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To: RELCO Vendors  
From: Douglas Bachman, Chief Administrative Officer  
Date: January 22, 2014  
Sub: RELCO's Commitment To Equal Treatment of All Vendors  
RELCO's Commitment to Disadvantaged Business Enterprises

RELCO's company values stipulate eight core values. Our "Commitment to Ethics", our "Commitment to Family and Community" and our "Commitment to Treating Others with Respect" form the backbone of RELCO's commitment to building a diverse vendor base that rewards vendors who share our "Commitment to Excellence" and our "Commitment to Innovation". RELCO will contract with Vendors regardless of whether that vendor<sup>1</sup> is large or small or without regard to the particular race, color, gender, sexual orientation or national origin of its ownership or leadership.

Thus, RELCO has established a Disadvantaged Business Enterprise ("DBE") program to ensure equal opportunity to participate in RELCO's purchasing of goods and services. The primary tenets of this program will be in effect for all purchases in harmony with our core values.

However, in certain projects regulated by the US Department of Transportation, or other Federal agencies, RELCO will implement the full DBE Vendor Plan that provides for a more rigorous methodology in selecting and administering vendors. You may obtain this plan by a written request to your purchasing manager or RELCO's legal department. This plan is compliant with 49 CFR Part 26 and RELCO has signed an assurance that it will properly comply as applicable.

RELCO's DBE Vendor Plan also has 'flow-down' requirements for its vendors as well. If the full DBE Vendor Plan is in effect for a particular project, and you are a vendor on that project, you must also comply with those requirements for your vendors, suppliers, and subcontractors.

RELCO hopes that this program will facilitate a diverse and vibrant vendor community where even disadvantaged businesses are treated equally without regard for the size of the vendor or to the particular race, color, gender, sexual orientation or national origin of its ownership or leadership.

Sincerely,

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<sup>1</sup> RELCO does give preference for vendors who are located in and source from the United States as part of the Buy America program.