

POWER MANUFACTURING



ORDER PACKET

**Contract#TRIPS-20-VM-POWER
Virus Mitigation Components**

CONTRACT #TRIPS-20-VM-POWER

ORDER PACKET FOR

Virus Mitigation Components

Power Manufacturing

General Information

The Transit Research Inspection Procurement Services Program (TRIPS) issued Proposal #TRIPS-20-VM-POWER to establish a series of state contracts for the purchase of Virus Mitigation Components.

This Order Packet is for Contract #TRIPS-20-VM-POWER, which was awarded to Power Manufacturing January 12, 2021 to provide Drivers barriers

This Order Packet contains the necessary instructions and forms for agencies to place an order with Power Manufacturing to purchase these components. 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-20-VM-POWER 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** - Quality Assurance Provisions

For further information on the TRIPS program and Contract #TRIPS-20-VM-POWER, please contact either Carlton Allen (850-921-7345) 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-20-VM-POWER, contact representative at Power Manufacturing

- **Address:** Power Manufacturing
53087 Faith Ave, Elkhart, IN 46514
- **Telephone #:** [262-995-4873](tel:262-995-4873)
- **Fax #:**
- **Email:** chad@busstuf.com
- **Contact Person:** Chad Engel

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-20-VM-POWER will be the governing document.

Agencies should understand that each order placed with and acknowledged by Power Manufacturing constitutes a contract between the purchaser and Power Manufacturing 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. Most agencies already have an idea on the type of component(s) they need. Agencies should work closely with Power Manufacturing to develop and finalize their plans. Based upon this consultation, Power Manufacturing will develop a proposed order based on the Agency's needs and transmit a copy of the plan to the Agency for verification and approval.

Contract #TRIPS-20-VM-POWER is to provide Virus Mitigation Components. Among the standard components and products available for the vehicle(s) are HEPA UV filtration systems and Driver protection barriers.

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

- Order Form that provides:
 - Component options and descriptions
 - Component prices
 - Installation options and prices

Please complete the order form by placing 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 chosen components. The grand total will be the figure used on the Agency's purchase order.

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

Once the details of the order are finalized, an Agency purchase order must accompany all orders placed with Power Manufacturing for those components not funded by the FTA Section 5310 grant program.

For all components 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 Power Manufacturing, must be emailed, faxed, or mailed to the CUTR 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) 396-9345
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 Power Manufacturing and notify the Agency of its status.

Power Manufacturing 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 estimated delivery date (when available)

DELIVERY

Completed units must be delivered to Agency within sixty (60) days from receipt of purchase order.

The components shall be delivered with all Contractor/manufacturer's quality control checklists including final inspection (properly completed and signed by vendor. Other documents/items required at delivery include:

- Warranty Papers (forms, policy, procedures)
- Operators' manual
- Invoice (To include contract number, P.O. number, and agency name)

FINAL ACCEPTANCE

Delivery of the component(s) by Power Manufacturing. does not constitute acceptance by the Agency. The component(s) will be considered "accepted" upon passing the inspection and once the Agency accepts the component in writing.

The terms of the contract state that an Agency has ten (10) calendar days after receiving the vehicle(s) to perform a Post Delivery Inspection and issue either a "Letter of Acceptance" or a "Letter of Rejection" to VENDOR 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. Both of the letters are issued as a function of the DATACenter.

A component should be rejected if any items are missing, defective, altered, incorrect, or incomplete. In the event component(s) are delivered incomplete or contains any defective or damaged parts, the said parts will be removed and replaced by Power Manufacturing. New parts will be furnished and installed by Power Manufacturing 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 component(s) in revenue service will automatically constitute "acceptance". In such circumstances, a "Letter of Acceptance" should still be issued to Power Manufacturing via letter of Acceptance of the components shall not release the Contractor from liability for faulty workmanship or materials.

PAYMENT

For component(s) 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 component(s).

For all component(s) 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 Power Manufacturing for its share of the components(s). If, instead of a purchase order, a check was provided at the order request time, forward all invoices to the CUTR 5310 Administrative Specialist along with a copy of the acceptance letter.

Upon receipt of the Agency's portion of the component(s), Power Manufacturing will contact the CUTR 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 component. 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 E of the contract document. A 2% monthly service charge will be added to all past due accounts.

EXHIBIT A

ORDER FORM

