

**Creative Bus Sales Inc.
REPRESENTING
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ORDER PACKET

**Contract #TRIPS-15-MB-CB
MiniBus with ADA Option**

CONTRACT # TRIPS-15-MB-CB

ORDER PACKET FOR

MiniBus with ADA Option

Creative Bus Sales Inc.

General Information

The Transit Research Inspection Procurement Services Program (TRIPS) issued Proposal #TRIPS-15-MB-RFP to establish a series of state contracts for the purchase of MiniBus with ADA option. Through this process three contracts were awarded.

This Order Packet is for Contract #TRIPS-15-MB-CB, which was awarded to Creative Bus Sales Inc. on December 21st, 2015 to provide MiniBuses with ADA Option.

This Order Packet contains the necessary instructions and forms for agencies to place an order with Creative Bus Sales 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-15-MB-CB is accessible from the TRIPS website <http://tripsflorida.org/> and contains the following sections:

- **Part 1** - General Requirements and Conditions, and Contractual Provisions
(Including 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-15-MB-CB, please contact either Bill Mayer (813-974-2646) or Lazara Stinnette (813-974-0695) at the University of South Florida, Center for Urban Transportation Research (CUTR).

Vendor Information

To place an order for a vehicle under Contract #TRIPS-15-MB-CB, contact Ray Cullers at Creative Bus Sales Inc.:

- **Address:** 8600 Atlantic Blvd
Jacksonville, FL 32211
- **Telephone #:** 813-335-9052
- **Fax #:** 904-241-0507
- **Email:** RCullers@CreativeBusSales.com
- **Contact Person:** Ray Cullers

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-15-MB-CB will be the governing document.

Agencies should understand that each order placed with and acknowledged by Creative Bus Sales Inc. constitutes a contract between the purchaser and Creative Bus Sales 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 Creative Bus Sales Inc. in finalizing their orders, to fully understand the options available, to select the paint scheme, 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-15-MB-CB is to provide MiniBuses with ADA Option. Among the standard components of this vehicle are:

- OEM Ford Transit chassis in several weights and configurations
- Gas 3.5L V-6 DOHC gasoline Engine w/ electronic fuel injection
- Standard Automatic transmission
- Upgraded A/C
- Several other options

The Order Packet also includes the description of the available options to assist the Agency in completing their orders.

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

- Order Form that provides:
 - Base vehicle price
 - Individual option and prices
 - Sample order form
- Sample Order Form – providing an example as how to complete the order form
- Description of Options

Please submit a separate order form for each vehicle ordered. 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 Creative Bus Sales Inc.

Once the details of the order are finalized, an Agency purchase order must accompany all orders placed with Creative Bus Sales 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 Creative Bus Sales Inc. must be emailed, faxed, or mailed to the TRIPS 5310 Administrative Specialist:

Ms. Lazara Stinnette
TRIPS 5310 Administrative Specialist
USF-CUTR
4202 E. Fowler Avenue – CUT100
Tampa, Florida 33620
Telephone: (813) 974-0695
Fax: (813) 974-5168
Email: lstinnette@cutr.usf.edu

The TRIPS 5310 Administrative Specialist 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 5310 Administrative Specialist will place the order with Creative Bus Sales Inc. and notify the Agency of its status.

Creative Bus Sales 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 are to be delivered to purchaser 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 Creative Bus Sales Inc.

Creative Bus Sales 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, Creative Bus Sales Inc. must perform a PDI. Upon completion of a PDI, Creative Bus Sales 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 Creative Bus Sales 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 Creative Bus Sales 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 Creative Bus Sales Inc. New parts will be furnished and installed by Creative Bus Sales 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 Creative Bus Sales 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 Creative Bus Sales 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 TRIPS 5310 Administrative Specialist along with the acceptance letter.

Upon receipt of the Agency's portion of the vehicle, Creative Bus Sales Inc. will contact the TRIPS 5310 Administrative Specialist 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.

ORDER FORM

ORDER FORM

CONTRACT # TRIPS-15-MB-CB

MiniBus with ADA Option

Creative Bus Sales Inc.

AGENCY NAME: _____

DATE: _____

PURCHASE ORDER NUMBER: _____

CONTACT PERSON: _____
(Name, Telephone Number and Email Address)

Ford Transit FT148EWBHRDRW

October 7, 2019

Item	Unit Cost	Quantity	Total Cost
Base Vehicle Type			
Ford Model FT148EWBHRDRW 10,360 GVWR 22' 3.5L Gas Engine	\$57,883		
Diesel	\$3152		
3.5L V-6 Eco Boost Engine	\$1272		
SEATS			
Base Seats: Freedman GO	\$683		
Child Seats: Freedman Caregiver ICS 3 point	\$815		
Upgraded AC			
Gasoline Engine Standard In Base	N/C		
Diesel Engine Standard In Base	N/C		
Paint Choices			
White	\$0		
Paint Scheme A	\$150		
Paint Scheme B	\$150		
Paint Scheme C	\$150		
Other Options			
Dual Swing Entry Door "DELETE" option	(-\$4000)		
Wheelchair lift/ramp Manufacturer: Braun Model:L919 800 lbs Rear Only	\$4656		
Wheelchair lift/ramp Manufacturer: Ricon Model: K Series 800 lbs	\$4656		
2-way radio prep package.	\$150		
A 110V power inverter with accessory outlet	\$950		
110V Accessory Outlet per Location	\$165		
Individual reading lamps	\$135		
Fold-away Seat	\$1079		

Optional floor covering material	\$50		
Securement Devices Manufacturer: Q-Straint Model: QRT MAX Slide N Click	\$870		
Q-Straint WC18 QRT Deluxe System	\$962		
Sidewall Wheelchair Carrier	\$275		
Freedman Child Restraint System Latches And Tethers	\$60		
Upgraded Seating level 4	\$20		
Transit Works Smart Floor Track System	\$2300		
Smart Floor Seat Modification per Seat	\$140		
Set of 2 LED flashing add on light strips	\$296		
Seon Two Camera System	\$2,115		
Seon Three Camera System	\$3,415		
Seon Four Camera System	\$3,715		
REI Two Camera System	\$1,975		
REI Three Camera System	\$2,255		
REI Four Camera System	\$2,535		
Gatekeeper Two Camera System	\$2,349		
Gatekeeper Three Camera System	\$2,900		
Gatekeeper Four Camera System	\$3,250		
Angel Trax 720P Two Camera System	\$1,906		
Angel Trax 720P Three Camera System	\$2,186		
Angel Trax 720P Four Camera System	\$2,466		
Angel Trax 1080P Two Camera System	\$2,330		
Angel Trax 1080P Three Camera System	\$2,610		
Angel Trax 1080P Four Camera System	\$2,890		
Apollo Two Camera System	\$3,796		
Apollo Three Camera System	\$4,475		
Apollo Four Camera System	\$4,975		
24/7 system Two Camera System	\$2,188		
24/7 system Three Camera System	\$2,467		
24/7 system Four Camera System	\$2,748		
Additional Camera:			
GRAND TOTAL			

ORDER FORM

CONTRACT # TRIPS-15-MB-CB

MiniBus with ADA Option

Creative Bus Sales Inc.

AGENCY NAME: _____ DATE: _____

PURCHASE ORDER NUMBER: _____

CONTACT PERSON: _____
(Name, Telephone Number and Email Address)

Ford Transit FT148WBMRSRW

October 7, 2019

Item	Unit Cost	Quantity	Total Cost
Base Vehicle Type			
Ford Model FT148WBMRSRW 9,000 GVWR 20' Gas 3.5L V-6 DOHC	\$47,609		
3.5L V-6 Eco Boost Engine	\$1,272		
Diesel	\$4285		
CNG Option	N/A		
SEATS			
Base Seats: Freedman GO	\$683		
Child Seats: Freedman Caregiver ICS 3 point	\$815		
Upgraded AC			
Gasoline Engine Standard In Base	N/C		
Diesel Engine Standard In Base	N/C		
Paint Choices			
White	\$0		
Paint Scheme A	\$150		
Paint Scheme B	\$150		
Paint Scheme C	\$150		
Other Options			
2-way radio prep package.	\$150		
Alternative wheel options Aluminum Wheel	\$400		
A 110V power inverter with accessory outlet	\$950		
110V Accessory Outlet per Location	\$165		
Individual reading lamps	\$135		
Optional floor covering material	\$50		
Freedman Child Restraint System Latches And Tethers	\$60		
Upgraded Seating level 4	\$20		
Transit Works Smart Floor Track System	\$1,800.00		
Smart Floor Seat Modification per Seat	\$140		

Set of 2 LED flashing add on light strips	\$296		
Seon Two Camera System	\$2,115		
Seon Three Camera System	\$3,415		
Seon Four Camera System	\$3,715		
REI Two Camera System	\$1,975		
REI Three Camera System	\$2,255		
REI Four Camera System	\$2,535		
Gatekeeper Two Camera System	\$2,349		
Gatekeeper Three Camera System	\$2,900		
Gatekeeper Four Camera System	\$3,250		
Angel Trax 720P Two Camera System	\$1,906		
Angel Trax 720P Three Camera System	\$2,186		
Angel Trax 720P Four Camera System	\$2,466		
Angel Trax 1080P Two Camera System	\$2,330		
Angel Trax 1080P Three Camera System	\$2,610		
Angel Trax 1080P Four Camera System	\$2,890		
Apollo Two Camera System	\$3,796		
Apollo Three Camera System	\$4,475		
Apollo Four Camera System	\$4,975		
24/7 system Two Camera System	\$2,188		
24/7 system Three Camera System	\$2,467		
24/7 system Four Camera System	\$2,748		
Additional Camera:			
GRAND TOTAL			

SAMPLE ORDER FORM

SAMPLE ORDER FORM
CONTRACT # TRIPS-15-MB-CB

MiniBus with ADA Option

Creative Bus Sales Inc.

AGENCY NAME: _____

DATE: _____

PURCHASE ORDER NUMBER: _____

CONTACT PERSON: _____
(Name, Telephone Number and Email Address)

Ford Transit FT148EWBHRDRW

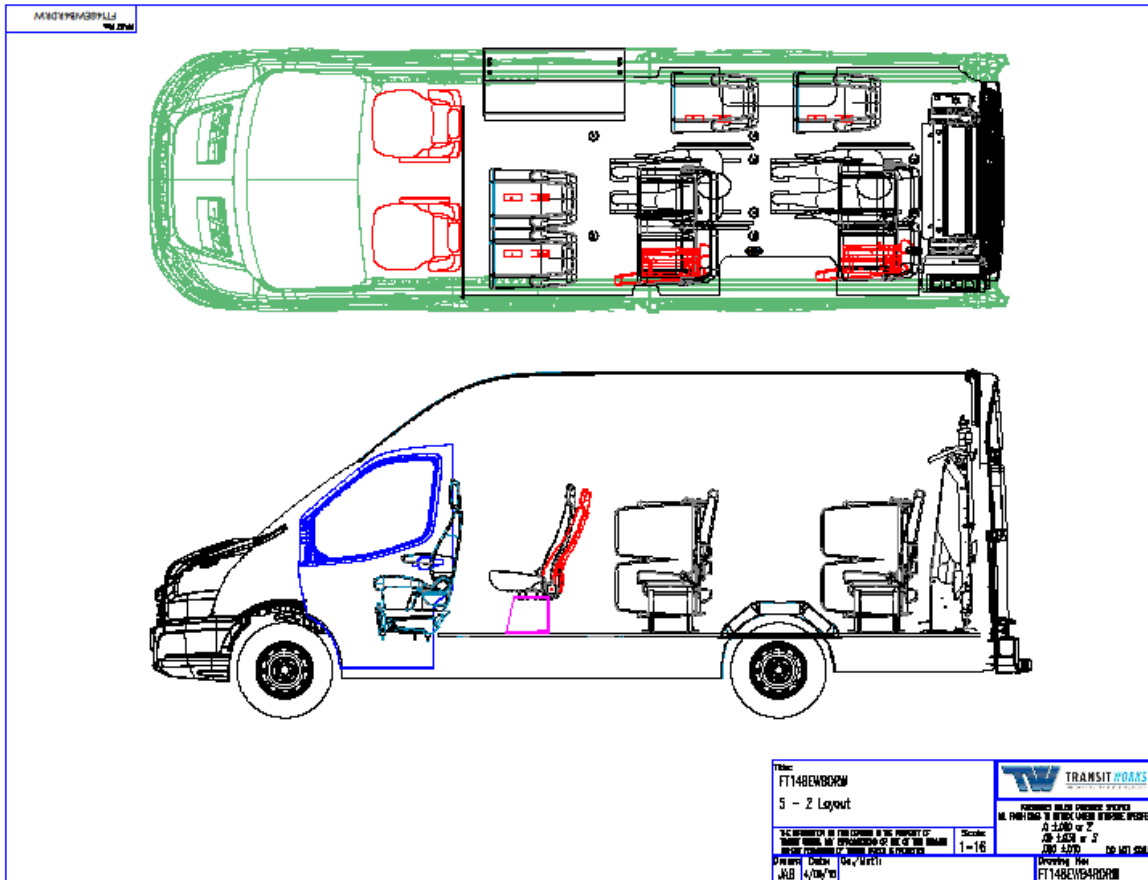
October 7, 2019

Item	Unit Cost	Quantity	Total Cost
Base Vehicle Type			
Ford Model FT148EWBHRDRW 10,360 GVWR 22' 3.5L Gas Engine	\$57,883	1	\$57,883
Diesel	\$3152		
3.5L V-6 Eco Boost Engine	\$1,272		
SEATS			
Base Seats: Freedman GO	\$665	4	\$2,660
Child Seats: Freedman Caregiver ICS 3 point	\$815		
Upgraded AC			
Gasoline Engine Standard In Base	N/C	1	N/C
Diesel Engine Standard In Base	N/C		
Paint Choices			
White	\$0	1	\$0
Paint Scheme A	\$150		
Paint Scheme B	\$150		
Paint Scheme C	\$150		
Other Options			
Dual Swing Entry Door "DELETE" option	(-\$4000)		
Wheelchair lift/ramp Manufacturer: Braun Model: L919 800 lbs Rear Only	\$4600	1	\$4,600
Wheelchair lift/ramp Manufacturer: Ricon Model: K Series 800 lbs	\$4600		
2-way radio prep package.	\$150	1	\$150
A 110V power inverter with accessory outlet	\$950		
110V Accessory Outlet per Location	\$165		
Individual reading lamps	\$135		
Fold-away Seat	\$1050	2	\$2,100

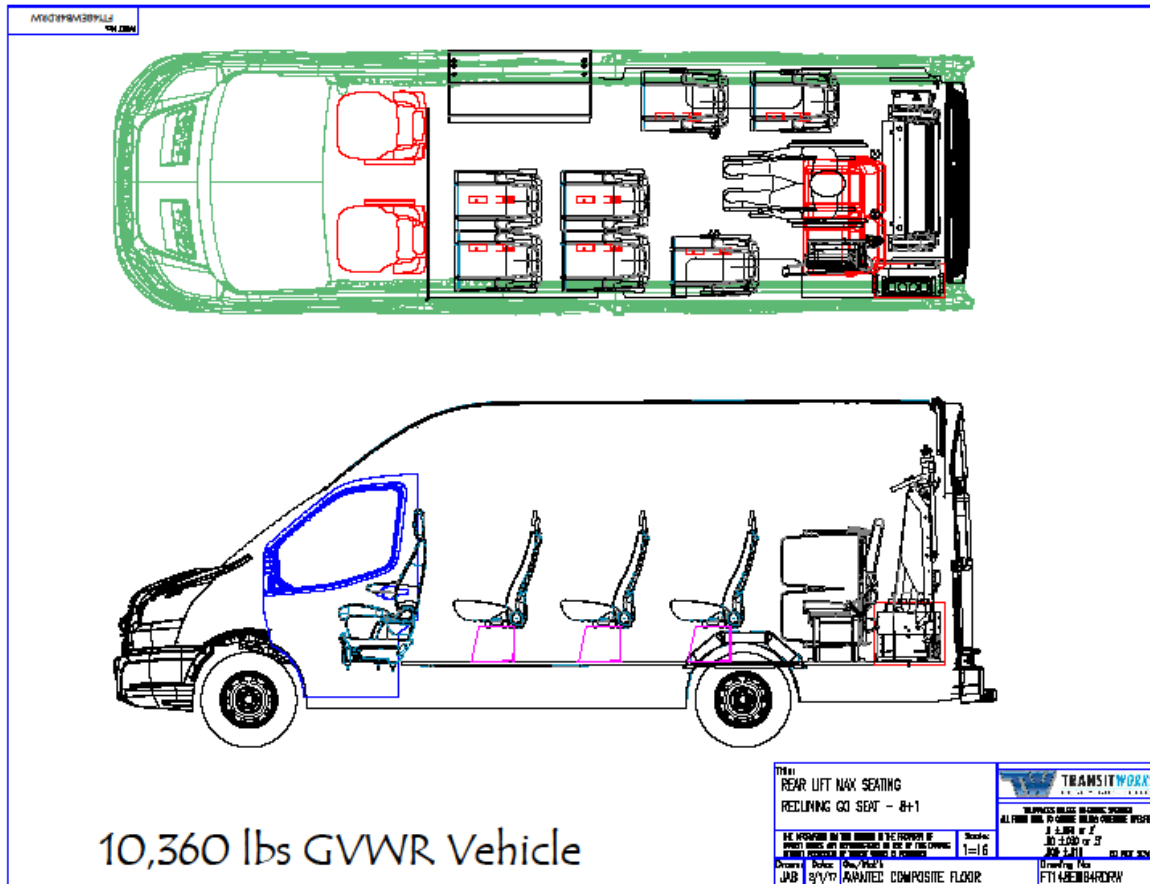
Optional floor covering material	\$50		
Securement Devices Manufacturer: Q-Straint Model: QRT MAX Slide N Click	\$845		
Q-Straint WC18 QRT Deluxe System	\$935		
Sidewall Wheelchair Carrier	\$275		
Freedman Child Restraint System Latches And Tethers	\$60		
Upgraded Seating level 4	\$20		
Transit Works Smart Floor Track System	\$2300		
Smart Floor Seat Modification per Seat	\$140		
Set of 2 LED flashing add on light strips	\$296		
Seon Two Camera System	\$2,115		
Seon Three Camera System	\$3,415		
Seon Four Camera System	\$3,715		
REI Two Camera System	\$1,750		
REI Three Camera System	\$2,255		
REI Four Camera System	\$2,535		
Gatekeeper Two Camera System	\$2,349		
Gatekeeper Three Camera System	\$2,900		
Gatekeeper Four Camera System	\$3,250		
Angel Trax 720P Two Camera System	\$1,906		
Angel Trax 720P Three Camera System	\$2,186		
Angel Trax 720P Four Camera System	\$2,466		
Angel Trax 1080P Two Camera System	\$2,330		
Angel Trax 1080P Three Camera System	\$2,610		
Angel Trax 1080P Four Camera System	\$2,890		
Apollo Two Camera System	\$3,796		
Apollo Three Camera System	\$4,475		
Apollo Four Camera System	\$4,975		
24/7 system Two Camera System	\$2,188		
24/7 system Three Camera System	\$2,467		
24/7 system Four Camera System	\$2,748		
Additional Camera:			
GRAND TOTAL			\$67,393

FLOOR PLANS

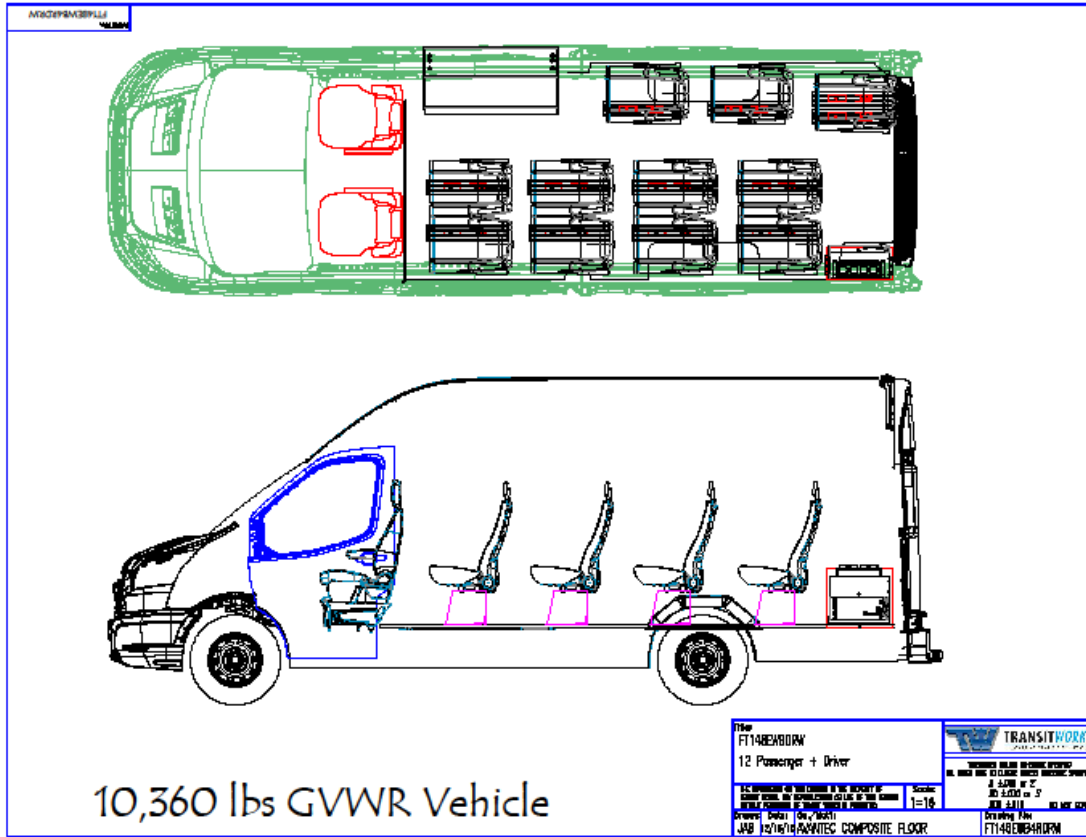
Jumbo



Jumbo



Jumbo



Medium

