

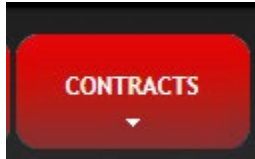
# Instructions for Completion of Vehicle Purchase Order Form

## Step 1

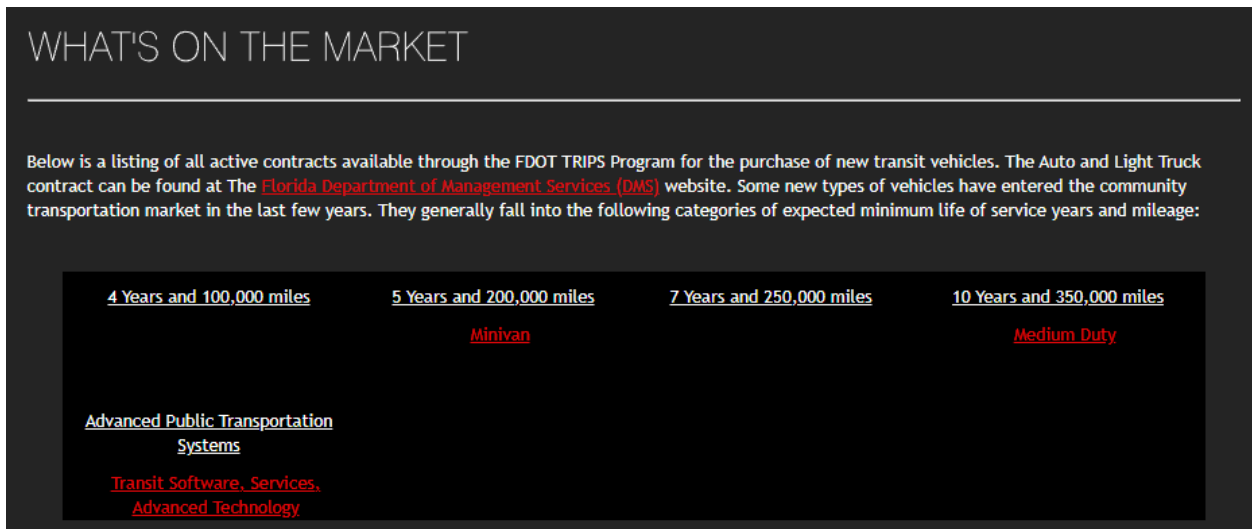
Visit the TRIPS website [www.tripsflorida.org](http://www.tripsflorida.org)

## Step 2

Select “**Contracts**” from the menu at the top.



Scroll down for “**What’s on the Market**” and select the type of vehicle for purchase.



WHAT'S ON THE MARKET

Below is a listing of all active contracts available through the FDOT TRIPS Program for the purchase of new transit vehicles. The Auto and Light Truck contract can be found at The [Florida Department of Management Services \(BMS\)](#) website. Some new types of vehicles have entered the community transportation market in the last few years. They generally fall into the following categories of expected minimum life of service years and mileage:

<a href="#">4 Years and 100,000 miles</a>	<a href="#">5 Years and 200,000 miles</a>	<a href="#">7 Years and 250,000 miles</a>	<a href="#">10 Years and 350,000 miles</a>
	<a href="#">Minivan</a>		<a href="#">Medium Duty</a>
<a href="#">Advanced Public Transportation Systems</a>			
<a href="#">Transit Software, Services, Advanced Technology</a>			

## Step 3

Review the vehicle specifications to identify the vendor/dealer you wish to use for vehicle purchase.

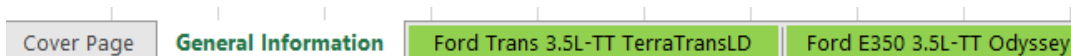
## Step 4

For the selected awarded vehicle, in the last column of the table download the “**Order Packet**”

*Note: Order packets are now an Excel workbook.*

## Step 5

View tabs across the bottom of Excel Workbook



- **Cover Page:** Includes contract number and vendor name.
- **General Information:** Provides information and guidance on making purchases.
- **Vehicle Description:** A tab for each type of vehicle the vendor offers. Select tab for vehicle you wish to purchase.



# Instructions for Completion of Vehicle Purchase Order Form

## Step 7

Enter quantity of vehicles and quantity of seats. By entering quantity, the “Extended Cost” column will automatically populate. For example, when a quantity of one (1) is added for the Ford E350 the extended cost will populate as \$100,000.

Description	Quantity	UOM	Unit Cost	Extended Cost	
Ford Transit 3.5L, Turtle Top Terra Transit LD, Cutaway 21'	1	EA	\$ 100,000.00	\$ 100,000.00	
Ford Transit 3.5L, Turtle Top Terra Transit LD, Cutaway 24'		EA	\$ 100,000.00	\$ -	
Standard Seats	6	Per Person	\$ 100.00	\$ 600.00	
Fold-Away Seats	2	Per Person	\$ 100.00	\$ 200.00	
Children's Seat	0	Per Person	\$ 100.00	\$ -	
Paint Scheme 1	1	EA	\$ 200.00	\$ 200.00	
Paint Scheme 2		EA	\$ 200.00	\$ -	
Paint Scheme 3		EA	\$ 200.00	\$ -	
Item No	Description	Quantity	UOM	Unit Cost	Extended Cost
3.3.1	Aluminum wheels	1	Per Vehicle	\$ 100.00	\$ 100.00
3.3.2	Stainless steel wheel liners / inserts, front and rear wheels	1	Per Vehicle	\$ 100.00	\$ 100.00
3.4.1	Freedman Featherweight High Back rigid frame seats (per	8	EA	\$ 150.00	\$ 1,200.00

If a quantity of two (2) is added for the Ford E350 the extended cost will populate as \$200,000.

Description	Quantity	UOM	Unit Cost	Extended Cost
Ford Transit 3.5L, Turtle Top Terra Transit LD, Cutaway 21'	2	EA	\$ 100,000.00	\$ 200,000.00
Ford Transit 3.5L, Turtle Top Terra Transit LD, Cutaway 24'		EA	\$ 100,000.00	\$ -

## Step 8

Identify the options you wish to include in the vehicle by adding the total quantity for each option. The extended cost will populate based on the quantity selected.

Other Available Options					
3.23.4	AngelTrax, Vulvan V862HC, 4 Cameras, 1TB HD, 64GB SD Card, Panic Button	2	EA	\$ 100.00	\$ 200.00
3.23.5	AngelTrax, Vulvan V1284HC, 4 Cameras, 1TB HD, 64GB SD Card, Panic Button	3	EA	\$ 100.00	\$ 300.00
3.23.6	AngelTrax, Add (1) Additional Camera to Installed System		EA	\$ 100.00	\$ -
3.23.7	AngelTrax Tri-Mode Roof Mounted Antenna		EA	\$ 100.00	\$ -

The “Grant Total” will automatically update as options are added. This field can be found at the bottom of the form.

				<b>GRAND TOTAL</b>	<b>\$ 138,071.00</b>
--	--	--	--	--------------------	----------------------