

**ATTACHMENT 11****TRANSIT BUS PRE-ORDER WORKSHEET**

The Contractor Shall create a Transit Bus Pre-Order Worksheet for each Lot awarded under the Contract, to provide to an Authorized User, or other entity, to complete for all Transit Bus orders from the Contract for the applicable Lot. The Authorized User will submit a completed Purchase Order and Transit Bus Pre-Order Worksheet to the Contractor for each Transit Bus order (see Contract Section 6.10 *Transit Bus Pre-Order Worksheet and Finalized Order*).

The following items, at a minimum, Must be included in the Transit Bus Pre-Order Worksheet:

**1. Introduction Page:**

The Introduction Page Must include the following:

- A. Table of Contents for the Transit Bus Pre-Order Worksheet
- B. OGS Award number and name (i.e., Award 23170 -- Buses, Transit (Adult Passenger))
- C. Contractor PC number (e.g., PC12345)
- D. Contractor Name, Address and Contact Information
- E. The timeframe for the Authorized User to complete and return the form to the Contractor  
(*Note: OGS recommends a timeframe of two weeks*).

**2. Transit Bus Equipment:**

The worksheet Shall also include details of the equipment included in the Transit Bus available under the Contract for the applicable Lot, with a space for the Authorized User to make a selection, if applicable. The worksheet Shall include the following:

**A. Base Item Description**

*Detail* the Base Item build, including:

- 1) A basic description of the Transit Bus, (i.e. make, model, size, standard features);
- 2) Chassis Content: Provide details on chassis components that meet the specifications;
- 3) Body Content: Provide details on body components that meet the specifications; and
- 4) Sample chassis and body production line tickets for reference.

**B. Floor Plan Diagrams:**

- 1) Diagrams of Base Item, plus all Contract variations of additional wheelchair and flip seat Options; and
- 2) Include a wheelchair/ambulatory chart and selection matrix.

**C. Upholstery Options:**

- 1) Seat colors available, with a space for selection.

**D. Lettering Options:**

- 1) A space to indicate DOT required lettering (i.e. Name of Operator and Vehicle ID).
- 2) Instructions for requesting additional lettering and graphics.

**E. Exterior Paint:**

- 1) A space to indicate required exterior paint and striping (i.e. size and colors).
- 2) Instructions for requesting custom paint.

**3. Inspection Information:**

A space to indicate inspection requirements (i.e., NYS DOT with operator number or a NYS DMV inspection in lieu of a NYS DOT inspection sticker).

**4. Order Summary Page:**

This section Shall include the following for completion by the Authorized User:

- A. Authorized User entity name
  - B. Authorized User contact name
  - C. Authorized User contact information (e.g. address, phone number, email)
  - D. A pricing section including the following:
    - 1) The Base Item
    - 2) Contract Options
    - 3) Contract Option Sub-total
    - 4) Non-contract options to consider (Requires funding approval prior to placing order)
    - 5) Equipment Summary
    - 6) Total purchase amount
    - 7) Date that the Price is valid through
  - E. Purchase Order number for Contract Items
  - F. Purchase Order number for non-Contract Items
  - G. Authorized User signature and date
- 5.** A space for the Contractor to sign and indicate a date when the Transit Bus Pre-Order Worksheet has been reviewed and verified as complete by the Contractor, and is considered a Finalized Order (see Contract Section 1.4 *Definitions*). When the Contractor has determined that the order is a Finalized Order, the Contractor Must provide Written confirmation to the Authorized User that an order has been placed with the Manufacturer, and provide an estimated delivery date. The signed Transit Bus Pre-Order Worksheet Must be provided with the Written confirmation.