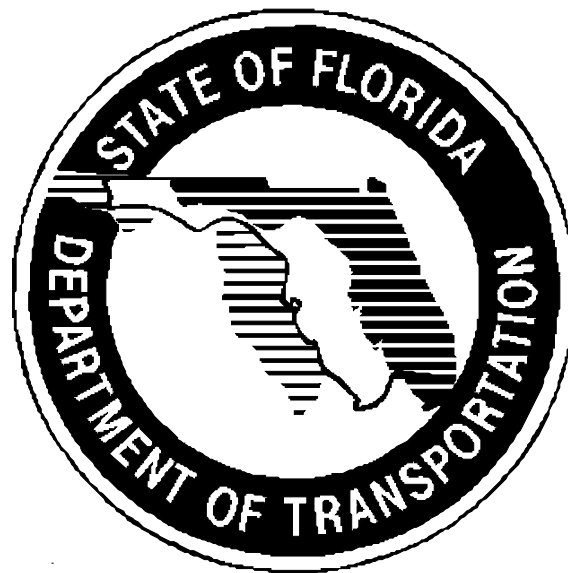


**TRANSIT PLUS, INC.
REPRESENTING
CHAMPION BUS, INC.**



ORDER PACKET

**Contract #TRIPS-11-CA-TP
Cutaway Type Vehicles**

CONTRACT # TRIPS-11-CA-TP

**ORDER PACKET FOR
CHAMPION CUTAWAY TRANSIT VEHICLES
TRANSIT PLUS, INC.**

General Information

The Transit Research Inspection Procurement Services Program (TRIPS) issued Proposal #TRIPS-11-CA-TP to establish a series of state contracts for the purchase of Body on Chassis Cutaway Type Vehicles. Through this process six contracts were awarded to six different vendors each representing a vehicle manufacturer.

This Order Packet is for Contract #TRIPS-11-CA-TP, which was awarded to Transit Plus, Inc. on January 10, 2012 to provide Champion Bus Cutaway Type Vehicles in various lengths and on various chassis' and chassis sizes.

This Order Packet contains the necessary instructions and forms for agencies to place an order with Transit Plus, Inc. to purchase these vehicles. This Order Packet also provides guidance and clarity on the relationships between the seller, the buyer, and Florida DOT's TRIPS program.

The complete Contract #TRIPS-11-CA-TP is accessible from the TRIPS website <http://www.cutr.usf.edu/TRIPS> and contains the following sections:

- **Part 1** - General Requirements and Conditions, and Contractual Provisions
(Including copies of all U.S. DOT Federal Transit Administration certifications)
- **Part 2** - Technical Specifications
- **Part 3** - Options
- **Part 4** - Quality Assurance Provisions
- **Part 5** - Warranty Provisions
- **Part 6** - Paint Schemes

For further information on the TRIPS program and Contract #TRIPS-11-CA-TP, please contact either Edward Bart (813-974-6693) or Cindy Wooten (813-974-9771) at the University of South Florida, Center for Urban Transportation Research (CUTR).

Vendor Information

To place an order for a vehicle under Contract #TRIPS-11-CA-TP, contact David Morris at Transit Plus, Inc.:

- **Address:** Transit Plus, Inc.
58 West 9th Street
Atlantic Beach, Florida 32233
- **Telephone #:** (904) 241-6004
(800) 373-2143
- **Fax #:** (904) 241-0507
- **Email:** www.transitplus.com
- **Contact Person:** David Morris, Manager

Procedures for Ordering

The following sections provide guidance to be used by the vendor and the agencies in the ordering, delivery, acceptance and payment for vehicles procured under this contract. All parties are advised to fully review the full contract document available on the TRIPS website. Contract #TRIPS-11-CA-TP will be the governing document.

Agencies should understand that each order placed with and acknowledged by Transit Plus, Inc. constitutes a contract between the purchaser and Transit Plus, Inc. only. The contract implies no duties or responsibilities by the University of South Florida, Center for Urban Transportation Research, or the Florida Department of Transportation. The terms and conditions of this contract are to be administered and enforced by and between the ordering agency and the vendor.

ORDERING INSTRUCTIONS

Agencies must utilize the order forms in this Order Packet to place their orders. Agencies are encouraged to contact and work closely with Transit Plus, Inc. in finalizing their orders, to fully understand the options available, to select the floor plans and seating selections, the paint schemes, and any special options or conditions that may impact the final order and purchase price. Please submit a separate order form for each vehicle ordered.

Contract #TRIPS-11-CA-TP is to provide Champion Bus Cutaway Type Vehicles in various lengths, chassis', and chassis sizes. Among the standard components of this vehicle are:

- Chevrolet/GMC, Ford, International, and Freightliner chassis'
- Various engine sizes and configurations, to include CNG
- Heavy duty transmission
- Fire Suppression system
- Multiplex electrical system
- Electric door operation

- Multiple floor layouts and seating options
- Choice of wheelchair lift types and models, and securement systems
- Optional stretcher securement system
- Several standard paint schemes and options
- Several other options

Most agencies already have an idea on the type and number of seats and wheelchair positions needed to meet their floor plan requirements. A wide variety of floor plans are available. Agencies should work closely with Transit Plus, Inc. to develop and finalize their floor layout plans. Based upon this consultation, Transit Plus, Inc. will develop a proposed floor plan based on the Agency's needs and fax a copy of the plan to the Agency for verification and approval.

The Order Packet also includes illustrations of the basic vehicle paint schemes and the description of the available options to assist the Agency in completing your orders.

Included in this Order Packet are the following forms and information:

- Order Form that provides:
 - Base vehicle prices
 - Unit seating and wheelchair station prices
 - Paint scheme options and prices
 - Individual option and prices
 - Sample choice forms
- Sample Order Form – providing an example as how to complete the order form
- Description of Options
- Available Paint Schemes

Please submit a separate order form for each vehicle ordered. After determining the length of bus, floor plan, paint scheme and desired individual options, to complete the order form place the number of items in the corresponding quantity column. Multiply the dollar figure in the cost column by the number of items in the quantity column to calculate a total cost for that item. Enter that amount in the total cost column. Add the total cost column amounts together to arrive at the grand total for the vehicle. The grand total will be the figure used on the Agency's purchase order.

Unless your vehicle is funded in part by the FTA Section 5310 grant program, the Agency deals directly with Transit Plus, Inc.

Once the details of the order are finalized, an Agency Purchase Order must accompany all orders placed with Transit Plus, Inc. for those vehicles not funded by the FTA Section 5310 grant program.

For all vehicles funded through the FTA Section 5310 grant program, a copy of the completed order form and either an Agency purchase order or a check for the Agency's portion payable to Transit Plus, Inc. must to mailed or faxed to the CUTR Section 5310

Program Coordinator:

Ms. Cindy Wooten
TRIPS Section 5310 Program Coordinator
USF-CUTR
4202 E. Fowler Avenue – CUT100
Tampa, Florida 33620
Telephone: (813) 974-9771
Fax: (813) 396-9345
Email: wooten@cutr.usf.edu

The TRIPS Section 5310 Program Coordinator will verify the order accuracy, complete the request for the FDOT share, and forward the request to Tallahassee for the FDOT purchase order. When the FDOT purchase order number is assigned, the TRIPS Section 5310 Program Coordinator will place the order with Transit Plus, Inc. and notify the Agency of its status.

Transit Plus, Inc. will provide written confirmation to the Agency and/or CUTR of the receipt of the order within seventy-two (72) hours of receiving the order with purchase order. At a minimum, the acknowledgement of the order will contain:

- The Agency's purchase order number
- The date the order was received
- The date the order was placed with the manufacturer
- The production and VIN number when available
- The estimated delivery date (when available)

DELIVERY

Completed units must be delivered to Agency within ninety (90) days from receipt of chassis or purchase order, whichever occurs last.

In the event of delay in completion of the delivery of vehicles beyond the date specified in the contract, in addition to any granted extensions agreed to in writing by the Agency, the Agency may assess as liquidated damages, twenty five dollars (\$25.00) per calendar day per vehicle.

Each vehicle purchased through the TRIPS shall be routed to the FDOT's Springhill Inspection Facility, located in Tallahassee, Florida, for an inspection prior to delivery to Transit Plus, Inc.

Transit Plus, Inc. should see that all noted write-ups are corrected prior to final delivery to the procuring agency. This inspection by the TRIPS is not represented as being "all inclusive" and in no way relieves the dealer from the required Pre-Delivery Inspection (PDI).

Prior to the vehicle(s) being delivered, Transit Plus, Inc. must perform a PDI. Upon completion of a PDI, Transit Plus, Inc. will be required to deliver the vehicles to the

Purchaser. The dealer shall notify both the purchasing Agency and the FDOT District Office a minimum of 48 hours in advance to arrange a delivery time.

The vehicle shall be delivered with all Contractor/manufacturer's quality control checklists including road test and final inspection (properly completed and signed by an authorized plant representative). Other documents/items required at delivery include:

- Manufacturer's Certificate of Origin
- Application for Certificate of Title
- Bill of Sale
- Warranty Papers (forms, policy, procedures)
- Maintenance Schedule
- Operators' manual
- Invoice (To include contract number, P.O. number, VIN#, and agency name)

FINAL ACCEPTANCE

Delivery of the vehicle(s) by Transit Plus, Inc. does not constitute acceptance by the Agency. The vehicle will be considered "accepted" upon passing the inspection and issuance of an acceptance letter by the Agency.

The terms of the contract state that an Agency has ten (10) calendar days after receiving the vehicle(s) to perform the Post Delivery Inspection and issue either a "Letter of Acceptance" or a "Letter of Rejection" to Transit Plus, Inc. and the Florida DOT District Office contact. The "Letter of Rejection" will state and describe the areas to be found in noncompliance with the bid specifications, incompleteness, or any defective or damaged parts.

A vehicle should be rejected if any items are missing, defective, altered, incorrect, or incomplete. In the event a vehicle(s) is delivered incomplete or contains any defective or damaged parts, the said parts will be removed and replaced by Transit Plus, Inc. New parts will be furnished and installed by Transit Plus, Inc. at no cost to the Agency. If there is work involved, warranty or otherwise, to repair or place the vehicle(s) in proper complete condition, such repairs will be made by an approved firm in accordance to the warranty provisions of the contract.

Placing the vehicle(s) in revenue service will automatically constitute "acceptance". In such circumstances, a "Letter of Acceptance" should still be sent to Transit Plus, Inc.

Acceptance of the vehicles shall not release the Contractor from liability for faulty workmanship or materials.

PAYMENT

For vehicle purchased without funding from the FTA Section 5310 grant program, the Agency should complete all necessary paperwork and submit its request to process the Agency purchase order payment within five (5) days after the delivery and/or acceptance of the vehicle.

For all vehicles funded through the FTA Section 5310 grant program, the Agency should approve and process its purchase order to allow a check for the Agency amount to be sent to Transit Plus, Inc. for its share of the vehicle. If, instead of a purchase order, a check was provided at the order request time, forward all invoices to the CUTR Section 5310 Program Coordinator along with the acceptance letter.

Upon receipt of the Agency's portion of the vehicle, Transit Plus, Inc. will contact the CUTR Section 5310 Program Coordinator with a request to process the FDOT purchase order payment approval.

The total purchase price should be paid in full within sixty (60) days after acceptance of each vehicle. Agencies should note that failure to meet the net 60-day payment terms could result in the assessment of interest and other penalties. Terms are those shown in Price Proposal Form F of the contract document. A 2% monthly service charge will be added to all past due accounts.