



JACKSONVILLE
TRANSPORTATION
AUTHORITY

How to Use the Contract Instruction for P-23-030 State of Florida Heavy Duty Buses - Gillig ,LLC

The following steps outline the process for using the contract for P-23-030 State of Florida Heavy Duty Buses:

OVERVIEW:

This is a State schedule for the State of Florida. Any government entity is allowed to utilize this contract. As this is a State schedule, there are no maximum quantities that have been set on this contract. This contract is valid for five (5) years. Pricing for this contract is being held for 180 days from the date of execution after which PPI may be applied through November 22, 2029 through Contract Amendment.

STEPS TO ORDER:

1. Determine the length of the bus (30', 35' 40' or 60'), fuel type (Diesel, Hybrid or CNG) and other contract options and accessories that your Agency requires. Contact Gillig, LLC's sales representative , Butch Sibley, via telephone at (510)589-9430 or via email to butch.sibley@gillig.com and request a quote based on the available base bus, contract options and accessories.
2. Upon receipt of Gillig's quote, review and compare the pricing to ensure that the options and pricing are in accordance with the contract documents. Gillig's quote shall remain in effect for 90 days to allow the Agency time to ensure that their procurement policies and procedures are adhered to for the purchase.
3. All Purchase Orders (PO) must reference Contract P-23-030 State of Florida Heavy Duty Bus. Upon issuance and approval of your Agency PO, send directly to Gillig, LLC. Under this contract, Gillig LLC will be responsible for providing the Florida Transit Association Finance Corporation (FTAFC) a copy of each Ordering Agency's PO upon receipt. Gillig LLC will also provide the FTAFC with a **quarterly** statement of purchases made off the contract.
4. The Order Agency's PO ,as received by the FTAFC, will process the transaction fee invoice for payment to the Ordering Agency. The Ordering Agency will be responsible to pay the FTAFC a transaction fee as follows:
 - a. State of Florida Ordering Agency: Six hundred dollars (\$600) per bus ordered not to exceed twelve thousand dollars (\$12,000) per calendar year .
 - b. Outside the State of Florida Ordering Agency: One thousand dollars (\$1,000) per bus ordered, not to exceed twenty thousand dollars (\$20,000) per calendar year.