to Ford parts, your vehicle's emissions control systems may not work as effectively, and you may jeopardize your emissions warranty coverage.

Under the Federal and California emissions warranties, Ford will repair or replace covered parts if they are properly installed Ford parts or the equivalent, or non-Ford parts that have been certified by the U.S. EPA or the California Air Resources Board (CARB). Ford is not responsible for the cost of repairing or replacing non-Ford parts that are not equivalent to Ford parts or that have not been certified by EPA or CARB.

The maintenance, replacement, or repair of emissions control devices or systems can be performed by any automotive repair establishment or individual using Ford replacement parts or the equivalent, or EPA- or CARB-certified parts, without voiding your emissions warranty coverage for future repairs during the applicable warranty period.

## **PROPER MAINTENANCE PRESERVES YOUR WARRANTY**

If you do not maintain your vehicle properly, Ford may have the right to deny you warranty coverage.

To have repairs made under this warranty, you may have to show that you have followed Ford's instructions on properly maintaining and using your vehicle. You will find these instructions in your **Owner's Manual**. Be sure to save your service receipts and to keep accurate records of all maintenance work.

## **CUSTOMER ASSISTANCE**

If you are not satisfied with the handling of a warranty matter, see **Customer Assistance**, on the inside front cover, and **Better Business Bureau (BBB) AUTO LINE** program, page 47.

## 8. Noise emissions warranty

### NOISE EMISSIONS WARRANTY FOR CERTAIN LIGHT TRUCKS

Ford Motor Company warrants to the first person who purchases this vehicle for purposes other than resale and to each subsequent purchaser that this vehicle as manufactured by Ford, was designed, built and equipped to conform at the time it left Ford's control with all applicable U.S. EPA Noise Control Regulations.

This warranty covers this vehicle as designed, built and equipped by Ford Motor Company, and is not limited to any particular part, component or system of the vehicle as manufactured by Ford. Defects in design, assembly or in any part, component or system of the vehicle as manufactured by Ford, which, at the time it left Ford's control, caused noise emissions to exceed Federal standards, are covered by this warranty for the life of the vehicle.

### THE NOISE EMISSIONS WARRANTY OBLIGATIONS DO NOT APPLY TO:

- loss of time, inconvenience, loss of use of the vehicle, commercial loss or other consequential damages.
- any vehicle which is not covered by the U.S. EPA Medium and Heavy Trucks Noise Emission Standards (40 C.F.R. Part 205, Subpart B). Among the non-covered vehicles are those lacking a partially or fully enclosed operator's compartment, such as a basic stripped chassis, those having a Gross Vehicle Weight Rating of 10,000 pounds or less, and those sold outside the United States and its territories. To the extent permitted by law, THIS WARRANTY IS EXPRESSLY INSTEAD of any express or implied warranty, condition, or guarantee, agreement, or representation, by any person with respect to conformity of this vehicle with the U.S. EPA Noise Control Regulations, including ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS.

## 9. Ford Protect Extended Service Plan

### MORE PROTECTION FOR YOUR VEHICLE

You can get more protection for your new car or light truck by purchasing a Ford Protect. Ford Protect service contracts are backed by Ford Motor Company or Ford Motor Service Company. Ford Protect plans provide up to 8 years and 150,000 miles of coverage.

They provide:

- benefits during the warranty period, depending on the plan you purchase can be: reimbursement for a rental vehicle, protecting against tire and wheel road hazard damage, coverage for certain maintenance and wear items, lost key replacement, other plans are available;
- protection against covered repair costs and continuing Roadside Service Assistance benefits after your Bumper to Bumper Warranty expires.

You may purchase Ford Protect from any Ford Motor Company dealer or see our website at [fordprotect.ford.com](http://fordprotect.ford.com). There are several Ford Protect plans available in various time, distance and deductible combinations. Each plan is tailored to fit your own driving and vehicle ownership needs, including reimbursement for towing and rental.

When you purchase Ford Protect, you receive peace-of-mind protection throughout the United States, Canada and Mexico, provided by a network of more than 3,200 Ford Motor Company dealers.

**NOTE:** Repairs performed outside the United States, Canada, Mexico, Guam or Puerto Rico, Virgin Islands, American Samoa and District of Columbia are not eligible for Ford Protect coverage.

This information is subject to change. Ask your dealer for complete details about Ford Protect coverage.

## 10. The Better Business Bureau (BBB) AUTO LINE Program (U.S. Only)

Your satisfaction is important to Ford Motor Company and your dealer. If you are not satisfied with the resolution of a warranty concern, we recommend you follow the three-step resolution procedure outlined in this Warranty Guide. You may also be eligible to participate in the BBB AUTO LINE program whether or not you follow this three-step procedure.

The BBB AUTO LINE program consists of two parts — mediation and arbitration. During mediation, a representative of the BBB will contact both you and Ford Motor Company to explore options for settlement of the claim. If an agreement is not reached during mediation and your claim is eligible, you may participate in the arbitration process. An arbitration hearing will be scheduled so that you can present your case in an informal setting before an impartial person. The arbitrator will consider the testimony provided and make a decision after the hearing.

You are not bound by the decision, but should you choose to accept the BBB AUTO LINE decision, Ford must abide by the accepted decision as well. Disputes submitted to the BBB AUTO LINE program are usually decided within forty days after you file your claim with the BBB.

**BBB AUTO LINE Application:** Using the information provided below, please call or write to request a program application. You will be asked for your name and address, general information about your new vehicle, information about your warranty concerns, and any steps you have already taken to try to resolve them. A Customer Claim Form will be mailed that will need to be completed, signed, and returned to the BBB along with proof of ownership. Upon request, the BBB will review the claim for eligibility under the Program Summary Guidelines.

You can get more information by calling BBB AUTO LINE at 1-800-955-5100, or writing to:

**BBB AUTO LINE**  
1676 International Drive, Suite 550  
McLean, VA 22102

BBB AUTO LINE applications can also be requested by calling the Ford Motor Company Customer Relationship Center at 1-800-392-3673.

Note: Ford Motor Company reserves the right to change eligibility limitations, modify procedures, or to discontinue this process at any time without notice and without obligation.

## 11. State warranty enforcement laws

These state laws - sometimes called “lemon laws” - allow owners to receive a replacement vehicle or a refund of the purchase price, under certain circumstances. The laws vary from state to state.

To the extent your state law allows, Ford Motor Company requires that you first send us a written notification of any defects or non-conformities that you have experienced with your vehicle. (This will give us the opportunity to make any needed repairs before you pursue the remedies provided by your state’s law.)

In all other states where not specifically required by state law, Ford Motor Company requests that you give us the written notice. Send your written notification to:

**Ford Motor Company  
Customer Relationship Center  
P.O. Box 6248  
Dearborn, MI 48126**

## 12. Important information about ambulance conversions

Ford vehicles are suitable for producing ambulances only if equipped with the **Ford Ambulance Prep Package**. In addition, Ford urges ambulance manufacturers to follow the recommendations of the Ford Incomplete Vehicle Manual and the Ford Truck Body Builders Layout Book (and pertinent supplements).

**Using a Ford vehicle without the Ford Ambulance Prep Package to produce an ambulance could result in elevated underbody temperatures, fuel over pressurization, and the risk of fuel expulsion and fires. Such use also voids the Ford Bumper to Bumper Warranty and may void the Emissions Warranties.**

You may determine whether the vehicle is equipped with the **Ford Ambulance Prep Package** by inspecting the information plate on the driver's rear door pillar.

You may determine whether the ambulance manufacturer has followed Ford's recommendations by contacting the ambulance manufacturer of your vehicle.

The nature of climate.™



## Dometic Brisk Air Rooftop Air Conditioners

**Reliable, efficient and economical. The Dometic Brisk Air is the first choice of over a million RVers for a very good reason. It does a superior job of cooling in all weather conditions and locations. North, South, East or West — Brisk Air is America's choice for air conditioning.**

- 13,500 or 15,000 BTUs
- Low amp power models free up power for other appliances
- Quiet multi-speed blower delivers interior comfort
- Installs easily in standard 14-inch roof vent openings
- Superior performance for ducted or non-ducted systems
- Standard profile
- Eco-friendly 410A refrigerant



 **Dometic**



## Brisk Air Rooftop Air Conditioners

The powerful Brisk Air efficiently cools even the largest units with ease. Look to Dometic for the best in air conditioning operation and comfort.

### Air Distribution Box

- Easy-to-reach controls
- Fully adjustable louvers
- High density, washable filter



### Single Zone LCD Thermostat

- Simple, three-button operation
- Easy control including cool/furnace or heat strips
- Low profile
- Manual or automatic control
- Large display screen



### Comfort Control Center II

- Digital
- Large, low profile SMX bluelight display
- Industry first, real time-of-day, area independent programming
- Easily controls rooftop AC, heat pump, furnace, heat strip, Aquaheat floor system or dehumidifier



### Return Air Grill

- Washable filter
- Quick cool air discharge
- Low profile




Features	459530	457915	459516
Nominal capacity, BTU/hr.	High Efficiency	13,500	15,000
Installation type	Non-ducted or Ducted	Non-ducted or Ducted	Non-ducted or Ducted
Electrical rating	115V AC, 60 Hz, 1Ph	115V AC, 60 Hz, 1Ph	115V AC, 60 Hz, 1Ph
Compressor-rated load amps	8.6	12.4	13.3
Fan motor-rated load amps	2.5	2.5	2.0
Compressor-locked rotor amps	50	63	66
SCFM, high-speed max./min.	300/250	300/250	300/250
Heater amps/watts @ 120V AC	13.7/1,530	13.7/1,530	13.7/1,530
Refrigerant 410A (oz.)	20	18	27
Minimum wire size	12 AWG copper up to 24 feet. For distances over 24 feet consult the National Electrical Code.		
AC circuit protection	(User Supplied) 20 amp time delay fuse or 20 HCAR circuit breaker		
DC circuit protection	(User Supplied) Installation must comply with national, state, provincial and/or local electrical codes		
Installed weight, lbs.	87	87	100
Minimum generator size - 1 unit	2.5 KW	3.5 KW	3.5 KW
Minimum generator size - 2 units	4.0 KW	5.0 KW	5.0 KW
Thermostat/Control options	ADB or Thermostat	ADB or Thermostat	ADB or Thermostat

### Outstanding Warranty

Dometic's 2-Year Protection Plus warranty.

For more information visit [www.Dometic.com/USA](http://www.Dometic.com/USA)

Dometic reserves the right to make improvements or modifications without notice.

 Printed on recycled paper with 25% post consumer content with environmentally safe ink.

Printed in U.S.A. ©2011 Dometic Corporation OS2132 DRV-639/TM/3-11/1.5M





## Altro Transflor Meta™

Typical applications:

**Bus, coach, shuttle and emergency vehicles. Non-restricted rail and maritime applications.**

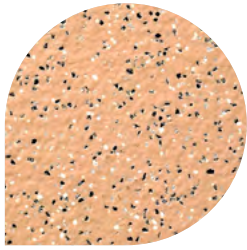
Altro Transflor Meta is engineered in three thicknesses (1.8mm / 2.2mm / 2.7mm) making it highly resilient, functional flooring to meet your installation requirements.

Silicon carbide and aluminum oxide grains for slip-resistance are included in the construction and dimensional stability is increased by including scrim in the middle. Altro Transflor Meta also benefits from Altro Easyclean Technology for improved cleanliness, reduced dirt pick-up and enhanced color retention.

This safety flooring has been designed with your passengers' comfort in mind. We've opted for subdued deep tones to create calm interiors and have twelve colors in the range to suit your mood.

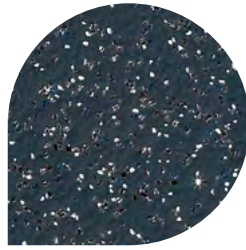
This range includes safety color options, designed to increase passenger awareness and safety in areas such as on stairs and entrances.





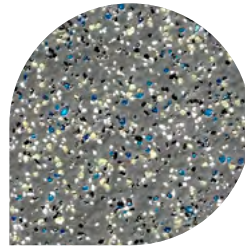
**Bison** LRV: 21

TFM1847 (1.8mm)  
TFM2247 (2.2mm)  
TFM2747 (2.7mm)  
WR63 / A1M239



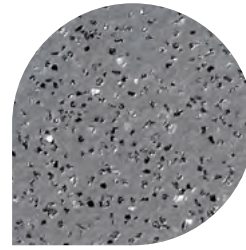
**Midnight** LRV: 8

TFM18421 (1.8mm)  
TFM22421 (2.2mm)  
TFM27421 (2.7mm)  
WR72 / A1M72



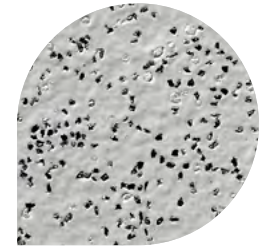
**Storm** LRV: 16

TFM18903 (1.8mm)  
TFM22903 (2.2mm)  
TFM27903 (2.7mm)  
WR82 / A1M82



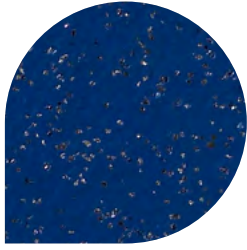
**Genome** LRV: 15

TFM1802 (1.8mm)  
TFM2202 (2.2mm)  
TFM2702 (2.7mm)  
WR83 / A1M83



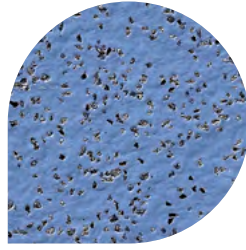
**Pewter Gray** LRV: 25

TFM1889 (1.8mm)  
TFM2289 (2.2mm)  
TFM2789 (2.7mm)  
WR181 / A1M81



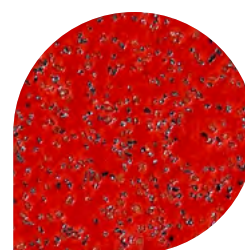
**Radial** LRV: 7

TFM1806 (1.8mm)  
TFM2206 (2.2mm)  
TFM2706 (2.7mm)  
WR39 / A1M73



**Diablo** LRV: 13

TFM1875 (1.8mm)  
TFM2275 (2.2mm)  
TFM2775 (2.7mm)  
WR249 / A1M249



**Torino** LRV: 10

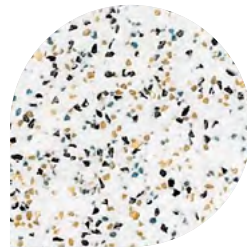
TFM1874 (1.8mm)  
TFM2274 (2.2mm)  
TFM2774 (2.7mm)  
WR248 / A1M238



**Black** LRV: 7

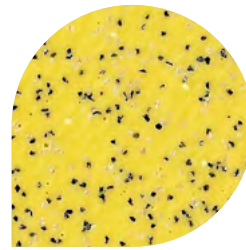
TFM18892 (1.8mm)  
TFM22892 (2.2mm)  
TFM27892 (2.7mm)  
WR100 / A1M100

### Accent and safety colors



**Safety White** LRV: 58

TFM2200 (2.2mm)  
TFM2700 (2.7mm)  
WR01 / A1M01



**Safety Yellow** LRV: 46

TFM2229 (2.2mm)  
TFM2729 (2.7mm)  
WR08 / A1M200



Color matched **Weldrods (WR)** and **Mastics (AM)** are available. You'll find their product codes under product SKUs.



All products **available in roll and kit** format. Custom colors are also available.



### Samples

Experience has shown that printing cannot reproduce colors accurately.

If color choice is critical, please request a sample of the material.

Dimensions	<b>6'7" x 66' / 2m x 20m</b>		
Thickness	<b>1.8mm</b>	<b>2.2mm</b>	<b>2.7mm</b>
Weight	<b>2.4kg/m<sup>2</sup></b> <b>4.4lb/yd<sup>2</sup></b>	<b>2.8kg/m<sup>2</sup></b> <b>5.15lb/yd<sup>2</sup></b>	<b>3.4kg/m<sup>2</sup></b> <b>6.25lb/yd<sup>2</sup></b>
Format	<b>ROLL and KIT</b>		



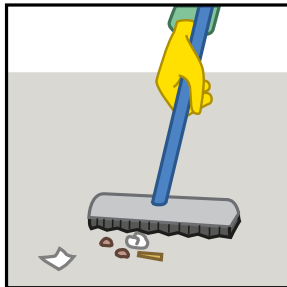
LRV = Light reflectance value



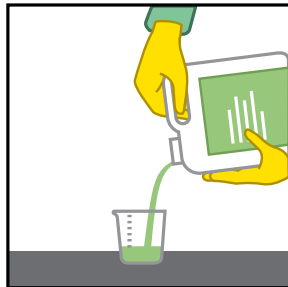
**altro**



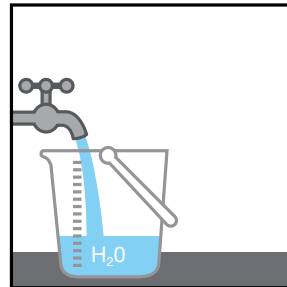
## Manual cleaning



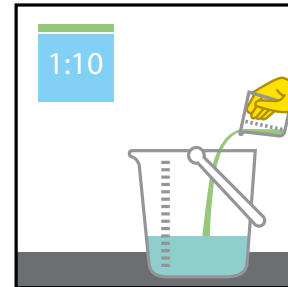
1. Vacuum up dust + dirt, remove large debris.



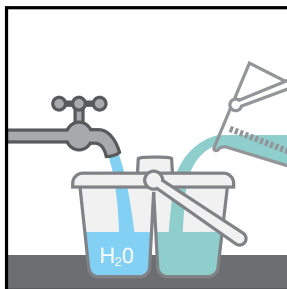
2. Measure out correct volume of Altro 44™ or equivalent cleaner.



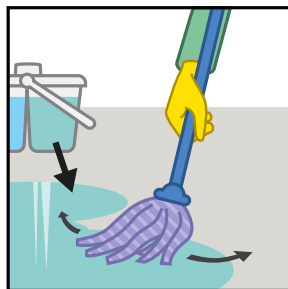
3. Measure out correct volume of water.



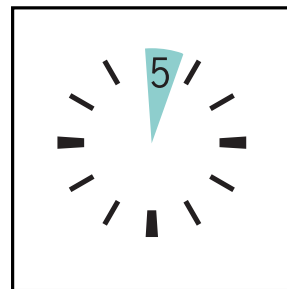
4. Combine both measurements of Altro 44™ + water. 1:10 ratio.



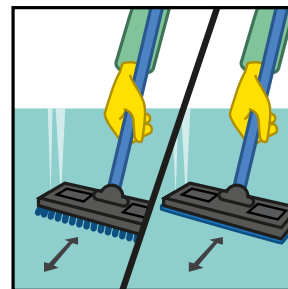
5. Pour water + combined cleaning solution into bucket.



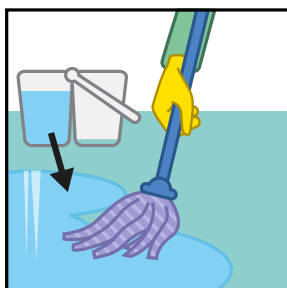
6. Apply cleaner to floor using a nylon fiber mop.



7. Wait 5 minutes.



8. (Extra step for deep cleaning) Scrub cleaner back + forth on the floor.



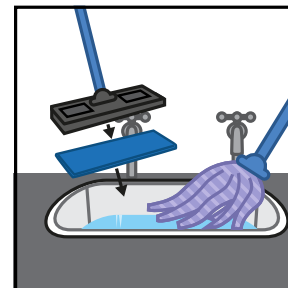
9. Rinse thoroughly with hot, clean water to ensure that no cleaner residue remains on the surface.



10. Place safety signage onto wet floor.



11. Keep safety signage in place until floor is thoroughly dry.



12. Rinse both mop and scrubber thoroughly in the sink basin.



**211 American Ave  
Greensboro, NC 27409  
cbraunns@msvehicles.com  
336.297.9600**

[www.msvehicles.com](http://www.msvehicles.com)



**July 25, 2025**



**TECHOPS SPECIALTY VEHICLES**

# **Request for Bid:**

**0725-1798**

**Transit Bookmobile**



Library Name:

Sterling Public Library BM

Library Address:

102 W. 3<sup>rd</sup> St.

Sterling, IL 61081

Library Point of Contact:

Jennifer Slaney, Director

[Jennifer.slaney@sterlingpubliclibrary.org](mailto:Jennifer.slaney@sterlingpubliclibrary.org)

815-625-1370

Company:

TechOps Specialty Vehicles, LLC

Company Address:

218A Log Canoe Circle,

Stevensville, MD 21666

Company Point of Contact:

Jennifer Samora, Sales Executive

[jsamora@techopssv.com](mailto:jsamora@techopssv.com)

720-862-5268



Section 1:

Introduction Letter

TechOps Information

Estimated Timeline



Dear Jennifer Slaney,

TechOps Specialty Vehicles, LLC (TechOps), a leader in the specialty vehicle industry, is pleased to provide you with the following response to your request for bid for a Transit Bookmobile. While still maintaining a small business environment, TechOps has proudly established itself as a market leader within the Specialty Vehicle industry repeatedly earning the trust to design and manufacture for the highest levels of the U.S. Government, State & Local agencies, as well as numerous private enterprises. TechOps-built units are currently fielded and in service across the country and operating in the most robust and dynamic work environments.

In this quote you will find an overview of your proposed vehicle which includes specified line items, pricing, and our terms and conditions. TechOps's submission has been prepared in a detailed manner to address all build information and consistent with the specifications discussed or noted in the provided documentation.

Any questions about the content of this quote or requests for adjustments in specifications can be directed to myself, Jennifer Samora, via email at [jsamora@techopssv.com](mailto:jsamora@techopssv.com) or by phone at (720) 862-5268. Once specifications are finalized and Purchase Order and deposit are in place, TechOps will assign your team a Project Manager and Design Engineer, and the detailed design phase of the project will commence. There will be an initial kick-off meeting with your team followed by Design Reviews with the TechOps Design & Engineering Team. All design or specification changes will be documented via change order and thoroughly communicating with your assigned point of contact. Sterling Public Library will have sign off on the final design and build plan.

Before production kicks off a detailed production schedule will be established allowing for key target dates along with a delivery date. At that point we would encourage your organization's personnel to visit our facility and see first-hand the upfitting process of your new vehicle.

TechOps has the ability and expertise to begin the custom design work on your new Transit Bookmobile. We have production capacity in Q1/Q2 2026 to complete the project. Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Samora". The signature is written in a cursive, flowing style.

Jennifer Samora  
Sales Executive  
[jsamora@techopssv.com](mailto:jsamora@techopssv.com)  
720-862-5268

# About TechOps Specialty Vehicles

TechOps Specialty Vehicles (TechOps) has been manufacturing specialty vehicles for law enforcement, command and communications, mobile medical, mobile outreach, and bookmobile communities since 2017. Our 19,000 sqft headquarters is located in Stevensville, MD, which houses our 40 full-time employees throughout various departments and trades.

TechOps has established itself as a market leader in the design, fabrication, deployment, and operations of mobile communications platforms with the capability to design and deliver custom solutions focused on full life cycle mission support of emergency communications and situational awareness platforms. Our customer base spans all sectors from local, county, state, and federal agencies to outreach organizations and medical centers.

TechOps brings the unique advantage of being a non-traditional government contractor and having a Small Business registration with the Small Business Administration (SBA) and System for Award Management (SAM). We are also proud to be a part of the Qualified Vehicle Modifier programs for both FordPro (Ford) and Mercedes-Benz Upfitter Program Mercedes, as well as an established upfitter partnership with Winnebago Specialty Vehicles. TechOps takes full advantage of being a small business through the ability to deliver large business solutions while maintaining mission-focused responsiveness of small business.

---

## Your Project Management Team



**Jon Brianas**  
President



**Russel Hester**  
Director of  
Engineering



**William Krampf**  
Director of Business  
Development



**Anna Easley**  
Sales Executive



**Gunnar Schimoler**  
Project Manager



**Jennifer Samora**  
Sales Executive

# Statement of Qualifications

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## Similar Past Projects



TechOps will design and convert your new Ford Transit into a mobile outreach vehicle/ bookmobile in-house. We are known for our quality, craftsmanship, and state of the art electrical systems.

TechOps has emerged as a pioneer in the creation of cutting-edge mobile platforms that optimize both space and functionality by collaborating with industry partners such as Winnebago, SVS, and community outreach organizations/libraries. We offer 100% in-house solutions to every community outreach group and service provider we collaborate with, reducing the risks associated with outsourcing and enabling an exceptionally high degree of quality control. We purchase our products for every project from our seasoned vendors who offer premium goods.

TechOps has an extensive track record of producing industry-leading community outreach vehicles of multiple varieties across the country. TechOps community outreach vehicles offering include pop-ups, Transit vans, Sprinter Vans, Winnebagos and M2 Freightliners.

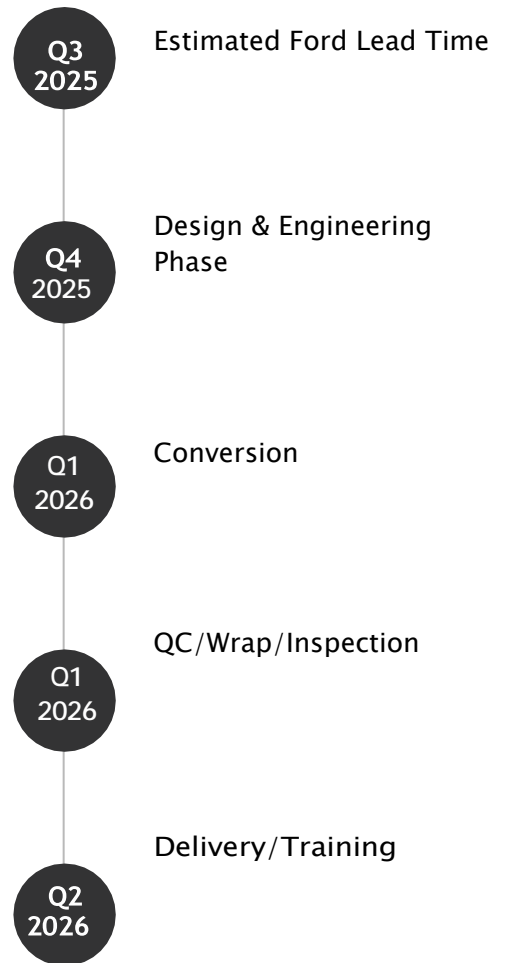
Our team has partnered with numerous libraries and organizations throughout the United States to provide similar vehicles. We have designed and built vehicles for mobile service centers, outreach, pop-up libraries, mobile workforce and much more. Please check out our references and website for more examples.

Our company has been a proud sponsor of the ABOS conference since 2021 along with supporting other local library conferences; Texas Library Association, Maryland/ Delaware Library Association, Montana Library Association, Pacific Northwest Library Association and Oregon Library Association.

# Estimated Project Timeline

At TechOps Specialty Vehicles, we believe that full transparency with the customer is an incredibly important aspect of any build. That is why we take great care in always maintaining an accurate project timeline for your build. Your assigned Project Manager will update you when any changes occur in the timeline to ensure that you and your organization are kept up to date!

\*Please Note that the estimated timeline is based upon our current build schedule within TechOps Specialty Vehicles. This timeline is only an estimate and in no way a promise to deliver. All estimates are After Receipt of Order (ARO). Due to ongoing supply chain issues, some manufacturers are providing longer lead times with estimated delivery dates ONLY. Please remember these approximate delivery estimates MAY change once an order has been placed.





Section 2:

Bookmobile and Outreach Reference Projects

**TECHOPS OUTREACH UNIT PROJECTS**

**Queen Anne County Public Library, Maryland – Outreach Van**



Janet Salazar  
121 S. Commerce Street  
Centreville, MD 21617  
[Janet@qaclibrary.org](mailto:Janet@qaclibrary.org)  
410-303-0695

**Worcester County Public Library, Maryland – Pop – Up**



Jennifer Ranck  
307 N Washington Street  
Snow Hill, MD 21863  
[Jranck@worcesterlibrary.org](mailto:Jranck@worcesterlibrary.org)  
410-632-3495

**St. Mary's Public Library, Maryland – M2 Bookmobile**



Michael Blackwell  
23630 Hayden Farm Lane  
Leonardtown, MD 20650  
[Mblackwell@stmalib.com](mailto:Mblackwell@stmalib.com)

**Jackson Public Library, Oregon – Sprinter Bookmobile Van**



Carrie Turney Ross  
205 South Central Avenue  
Medford, OR 97501  
[Cturneyross@jcls.org](mailto:Cturneyross@jcls.org)  
541-774-8679

**Carroll County BM Retrofit**



Kristen Bodvin  
50 E. Main Street  
Westminster, MD 21157  
[kbodvin@carr.org](mailto:kbodvin@carr.org)  
410-386-4450 x7736

**Missoula BM Sprinter**



Slaven Lee  
455 E. Main Street  
Missoula, MT 59802  
[slavenl@missoulapubliclibrary.org](mailto:slavenl@missoulapubliclibrary.org)  
406-541-8864

**Marion Bookmobile**



Bill Carroll  
1101 6<sup>th</sup> Avenue  
Marion, IA 52302  
[bcarroll@marionpubliclibrary.org](mailto:bcarroll@marionpubliclibrary.org)  
319-743-1984

**Mecklenburg Bookmobile**



Emery Otiz  
310 North Tryon Street  
Charlotte, NC 28202  
[eortiz@cmlibrary.org](mailto:eortiz@cmlibrary.org)  
704-416-0501

**Brown County M2**



Jenn Koetz  
515 Pine Street  
Green Bay, WI 54301  
[Jenn.koetz@browncountywi.gov](mailto:Jenn.koetz@browncountywi.gov)  
920-448-5814

**Spokane County District library, Washington – Sprinter Bookmobile Van**



Doug Stumbough  
4322 North Argonne Road  
Spokane, WA 99212  
[Dstumbough@scid.org](mailto:Dstumbough@scid.org)  
262-679-9096

**Butte County Public Library, California – M2 Bookmobile**



Chelsea James  
2081 2<sup>nd</sup> Street  
Oroville, CA 95965  
[Cjames@buttecounty.net](mailto:Cjames@buttecounty.net)  
530-552-5650

**San Luis Obispo Public Library, California – CFE Transit Bookmobile Vans (3)**



Missy Viles  
995 Palm Street  
San Luis Obispo, CA 93401  
[MViles@co.slo.ca.us](mailto:MViles@co.slo.ca.us)

**Licking County Public Library, Ohio – M2 Bookmobile**



Sandra Lodge  
101 West Main Street  
Newark, OH 43055  
[Slodge@lickingcountylibrary.org](mailto:Slodge@lickingcountylibrary.org)  
740-349-5500

**Worthington Public Library, Ohio – Pop – Up Bookmobile**



Gabrielle Rathge  
820 High Street  
Worthington, OH 43085  
[Grathge@worthingtonlibraries.org](mailto:Grathge@worthingtonlibraries.org)  
614-807-2643

**Stark District Library, Ohio – Sprinter Bookmobile Vans (2)**



Marianna DiGiacomo  
715 Market Avenue  
N Canton, OH 44702  
[Mdigiacomo@starklibrary.org](mailto:Mdigiacomo@starklibrary.org)  
330-452-0665

**Middlesex Public Library, Virginia – Sprinter Bookmobile Van**



Carrie Dos Santos  
P.O. Box 189  
Urbanna, VA 23175  
[Cdosantos0901@gmail.com](mailto:Cdosantos0901@gmail.com)  
804-758-5717

**Albermarle County, Virginia – Mobile Outreach Van Conversion**



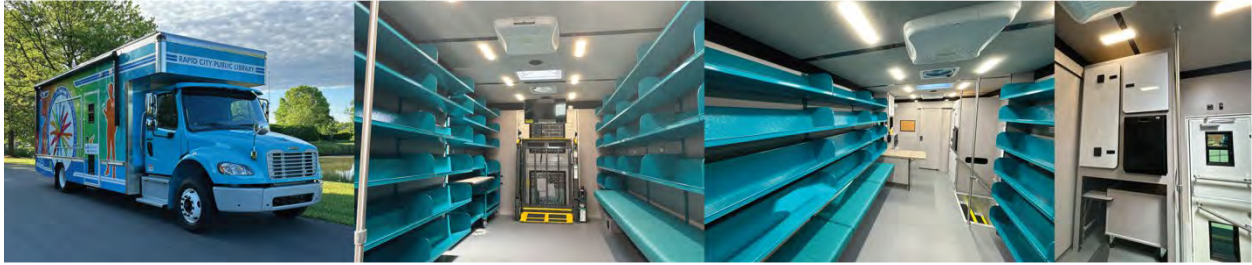
Mike Seabright  
7010 Troy Hill Drive  
Elkridge, MD 21075  
[Mseabright@fescosales.com](mailto:Mseabright@fescosales.com)

**South Carolina Department of Veterans Affairs – Mobile Offices (3)**



Kayla Middleton  
1201 Main St. Suite 600  
Columbia, SC 29201  
[Kmiddleton@mma.sc.gov](mailto:Kmiddleton@mma.sc.gov)  
803-737-2609

**Rapid City Public Library, South Dakota – M2 Bookmobile**



Terri Davis  
610 Quincy Street  
Rapid City, SD 57701  
[Tdavis@rcplib.org](mailto:Tdavis@rcplib.org)  
605-394-6139 ext. 2215

**West Des Moines Public Library, Iowa – Pop – Up Book Mobile**



Jenna Ehler  
4000 Mills Civic Parkway  
West Des Moines, IA 50265  
[Jennaehler@wdm.iowa.gov](mailto:Jennaehler@wdm.iowa.gov)  
515-222-3415

**Poplar Creek Public Library, Illinois – Transit Bookmobile Van**



Kris Kenney  
1405 Southpark Avenue  
Streamwood, IL 60107  
[Kkenney@pclib.org](mailto:Kkenney@pclib.org)  
331-808-3503

**Chelsea District Library, Michigan – Sprinter Bookmobile Van**



Lori Coryell  
221 S. Main Street  
Chelsea, MI 48118  
[Lcoryell@chelseadistrictlibrary.org](mailto:Lcoryell@chelseadistrictlibrary.org)  
734-475-8732 ext. 206

**East Bonner Public library, Idaho – Transit Bookmobile Van**



Vanessa Velez  
1407 Cedar Street  
Sandpoint, ID 83864  
[Vanessa@bonnerlibrary.org](mailto:Vanessa@bonnerlibrary.org)  
208-263-6930 ext. 1282

**Spokane County District library, Washington – M2 Bookmobile**



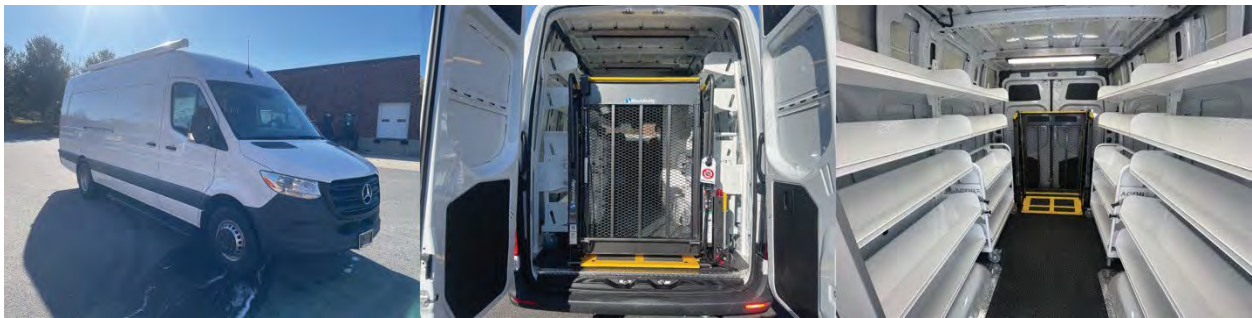
Doug Stumbough  
4322 North Argonne Road  
Spokane, WA 99212  
[Dstumbough@scid.org](mailto:Dstumbough@scid.org)  
262-679-9096

**San Andreas Public Library, California – Freightliner Bookmobile Van**



Albert Alt  
891 Mountain Ranch Road  
San Andreas, CA 95249

**Shafter Public Library, California – Sprinter Bookmobile Van**



David Franx  
336 Pacific Avenue  
Shafter, CA 93263  
[Dfranz@shafterlearning.com](mailto:Dfranz@shafterlearning.com)  
661-746-5042

**Molalla Public Library, Oregon – Transit Bookmobile Van**



Diana Hadley  
PO Box 1289  
Molalla, OR 97038  
[Dhadley@lincc.org](mailto:Dhadley@lincc.org)  
503-759-0250

**Lee County Public Library – Pop-Up Bookmobile**



Melissa Baker  
2345 Union Street  
Fort Myers, FL 33901  
[Mbaker@leegov.com](mailto:Mbaker@leegov.com)  
239-533-4800

**Northumberland Public Library, Virginia – Sprinter Bookmobile Van**



Jane Blue  
7204 Northumberland Hwy  
Heathsville, VA 22473  
[Jblue@nplibraryva.org](mailto:Jblue@nplibraryva.org)  
804-580-5051

**National Wildlife Refuge – Stepvan Outreach Vehicle**



Ann-Marie Wildman  
1 Wildlife Drive  
Sanibel, FL 33957  
[Wildman@dingdarlingsociety.org](mailto:Wildman@dingdarlingsociety.org)  
239-789-8991



Section 3:

Conversion Line-Item Specifications

Ford Transit Specifications



# Line-Item Specifications

<b>1.0 CHASSIS (CHAS)</b>		
1	CHAS-103-FTV	CHASSIS, VAN, CLASS 3 - FORD TRANSIT CARGO VAN
		<b>*SECTION NOTES: SPECIFICATIONS INCLUDED FOR REVIEW</b>
<b>3.0 INTERIOR GENERAL (IGEN)</b>		
<b>3.2 INTERIOR GENERAL VAN AND TRIM (IGEN-VAN, IGEN-VAN-TRM)</b>		
1	IGEN-VAN-TT-FTV-CEIL-148EXT	INTERIOR GENERAL, TECHTRACK™, FORD TRANSIT - 148" WB EXT, SUB-STRUCTURE TECHTRACK™ CEILING ONLY INSTALLATION
1	IGEN-VAN-FLR-FTV-148EXT-3/4	INTERIOR GENERAL, FLOOR, FORD TRANSIT - 148" WB EXT, 3/4" ADVANTECH PLYWOOD, LONCOIN FINISH
1	IGEN-VAN-WAL-FTV-CEIL-148EXT-FRP	INTERIOR GENERAL, CEILING, FORD TRANSIT - CEILING, 148" WB EXT, 1/2" PLYWOOD PANELS, FOR TECHTRACK™ BASE SYSTEM, WHITE FRP FINISH
1	IGEN-VAN-INS-FTV	INTERIOR GENERAL, INSULATION, FORD TRANSIT - BATTEN INSULATION, HAVELOCK WOOL
1	IGEN-VAN-TRM-FLR-FTV	INTERIOR GENERAL, TRIM, FORD TRANSIT - 148" WB EXT, BASE PACKAGE OF DIAMOND PLATE FLOOR TRIM TO COVER EXPOSED EDGES
1	IGEN-VAN-TRM-CLNG-FTV	INTERIOR GENERAL, TRIM, FORD TRANSIT - FOR TECHTRACK™ BUILD, BASE PACKAGE OF CEILING TRIM, 0.40" ALUMINUM, COLOR TO MATCH AESTHETIC
1	IGEN-FTV-TRM-SWCOVER	INTERIOR GENERAL, TRIM, FORD TRANSIT - FORD OEM PART, STEP WELL COVER
<b>3.3 INTERIOR GENERAL BOOKMOBILE (IGEN-MOV)</b>		
1	IGEN-MOV-VAN-ACORE-FTV-BASE	INTERIOR GENERAL, WALLS AND CEILING, OUTREACH VEHICLE, FORD TRANSIT - BASE ACORE UPRIGHT PACKAGE
1	IGEN-MOV-VAN-PANEL-FTV-FAB-01	INTERIOR GENERAL, WALL PANEL, OUTREACH VEHICLE, FORD TRANSIT - ACORE WALL PANEL KIT, 1/2" PLYWOOD NO CORK BOARD, CUSTOM FABRIC FINISH
<b>4.0 INTERIOR CABINERY (ICAB)</b>		
<b>4.2 INTERIOR CABINERY UPPER CABINETS (ICAB-UPP)</b>		
1	ICAB-UPP-1-FNT-FTV-24	INTERIOR CABINET - FABRICATED, 1 DOOR UPPER CABINET, FRONT CORNER, FORD TRANSIT ONLY, DOOR HINGED DOWN, ~24", LAMINATE FINISH
1	ICAB-UPP-LAM-UPG	INTERIOR CABINET, UPPER CABINET - UPGRADE TO CUSTOM COLOR LAMINATE. PER SHEET. (CHOOSE SIDES AND DOORS)
<b>4.3 INTERIOR CABINERY WORKSTATIONS (ICAB-WST)</b>		
1	ICAB-WST-1-SVL	INTERIOR CABINET, WORKSTATION - FABRICATED, 1-PERSON WORKSTATION WITH SUPPORT AND MODESTY PANEL, DESIGNED TO BE USED IN A VAN WITH THE DRIVERS SEAT SWIVELED TO FACE THE REAR
1	ICAB-WST-LAM-UPG	INTERIOR CABINET, WORKSTATION - UPGRADE TO CUSTOM COLOR LAMINATE. PER SHEET. (CHOOSE SIDES AND DOORS)
<b>4.6 INTERIOR CABINERY FULL HEIGHT CABINETS (ICAB-FUL)</b>		
1	ICAB-FUL-S-18-FTV	INTERIOR CABINET - FABRICATED, FULL HEIGHT STORAGE CABINET, 18" WIDE, FORD TRANSIT WALL PROFILE, TWO SWING DOORS, ONE FIXED SHELF
		<b><i>NOTE - LOCATED AFT OF WORKSTATION</i></b>
1	ETO-SHELVES	ENGINEER TO ORDER - ADD 3 SHELVES ON ADJUSTABLE TRACK TO INTERIOR OF 18" FULL HEIGHT CABINET
1	ICAB-FUL-LAM-UPG	INTERIOR CABINET, FULL HEIGHT - UPGRADE TO CUSTOM COLOR LAMINATE. PER SHEET. (CHOOSE SIDES AND DOORS)
<b>4.8 INTERIOR CABINERY ELECTRICAL CABINETS (ICAB-ELE)</b>		



1	ICAB-ELE-FUL-E2	INTERIOR CABINET - FABRICATED, ELECTRICAL CABINET, WILL HOUSE A TOSV "E2" (2000 WATT INVERTER) AND 1 LITHIUM OR 3 AGM BATTERIES, CUSTOMIZABLE, LAMINATE FINISH
		<b>NOTE - LOCATED AFT OF SLIDING DOOR</b>
2	ICAB-ELE-LAM-UPG	INTERIOR CABINET, ELECTRICAL - UPGRADE TO CUSTOM COLOR LAMINATE. PER SHEET. (CHOOSE SIDES AND DOORS)
<b>5.0 INTERIOR ACCESSORY (IACC)</b>		
<b>5.1 INTERIOR ACCESSORY (IACC)</b>		
1	IACC-SCRW-S-2FT	INTERIOR ACCESSORY - SINGLE CHANNEL RACEWAY W/COVER, 2FT
7	IACC-UNI-ACC-02	INTERIOR CABINET, UNIVERSAL - SWAP STANDARD COMPRESSION LATCH FOR LOCKING COMPRESSION LATCH
1	IACC-UNI-ACC-WST-01	INTERIOR CABINET ACCESSORY, UNIVERSAL - PENCIL DRAWER FOR WORKSTATION
1	IACC-UNI-ACC-BROCHURE-3	INTERIOR CABINET ACCESSORY, UNIVERSAL - THREE TIER BROCHURE RACK W/CLEAR LEXAN FACE AND REMOVABLE DIVIDERS
1	IACC-GRAB-01-FTV	INTERIOR ACCESSORY, FORD TRANSIT - SIDE ENTRANCE DOOR INTERIOR GRAB HANDLE, B-PILLAR
1	IACC-LIFT-NL2-FTV	INTERIOR ACCESSORY, FORD TRANSIT, LIFT - BRAUN ABILITY INTERNAL ADA WHEELCHAIR LIFT, 800LB CAPACITY, MILLENIUM SERIES NL2, FORD TRANSIT SPECIFIC MOUNTING PLATE
<b>5.2 INTERIOR ACCESSORY BOOKMOBILE (IACC-MOV)</b>		
1	IACC-MOV-ACORE-INSTALL-TIER2	INTERIOR ACCESSORY, OUTREACH VEHICLE - ACORE ACCESSORIES INSTALL, TIER 2
10	IACC-MOV-ACORE-7/36C	INTERIOR ACCESSORY, OUTREACH VEHICLE - ACORE AS 7" BY 36" SHELF, CURVED, VAN UPPER
3	IACC-MOV-ACORE-9/36-ABR	INTERIOR ACCESSORY, OUTREACH VEHICLE - ACORE ABR 9" BY 36" AGGRESSIVELY CLEATED SHELF
3	IACC-MOV-ACORE-11/36-ABR	INTERIOR ACCESSORY, OUTREACH VEHICLE - ACORE ABR 11" BY 36" AGGRESSIVELY CLEATED SHELF
2	IACC-MOV-ACORE-CART-02	INTERIOR ACCESSORY, OUTREACH VEHICLE - ACORE, DOUBLE-SIDED CART, SIX SHELVES
		<b>NOTE - ONE WILL BE PLACED AT WHEEL WELL WITH SPECIAL WALL SECURITY DEVICE, AND ONE WILL BE PLACED JUST AFT OF 18" FULL HEIGHT CABINET. REAR SECTIONS DO NOT HAVE ENOUGH ROOM FOR CARTS WITH WHEELCHAIR LIFT</b>
1	IACC-MOV-ACORE-SD-03	INTERIOR ACCESSORY, OUTREACH VEHICLE - ACORE, WALL SECURITY DEVICE, DESIGNED FOR USE OVER THE WHEEL WELL IN DUAL REAR WHEEL VANS.
1	IACC-MOV-ACORE-SD-01	INTERIOR ACCESSORY, OUTREACH VEHICLE - ACORE, WALL SECURITY DEVICE
1	IACC-MOV-ACORE-CUS	INTERIOR ACCESSORY, OUTREACH VEHICLE - ACORE, CUSTOM
1	IACC-MOV-ACORE-PEN-CUS	INTERIOR ACCESSORY, OUTREACH VEHICLE - ACORE, TOUCHUP PEN, CUSTOM COLOR
1	IACC-MOV-ACORE-CS-01	INTERIOR ACCESSORY, OUTREACH VEHICLE - ACORE, COLOR STRIPS, 5 PRE-SELECTED COLORS
<b>6.0 INTERIOR LIGHTING (ILIT)</b>		
6	ILIT-LED-RND-W-6	INTERIOR LIGHTING - ROUND LIGHT, LED, WHITE, 6"
1	ILIT-CTRL-DIM-01	INTERIOR LIGHTING - DIMMER WITH SWITCH, MOUNTED ON CONTROL CABINET, 25AMP
<b>9.0 EXTERIOR ACCESSORY (XACC)</b>		
1	XACC-GRPH-WRAP-VN-6K-GRPH	EXTERIOR ACCESSORY, UNIVERSAL - GRAPHICS WRAP ALLOWANCE, \$6,000
1	XACC-STP-FXD-02-FTV	EXTERIOR ACCESSORY, FORD TRANIST - STEP, PERMANENT, FIXED, DRIVER DOOR AND PASSENGER SIDE THAT EXTENDS THROUGH SLIDING DOOR, KIT
<b>11.0 POWER SYSTEM (POWR)</b>		
1	POWR-PREWIRE-T1-FTV	PRE-WIRE LABOR AND HARDWARE FOR FORD TRANSIT VAN, TIER 1



1	POWR-E2-12V-LIP1	POWER SYSTEM, UNIVERSAL - AC/DC 2000W INVERTED ELECTRICAL PACKAGE (E2) W/ ONE 460 AMP HOUR LITHIUM BATTERY, LITHIUM ALLOWS FOR LONGER RUN TIME THAN AGM SYSTEM, 30AMP SHORELINE INLET WITH CORDSET, NO TOUCH SCREEN CONTROLS, SYSTEM BATTERY CHARGES VIA STOCK CHASSIS ALTERNATOR OR SHORELINE. WILL SUPPORT UP TO 8 CONSTANT USE OUTLETS, WILL ONLY SUPPORT AN AUXILLARY HVAC SYSTEM IF PLUGGED INTO SHORE POWER. (FUEL FIRED HEAT OK). CAN PAIR WITH SMALL ON BOARD GENERATOR (7K/ 8K)
1	POWR-ALT-FTV-12V	POWER SYSTEM, FORD TRANSIT - AFTERMARKET ALTERNATOR KIT, 12V SYSTEM
1	POWR-SOL-1	POWER SYSTEM - SOLAR PANEL SYSTEM, QTY:(1) 200WATT MONOCRYSTALLINE PANEL, ALL NECESSARY HARDWARE FOR INSTALLATION INCLUDED, ROOF MOUNTED, INCLUDES MPPT CONTROLLER
<b>12.0 END POINTS (EDPT)</b>		
2	EDPT-AC-WH-15-RW-02	END POINT, AC OUTLET - 120V OUTLET IN RACEWAY, 15A, W/USB, WHITE
		<b><i>NOTE - LOCATED AT WORKSTATION</i></b>
2	EDPT-AC-WH-15-WALL-02	END POINT, AC OUTLET - 120V OUTLET IN WALL, 15A, W/USB, WHITE
		<b><i>NOTE - LOCATE AT HEIGHT TO USE WITH A MODULAR WORKSTATION (IN OPTIONS), CAN BE USED FOR A PRINTER AND SCANNER, EXACT LOCATIONS TBD</i></b>
1	EDPT-AC-WH-15-EXT-01	END POINT, AC OUTLET - 120V OUTLET ON EXTERIOR, 15A, GFCI, WHITE
<b>13.0 CLIMATE CONTROL (CLIM)</b>		
1	CLIM-RTU-DC-FTV-11800-12V	CLIMATE CONTROL, FORD TRANSIT, AIR CONDITIONER - 11,800 BTU ROOFTOP AIR CONDITIONER, DIRECT DUCT, 12V
1	CLIM-FAN-FTV	CLIMATE CONTROL, FORD TRANSIT VAN, CEILING FAN - ROOF MOUNTED VENT AND FAN, REVERSIBLE, WITH RAIN SENSOR
1	CLIM-HEAT-FUEL-FTV-ESPAR-B2	CLIMATE CONTROL, FORD TRANSIT, HEATER - FUEL-FIRED HEATER, ESPAR B2, INCLUDES EXTERIOR BOX (FABRICATED)
<b>14.0 NETWORKING (NTWK)</b>		
1	ETO-PEPLINK	WI-FI MODEM PEPLINK MAX BR1 PRO 5G
1	ETO-WILSON	WILSON PRO IOT 5-BAND M2M SIGNAL BOOSTER
1	ETO-PARSEC	PARSEC PTA5BC BORDER COLLIE ANTENNA
		<b><i>*SECTION NOTES - PER THE SPECIFICATIONS</i></b>
<b>17.0 SAFETY (SFTY)</b>		
1	SFTY-FE-5LB	SAFETY - FIRE EXTINGUISHER, 5 LB
1	SFTY-CO-01	SAFETY - COMBINATION CO AND SMOKE DETECTOR
1	SFTY-TRI-01	SAFETY - TRIANGLE KIT
1	SFTY-AID-01	SAFETY - FIRST AID KIT
<b>18.0 OTHER/DELIVERY (OTHR)</b>		
1	OTHR-WEIGHT-OOS	OTHER - WEIGHT TICKET, OUT OF STATE (NOT MARYLAND)
1	OTHR-DEL-PREV	OTHER - DELIVERY, PREVAILING RATE AT TIME OF DELIVERY
1	OTHR-CLEAN-VAN	OTHER - CLEANING, VAN CHASSIS
1	OTHR-LABELS-VAN	OTHER - LABELS, VAN CHASSIS
1	OTHR-PREP-CHAS	PREPARE CHASSIS FOR UPFIT BY REMOVING FACTORY PANELS AND PARTS, CLEANING, AND PLACING CHASSIS BATTERIES ON TENDER.
1	OTHR-REASMBLY-CHAS	REPLACE FACTORY PARTS AND CHECK ALL NEW AND FACTORY CONNECTIONS, SCREWS, BOLTS, TIEDOWNS ETC..
1	OTHR-QC-IPCTN	QUALITY CONTROL INSPECTION AND REMEDIATION
<b>19.0 DESIGN (DESN)</b>		
1	DESN-AB-MECH	DESIGN - AS-BUILT MECHANICAL DESIGN DRAWINGS
1	DESN-AB-ELEC	DESIGN - AS-BUILT ELECTRICAL DESIGN DRAWINGS
<b>20.0 TRAVEL (TRVL)</b>		
1	TRVL-FLIGHT-1K	TRAVEL, AIR - ROUND TRIP FLIGHT



1	TRVL-HOTEL-300	TRAVEL, HOTEL - OVERNIGHT HOTEL STAY, NIGHTLY
2	TRVL-CAR-100	TRAVEL, CAR - CAR RENTAL, DAILY
2	TRVL-MEAL-100	TRAVEL, MEALS - MEALS AND INCIDENTALS, DAILY
		<b>*SECTION NOTES - TOSV TECHNICIAN ONSITE TRAINING AT LIBRARY POST DELIVERY</b>
<b>21.0 TRAINING (TRNG)</b>		
1	TRNG-ACCEPT-LVL2-VAN	TRAINING - VEHICLE OPERATIONS AND FAMILIARIZATION, AT ACCEPTANCE, VAN, LEVEL 2
<b>OPTION 1: MODULAR WORKSTATION</b>		
4.3 INTERIOR CABINETRY WORKSTATIONS (ICAB-WST)		
1	ICAB-COU-SM-ACORE-36-FIXED	INTERIOR CABINET, WORKSTATION - FABRICATED, MODULAR WORK STATION, LAMINATE WITH T-MOLD EDGING, MATES WITH ACORE UPRIGHTS, FIXED ACORE BRACKETS
1	ICAB-WST-LAM-UPG	INTERIOR CABINET, WORKSTATION - UPGRADE TO CUSTOM COLOR LAMINATE. PER SHEET. (CHOOSE SIDES AND DOORS)
<b>OPTION 2: L-TRACK IN FLOORING</b>		
5.1 INTERIOR ACCESSORY (IACC)		
16	IACC-LTK-1FT-01	INTERIOR ACCESSORY, UNIVERSAL - PER FOOT, RECESSED L-TRACK INSTALLED IN 1/2" DEPTH CHANNEL ON FLOOR, W/END CAPS
1	IACC-LTK-KIT-01	INTERIOR ACCESSORY, UNIVERSAL - L-TRACK ACCESSORY KIT, (1) 10PK OF RINGS, (4) RATCHET STRAPS
2	IACC-LTK-CVR	INTERIOR ACCESSORY, UNIVERSAL - SNAP IN L-TRACK COVER, ~8FT
<b>OPTION 3: FLIP DOWN SEATS</b>		
5.1 INTERIOR ACCESSORY (IACC)		
1	IACC-STEP-SD-FLIP-01	INTERIOR ACCESSORY, VAN - FLIP DOWN STEP AT SLIDING DOOR, 2 STEP "LIPPERT SOLID STEP", FLUSH FLOOR EXTENDS OVER STEP WELL
9.0 EXTERIOR ACCESSORY (XACC)		
-1	XACC-STP-FXD-02-FTV	EXTERIOR ACCESSORY, FORD TRANIST - STEP, PERMANENT, FIXED, DRIVER DOOR AND PASSENGER SIDE THAT EXTENDS THROUGH SLIDING DOOR, KIT
1	XACC-STP-FXD-04-FTV	EXTERIOR ACCESSORY, FORD TRANSIT - STEP, PERMANENT, FIXED, DRIVER AND PASSENGER SIDE DOORS ONLY, KIT
<b>OPTION 4: EXTERIOR LIGHTS</b>		
10.0 EXTERIOR LIGHTING (XLIT)		
2	XLIT-M6-EZ-C	EXTERIOR LIGHTING, SCENE - WHELEN M6 EZ SCENE LED LIGHT, WHITE, CHROME FLANGE
		NOTE - LOCATED CURBSIDE
2	XLIT-POD-2-B	EXTERIOR LIGHTING, SCENE - PODLIGHT, WHITE, BLACK HOUSING, 2"
		NOTE - ROOF MOUNTED ON REAR
1	XLIT-ACC-REV	EXTERIOR LIGHTING, ACCESSORY - REVERSE INTERFACE WITH REAR SCENE LIGHTS
2	ILIT-CTRL-TOG-02	INTERIOR LIGHTING - TOGGLE CONTROLS MOUNTED ON WALL/ CABINET SIDE
		<b>*SECTION NOTES - SWITCHES LOCATED AT DASH, ONE TO CONTROL REAR, AND ONE TO CONTROL SIDE SCENE LIGHTS</b>
<b>OPTION 5: RADIO/PA/SPEAKERS</b>		
15.0 AUDIO VISUAL (AVIS)		
1	AVIS-RAD-PA-2	AUDIO VISUAL - AM/FM RADIO AND PA SYSTEM, WIRELESS MICROPHONE, 2 SPEAKERS
1	AVIS-SPKR-EXT-01	AUDIO VISUAL, UNIVERSAL - ADDITIONAL SPEAKERS, EXTERIOR, PAIR

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2024 Transit-350 Cargo RWD High Roof HD Ext. Van 148" WB DRW Base (U8X)

Price Level: 435

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**Client Proposal**





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## 2024 Transit-350 Cargo RWD High Roof HD Ext. Van 148" WB DRW Base (U8X)

Price Level: 435

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### Selected Equip & Specs

#### Dimensions

• Conventional Capacity: 6,500 lbs. • GCWR: 13,000 lbs. • Front brake diameter: 12.1" • Rear brake diameter: 12.1" • Vehicle body length: 263.9" • Vehicle body width: 81.3" • Vehicle body height: 110.2" • Side door opening height: 63.0" • Side door opening width: 51.2" • Rear door opening height: 74.3" • Rear door opening width: 61.7" • Wheelbase: 148.0" • Vehicle turning radius: 23.9' • Rear door opening angle: 253.0 • Front track: 68.5" • Rear track: 65.7" • Front bumper to front axle: 40.3" • Interior rear cargo volume: 487.3 cu.ft. • Headroom first-row: 56.6" • Leg room first-row: 41.3" • Shoulder room first-row: 67.9" • Hip room first-row: 60.7"

#### Powertrain

• Spark ignition system • EcoBoost 3.5L V-6 gasoline direct injection, DOHC, variable valve control, twin turbo, engine with 310HP • Engine cylinders: V-6 • Horsepower: 310 HP@5000 RPM • Torque: 400 lb.-ft. @2500 RPM • Radiator • 10-speed automatic • Rear-wheel drive • Recommended fuel: regular unleaded • Capless fuel filler • All-speed ABS and driveline traction control • Mechanical limited slip differential

#### Fuel Economy and Emissions

• Gasoline secondary fuel type • ULEV II emissions

#### Suspension and Handling

• Standard ride suspension • Standard grade front shock absorbers • Heavy-duty rear shock absorbers

#### Driveability

• 4-wheel disc brakes • Front ventilated disc brakes • 4-wheel antilock (ABS) brakes • Four channel ABS brakes • Ford Co-Pilot360 - Post Collision Braking automatic post-collision braking system • Brake assist system • Hill start assist • Independent front suspension • Strut front suspension • Front anti-roll bar • Front coil springs • Rigid axle rear suspension • Leaf spring rear suspension • Electric power-assist steering system • Rack-pinion steering • 2-wheel steering system

#### Body Exterior

\* **Running boards** • 3 doors • Clearcoat paint • Monotone paint • Black bodyside cladding • Black wheel well trim • Black side window trim • Black door handles • Black windshield trim • Black front bumper • Black rear bumper • Rear tow hook \* **Chrome grille** • Convex spotter in driver and passenger side door mirrors • Standard style side mirrors • Black door mirrors • Sliding right rear passenger door • Split swing-out rear cargo door • LT205/75RS16 AS BSW front and rear tires \* **16 x 6-inch front and dual rear silver forged aluminum wheels**

#### Convenience

• Power door locks with 2 stage unlocking • Keyfob activated door locks • All-in-one remote fob and ignition key • Auto-locking doors • Power tailgate/rear door lock • Cruise Control w/Adjustable Speed Limiting Device (ASLD) cruise control with steering wheel mounted controls \* **Day/Night rearview mirror** • Power first-row windows \* **Full floor console** \* **Supplemental cargo area lighting** • Driver foot rest \* **Rear window defroster** \* **Fixed rear windshield** • Front beverage holders • Locking glove box • Driver and passenger door bins • Instrument panel bin \* **Upfitter switches** • PRND in IP

#### Comfort

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Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



## 2024 Transit-350 Cargo RWD High Roof HD Ext. Van 148" WB DRW Base (U8X)

Price Level: 435

### Selected Equip & Specs (cont'd)

\* **Automatic climate control** • Cloth headliner material • Front headliner coverage • Front vinyl floor covering • Front floor coverage • Urethane steering wheel • Manual tilting steering wheel • Manual telescopic steering wheel

#### Seats and Trim

• Seating capacity: 2 • Bucket front seats • Driver seat with 4-way directional controls • Front passenger seat with 4-way directional controls • Height adjustable front seat head restraints • Manual front seat head restraint control • Driver seat armrest \* **Front passenger seat armrest** \* **Swiveling driver seat** \* **Swiveling front passenger seat** • Manual reclining driver seat • Manual driver seat fore/aft control • Manual reclining passenger seat • Manual passenger seat fore/aft control \* **Manual driver seat lumbar** \* **Cloth front seat upholstery**

#### Entertainment Features

• 1 total number of 1st row displays \* **12 inch primary display** \* **Primary touchscreen display** \* **AM/FM/HD/Satellite radio** \* **AM/FM/digital/satellite** • In-vehicle audio • AM radio • FM radio \* **Digital radio** \* **Satellite radio** • Seek scan • External memory control \* **3 month satellite trial subscription** • Standard grade speakers • Speakers number: 4 • Steering wheel mounted audio controls \* **Voice activated audio controls** • Wireless audio streaming • Fixed audio antenna

#### Lighting, Visibility and Instrumentation

• Metal-look instrument panel insert • Analog instrumentation display • Trip odometer • In-radio display clock • Telematics Essentials driver information center • Tachometer • Engine/electric motor temperature gauge \* **Deep tinted windows** • Laminated side window glass • Reflector headlights • Halogen headlights \* **Auto on/off headlight control** • Delay-off headlights • Auto High Beam auto high-beam headlights • Variable intermittent front windshield wipers • Illuminated entry • Front reading lights • Variable instrument panel light • Cab clearance lights • High mounted center stop light \* **Front fog lights** • Fade interior courtesy lights

#### Technology and Telematics

\* **Integrated navigation system with voice activation** \* **Emergency SOS system via mobile device** • Bluetooth handsfree wireless device connectivity \* **Smart device wireless mirroring** • FordPass App mobile app access • FordPass Connect 4G mobile hotspot internet access • 2 USB ports

#### Safety and Security

• Driver front impact airbag • Cancellable front passenger air bag • Airbag occupancy sensor \* **2 airbags** • Front height adjustable seatbelts • Front seatbelt pretensioners • 2 seatbelt pre-tensioners • SecuriLock immobilizer • Remote panic alarm • Lane-Keeping System • Pre-Collision Assist with Automatic Emergency Braking (AEB) forward collision mitigation • Driver Alert \* **Intelligent Speed Assist traffic sign recognition with speed limiter feature** \* **Front mounted camera with washer** \* **Right side camera** \* **Left side camera** • Rear mounted camera \* **Ford Co-Pilot360 - 360 Degree Camera aerial view camera** • Ford Co-Pilot360 w/Side Wind Stabilization electronic stability control system with anti-rollover \* **Reverse Sensing System rear parking sensors**

#### Dimensions

##### General Weights

Curb weight ..... 5,826 lbs.      Rear curb weight ..... 3,203 lbs.



## 2024 Transit-350 Cargo RWD High Roof HD Ext. Van 148" WB DRW Base (U8X)

Price Level: 435

### Selected Equip & Specs (cont'd)

GVWR .....	11,000 lbs.	Payload .....	5,174 lbs.
<i>Trailing Weights</i>			
Conventional capacity .....	6,500 lbs.	GCWR .....	13,000 lbs.
<i>Front Weights</i>			
Front curb weight .....	3,008 lbs.	GAWR front .....	4,630 lbs.
<i>Rear Weights</i>			
GAWR rear .....	7,700 lbs.		
<i>Off Road</i>			
Loading floor height .....	28.0 "		
<i>Exterior Measurements</i>			
Vehicle body length .....	263.9"	Vehicle body width .....	81.3"
Vehicle body height .....	110.2"	Rear door opening height .....	74.3"
Rear door opening width .....	61.7"	Rear door opening angle .....	253.0
Wheelbase .....	148.0"	Front brake diameter .....	12.1"
Rear brake diameter .....	12.1"	Side door opening height .....	63.0"
Side door opening width .....	51.2"	Front track .....	68.5"
Rear track .....	65.7"	Vehicle turning radius .....	23.9'
Front bumper to front axle .....	40.3"		
<i>Interior Measurements</i>			
Interior rear cargo volume .....	487.3 cu.ft.	Interior cargo area height .....	81.5 "
Interior cargo length .....	172.2 "	Interior cargo area min width .....	45.4 "
Interior cargo area max width .....	70.2 "		
<i>Headroom</i>			
Headroom first-row .....	56.6"		
<i>Legroom</i>			
Leg room first-row .....	41.3"		
<i>Shoulder Room</i>			
Shoulder room first-row .....	67.9"		
<i>Hip Room</i>			
Hip room first-row .....	60.7"		

### Powertrain

#### Engine

Engine .....	EcoBoost 3.5L V-6 gasoline direct injection, DOHC, variable valve control, twin turbo, engine with 310HP	Valves per cylinder .....	4
Engine cylinders .....	V-6	Engine location .....	Front mounted engine



## 2024 Transit-350 Cargo RWD High Roof HD Ext. Van 148" WB DRW Base (U8X)

Price Level: 435

### Selected Equip & Specs (cont'd)

Ignition .....	Spark ignition system	Engine mounting direction .....	Longitudinal mounted engine
Engine block material .....	Aluminum engine block	Cylinder head material .....	Aluminum cylinder head
<b>Engine Specs</b>			
Displacement .....	3.5L	cc .....	213.4 cu.in.
Bore .....	3.64"	Stroke .....	3.41"
Compression ratio .....	10.0	SAEJ1349 .....	AUG2004 compliant
<b>Engine Power</b>			
Horsepower .....	310 HP@5000 RPM	Torque .....	400 lb.-ft.@2500 RPM
<b>Alternator</b>			
Alternator amps .....	250A	Alternator type .....	Regular duty alternator
<b>Battery</b>			
Battery amps .....	70Ah	<b>* Battery type .....</b>	<b>Dual lead acid battery</b>
Battery run down protection .....	Battery run down protection		
<b>Engine Extras</b>			
Radiator .....	Radiator		
<b>Transmission</b>			
Transmission .....	10-speed automatic	Transmission electronic control .....	Transmission electronic control
Overdrive transmission .....	Overdrive transmission	Lock-up transmission .....	Lock-up transmission
First gear ratio .....	4.689	Second gear ratio .....	2.985
Third gear ratio .....	2.146	Fourth gear ratio .....	1.769
Fifth gear ratio .....	1.52	Sixth gear ratio .....	1.275
Reverse gear ratio .....	4.866	Seventh gear ratio .....	1
Eighth gear ratio .....	0.854	Ninth gear ratio .....	0.689
Tenth gear ratio .....	0.636	Sequential shift control .....	SelectShift Sequential shift control
Transmission oil cooler .....	Transmission oil cooler		
<b>Drive Type</b>			
Drive type .....	Rear-wheel drive		
<b>Drivetrain</b>			
Axle ratio .....	3.73		
<b>Exhaust</b>			
Tailpipe .....	Stainless steel single exhaust		
<b>Fuel</b>			
Fuel type .....	regular unleaded		

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## 2024 Transit-350 Cargo RWD High Roof HD Ext. Van 148" WB DRW Base (U8X)

Price Level: 435

### Selected Equip & Specs (cont'd)

#### Fuel Tank

Capless fuel filler ..... Capless fuel filler      \* **Fuel tank capacity** ..... **30.91 gal.**

#### Drive Feature

Limited slip differential ..... Mechanical limited slip differential      Traction control ..... All-speed ABS and driveline traction control

### Fuel Economy and Emissions

#### Fuel Economy

Secondary fuel type ..... Gasoline secondary fuel type

#### Emissions

Emissions ..... ULEV II emissions      Emissions tiers ..... Tier 2 Bin 5 emissions

### Suspension and Handling

#### Suspension

Suspension ..... Standard ride suspension      Front shock absorbers ..... Standard grade front shock absorbers

Rear shock absorbers ..... Heavy-duty rear shock absorbers

### Driveability

#### Brakes

Brake type ..... 4-wheel disc brakes      Ventilated brakes ..... Front ventilated disc brakes

ABS brakes ..... Four channel ABS brakes      ABS brakes ..... 4-wheel antilock (ABS) brakes

Post collision braking system ..... Ford Co-Pilot360 - Post Collision Braking automatic post-collision braking system

#### Brake Assistance

Hill start assist ..... Hill start assist      Brake assist system ..... Brake assist system

#### Front Suspension

Front anti-roll ..... Front anti-roll bar      Suspension ride type front ..... Independent front suspension

Suspension type front ..... Strut front suspension

#### Front Spring

Regular front springs ..... Regular front springs      Springs front ..... Front coil springs

#### Rear Spring

Springs rear ..... Rear leaf springs      Rear springs ..... Regular grade rear springs

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



## 2024 Transit-350 Cargo RWD High Roof HD Ext. Van 148" WB DRW Base (U8X)

Price Level: 435

### Selected Equip & Specs (cont'd)

#### Rear Suspension

Suspension type rear ..... Leaf spring rear suspension      Suspension ride type rear ..... Rigid axle rear suspension

#### Steering

Steering Electric power-assist steering system      Steering type ..... Rack-pinion steering  
Steering type number of wheels .. 2-wheel steering system

### Exterior

#### Front Wheels

Front wheels diameter ..... 16"      Front wheels width ..... 6"

#### Rear Wheels

Rear wheels diameter ..... 16"      Rear wheels width ..... 6"

#### Front And Rear Wheels

\* **Appearance** ..... **silver**      \* **Material** ..... **forged aluminum**

#### Front Tires

Aspect ..... 75      Diameter ..... 16"  
Sidewalls ..... BSW      Speed ..... S  
Tread ..... AS      Type ..... LT  
Width ..... 205mm      Front wheel - RPM ..... 718

#### Rear Tires

Aspect ..... 75      Diameter ..... 16"  
Sidewalls ..... BSW      Speed ..... S  
Tread ..... AS      Type ..... LT  
Width ..... 205mm      Rear wheel - RPM ..... 718

### Body Exterior

#### Exterior Features

Number of doors ..... 3 doors      \* **Running boards** ..... **Running boards**  
License plate front bracket ..... Front license plate bracket

#### Body

Body panels ..... Fully galvanized steel body panels with side impact beams

#### Mirrors

Convex spotter ..... Convex spotter in driver and passenger side door mirrors



## 2024 Transit-350 Cargo RWD High Roof HD Ext. Van 148" WB DRW Base (U8X)

Price Level: 435

### Selected Equip & Specs (cont'd)

#### Spare Tire

Spare tire . . . Full-size spare tire with steel wheel      Spare tire location . . . . . Crank-down spare tire

#### Tires

Front tires LT load rating . . . . . C      Rear tires LT load rating . . . . . C

#### Wheels

Dual rear wheels . . . . . Dual rear wheels

### Convenience

#### Door Locks

Door locks . . . . . Power door locks with 2 stage unlocking      Keyfob door locks . . . . . Keyfob activated door locks

All-in-one key All-in-one remote fob and ignition key      Auto door locks . . . . . Auto-locking doors

Tailgate control . . . . . Power tailgate/rear door lock

#### Cruise Control

Cruise control . . . . . Cruise Control w/Adjustable Speed Limiting Device (ASLD) cruise control with steering wheel mounted controls

#### Rear View Mirror

\* **Day/Night rearview mirror** . . . . . **Day/Night rearview mirror**

#### Exterior Mirrors

Door mirrors . . . . . Power door mirrors      Folding door mirrors Manual folding door mirrors

#### Front Side Windows

First-row windows . . . . . Power first-row windows

#### Floor Console

\* **Floor console** . . . . . **Full floor console**      Floor console storage . . . . . Floor console storage

#### Power Outlets

12V power outlets . . . . . 3 12V power outlets

#### Cargo Features

Cargo light . . . . . Cargo area light

#### Pedals

Driver foot rest . . . . . Driver foot rest

#### Rear Windshield

\* **Rear window defroster** Rear window defroster      \* **Rear windshield** . . . . . **Fixed rear windshield**

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## 2024 Transit-350 Cargo RWD High Roof HD Ext. Van 148" WB DRW Base (U8X)

Price Level: 435

### Selected Equip & Specs (cont'd)

#### Storage

Door bins front Driver and passenger door bins  
Glove box Locking glove box

Beverage holders Front beverage holders  
Instrument panel storage Instrument panel bin

#### Windows Feature

One-touch down window Driver one-touch down window

#### Miscellaneous

PRND in IP PRND in IP

\* **Upfitter switches** Upfitter switches

### Comfort

#### Climate Control

\* **Climate control** Automatic climate control

#### Headliner

Headliner material Cloth headliner material

Headliner coverage Front headliner coverage

#### Floor Trim

Floor covering Front vinyl floor covering

Floor coverage Front floor coverage

#### Steering Wheel

Steering wheel material Urethane steering wheel

Steering wheel telescopic Manual telescopic steering wheel

Steering wheel tilt Manual tilting steering wheel

### Seats and Trim

#### Seat Capacity

Seating capacity 2

#### Front Seats

Driver seat direction Driver seat with 4-way directional controls

\* **Swiveling driver seat** Swiveling driver seat

Driver seat fore/aft control Manual driver seat fore/aft control

Passenger seat direction Front passenger seat with 4-way directional controls

Split front seats Bucket front seats

\* **Swiveling front passenger seat** Swiveling front passenger seat

Reclining passenger seat Manual reclining passenger seat

Passenger seat fore/aft control Manual passenger seat fore/aft control

Front head restraints Height adjustable front seat head restraints

Front head restraint control Manual front seat head restraint control

Armrests front driver Driver seat armrest

\* **Armrests front passenger** Front passenger seat armrest

Reclining driver seat Manual reclining driver seat



## 2024 Transit-350 Cargo RWD High Roof HD Ext. Van 148" WB DRW Base (U8X)

Price Level: 435

### Selected Equip & Specs (cont'd)

#### Lumbar Seats

\* **Driver lumbar** ..... **Manual driver seat lumbar**

#### Front Seat Trim

\* **Front seat upholstery** ..... **Cloth front seat upholstery**

\* **Front seatback upholstery** ..... **Cloth front seatback upholstery**

#### Gearshifter Material

Gearshifter material ..... Urethane gear shifter material

### Entertainment Features

#### Displays

\* **Primary touchscreen display** ..... **Primary touchscreen display**

\* **Primary display size** ..... **12 inch primary display**

Number of first-row displays ..... 1 total number of 1st row displays

#### Radio Features

External memory ..... External memory control

Seek scan ..... Seek scan

#### Speakers

Speakers ..... Standard grade speakers

Speakers number ..... 4

#### Audio Features

Steering mounted audio control ..... Steering wheel mounted audio controls

Wireless streaming ..... Wireless audio streaming

\* **Voice activated audio** ..... **Voice activated audio controls**

### Lighting, Visibility and Instrumentation

#### Instrument Panel Trim

Panel insert ..... Metal-look instrument panel insert

#### Instrumentation

Trip odometer ..... Trip odometer

Instrumentation display ..... Analog instrumentation display

#### Instrumentation Displays

Driver information center ..... Telematics Essentials driver information center

Clock ..... In-radio display clock

#### Instrumentation Gauges

Tachometer ..... Tachometer

Engine/electric motor temperature gauge ..... Engine/electric motor temperature gauge



## 2024 Transit-350 Cargo RWD High Roof HD Ext. Van 148" WB DRW Base (U8X)

Price Level: 435

### Selected Equip & Specs (cont'd)

#### Instrumentation Warnings

Engine temperature warning .. Engine temperature warning  
 Low fuel warning ..... Low fuel warning  
 Battery charge warning .. Battery charge warning  
 Key in vehicle warning ... Key in vehicle warning  
 Trunk warning ..... Rear cargo ajar warning  
 Low tire pressure warning ..... Low tire pressure warning

Oil pressure warning ..... Oil pressure warning  
 Low brake fluid warning .. Low brake fluid warning  
 Headlights on reminder .. Headlights on reminder  
 Door ajar warning ..... Door ajar warning  
 Service interval warning .. Service interval indicator

#### Glass

\* **Tinted windows** ..... **Deep tinted windows**

Laminated window ..... Laminated side window glass

#### Headlights

Headlights ..... Halogen headlights  
 \* **Auto headlights** ..... **Auto on/off headlight control**  
 Auto high-beam headlights .. Auto High Beam auto high-beam headlights

Headlight type ..... Reflector headlights  
 Delay off headlights ..... Delay-off headlights

#### Front Windshield

Wipers .. Variable intermittent front windshield wipers

#### Interior Lighting

Illuminated entry ..... Illuminated entry  
 Front reading lights ..... Front reading lights

Variable panel light ..... Variable instrument panel light

#### Lights

Interior courtesy lights ..... Fade interior courtesy lights  
 Clearance lights ..... Cab clearance lights

\* **Fog lights** ..... **Front fog lights**  
 High mount stop light .. High mounted center stop light

### Technology and Telematics

#### Navigation

\* **Integrated navigation** .. **Integrated navigation system with voice activation**

#### Connectivity

Handsfree ..... Bluetooth handsfree wireless device connectivity

\* **Smart device integration** ..... **Smart device wireless mirroring**



## 2024 Transit-350 Cargo RWD High Roof HD Ext. Van 148" WB DRW Base (U8X)

Price Level: 435

### Selected Equip & Specs (cont'd)

\* **Emergency SOS** Emergency SOS system via mobile device

#### Internet Access

Internet access... FordPass Connect 4G mobile hotspot internet access

#### USB Ports

USB ports... 2 USB ports

### Safety and Security

#### Airbags

Front impact airbag driver... Driver front impact airbag

Front impact airbag passenger... Cancellable front passenger air bag

\* **Number of airbags**... **2 airbags**

Occupancy sensor... Airbag occupancy sensor

#### Seatbelts

Height adjustable seatbelts... Front height adjustable seatbelts

Seatbelt pretensioners number... 2 seatbelt pretensioners

Seatbelt pretensioners... Front seatbelt pretensioners

#### Security System

Immobilizer... SecuriLock immobilizer

Remote panic alarm... Remote panic alarm

#### Active Driving Assistance

Lane departure... Lane-Keeping System

Driver attention monitor... Driver Alert

Forward collision warning... Pre-Collision Assist with Automatic Emergency Braking (AEB) forward collision mitigation

\* **Traffic sign information**... **Intelligent Speed Assist** traffic sign recognition with speed limiter feature

#### Cameras

\* **Camera**... **Ford Co-Pilot360 - 360 Degree Camera aerial view camera**

\* **Left camera**... **Left side camera**

Rear camera... Rear mounted camera

\* **Front camera**... **Front mounted camera with washer**

\* **Right camera**... **Right side camera**

#### Traction Control

Electronic stability control... Ford Co-Pilot360 w/Side Wind Stabilization electronic stability control system with anti-rollover

#### Parking Sensors



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2024 Transit-350 Cargo RWD High Roof HD Ext. Van 148" WB DRW Base (U8X)

Price Level: 435

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## Selected Equip & Specs (cont'd)

\* **Parking sensors** ... **Reverse Sensing System**  
**rear parking sensors**



## 2024 Transit-350 Cargo RWD High Roof HD Ext. Van 148" WB DRW Base (U8X)

Price Level: 435

### As Configured Vehicle

Code	Description
U8X	Base Vehicle Price (U8X)
101A	Order Code 101A <i>Includes:</i> - Engine: 3.5L EcoBoost V6 - Transmission: 10-Spd Automatic w/OD & SelectShift Includes auxiliary transmission oil cooler. - 3.73 Limited-Slip Axle Ratio - GVWR: 11,000 lb - Tires: 205/75R16C 113/111 AS BSW
99G	Engine: 3.5L EcoBoost V6
44U	Transmission: 10-Spd Automatic w/OD & SelectShift <i>Includes auxiliary transmission oil cooler.</i>
X7L	3.73 Limited-Slip Axle Ratio
STDGV	GVWR: 11,000 lb
STDTR	Tires: 205/75R16C 113/111 AS BSW
76G	Wheels: 16" Heavy-Duty Forged Aluminum
C	Cloth Front Bucket Seats
218	Dark Palazzo Gray Cloth Swivel Bucket Seats (218) <i>Deletes driver thorax airbags, passenger thorax airbags, front driver curtain airbags and front passenger curtain airbags. Includes 4-way manual driver seat with lumbar, 4-way manual passenger seat and driver and passenger armrest. Roof modification by the upfitter is required to meet the criteria for application exception/exclusion to FMVSS 214 side impact protection section S9 vehicle-to-pole requirements on vehicles 10,000lb GVWR or less. Refer to the regulatory text of FMVSS 214 for the definition of modified roof.</i>  <i>Includes:</i> - Dual AGM Batteries (70 Amp-hr Each)
PAINT	Monotone Paint Application
148WB	148" Wheelbase
91B	Wiper Activated Headlamps
55D	Front Fog Lamps <i>Auxiliary lamps that are generally integrated into the front fascia and designed to help illuminate the roadway during poor visibility.</i>
655	Midship Extended Range Fuel Tank (31 Gallons) <i>Includes capless fuel fill.</i>
68J	Extended Length Running Boards <i>Covers the A-B pillar driver-side and A-C pillar passenger-side.</i>

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## 2024 Transit-350 Cargo RWD High Roof HD Ext. Van 148" WB DRW Base (U8X)

Price Level: 435

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### As Configured Vehicle (cont'd)

Code	Description
17A	<b>Fixed Rear Cargo Door Glass</b> <i>Includes:</i> <ul style="list-style-type: none"><li>- Rear-Window Defroster</li><li>- Rearview Mirror</li></ul>
92E	<b>Privacy Glass</b> <i>Provides protection of vehicle occupant(s) and occupant personal belongings. The glass also provides occupant comfort by helping to reduce vehicle cool-down time.</i>  <i>Includes:</i> <ul style="list-style-type: none"><li>- Rear-Window Defroster</li></ul>
41B	<b>Passenger-Side B-Pillar Assist Handle</b>
66C	<b>D-Pillar Assist Handles</b> <i>Located on the driver and passenger-side. Due to space requirements, the driver-side handle is deleted if front/rear aux a/c and heater (driver controlled) (57G) is also ordered.</i>
15F	<b>Full Rear Compartment Lighting</b> <i>Includes cargo area LED lights at C-pillar, D-pillar and mid-ship and rear compartment LED switch.</i>
67E	<b>Large Center Console</b> <i>Includes an integrated shifter, a dual cup holder and an additional storage area.</i>
87E	<b>Auxiliary Fuse Panel</b> <i>Includes high spec interface connector.</i>  <i>Includes:</i> <ul style="list-style-type: none"><li>- Dual AGM Batteries (70 Amp-hr Each)</li><li>- Modified Vehicle Wiring System</li></ul> <i>Includes modified vehicle connections for customized wiring harness provisions.</i>
53K	<b>Modified Vehicle Wiring System</b> <i>Includes modified vehicle connections for customized wiring harness provisions.</i>
58E	<b>Radio: AM/FM Stereo w/SYNC 4/SiriusXM w/360L/Nav</b> <i>Includes HD Radio, 12" multi-function display, Bluetooth, dual USB ports, embedded voice recognition, connected built-in navigation (3 years of service) and 4 speakers (front).</i>  <i>Includes:</i> <ul style="list-style-type: none"><li>- Traffic Sign Recognition (TSR)</li><li>- Intelligent Speed Assist (ISA)</li><li>- Electronic Air Temperature Control</li></ul>
63E	<b>Dual AGM Batteries (70 Amp-hr Each)</b>
67C	<b>Upfitter Package</b> <i>Includes high capacity upfitter switches.</i>



## 2024 Transit-350 Cargo RWD High Roof HD Ext. Van 148" WB DRW Base (U8X)

Price Level: 435

### As Configured Vehicle (cont'd)

Code	Description
	<p><i>Includes:</i></p> <ul style="list-style-type: none"><li>- Large Center Console <i>Includes an integrated shifter, a dual cup holder and an additional storage area.</i></li><li>- Auxiliary Fuse Panel <i>Includes high spec interface connector.</i></li><li>- Dual AGM Batteries (70 Amp-hr Each)</li><li>- Modified Vehicle Wiring System <i>Includes modified vehicle connections for customized wiring harness provisions.</i></li></ul>
86F	<p><b>2 Additional Keys (4 Total)</b></p> <p><i>Includes key fobs.</i></p>
61D	<p><b>360-Degree Camera w/Split View</b></p> <p><i>Includes front washer. Front, side and rear facing cameras allow the driver to toggle through different camera views via a button located on the instrument panel.</i></p> <p><i>Includes:</i></p> <ul style="list-style-type: none"><li>- Front Fog Lamps <i>Auxiliary lamps that are generally integrated into the front fascia and designed to help illuminate the roadway during poor visibility.</i></li><li>- Reverse Sensing System</li><li>- Honeycomb Mesh Grille w/Chrome Surround</li></ul>
43R	<p><b>Reverse Sensing System</b></p>
18L	<p><b>Exterior Upgrade Package</b></p> <p><i>Includes:</i></p> <ul style="list-style-type: none"><li>- Black Trimmed Halogen Lamps</li><li>- Wiper Activated Headlamps</li><li>- Honeycomb Mesh Grille w/Chrome Surround</li></ul>
WARANT	<p><b>Fleet Customer Powertrain Limited Warranty</b></p> <p><b>Requires valid FIN code.</b></p> <p><i>Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.</i></p>
425	<p><b>50-State Emissions System</b></p>



Section 4:

Pricing

Payment Terms

Clarification/Exception

Customer Approval



# Pricing

## (All Quotes are Valid for 30 Days)

Category/Option	Price
2024 Ford Transit built to following line-item specifications for a bookmobile. (Vehicle specifications included.)	\$234,331.88
Option 1: Modular Workstation	\$1,202.57
Option 2: L-Track in Flooring	\$1,384.09
Option 3: Flip Down Steps	\$1,433.55
Option 4: Exterior Lights	\$3,133.04
Option 5: Radio/PA/Speakers	\$4,205.71
<b>Total Price with all Options</b> <i>(Note: Pricing Excludes Sales Taxes and Credit Card Fees)</i>	<b>\$245,690.84</b>

### Terms & Conditions Summary (Full T&Cs in Separate Section)

- Milestone payment schedule below
- Quotes will be valid for thirty (30) days
- Chassis and Body payments are due within 10 days of arrival
- If applicable, customer to drop off/pick up vehicles or chassis and CFE
- Shipping, transportation and delivery costs are estimated
- Body pricing from manufacturer is valid for 30 days
- Price excludes any possible taxes and fees; customer must notify TOSV



# Payment Terms

Terms	Percentage
With Purchase Order Signed	50%
When Chassis arrives at TOSV	25%
When Project is within 30 days of Completion	15%
Acceptance Prior to Delivery	10%

**Clarification/Exception to Bid Specifications:**

1. We will be using a lithium-ion battery pack system versus a generator. There is not room for a standard generator based on the interior wheelchair lift. All of our van bookmobiles use battery packs versus a generator.
2. Also, the interior wheelchair lift limits the access to the last section of 36" Acore, therefore we have optioned L-track for extra cart storage. We also included one over the wheel well extended wall security device to hold one of the double sided carts.
3. The Acore includes a mixture of 7", 9" and 11" shelves, 2 double sided carts and wall security devices. Additional single sided carts or shelves are available via change order.



# Customer Approval

By signing below, I the customer, agree to be bound by the Term and Conditions contained herein.

Accepted this \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_



Section 5:

TOSV Warranty

TOSV Terms and Conditions



# Warranty

**Chassis:** Chassis manufacturer warranty thirty-six (36) months or 36,000 miles, whichever occurs first.

**Conversion:** TechOps warrants its workmanship and materials for a period of one (1) year and shall begin on the date the vehicle is put into service by the original purchaser.

**Manufacturer's Pass-Through:** The Manufacturers of most components offer a warranty for their respective products. In all cases their warranties are separate from the TechOps Warranty. The Component Manufacturer's Warranties may exceed the TechOps warranty.

This warranty is separate from any other warranty on installed equipment that may be applicable on items included in the conversion that are warranted by their specific manufacturer (see "COMPONENT MANUFACTURER'S WARRANTY" below) such as Chassis, Air Conditioners, Heaters, Emergency lighting, Alternators, Battery chargers, Inverters, Suspension components, Cellular Phones, Etc. Individual warranties for "installed" equipment are included with the TechOps Owners/Operators Manual provided with the vehicle upon delivery to the original purchaser.

**No Authority to Modify:** TechOps does not authorize any person to make any representation or promise on its behalf to modify the terms or limitations of this warranty in any way.

**Owner Responsibility:** The owner is responsible for all normal maintenance of the conversion, including but not limited to items such as checking fan belts and normal lubrication of component parts, etc. NOTE: This warranty is not transferable. Any alterations or modifications to the conversion, component parts or wiring not approved in writing by TechOps will render this warranty void. No other express or implied warranty is applicable to this product.

**Items Not Covered:** TechOps is not responsible for the following:

- Premiums charged for overtime labor (associated with warranty) requested by customer
- Repairs or service performed by other than an authorized service organization
- Problems arising as a result of additions or accessories not installed or authorized to be installed by TechOps
- Depreciation or damage as a result of improper maintenance or storage, failure to follow operating instructions, misuse, accident, racing or other competitive activities, or usage of unauthorized parts
- Normal maintenance and replacement of normal wear and tear items such as oil and filter changes, tires, batteries, belts, etc.
- Towing charges, travel time or associated storage costs
- Expenses in excess of specified warranty coverage
- Loss of time, inconvenience or loss of vehicle use

**Obtaining Warranty Service:** To obtain warranty service under the TechOps Limited Warranty, the original purchaser must request, during the applicable warranty period, warranty service from an



authorized TechOps service organization. To initiate warranty repair work, the purchaser should contact TechOps between the hours of 9:00 a.m. and 5:00 p.m., Monday thru Friday (except holidays) at 410-604-6004 or email at sales@techopssv.com. Please have the VIN (Vehicle Identification Number), date of purchase and mileage available when you call. If any correspondence is to be sent, please address it to TechOps Specialty Vehicles 218A Log Canoe Circle, Stevensville, MD 21666. Warranty corrective action will be initiated within (48) hours after notification by the end user.

**IMPORTANT: ALL WARRANTY WORK MUST BE AUTHORIZED & APPROVED BY TECHOPS SPECIALTY VEHICLES, LLC. IN WRITING OR WITH AN AUTHORIZATION TO REPAIR NUMBER PRIOR TO BEING PERFORMED.**



# Terms and Conditions

- 1. HGAC Contract Procurement:** This procurement can be facilitated under our HGAC contract #AM10-20. When an order is placed, an HGAC worksheet shall be completed for your procurement personnel to submit to HGAC for their conformation. Their fee is not included in this proposal and will be added to the worksheet. For vehicles, the fee is \$1,000 per order whether it is for one or multiple vehicles on the same order. This purchase shall be based on TechOps' contract package plus published and non-published options.
- 2. GSA Contract Procurement:** This procurement can be facilitated under TechOps GSA 23V Schedule Contract Number: 47QMCA19D0014 with end user FAR compliance. For vehicles, the GSA Industrial Funding Fee is .75% of the total sale price. This purchase shall be based on TechOps' contract package plus any applicable published and non-published options.
- 3. Purchase Orders:** Customer (as indicated on the final, accepted quotation) shall submit a purchase order containing the requested conversion and related specifications or reference the provided quote number ("Purchase Order").
- 4. Pricing and Quotes:** Pricing is subject to change. Except as set forth herein, all quotes will be valid for thirty (30) days. Vehicle, chassis, and/or body quotations are subject to availability and are only valid as of the date of the quote. All quotations exclude any applicable sales or use taxes unless specified and included with the price FOB-MD. Pricing to complete the Work (as hereinafter defined) is based on equipment, material, and time/labor applicable on the date the quote is prepared and/or provided to Customer. TechOps reserves the right to revise and update the quote to meet any variations, whether due to increase in wages, materials, equipment, or increased cost outside TechOps' reasonable control or in relation to conditions discovered during the Work being performed. All pricing changes will be submitted to the Customer, including changes in chassis and/or body price, via a Change Order and TechOps reserves the right to update and/or revise final pricing. Additionally, TechOps reserves the right to select all equivalent parts as long as they meet the specifications provided by the Customer.
- 5. Services:** Once a Purchase Order is submitted, TechOps will provide conversion services in accordance with the specifications set forth on the final accepted quotation, and any amendments thereto (the "Work"). The Work shall be performed in Stevensville, MD unless otherwise specified by TechOps in TechOps sole discretion. TechOps will perform all Work in a good and workmanlike manner. TechOps will work with the Customer to determine appropriate specifications, materials, and equipment when appropriate. Customer acknowledges that TechOps is not responsible for the accuracy or appropriateness of any specifications provided by the Customer.
- 6. Vehicle/Chassis Purchase & Arrival:** TechOps is not a dealer. However, TechOps may assist the Customer with selecting a vehicle, chassis, and/or body from a dealer that is suitable for the conversion based on the specifications provided by the Customer and TechOps knowledge and experience. TechOps will endeavor to help the Customer purchase a safe and reliable vehicle, chassis, and/or body. TechOps may, in its sole discretion, advance payments for the vehicle, chassis, and/or body to such dealers on behalf of Customer. Customer acknowledges that the vehicle, chassis, and/or body will be purchased directly from the dealer and that TechOps does not, and will not, take title to the vehicle prior to its sale to the Customer.



If TechOps assists the Customer with the purchase of the vehicle, chassis, and/or body, TechOps will arrange for delivery of the vehicle to TechOps for conversion by the dealer. If the Customer purchases a vehicle, chassis, and/or body without the assistance of TechOps, Customer shall arrange for the vehicle, chassis, and/or body to be delivered to TechOps. Customer shall be responsible for all delivery, transportation, or any related costs or expenses. All training, if included in the quotation, shall take place at TechOps facility in Stevensville, MD, unless otherwise specified.

**7. Production Time; Commencement; and Completion Date:** Production time shall be estimated by the Project Manager when the order is placed taking into consideration the estimated arrival of the vehicle, chassis, and/or body at TechOps, equipment. The production time estimate will be confirmed when all plans are approved by TechOps and accepted by the Customer. The necessity of special parts or changes in the type of equipment, materials, vehicle, chassis, or body, or a delay in delivery of the vehicle, chassis, or body may cause a delay to the estimated production time. The Work will commence upon delivery of the vehicle, chassis, body, equipment, or materials, whichever is delivered to TechOps later. All delays will be communicated to the Customer by TechOps. Any completion date or delivery date indicated by TechOps is subject to change by TechOps its sole discretion. The time for completion of the Work or delivery is not “of the essence.” TechOps will encumber the chassis and/or body upon receipt of the deposit payment from the Customer and signed specs; however, TechOps has no control over the timing and delivery of chassis and body from dealerships and/or body manufacturers. TechOps will provide estimates and updates on this timing throughout the project.

**8. Change Orders:** Any modifications to the initial order will result in a Change Order to be signed by the Customer. Change Order pricing is billed on a tier-basis and dependent on the on the current status of the project (i.e. pre-engineering, engineering, production) at the time the Change Order is presented. All Change Orders are invoiced separately from the milestone payments on the original order and due in full upon Customer approval of the Change Order. Modifications in scope and materials will result in a new production time estimate for the overall project, and a new completion date estimate will be provided by the Project Manager once plans are approved by TechOps and accepted by the Customer. TechOps reserves the right to revise and update pricing at any point during the project if there are material increases in cost and/or labor changes. TechOps reserves the right to hold original milestone payment due dates in the event of a project delay caused by a Change Order. In such instances, Customer will be invoiced for the milestone as planned with a holdback amount to be due upon completion.

**9. Cancellation; No Refunds:** Upon acceptance by the Customer of the final quotation, the Work may not be cancelled unless otherwise agreed upon in writing by TechOps. In the event the Customer cancels an order, the Customer shall not be entitled to a refund of any amount paid to TechOps by Customer. Customer shall remain responsible for all amounts advanced on Customer’s behalf pursuant to the approved Work, including, but not limited to, amounts paid to dealers, vendors, or suppliers for equipment, materials, vehicles, chassis, or bodies. TechOps may cancel the Work at any time. If TechOps cancels the Work, TechOps shall refund all payments made to TechOps; provided however, that TechOps shall not be required to refund any amount of advanced payments made on behalf of the Customer by TechOps to dealers for the vehicle, chassis, and/or body. TechOps shall cooperate with the Customer to assist Customer with obtaining possession and title of the vehicle, chassis, and/or body.

**10. Payments and Deposits:** Payments and Deposits: Upon submission of a Purchase Order, Customer shall pay to TechOps a deposit in the amount equal to 50% of the Total Contract Price (as set forth in the final, accepted quotation). If TechOps assists the Customer with purchasing a vehicle, chassis, and/or body by advancing payment on behalf of the Customer to the dealer, the Customer shall pay to TechOps 25% of the Contract Price (as set forth in the final, accepted quotation, the “Vehicle Price”) upon completion of the vehicle, chassis, and/or body (as identified by TechOps). 15% of the Total Contract Price,



including any outstanding balances for Change Orders, shall be paid 30 days prior to completion of the Work. The remaining 10% balance of the Contract Price shall be paid at acceptance of the vehicle. Failure to pay any amount when due shall result in TechOps charging a storage fee of \$100.00 per day until past due amounts and the storage fees are paid in full. TechOps will not release the vehicle or MSO until all balances due have been paid in full.

As project completion nears, TechOps will coordinate inspection and acceptance with the Customer. Customer is solely responsible for being available to inspect and accept vehicle at the end of a project. Any delays in acceptance due to Customer scheduling are subject to the storage fee noted above. Regardless of Customer's availability to schedule acceptance, payment is due in full within ten (10) days of project completion.

All payments shall be made to TechOps Specialty Vehicles, 218-A Log Canoe Circle, Stevensville, MD 21666. Payments shall be made by wire transfer, check, or credit card, unless otherwise agreed by TechOps in writing. A fee of 3.5% will be charged to the Customer and added to each payment amount for all credit card payments. The wiring information is as follows: Eagle Bank, 7815 Woodmont Ave, Bethesda, MD 20814. ABA: 055003289, Account: 200418283.

**11. Delivery:** Upon completion of a project, all vehicles are FOB TechOps Specialty Vehicles, 218-A Log Canoe Circle, Stevensville, MD 21666 unless otherwise stated. The Customer is solely responsible for coordinating and scheduling transportation of the finished vehicle from TechOps facility to its destination. If delivery is requested as part of the quote, TechOps will provide a transportation allowance estimate. This estimate will not be finalized and reconciled until a certified third party provides a quotation at the end of the project. All delivery charges will be billed separately from all milestones at the time of delivery of the completed project.

**12. Rights of TechOps Upon Nonpayment by Customer:** In the event the Customer fails to pay the remaining balance of the Total Contract Price when due, TechOps reserves the right to suspend the Work, withhold delivery of the converted vehicle to the Customer, and/or may pursue all legal rights and remedies in both law and equity inclusive of both Maryland's Contract Lien Act and §16-200, et seq. of the Maryland Commercial Law Article. By accepting the quotation, Customer acknowledges TechOps' security interest and right to lien Customer's vehicle, chassis, and/or body for installed, yet unpaid equipment, materials, labor, parts, and supplies.

**13. Force Majeure:** In the event that either TechOps or Customer is unable to perform any of its obligations under these Terms and Conditions because of any Act of God, strike, fire, flood, governmental acts, orders or restrictions, internet system unavailability, system malfunctions, epidemic, pandemic, or any other reason where failure or delay to perform is beyond the reasonable control and not caused by the gross negligence of the non-performing party (a "Force Majeure Event"), the party who has been so affected shall give notice immediately to the other party and shall use its reasonable and its best efforts to resume performance as soon as practicable. Failure to meet projected "due dates" resulting from a Force Majeure Event shall extend such due dates for a reasonable period of time.

**14. Limited Warranty; Manufacturer Warranties:** TechOps offers a one (1) year warranty for its wiring and cabinetry workmanship beginning on the date the vehicle is delivered to the Customer. In the event any repairs or replacement of warranted items covered by TechOps' one (1) year warranty, Customer is required to contact TechOps Service Department within ten (10) days to obtain approval for any and all repairs or replacements covered under the one (1) year warranty. Once approved, Customer or its authorized representative shall submit an invoice to TechOps' Accounting Department for payment. Approval must be obtained in writing prior to commencing and completing any repairs or replacement. TechOps warranty does not cover damage to the vehicle or its workmanship resulting from negligence, unauthorized modifications, natural disaster, accident, theft, or loss.



The chassis, vehicle body, and all equipment, components, materials are warranted by their respective manufacturers. TechOps offers optional extended warranties. EXCEPT AS OTHERWISE SET FORTH HEREIN OR AGREED UPON IN WRITING SIGNED BY THE PARTIES, TECHOPS DOES NOT WARRANT (WHETHER EXPRESS, IMPLIED, OR OTHERWISE, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE) THE CHASSIS, VEHICLE BODY, OR ANY OF THE EQUIPMENT, COMPONENTS, OR MATERIALS USED IN PERFORMING THE WORK.

**15. Limitation of Liability:** IN NO EVENT WILL TECHOPS HAVE ANY LIABILITY OR RESPONSIBILITY FOR ANY INDIRECT, INCIDENTAL, EXEMPLARY, SPECIAL, OR CONSEQUENTIAL DAMAGES (INCLUDING, LOST INCOME AND PROFITS), EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, RELATED TO THE WORK OR THESE TERMS AND CONDITIONS. TECHOPS SHALL NOT BE RESPONSIBLE OR LIABLE FOR ANY VEHICLE, CHASSIS, BODY, MATERIALS, EQUIPMENT, OR COMPONENTS USED IN PERFORMANCE OF THE SERVICES AND THE CUSTOMER AGREES NOT TO BRING ANY CLAIM, SUIT, OR CAUSE OF ACTION AGAINST TECHOPS RELATED TO THE SAME.

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, TECHOPS' LIABILITY FOR DAMAGES FOR ANY CAUSE OF ACTION WHATSOEVER REGARDING, RELATED TO, OR ARISING OUT OF THESE TERMS AND CONDITIONS OR THE WORK WILL NOT EXCEED THE TOTAL CONTRACT PRICE.

NO CLAIM, ACTION, DISPUTE OR CAUSE OF ACTION, OF ANY KIND OR NATURE WHATSOEVER, ARISING FROM OR IN CONNECTION WITH THESE TERMS AND CONDITIONS OR THE WORK MAY BE BROUGHT BY THE CUSTOMER MORE THAN ONE YEAR AFTER THE OCCURRENCE GIVING RISE TO THE CAUSE OF ACTION OR BE BARRED FOREVER, EXCEPT THAT ANY CLAIM, ACTION OR CAUSE OF ACTION FOR NON-PAYMENT MAY BE BROUGHT WITHIN TWO YEARS AFTER THE DATE ON WHICH PAYMENT WAS DUE.

**16. Customer Supplied Equipment:** Any Customer supplied equipment must arrive complete and correct for the installation, and in good working condition. TechOps SV shall not be responsible for any Customer supplied equipment not 100% functional upon arrival. Any pricing quoted does not include any parts, components, repair, or modifications to existing equipment. The Work cannot commence until all parts are delivered to TechOps. Used equipment may be subject to additional charges and will carry no warranty except for workmanship. If there are any failures during or after the Customer supplied equipment, the Customer shall be responsible for the cost of all repairs and related expenses. TechOps reserves the right to reject the use of Customer supplied equipment in its sole discretion. TechOps reserves the right to hold original milestone payment due dates in the event of a project delay caused by Customer supplied equipment. In such instances, Customer will be invoiced for the milestone as planned with a holdback amount to be due upon completion.

All Customer supplied communications equipment must be complete, fully operational, and programmed upon arrival at TechOps. Equipment that does not meet the foregoing requirements will be installed in the designated locations with all wiring in place but not attached to the equipment. TechOps will have no further responsibility and it will be necessary for Customer's communications vendor to complete the installation. At the request of the Customer, TechOps may make arrangements at a qualified local vendor to complete the installation, and the Customer shall be responsible for any and all expenses and costs incurred by TechOps. Customer acknowledges that the Work will be delayed until the equipment is returned in good, working order.

**17. Binding Effect:** The individual accepting the quote represents that he/she/it/they has the legal authority to bind the Customer to the terms and conditions of these Terms and Conditions and any amendments thereto.

**18. Governing Law, Jurisdiction, & Limitations:** These Terms and Conditions and the parties' actions, rights and liabilities under these Terms and Conditions shall be governed by and construed under the laws of the State of Maryland, without reference to conflict of law principles. The parties hereby expressly



consent to the jurisdiction and venue of the federal and state courts within the State of Maryland. Venue shall be in the Queen Anne's County Circuit Court located in Centreville, Maryland or the United States Federal District in Baltimore, as the case may be.

**19. Proprietary Information:** All Proprietary Information, including all drawings, specs, patents, trade secrets and other rights in connection with the project shall be the sole property of the TechOps. Customer shall not use or disclose any Proprietary Information or anything relating to it for any other spec or Request for Proposal. TechOps reserves the right to utilize Customer drawings, specifications, and photos for its other projects.

**19. Entire Agreement:** These Terms and Conditions and the final, accepted quotation referenced herein, constitute the entire agreement between the Parties concerning all Work, parts equipment, materials, labor, vehicles, chassis, and bodies provided by TechOps and supersedes all previous communications, representations, understandings, and agreements, whether verbal or written between the parties or their authorized representatives to these Terms and Conditions. No representation or statement of any kind made by either party, which is not expressly stated in this Agreement, shall be binding on the Parties hereto.

**20. Amendments:** No waiver, amendment, or modification of any provisions of these Terms and Conditions shall be effective unless in writing and with the express approval of TechOps. This is exclusive of TechOps' right to modify, alter or amend any terms and conditions with or without notice to the Customer.

**21. Notices:** Any notices under these Terms and Conditions or the final, accepted quotation, shall be considered to have been given when hand-delivered or sent by email or telefax, or three (3) days after being sent by first-class or certified mail, return receipt requested, to the other Party hereto.

**22. Waiver:** No failure or delay by either party in exercising any claim right, power or remedy under these Terms and Conditions, shall operate as a waiver of any such claim, right, power or remedy.

**23. Attorneys' Fees, Costs, and Expenses:** In the event of any lawsuit, collection, or any legal proceeding by TechOps involving these Terms and Conditions, the Customer shall be responsible for the payment of any and all court costs, TechOps' attorneys' fees incurred, collection costs, professional costs, expert fees, investigator costs, and any other miscellaneous expenses incurred by TechOps.

**24. Assignability & Binding Effect:** Except as expressly set forth within Terms and Conditions, the Customer may not transfer or assign, directly or indirectly, these Terms and Conditions or its rights and obligations hereunder without the express written permission of the TechOps. TechOps shall have the right to assign or otherwise transfer these Terms and Conditions to any parent, subsidiary, affiliated entity or pursuant to any merger, consolidation or reorganization, provided that all such assignees and transferees agree to be bound by these Terms and Conditions prior to such assignment or transfer. These Terms and Conditions shall be binding upon and inure to the benefit of the parties hereto, their successors, and assigns.

**25. Certain Sections Invalid:** If any provisions or portions thereof of Terms and Conditions are held by a court of competent jurisdiction to be invalid under any applicable statute or rule of law, they are to that extent deemed omitted and the remaining provisions of these Terms and Conditions shall remain in full force and effect.

**26. Paragraph Headings:** The titles and headings of the various sections and sections in these Terms and Conditions are intended solely for convenience of reference and are not intended for any other purpose whatsoever, or to explain, modify or place any construction upon or on any of the provisions of these Terms and Conditions.